

## MAIL BALLOT – WRITTEN PLAN

### Boulder County Mail Ballot Plan for the Odd-Year Coordinated Election to be Conducted on Tuesday, November 1, 2005

- a. **Date of the election:** November 1, 2005
- b. **Type and name of jurisdiction involved in the election:** Boulder County, County Government
- c. **Description of the type of election to be conducted:** Coordinated Election
- d. **Citation of the statute or home rule charter provisions authorizing the election:** Colorado Revised Statutes Title 1, Article 7.5, and as provided in Title 32, C.R.S.
- e. **Estimated number of eligible electors:** Approximately 166,061 Active electors on the Official Registration Records of Boulder County. Ballots will be mailed to active voters only.
- f. **Name of the designated election officials who will be responsible for all aspects of the election:** Linda Salas, Boulder County Clerk & Recorder
- g. **Indication of whether the county clerk and recorder will assist in the election for the entity other than by providing a list of registered electors and other information required by statute:** In addition to providing Preliminary and Supplemental Lists of Registered Electors as required by statute, the Boulder County Clerk & Recorder will provide for use of Boulder County owned election tabulation equipment, pursuant to the terms of an intergovernmental agreement.
- h. **Total number of “places of deposit.” For security reasons, unmonitored freestanding places of deposit located outside will not be allowed:** There will be three (3) monitored drive by drop-off sites for the delivery of mail ballots. One drop-off site shall be at the Boulder County Clerk’s primary facility at 1750 33<sup>rd</sup> St., Boulder. The second drop-off site will be located at the Longmont Motor Vehicle branch office of the Boulder County Clerk and Recorder at 529 Coffman St., Longmont. The third drop-off location will be located at the Louisville Motor Vehicle branch office of the Boulder County Clerk and Recorder at 722 Main St., Louisville. All drop-off locations shall be open from 10:00 a.m. to 2:00 p.m. on Saturday, October 29, 2005; from 7:00 a.m. to 6:00 p.m. on Monday, October 31, 2005; and on Election Day (November 1, 2005) from 7:00 a.m. to 7:00 p.m.

Sealed ballot boxes will be placed at the front desk and monitored by County staff. Ballot boxes will only be available during normal business hours Monday through Friday from 8:00 a.m. to 5:00 p.m. and on November 1, 2005 7:00 a.m. to 7:00 p.m., except for drive-by drop-off on the dates and times listed above.

The drive-by drop-off ballot boxes shall be official locked ballot boxes and monitored by a minimum of two sworn persons per ballot box. The locked ballot boxes shall be chained to a fixed structure outside the buildings (a light pole or pillar), near the curb. If, due to weather, the ballot boxes must be moved into one of the offices of the Boulder County Clerk and

Recorder, they will be monitored by two sworn persons per box and chained to a pillar or other fixed object within the buildings. The ballot boxes will always be chained and monitored by a minimum of two sworn election officials. When voters drive by to deliver voted mail ballots, sworn election officials will date stamp the mail ballot envelope and will verify that the voter has completed the voter affidavit. The ballot will be returned to the voter for deposit into the secured ballot box.

All ballot boxes will be secured in locked rooms during non-business hours. Keys to the secured ballot area will be controlled by Nancy Jo Wurl, Chief Deputy County Clerk and Josh Liss, Elections Coordinator.

Per Secretary of State Rule 12.8.2, any one individual may drop off no more than 5 voted ballots.

- i. **Written timetable for the conduct of the election in accordance with the statute:** See Attached Exhibit A.
- j. **Indication of how postage will be handled for ballot packets returned as undeliverable (e.g. “return postage guaranteed”):** Ballot Packets will be mailed first class at the required postage rate. Per the instructions of the United States Post Office, the envelope containing the ballot package shall be clearly marked “DO NOT FORWARD – RETURN SERVICE REQUESTED.” With use of this language, the U.S. Postal Service guarantees return of undeliverable mail to the Boulder County Clerk. Sufficient funds are on deposit with the Boulder Post Office to cover the cost of processing the “undeliverable” ballots.

“Undeliverables” do not go to the PO Box designated for “cast” ballots. They are delivered with the daily Election office mail to 1750 33<sup>rd</sup> St., Suite 200, Boulder, Colorado. This process ensures better control for tracking “Undeliverable” and valid ballot returns.

The Boulder County Clerk has deposited sufficient funds with the Boulder Post Office to pay for any voted ballots returned by the voter that does not contain sufficient postage. This is a separate postage fund from the one used for the “Undeliverable” ballot packets

- k. **Indication of procedures to be followed to ensure compliance with statutes and rules, including persons responsible for each stage:** The Boulder County Clerk shall be accountable for the administration of the election as set forth in the Colorado Revised Statutes including preparation of the ballot packages, mailing of ballot packets, receiving and recording of ballots, handling of walk-in voters, counting, and other issues which may arise in conjunction with this election.

Ballot layout will be done by Boulder County Clerk’s staff utilizing Hart InterCivic Ballot Now System.

Patty Stahl, Administrative Supervisor and Tim Hansford, Elections Business Analyst, Boulder County staff, will program the Boss/Tally database for the Election. Both Ms. Stahl and Mr. Hansford have had Colorado Bureau of Investigation background checks in 2004 prior to the primary and general election. Mike Harlan, IT Manager, will provide staff for any hardware support. Ballot programming will begin, August 31, by Marie Albert, Tech II, Boulder County election staff. The Integrity Voter Registration database containing voter registration information will be imported into the BOSS database.

The procedures for programming and creating the November 1, 2005 Mail Ballot Election are as follows: An Election Data Base will be created in Boulder County's Ballot Origination Software System (BOSS). BOSS accepts the input of jurisdictional and election specific information. The ballot generation feature of BOSS creates electronic ballot styles based on the jurisdictional and election specific information that will be imported. Ballot generation creates a single data file that is used to form the ballot style. The proprietary data file will then be written to multiple PC card memory devices called Mobil Ballot Boxes (MBBs). These MBBs will be used to configure Boulder County's Ballot Now for the Mail ballots. The MBB supplies ballot data for the election. Tally, which is Boulder County's accumulation software, uses the same MBBs from Ballot Now to return the ballot images captured to the election for tabulation.

