Navarro County Central Counting and Accumulation Plan
July 14, 2020 Democratic Primary Runoff

I. Staff:

The Central Counting and Accumulation Station staff shall be as follows:

1. Central Counting Station Manager: Dan Teed
2. Central Counting Station Tabulation Supervisor: Dan Teed
3. Central Counting Station Assistant Tabulation Supervisor: Allie Thomas
4. Presiding Judge: Linda Mertz
5. Alternate Judge: Rosie Travenia
6. Clerks are hired by the Presiding Judge, having been presented by the parties.
7. If needed, the Manager shall appoint other clerks, as provided for by law.

II. Poll watchers:

Poll watchers are welcome to observe the activities as permitted by law, and will submit the appropriate poll watcher paperwork prescribed by the Texas Secretary of State to the Presiding Judge of the Counting Station.

III. Procedures for Convening--Time and Place of Meeting: Election Day (July 14, 2019) at 6 pm, in the Navarro County Election Barn, 601 N. 13th Street, Corsicana, TX, 75110.

IV. Administration of Oaths. Officers of the Station will sign written oaths.

V. Intake of ballots, electronic media, and supplies.

Electronic media are used to transfer the votes from the scanners to the Central Counting Station on election night. Additionally, if needed, Central Counting Station may accompany a judge back out to the polling place to retrieve backup media or ballots from the scanner in case of an emergency.

Supplies and paperwork are returned in the blue bags, that serve as ballot box #4.

VI. Tests:

In house testing was done on all machinery, for every precinct, September 30 – October 11.

The public Logic and Accuracy Test 1 was conducted beginning at 1 pm on October 12, and included votes, undervotes, and attempted overvotes in all ballot styles and precincts on 3 scanners, 1 early voting, 1 election day, and 1 absentee. Notice was published in the Corsicana Daily Sun several days in advance. The testing board consisted of the Election Administrator, and Elections Office staff. The public was welcome, but no one attended.

Test 2 will commence just before ballots are accumulated and tallied on election night. The testing board shall consist of the Central Counting Station Manager, the Presiding and Alternate Judges of the Central Counting Station and clerks. Poll watchers are welcome. The object of Test 2 is to test the accumulation/tallying equipment to ensure it is still functioning properly, not to test the paper or anything else, so as is customary across the State, after a zero tape is printed, the ballot media from test 1 will be read back into the Election Reporting Manager program, and the results will be compared.

Test 3 will commence immediately after the last of the votes are accumulated/tallied on election night, as required by law. The testing board shall consist of the Central Counting Station Manager, the Presiding and Alternate Judges of the Counting Station, clerks. Poll watchers are welcome. The object of

Test 3 is to test the accumulation/tallying equipment to ensure it is still functioning properly, so as is customary across the State, after a zero tape is printed, the ballot media from test 1 will be read back into the Election Reporting Manager program, and the results from test 1, 2, and 3 will be compared.

All testing materials shall be sealed and stored in compliance with the Election Code, using tamper evident bank bags.

IV. Ballot Box Security

A. The Ballot Boxes: The ballot boxes in Navarro County are the scanner tubs. They are pre-locked and pre-sealed prior to delivery, using double lock and seal hasps with locks that are keyed differently. Delivery is by Sheriff Deputies, and pickup is also by Sheriff deputies the day after Election Day. The transfer cases for the scanned ballot data are the usb media devices, to be locked and sealed inside red bags provided for that purpose. They shall be secured by digital encryption and by a physical seal, which is logged and signed at the polling place by the presiding and alternate judges, and shall not leave the possession of the judge or person delivering the media device until it is handed in person to the clerk posting guard of those devices at the central counting station.
B. Receipt of Ballot Boxes/transfer cases: The ballots/transfer cases delivered on election night are the usb media devices from the scanners, while paper activation cards shall remain sealed and locked inside the scanner tubs for pickup on the day after election day. Scanner ballot media, containing the cast votes, shall be delivered on Election Night by the person responsible for delivery of election supplies. The Manager of the Central Counting station shall post one of the Central Counting Station Clerks as guard over the media until such time as they are handed to the Manager in person. Once included for tallying, the scanner media shall be sealed inside an envelope and the Central Counting Station Manager and Presiding and Alternate Judges shall seal the envelope by signing across the sealed flap. Any poll watchers present are also welcome to sign the sealed envelope.