Once BOSS generates the file for the MBB, the BOSS database will be locked by the "lock command button" in the Administration Menu to freeze the election database to any changes and archive it for Tally functions, thus protecting the integrity of the MBB data file. This same database is then used to initialize the Tally database. Boulder County will create no less than 150 MBBs for the November 1, 2005, Coordinated Election. The following is illustrative of how the 150 MBBs will be used:

- a. 32 Logic and Accuracy test (3 tests x 8 systems + 8 backup)
- b. 16 Live round trip for quality control of ballots (1 x 8 + 8 backup)
- c. 102 Official Election (one for each scanning station)

Boulder County will keep an internal tracking sheet of all MBBs created and for what purpose. Boulder County will label each MBB to clearly indicate its purpose and whether or not it is an official MBB or test MBB.

Boulder County's sequential steps for creating an Election database in BOSS is as follows:

- i. Create an election
- ii. Open the election
- iii. Define the election type, date and official title
- iv. Define the jurisdictional information
- v. Assign the precincts
- vi. Define contest titles
- vii. Define candidates and voting options
- viii. Proofread the ballot reports
- ix. Generate the ballot formats
- x. Create the MBBs
- xi. Lock the database for Tally
- xii. Print an Audit Trail & Summary Reports
- xiii. Verify that MBBs contain the required information
- xiv. Print BOSS reports including another audit trail
- xv. Backup BOSS database

All of the following databases will be backed up and stored on site as well as off site:

BOSS  
Ballot Now Logic & Accuracy Test  
Ballot Now Official Election

Tally Logic & Accuracy Test  
Tally Official Election  
Round Trip Ballot Quality Control Test  
Round Trip Tally

The sequential steps for printing ballots using Ballot Now are as follows:

1. Insert the MBB and open the Election
2. Set options for printing ballots
3. Print ballot proofs for each ballot style
4. Select the precinct ballot and number of copies that need to be printed
  - a. Print TEST ballots for the precincts and the Logic and Accuracy test
  - b. Print SAMPLE ballots for each ballot style
  - c. Print ELECTION ballots for the Official Mail Ballot

Marie Albert will verify ballot style and provide proofs to Nancy Wurl and Josh Liss for verification and proofing. Mr. Hansford and Ms. Stahl will provide Hart InterCivic in Austin, Texas, with the ballot count and postscript files of all the ballots to be printed. Once all ballots have been printed the County Clerk, or her designee(s) will fly to Austin on September 26, 2005 to pull live ballots to perform a round-trip test for quality control of ballots on Tuesday, September 27, 2005. Once the round-trip has been completed and approved HART will ship official ballots to Sprint Press of Denver. Sprint will insert ballots and address and seal mail ballot envelopes for all active voters in Boulder County. Boulder County will send out any additional ballots for voters who registered on or before October 3, 2005, who are eligible to receive a Boulder County ballot for the coordinated election.

Experienced election staff from the Boulder County Clerk's office and sworn temporary election workers will lead various election functions, including the following assignments:

Staff from the Boulder County Clerk's Elections office will be responsible for the daily collection of the returned envelopes from the Post Office, and receipt of ballot envelopes that are hand delivered to the Boulder County Clerk's office.

Staff from the Boulder County Clerk's office will be responsible for handling requests from voters who appear at the Boulder County Clerk's primary Election's office and indicate they did not receive a ballot, or are in need of a replacement ballot.

Staff and temporary election workers will be responsible for completing the processes for cast ballots or undeliverable ballot packets.

The ballot envelopes and returned ballot packets will be secured in the County's secure ballot area after they have been sorted. Nancy Jo Wurl, Chief Deputy County Clerk and Josh Liss, Elections Coordinator will control keys to the secured ballot area during non-business hours. If more ballots are returned than staff can handle, additional temporary workers on-call will be hired as needed during this two-week period.

#### CAST BALLOT PROCESS

Together, two election workers pick up cast ballot envelopes from the Valmont Postal Station bulk mail unit daily, and open the ballot boxes from the Clerk's offices.

Upon receipt, workers will separate the received envelopes into three categories: signed envelopes, missing signature envelopes and HAVA ID required envelopes. Each category will be counted and logged for daily reconciliation and then date stamped.

#### SIGNED ENVELOPES

Staff will count, log, and complete a tracking slip for each batch of signed envelopes and disburse the batches to signature validation workers.

The worker will wand or manually input the voter ID number which will call up the voter registration file. The worker then verifies that the signature on the ballot matches the signature on file for that voter. When this is confirmed the worker electronically marks the voter file as “voted”

This process will continue until the batch is completed and then an electronic report is generated and compared against the tracking slip.

If an envelope signature does not match, the voter reg. file is reclassified; the envelope is removed from the batch for further research and communications with the voter. The reclassification will generate a letter that is sent to the voter informing them the signature does not match.

#### NO SIGNATURE ON ENVELOPE

Staff will count, log, and complete a tracking slip for each batch of unsigned envelopes and disburse the batches to election workers.

The worker will wand or manually input the voter ID number which will call up the voter registration file. The worker will then mark the voter file that no signature was on the envelope. This process electronically marks the voter file as “voted”, but the category used will generate a letter that is sent to the voter informing them of the missing signature.

All unsigned mail ballot envelopes will be electronically processed, filed alphabetically, counted and locked in the secured ballot room and kept separately. Boulder County election officials will contact the voter by mail to inform them that their mail ballot was not signed and they must sign the ballot envelope affidavit prior to November 9, 2005, in order for their ballot to be counted. If the voter comes into the office to sign the ballot, one of the authorized Boulder County election officials will then complete a log sheet indicating that the voter’s unsigned ballot envelope was pulled from the tray, the signature of the employee who pulled the ballot envelope and the date that the voter signed the mail ballot envelope affidavit.

#### HAVA ID REQUIRED:

Staff will count, log, and complete a tracking slip for each batch of signed HAVA ID required envelopes and disburse the batches to signature validation workers.

The worker will wand or manually input the voter ID number which will call up the voter registration file. The worker then verifies that the signature on the ballot matches the signature on file for that voter. When this is confirmed the worker electronically marks the voter file as “voted”.

At the time of opening (no sooner than 10 days before the Election), HAVA ID required envelopes are given to a specified team directed to check for ID prior to removing the ballot. If the ID is not visible, an Election official will check inside the secrecy sleeve/envelope for the ID. If the ID is not included, the envelope and its contents are removed from the opening process and returned to an appointed election worker for further research and/or reclassification of acceptance. A reclassification will generate a letter that is sent to the voter informing them of the missing identification.

If the ID is not enclosed, the complete ballot envelope will be stored in a locked and sealed ballot container and those ballot envelopes will be treated as provisional ballots after 7:00 pm on Election Day.

If the ID is enclosed, the ID will be removed from the envelope and placed into labeled container. The ID container will be stored in a secure area.

### UNDELIVERABLE BALLOT PACKETS

“Undeliverables” do not go to the PO Box designated for “cast” ballots. They are delivered with the daily Election office mail. This process ensures better control for tracking returns.

Staff will count and log the number of Undeliverable Ballot Packets returned by the USPS. After the number is determined the packets will be assigned to election workers. The worker will wand or manually input the voter ID number which will call up the voter registration file. The worker will then mark the voter’s file that the ballot packet was returned as “Undeliverable”. This process electronically marks the voter file as “Undeliverable”. After the ballot packets are entered into the voter registration system a report will be generated to compare and validate that all have been accounted for. The logged ballot packets will then be alphabetized and stored in the County’s secure ballot area. These packets will not be re-mailed.

### ADDITIONAL INFORMATION

If a voter, for whom a ballot package was returned as undeliverable, appears in person at the Boulder County Clerk’s office, a new ballot package will be prepared and issued to the elector. The elector must first show proof of residency and complete a sworn statement requesting a replacement ballot. The DEO or Boulder County Clerk will also request a Change of Address form from an elector who has moved before re-issuing and/or re-mailing the ballot packet to the corrected address.

In accordance with Section 1-7.5-107 (3)(d)(I), C.R.S., if a registered elector does not receive the mail ballot packet, the elector must sign and submit to the Boulder County Designated Election Official (no later than 7:00 p.m. on election day) a sworn statement specifying the reasons for requesting a replacement ballot. The DEO or Boulder County Clerk will also request a Change of Address form from an elector who has moved before re-issuing and/or re-mailing the ballot packet to the corrected address.

A voter may also be issued a replacement ballot via mail, not just in person, as long as a sworn signed statement has been delivered to the Boulder County Clerk's office and if there is time to mail the replacement ballot and receive it back by the deadline of 7:00 p.m. on Election Day.

Temporary election workers will be appointed to work with the Elections staff during the verification and counting process in accordance with procedures established by the Boulder County Clerk. It is anticipated that opening and counting will commence approximately ten (10) days prior to Election Day.

All temporary workers and staff shall be sworn in prior to processing.

Hart InterCivic, Inc. will be responsible for printing of ballots, ballot packet assembly and mailing of ballots from their facilities off-site. They will also provide supplies to the Boulder County Clerk's office for walk-in voters requesting replacement ballots and ballots for special distribution (emergency, change of address, etc). If additional ballots are needed for the election, Patty Stahl, Administrative Supervisor, and Tim Hansford, Business Analyst, will print them in-house utilizing the Ballot Now System. All ballots printed in-house will be tracked.

A representative from Hart InterCivic, Inc. will be available at all times during the counting period and on election day to assist with any problems encountered by staff or the temporary workers.

**l. Description of procedures to be used to ensure ballot security at all stages of the process:**

The Boulder County Clerk's Elections secured ballot storage areas will be used to secure all election materials during each stage of the election process. All election supplies, including unvoted replacement ballots, voted ballot envelopes and ballot packages returned as undeliverable shall be stored in the Boulder County Clerk's secured caged ballot storage area and only persons who have been deputized or sworn in shall have access to this area.

Only authorized staff will be permitted to handle ballots once they are in the Boulder County Clerk's possession. A separate post office box has been rented for the return of ballot envelopes through the mail and two members of the Boulder County Clerk's staff will retrieve ballot envelopes from this box on a daily basis and bring them directly back to Elections office for processing.

Before any voter casts a voted ballot envelope at the Boulder County Clerk's office, staff will review the verification information for completeness, date stamp the envelope, and then have the citizen place the ballot envelope in a locked ballot box. Sworn election workers will remove the ballots from the ballot box for verification and counting. These sworn election workers will also be responsible for verification and counting of ballots returned by mail.

Preparation and assembly of ballot packets is anticipated to take place at Hart InterCivic, Inc. Election facilities, off site from the County's Elections center under the security procedures established by this company.

All election processes will be supervised by Boulder County Clerk's staff members at all times.

**m. Description of procedures to be used for signature verification: Voter information on**

the self-affirmation on the return envelope will be verified against voter registration records by the sworn election workers prior to the opening of the return envelopes. Envelopes not properly completed will be rejected, and returned to the Boulder County Clerk unopened for reconciliation.

Returned mail ballot envelopes will be date stamped and verified to ensure that the affidavit is complete. Signatures will be compared to signatures on file for the voter in the Integrity Voter Registration Database. Voter files will be updated to show the voter's ballot status.

All envelopes that have been verified and accepted as complete will then be placed into a tray.

The mail trays will then be distributed to the duly appointed election workers in the Envelope/Voter Signature Verification area/room. There will be election workers completing the signature verification process. The ballot envelope voter ID/barcode will be entered/scanned into the database to record receipt of the ballot. The ID/barcode on the envelope is a unique number for the elector. After being scanned, if there is an issue with the ballot envelope, the system will trigger a code indicating whether the ballot is eligible for the election or if a replacement ballot has been issued. This will prevent any elector from voting twice and allow the scanning workers to put all replacement ballots aside in a locked and sealed ballot container to be reviewed after 7:00 p.m. on Election Night.