V. Sorting, Duplicating, and Voter Intent:

C. Sorting, duplication, and voter intent will not need to be done under normal circumstances, since the ballot marking devices and scanners are electronic, and have built-in logic for accomplishing all of that. However, in the case of an emergency, in which the scanners are not working properly, paper ballot sorting, duplication, and voter intent shall be conducted by the Counting Station personnel as dictated by law. For example, ballots will be sorted by precinct, and examined for irregular marks, separating irregularly marked ballots out, before being duplicated and scanned. All duplicated ballots will be defaced with the word "SPOIL" written in large letters, and the words "copied to" and the new ballot serial number written. All Spoiled ballots will be entered on a spoiled ballot log and stored separately from ballots accepted for counting.

VI. Accumulating

A. After <u>EACH</u> insertion of a media device, the Manager and Presiding Judge will verify for each location and document that the accumulator's record of number of votes cast matches the

number of votes shown on the tapes from the voting equipment printed out at the precinct polling place, and shall verify that it matches the number of voters processed in the pollbooks.

VII. Reporting:

A. A list of emails of people who wish to have reports shall be kept, and reports shall be provided at the following intervals:
   a. At or shortly after 7 pm: The early voting returns containing Early Voting in Person and Absentee votes qualified and accepted at the 1st Ballot Board meeting.
   b. By 8 or 8:30 pm: Additional returns, however many have come in.
   c. Election Night Returns: after the last election locations have come in and their votes accumulated, an election night return will be released by email to everyone on the email list, and also by phone to anyone who has called and left a message wanting returns.
   d. Returns shall not be released unofficially before the close of polls at 7 pm, under penalty of law. Also, recording devices and phones must be disabled in the Central Counting Station, unless they are being used for election business as specifically approved by the Presiding Judge.
   e. Precinct Reports and Election Reports (Cumulative Reports) shall be printed at the intervals specified above, and released by email to whomever has requested it.
   f. Precinct and Election Reports (Cumulative Reports) shall be printed for both party chairs, and the Elections Office shall keep one as well.

VIII. Securing Records, Seals, and Ballot Transfer Media at the end of election night.

a. All ballot transfer media shall be sealed inside a tamper evident bank bag, the seal number of which shall be logged and signatures attesting to the seal and the number shall be provided by the Presiding and Alternate Judges and the Central Counting Station Manager.
b. Records will be organized, labelled, and placed in file envelopes for safekeeping. They shall not be stored with the ballots or ballot media, except for a copy of the Ballot and Seal Certificate, if applicable.
c. All seals, once broken, will be labelled using tape and a pen, and will be taped together and stored separately in tamper evident bank bag.

IX. Comparing voted ballots and number of signatures:

a. In Navarro County Elections, the number of voted ballots and number of signatures shall be compared in 2 ways, providing a safety net in case one of the ways fails:
   1. Poll workers will indicate the number of voters signed in and the number of the public count on the scanner. This is written on the Ballot and Seal Certificate and on a separate sheet in the back of the JUDGE section of the notebook.
   2. After the polls close, election staff will check Centralpoint and bring the number of people signed in to the Central Counting Station for comparison to the number of in-person voters for early voting and election day.
   3. Either method must add in the number of absentee voters from the poll lists of the Early Voting Ballot Board.

B. A document containing the numbers of early voters in person, election day voters in person, and absentee voters, compared to the number of ballots cast, shall be made and preserved for the period of records retention for the election.

C. The records will be inside notebooks which will be zipped inside blue bags, which serve the purpose of Ballot Box #4.

_____ Date: 7/9/20

Dan Teed, Navarro County Election Administrator