The information on the envelope will be compared to the electronic signature found on the registration records. The signatures shall require further research if any of the following are discovered:

An obvious change in the slant of the signature

A printed signature on one document and a cursive signature on the other document

Differences in the size or scale of the signatures

Differences in the individual characteristics of the signatures, such as how the "T's" are crossed, "I's" are dotted, loops are made on "Y's" or "J's"

Differences in the voter's signature style, such as how the letters are connected at the top and bottom.

If the voter's signature does not appear to match the one on the voter registration file, it will be turned over to the election workers to make the determination whether to count the ballot or reject it. Taking the research information into account, the election workers will make a reasonable determination as to whether the signatures match. If the election workers agree that the signatures do not match, a letter will be sent to the voter in accordance with 1-7.5-107.3 (2)(a) and 1-8-114.5(2)(a). The letter that will be sent will be the one approved by the Secretary of State pursuant to 1-1-109. C.R.S. Those envelopes will be filed, locked and stored in the secured ballot area. Upon return of a letter from the voter, an election worker will complete the research log notating the receipt of the letter from the voter. The final determination as to whether the signature is accepted and the ballot counted shall be noted on the research log so that the steps taken, as well as the final outcome, for each of the signatures in question can be easily tracked.

After review of the signatures, the accepted envelopes will be placed into a numbered transfer case along with a report from Integrity indicating the number of ballots entered into the system



for that specific transfer case. The maximum number of ballot envelopes in each transfer case will be 500.

## ENVELOPE REJECTION PROCESS

If any ballot envelopes are rejected upon opening due to empty envelopes, multiple ballots in one envelope, or an issue with the ballot or envelope, those envelopes will be placed aside (exactly as they were received by the election worker, leaving multiple ballots in the envelope, etc) into a problem transfer case and be accounted for on an Envelope Resolution form. Once these ballot envelopes are accounted for, they will be returned to a duly appointed election worker who will be responsible for entering the rejection status into the Integrity voter registration database. The mail ballot code that had initially been entered as “okay” will be manually updated in the elector’s record with the appropriate rejection reason code. The date of the change will be entered and stored, as well as the operator making the manual change to the record.

**n. Description of procedures to ensure privacy by use of a secrecy sleeve or secrecy envelope so receiving judges cannot tell how the elector voted:**

Each ballot packet will include a secrecy sleeve and voter instructions on how to insert the voted ballot into the secrecy sleeve.

The secrecy sleeve and envelope will meet all specifications described in the Secretary of State’s Rules Concerning Mail Ballot Elections, Section 12.1.1, including instructions for compliance with section 1-7.5-107 (3.5)(a), the requirement for submission of ID for first time voters who register by mail.

Instructions to election workers, as well as the sworn oath, will include the direction that any vote inadvertently revealed must remain confidential.

**o. Description of procedures to be used to reconcile ballots issued, ballots received, defective ballots and substitute ballots:** A record of the number of ballots issued to Active registered voters will be supplied by Hart InterCivic, Inc. at the time the ballots are mailed. The sequential number on a ballot is not associated to a specific voter.

Daily Receipt Records will be maintained of the voted ballot packages received by Boulder County Election Division and also those ballot packages returned as undeliverable. All replacement ballots issued will be recorded and marked as replacements. The registration record will also be marked to indicate a replacement ballot has been issued and the original ballot number is no longer valid. All requests for replacement ballots shall be made on forms supplied by the Boulder County Clerk’s office and the Boulder County Clerk will retain a copy of the form.

Any spoiled or defective ballots will be voided and retained by the Election workers for verification and reconciliation during the Counting Procedure.

The verification and counting officials will be required to maintain daily reconciliation forms. The daily reconciliations will be added together and verified through the ballot count. Workers will make sure all totals are reconciled on Election Day. Daily and cumulative reports will be printed and initialed by the Boulder County Clerk, the Boulder County Clerk’s staff, and/or the

election workers as appropriate. The County Clerk's Abstract of Votes and the Reconciliation Reports will not contain voter information but will contain the number and types of ballots issued, returned, unreturned counted and not counted and challenged. The Abstract will be posted following the close of the counting but no sooner than 7:00 p.m. on Election Day. A Certificate of Election Returns, which enumerates the total number of votes cast for each candidate, the number of votes cast for and against each ballot issue, and each ballot question will also be posted and included as Attachment G.

**p. An actual sample of the secrecy sleeve or secrecy envelope to be used in the mail ballot election:**

***Other Items:***

1. No replacement ballot will be transmitted to any voter unless the Boulder County Clerk has received a sworn statement specifying the reason for requesting the replacement ballot. The form may be submitted by fax pursuant to SOS Rule 12.10.1.
2. Any person desiring to run as a write-in must file an Affidavit of Intent to Run, no later than August 29, 2005.

Date of Submission: September 14, 2005

Designated Election Official Signature:

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Linda Salas, Boulder County Clerk

**EXHIBITS**

- Exhibit A - Timeline for Boulder County Coordinated Election November 1, 2005
- Exhibit B - Minutes from the Meeting of the Board of County Commissioners, May 26, 2005
- Exhibit C - Secrecy Sleeve
- Exhibit E - Mail ballot envelope

**Exhibit A**  
**Timeline for Boulder County Coordinated Election**  
**November 1, 2005**

<b>Day/Date</b>	<b>Description</b>	<b>Notes</b>
<b>Thursday, May 26</b>	<b>Board of County Commissioners approve election to be conducted by mail ballot.</b>	<b>Copy of minutes attached as Exhibit B.</b>
<b>Wednesday, September 7</b>	<b>Submission of mail ballot plan to Secretary of State's office</b>	<b>Anticipated date of approval, September 22</b>
<b>Tuesday, September 20</b>	<b>Entities must deliver ballot issue notice to CC&amp;R</b>	<b>Pursuant to C.R.S. 1-7-904; SOS Election Rule 12.3.1</b> – Notice must also include names of other counties in which election is held if entity is a multi-county district.
<b>Thursday, September 22</b>	<b>Anticipated date of approval of Mail Ballot Plan by SOS</b>	<b>No later than 15 days after submission</b>
<b>Thursday, September 22</b>	<b>DEO to order registration records from CC&amp;R</b>	<b>Pursuant to C.R.S. 1-5-303</b> – No later than 40 <sup>th</sup> day preceding election
<b>Thursday, September 22</b>	<b>DEO to order property owners records from County Assessor</b>	<b>Pursuant to C.R.S. 1-5-304</b> – No later than 40 <sup>th</sup> day preceding election
<b>Friday, September 30</b>	<b>Complete registration list provided to DEO</b>	<b>Pursuant to C.R.S. 1-5-303</b> – No later than 30 <sup>th</sup> day preceding election
<b>Friday, September 30</b>	<b>Complete property owners list provided to DEO</b>	<b>Pursuant to C.R.S. 1-5-304</b> – No later than 30 <sup>th</sup> day preceding election
<b>Monday, October 3</b>	<b>Last day to register to vote for the Coordinated Election</b>	<b>Pursuant to C.R.S. 1-2-201(3)</b> – No later than 29 days before the election
<b>Friday, October 7 - Monday, October 17</b>	<b>Mail ballots to be send to each active registered elector</b>	<b>Pursuant to C.R.S. 1-7.5-107(3)(a)</b> – No sooner than 25 days before election, no later than 15 days before election.
<b>Friday, October 7 – Tuesday, November 1</b>	<b>Ballots shall be made available at office of CC&amp;R</b>	<b>Pursuant to C.R.S. 1-7.5-107(3)(c)</b> – No sooner than 25 days before election, no later than 7 p.m. on Election Day
<b>Wednesday, October 12</b>	<b>Supplemental registration list provided to DEO</b>	<b>Pursuant to C.R.S. 1-5-303</b> – No later than 20 <sup>th</sup> day preceding election
<b>Wednesday, October 12</b>	<b>Supplemental property owners list provided to DEO</b>	<b>Pursuant to C.R.S. 1-5-304</b> – No later than 20 <sup>th</sup> day preceding election
<b>Wednesday, October 12</b>	<b>Notice of mail ballot election to be published</b>	<b>Pursuant to C.R.S. 1-7.5-107(2.5)(a)</b> - No later than 20 days before election
<b>Saturday, October 22</b>	<b>Counting of mail ballots may begin</b> (signature verification may begin as soon as ballots are received)	<b>Pursuant to C.R.S. 1-7.5-107.5</b> – 10 days prior to the election – No results shall be revealed until after 7 p.m. on Election Day
<b>March 4-8</b>	<b>Publish Election Notice for five (5) successive days</b>	<b>Print in Boulder Daily Camera</b>
<b>Saturday, October 29</b>	<b>Ballot drop-off 10:00a.m. – 2:00 p.m., @ Boulder, Longmont &amp; Louisville sites</b>	<b>Manned curbside drop-off of voted ballots (replacement ballots will be issued inside Boulder office)</b>
<b>Monday, October 31</b>	<b>Ballot drop-off 7:00 a.m. – 6:00 p.m., @ Boulder, Longmont &amp; Louisville sites</b>	<b>Manned curbside drop-off of voted ballots (replacement ballots will be issued inside Boulder office)</b>

<b>Tuesday, November 1</b>	<b>ELECTION DAY</b>	<b>Ballot drop-off 7:00 a.m. – 7:00 p.m, @ Boulder, Longmont &amp; Louisville sites. Manned curbside drop-off of voted ballots (replacement ballots will be issued inside Boulder office)</b>
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## Exhibit B

### MEETING OF THE BOARD OF COUNTY COMMISSIONERS BOULDER COUNTY, THURSDAY, MAY 26, 2005

The Board of County Commissioners of Boulder County met in regular session in full conformity with the law and resolution of said Board at the regular place of meeting in the Office of the Board of County Commissioners, Third Floor, Courthouse, Boulder, Colorado, on Thursday, May 26, 2005.

The meeting was called to order at approximately 9:02 a.m. by Chair Pearlman with the following present:

Ben Pearlman, Chair

Thomas A. Mayer, Vice Chair

Will Toor, Commissioner

[Note: At approximately 7:30 a.m., the Board attended a breakfast with staff in the Norton Room at the Broadway / Iris Campus.]

9:00 A.M.

Presenter: Land Use Department

Public Hearing: Docket #SE-05-008 (City of Boulder / Lierman CFLS); Community Facility Lot Split to separate the existing residence from the proposed City of Boulder open space. The existing parcel is 56 acres. Proposed configuration is 8 acres around the residence and 48 acres of open space to be owned by the City of Boulder. This property is at 10491 North 49th Street, in Section 4, T2N, R70W. (9:02 – 9:06) (15:38, Tape No. 29/DAT recorder, "counter" mode)

Legal notice was published in the newspaper of record in accordance with the statutory or regulatory requirements pertaining to this matter.

Presenters: Todd Tucker, Land Use Department

Present: Barbara Andrews, Assistant County Attorney

Speakers: None

#### ACTION

Commissioner Mayer moved to approve Docket #SE-05-008, in accordance with staff recommendations, commitments of record by applicant and with additional conditions as discussed and contained within the official record. Commissioner Toor seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (17:34)

9:30 A.M.

PRESENTER: Clerk and Recorder's Office

Public Hearing: Request for authorization to conduct the 2005 election by mail ballot. (9:33 – 10:13) (18:00, Tape No. 29/DAT recorder, "counter" mode)

Legal notice was published in the newspaper of record in accordance with the statutory or regulatory requirements pertaining to this matter.

Presenters: Josh Liss, Elections Coordinator

Nancy Jo Wurl, Chief Deputy County Clerk

Linda Salas, County Clerk

Speakers: Joe Pezillo, P.O. Box J., Boulder

Mariah Conroy, 2110 Floral Dr., Boulder

ACTION

Commissioner Mayer moved to approve the Clerk's proposal as presented. Commissioner Toor seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (37:55)

11:00 A.M.

PRESENTER: Administrative Services Department

Presentation of 2005 Citizen Survey Results. (11:08 – 11:21) (45:18, Tape No. 29/DAT recorder, "counter" mode)

Legal notice was published in the newspaper of record in accordance with the statutory or regulatory requirements pertaining to this matter.

Presenter: Arlen Stokes, Administrative Services Director

Speakers: James Burrus, Media Information Officer

This item was for information only.

2:00 P.M.

PRESENTER: Land Use Department(2:04 – 3:12) (51:52, Tape No. 29/DAT recorder, "counter" mode)

Legal notice was published in the newspaper of record in accordance with the statutory or regulatory requirements pertaining to this matter.

1. Public Hearing: Docket #SE-05-009 (Boulder County Parks and Open Space / Meier BLA); Subdivision Exemption for a Boundary Line Adjustment between two parcels. This property is at 3280 North 95<sup>th</sup> Street, southeast of the intersection of Isabelle Road & North 95<sup>th</sup>, in Section 21, T1N, R69W.

Presenters: Greg Oxenfeld, Land Use Department

Present: Barbara Andrews, Assistant County Attorney

Speakers: None

ACTION

Commissioner Mayer moved to approve Docket #SE-05-009, in accordance with staff recommendations, commitments of record by applicant and with additional conditions as discussed and contained within the official record. Commissioner Toor seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (53:39)

2. Public Hearing: Docket #SE-05-010 (Stahl SE); Subdivision Exemption to recognize two parcels as separate building lots. These properties are at 3277 Sunshine Canyon Drive and 0000 Model T Road, west of Boulder, in Section 22, T1N, R71W.

Presenters: Greg Oxenfeld, Land Use Department

Speakers: Christopher Brocklee, applicant's attorney

Margaret Stahl, applicant

Mary Kelly, 3369 Sunshine Canyon Rd.

ACTION

Commissioner Pearlman moved to enter into Executive Session for the purpose of receiving legal advice pursuant to CRS 24-6-402(4)(b) Legal Advice. Commissioner Mayer seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (1:12:54)

ACTION

Commissioner Toor moved to approve Docket #SE-05-010, in accordance with staff recommendations, commitments of record by applicant and with additional conditions as discussed and contained within the official record. Commissioner Pearlman seconded the motion.

VOTE: PEARLMAN, aye; MAYER, no; TOOR, aye. Motion carried 2-1. (1:16:01)

3:15 P.M.

PRESENTER: Parks & Open Space Department

Public Hearing: Van Thuyne Exchange; County proposes to convey the fee interest in approximately 199 acres of open space located at the southwest corner of Niwot Road & Highway 287, subject to a Conservation Easement, in exchange for a percentage of the water rights on the Almqvist Conservation Easement property located at the northeast corner of Mineral Road and Highway 287. (3:19 – 3:41) (1:17:57, Tape No. 29/DAT recorder, "counter" mode)

Legal notice was published in the newspaper of record in accordance with the statutory or regulatory requirements pertaining to this matter.

Presenters: Jan Burns, Parks and Open Space Department

Speakers: Helen Yeager McCarty Hannah, 6387 N. 107<sup>th</sup>, Longmont

ACTION

Commissioner Toor moved to approve the Van Thuyne exchange as presented and with all additional conditions as discussed and contained within the official record. Commissioner Mayer seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (1:28:18)

10:30 a.m.

BUSINESS MEETING

(10:30 – 10:44) (38:08, Tape No. 29/DAT recorder, "counter" mode)

NEW BUSINESS:

ITEMS TO NOTE FOR THE RECORD:

1. Application for use of the Addiction Recovery Center from the Sunday Men's Group, for Alcoholics Anonymous meetings every Sunday (6:00 – 7:00 p.m.)

Item No. 1 was noted for the record.

CONSENT ITEMS:

2. Open Space acquisition documents: Notice of Property Restrictions (Nervig property).

ACTION

Commissioner Pearlman moved approval of Item No. 2. Commissioner Mayer seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (38:23)

DISCUSSION ITEMS:

Commissioners Matters:

3. Personnel Actions.

None.

4. Petitions for Abatement or Refund of Taxes recommended for approval by the Assessor:

a. H. & P. Bauer Living Trust and Ronald G. Bauer, ID #R0050546 (2003 refund \$1,615.68);

b. Corey W. Dudley, ID #R0055724 (2004 refund \$1,086.76);

c. Terry & Heather Morton, ID #R0055843 (2003 refund \$1,697.84 / 2004 refund \$1,715.40);

d. Edward Shure, ID #R0028895 (2004 refund \$1,821.88);

e. Edward & Danelle Shure, ID #R0025075 (2004 refund \$1,866.86);



f. Edward & Danelle Shure, ID #R0025201 (2004 refund \$1,631.20);

g. Charles & Cynthia Teschner, ID #R0035945 (2004 refund \$1,209.20).

ACTION

Commissioner Mayer moved approval of Item No. 4. Commissioner Toor seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (38:35)

5. Boards and Commissions:

a. Resignation of Exal A. Velez-Stanton from the Community Action Program Administering Board;

b. Appointments and re-appointments to the Board of Adjustment.

Item No. 5a was noted for the record.

ACTION

Commissioner Toor moved to re-appoint John Dickinson, Ben Harding, Hal Osteen, and Maritza Sneddon to one-year terms on the Board of Adjustment and to appoint Jim Drevescraft to said board for a term of one-year. Commissioner Mayer seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (38:58)

6. Budget Office: 2005 Budget Supplemental Request from the Parks and Open Space Department (\$7,262).

Presenter: Margaret Parish, Budget Office

ACTION

Commissioner Toor moved approval of Item No. 6. Commissioner Mayer seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (39:20)

Elected Officials and Department Heads Matters:

7. Administrative Services Department – 2005 Boulder County Policy Changes:

Administrative:

a. I.12 Guidelines for Handling Requests for Public Records;

b. I.26 Delegation to the Treasurer's Office to Settle Bankruptcy Matters;

c. I.27 Delegation to Assessor's Office to Settle Abatement & Board of Assessment Appeals Matters;

Finance:

a. II.4 Travel, Conference & Special Function Reimbursement Procedures;

b. II.4 A4a Travel, Conference & Special Function Reimbursement Procedures;

c. II.4 D4 Travel, Conference & Special Function Reimbursement Procedures;

d. II.7 Responsibility for and Disposal of County Property;

e. II.8 Fiscal Policies;

f. II.14 Purchasing Policies & Procedures;

g. II.14 E3 Purchasing Policies & Procedures;

h. II.14 Purchasing Policies & Procedures;

i. II.18 Unclaimed Property Policy;

j. VI.1 E2 Contract Policy & Procedures;

k. VI.1 C Contract Policy & Procedures;

Human Resources:

a. Chapter II Employment Policies

202 B Hiring Procedures;

204 A Introductory Employee;

206 Introductory Period;

b. Chapter IV Pay Plan

402 A Reclassification of an Existing Position;

407 A Exempt & Non-Exempt Status;

c. Chapter V Benefits

500 General Policy;

d. Chapter VI Discipline & Complaint

603 A.3 Suspension with Pay;

e. Chapter VII Separation from County Service

703 Layoff;

Information Technology Manual

a. IT Telecommuting Policy;

b. IT Security Policy;

Risk Management

a. V.12 Settlement Authority:

Late Submissions:

a. I.7 Eligibility for Membership on County Boards & Commissions:

b. II.14 Jc Waiver Process.

Presenter: Susan Mann, Administrative Services Division

ACTION

Commissioner Mayer moved approval of Item No. 7 as presented and with additional changes as discussed and contained within the official record with an effective date of July 1, 2005. Commissioner Toor seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (40:02)

8. Parks and Open Space Department:

a. Grant Agreement with Great Outdoors Colorado for the Wild Bear Center for Nature Discovery grant, Memorandum of Understanding with the Wild Bear Center for Nature Discovery, and Resolution 2005-60 authorizing Chair Pearlman to sign the agreement and providing for \$1,500 in in-kind services as a County match for the grant;

b. Amendment to the Deed of Conservation Easement in Gross over the Forsyth property to allow no more than 5,000 square feet total for all outbuildings, with no more than 1,200 square feet allowed outside the building envelope;

c. Request for a bid waiver to purchase a one-ton truck off the lot (King GMC – \$32,837) due to time constraints after refusing delivery of a truck from the state bid process that did not meet specifications.

Presenter: Bridgette McCarthy, Parks and Open Space Department (8a)

Conrad Lattes, Assistant County Attorney (8b)

Ron Stewart, Parks and Open Space Director (8c)

Jenny Olberding, Purchasing (8c)

ACTION

Commissioner Mayer moved approval of Item No. 8a. Commissioner Toor seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (40:57)

ACTION

Commissioner Toor moved approval of Item No. 8b. Commissioner Mayer seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (42:09)

ACTION

Commissioner Mayer moved approval of Item No. 8c. Commissioner Toor seconded the motion.

VOTE: PEARLMAN, aye; MAYER, aye; TOOR, aye. Motion carried 3-0. (43:11)

Administrative Matters:

9. Scheduling and Communications.

Marianne Reichert scheduled a dinner meeting with the Larimer County Commissioners to be held on the evening of Thursday, August 11, 2005. Commissioner Mayer communicated his interest in possibly pursuing membership with the Conservation Leaders Network. The full Board indicated a desire to further consider the matter.

Upon motion duly made, seconded and passed unanimously, this meeting was adjourned by the Commissioners at approximately 3:41 p.m.

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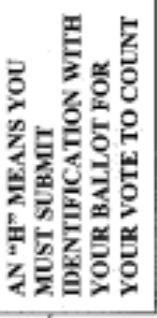
Deputy Clerk to the Board

**First Time Voters Who Register By Mail**

If you registered to vote for the first time in your county by mail, and you have not previously voted in the county, a **copy** of one of the following forms of identification is required with your mail ballot or absentee ballot if you did not provide the information with your registration application:

- A valid Colorado driver's license; or
- A valid U.S. passport; or
- A valid prior's license issued by the Federal Aviation Administration; or
- A valid employer identification with a photograph issued by the U.S. Government, Colorado state government, or any county, municipality, board, authority, or other political subdivision of the state; or
- A valid U.S. Military Identification card with photograph; or
- A valid Medicare or Medicaid card issued by the United States Health Care Financing Administration; or
- A certified copy of a birth certificate for the elector issued in the United States; or
- Certified documentation of naturalization; or
- A copy of a current utility bill, bank statement, government check, paycheck, or other governmental document that shows the name and address of the elector

**ANY VOTER WHOSE MAILING LABEL HAS AN "H" (SEE EXAMPLE BELOW) NEEDS TO SUBMIT IDENTIFICATION FOR THEIR VOTE TO COUNT.**



2181307821-823  
IMA NEW VOTER  
1234 MAIN STREET  
ANYWHERE, USA 98999

**AN "H" MEANS YOU MUST SUBMIT IDENTIFICATION WITH YOUR BALLOT FOR YOUR VOTE TO COUNT**

Please contact the Boulder County Election Office at 303-413-7740 if you have any questions about Absentee/Mail Ballot Voting. For additional election information, visit our web site at [www.co.boulder.co.us/clerk/elections](http://www.co.boulder.co.us/clerk/elections).

**DESIGNATED DROP OFF SITES for voted Absentee/Mail Ballots (all sites open weekdays 8:00 am to 5:00 pm; open 7:00 am to 7:00 pm on Election Day - unless otherwise specified):**

Clerk & Recorder's Office	Louisville Office	Longmont Office
Elections Division	722 Main Street	529 Coffman Street
1750 33 <sup>rd</sup> Street, Suite 200	Louisville, Colorado	Longmont, Colorado
Boulder, Colorado		

**DRIVE-BY BALLOT DROP OFF** will be provided at the three locations listed above during the times listed below:

Saturday, October 29	10:00 a.m. to 2:00 p.m.
Monday, October 31	7:00 a.m. to 6:00 p.m.
Tuesday, November 1	7:00 a.m. to 7:00 p.m.

**REPLACEMENT BALLOTS:** Any elector who spoils, defaces or loses a ballot may obtain other ballots, one at a time, not exceeding three in all. If you spoil or deface your ballot, you may contact the Elections Office to get instructions on how to receive a replacement ballot. Call 303-413-7740.

**BEGINNING October 10, 2006, REPLACEMENT BALLOTS MAY BE OBTAINED ONLY AT THE BOULDER OFFICE DURING REGULAR BUSINESS HOURS 8:00 am to 5:00 pm (Open 7:00 am to 7:00 pm on Election Day)**

**OFFICIAL SECRECY SLEEVE AND OFFICIAL INSTRUCTIONS BOULDER COUNTY COORDINATED ELECTION NOVEMBER 1, 2005**

1. To vote, completely fill in the rectangular block beside the candidates you choose on your ballot with a dark blue or black ink pen, as shown here:

**DO NOT USE FELT TIP PENS!** Correct Mark

**NOTE:** To vote for Write-in candidates, completely fill in the rectangular block beside the words Write-in on your ballot with a dark blue or black ink pen, as shown above, and print the name on the line provided.

2. After voting is completed:

- Refold your ballot exactly as you received it and place your voted ballot into this SECRECY SLEEVE.
- Before returning your ballot, complete the **Affidavit of Voter** on the reverse side of the OFFICIAL RETURN ENVELOPE. Your signature is required by law; if you do not sign the affidavit, your ballot will not be counted.

**AFFIDAVIT OF VOTER**

I state under penalty of perjury that I am an eligible elector; that I reside at the address indicated on my application for an absentee ballot; that I have not and will not cast my vote in person at the polls; and that I have not and will not cast my vote in person at the polls of the "Colorado Election Code of 1997".

X *Donna Newberry*  
Voter's Signature - (Print Name)

YOUR DATE: *October 29, 2005*

THIS DOCUMENT IS MADE UP OF SEVERAL PAGES AND MUST BE RETURNED TO THE OFFICE OF THE CLERK & RECORDER.

- If required, place a photocopy of your identification into the OFFICIAL RETURN ENVELOPE (see ID requirements section on reverse side). **DO NOT PLACE IN SECRECY SLEEVE.**
- Place the SECRECY SLEEVE (with voted ballot enclosed) into the OFFICIAL RETURN ENVELOPE and seal.

3. All ballots returned by mail must have **proper postage affixed** (\$.37). Only one voter's ballot per envelope is permitted; if another voter's ballot is placed in a single envelope, neither shall be counted.

4. Ballots must be received by the Boulder County Clerk & Recorder's Office by 7:00 pm Election Day in order for the votes to be counted. Ballots received after 7:00 pm on Election Day will not be counted.

**Postmarks do not count as receipt** - the ballot must be received in the County Clerk's Office by 7:00 pm on Election Day.

5. Return your voted ballot in the OFFICIAL RETURN ENVELOPE to the Boulder County Clerk and Recorder's Office by mail, or you may hand deliver the ballot to one of the Designated Drop Off Site locations listed on the reverse side.

**Linda N. Salas**  
**Boulder County Clerk & Recorder**  
**1750 33<sup>rd</sup> Street, Suite 200**  
**Boulder, CO 80301-2546**

INSERT  
ELECTION  
LOGO  
HERE

NONPROFIT ORG  
U.S. POSTAGE  
**PAID**  
Boulder, CO  
Permit No. 485

**RETURN SERVICE REQUESTED**

**Official Ballot Enclosed**

mailing label or cut-out (cut-outs) as needed by vendor

**This may not be your only ballot.  
Other elections may be held by other political  
subdivisions  
by mail or by polling place.**

From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSERT  
ELECTION  
LOGO  
HERE

AFFIX  
ADEQUATE  
POSTAGE

IMPORTANT! FAILURE TO INCLUDE  
YOUR SIGNATURE ON THE BACK  
OF THIS ENVELOPE WILL  
INVALIDATE YOUR BALLOT.

BALLOTS MUST BE  
RECEIVED BY 7:00 P.M.  
ELECTION DAY

**OFFICIAL BALLOT ENCLOSED**

LINDA N. SALAS  
ELECTIONS DIVISION  
BOULDER COUNTY CLERK & RECORDER  
PO BOX 9010  
BOULDER CO 80301-9010

(FRONT OF ABSENTEE/MAIL BALLOT RETURN ENVELOPE)



For Election Office Use Only

**AFFIDAVIT OF VOTER**

I state under penalty of perjury that I am an eligible elector; that my signature, name, and address are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992".

X \_\_\_\_\_

Voter's Signature – (Signature Required)

TODAY'S DATE \_\_\_\_\_

\*WITNESS \_\_\_\_\_

\* In case of applicant's disability or inability to sign personally, his/her mark shall be witnessed by another person.

**IMPORTANT INFORMATION:**

1. This voted ballot **MUST** be received by the Clerk & Recorder's Office no later than 7:00 p.m. on Election Day to be counted. Postmarks **DO NOT** count as delivery or receipt; the voted ballot **MUST BE IN THE CLERK'S OFFICE** by 7:00 p.m. on Election Day.
2. Failure to sign the **AFFIDAVIT OF VOTER** will invalidate your ballot.
3. Voting more than once in the same election is a crime.

**POSTMASTER – DO NOT DELIVER TO THIS ADDRESS**

(BACK OF MAIL BALLOT RETURN ENVELOPE)

