

LONG LAKE MANAGEMENT DISTRICT NO. 3 BALLOT DISTRIBUTION AND TABULATION PROTOCOL

Consistent with Washington State RCW 36.61, the Kitsap County Board of Commissioners approved a resolution submitting the question on formation of a lake management district to property owners around Long Lake. If approved by the property owners, this proposed district would impose special annual assessments of \$450 per year for 5 years to property owners within the proposed boundary to fund lake management activities specified in a scope of work included with the resolution. Ballots in the election each receive one vote per dollar to be assessed (450 votes per ballot).

Below is the process for ballot distribution and tabulation by Kitsap County.

BALLOT DISTRIBUTION

Kitsap County staff will use the following process to prepare and mail ballots to the proper addresses.

Ballot Preparation

A ballot will be distributed to every property or lot within the proposed boundary. A list of these properties was developed through the Kitsap County Geographic Information System using the Assessor's tax parcel data as its foundation. This list will be attached to the approved resolution.

Each property will receive an envelope which includes the following packet:

- 1) Ballot instructions (with web link to all required documents)
- 2) Ballot (on green paper)
- 3) Proposed district boundary map
- 4) List of properties within the boundary with proposed assessments

These ballots will be prepared using a three person team. One person will read off the name and address from the assessment list while the other two will match the name with the proper packet and envelope.

Ballot Mailing

The prepared envelopes will be hand sealed for mailing through the Kitsap County Mail Room via US mail no later than January 13, 2017.

BALLOT TABULATION

After mailing, the property owners will have until 5:00PM on February 10, 2017 to return their ballots to the Kitsap County Administration Building either through the mail or in person. All ballots must be postmarked by that date and time to be considered valid.

Staff will follow the following process in collection and tabulation of returned ballots.

Ballot Collection

When ballots are received, either through the mail or in-person, they will remain sealed and the envelope date stamped. They will be collected together and placed in a locked cabinet until the close of the election period.

Ballot Tabulation

Staff will begin tabulating the ballots at the Kitsap County Administration Building using the following process with a three-person team. This process will be open to the public for viewing.

- 1) Each envelope will be opened and its contents removed. The ballots will be collected in one place until all of the envelopes have been opened. The envelope and any additional submitted documentation will be stapled to each submitted ballot.
- 2) Each ballot will then be reviewed for the required signatures for the property by two members of the team. The Assessor's tax parcel data, as found on the proposed assessment rolls, will be used to validate that the necessary property owner(s) have provided signatures.
- 3) If there is a question regarding the signatures submitted or additional documentation has been provided to substantiate the signatures, such ballots will be set aside and reviewed in concert with a Kitsap County Deputy Prosecutor.
- 4) If any ballots are missing documentation regarding authorized signators for LLCs, trusts or other legal arrangements or information regarding deaths or divorces, staff will make a basic attempt to find the necessary documentation either through the Kitsap County Auditor's records or the Washington State Secretary of State's Office.
- 5) Only ballots with the valid signatures will be tabulated.
- 6) Once the ballots have been validated for required signatures, the ballots will remain in two piles; one for those that required additional signature review and those that did not. Each pile will be sorted with the "Yes" votes collected in one pile while "No" votes collected in a second pile (resulting in 4 separate piles).
- 7) Once sorted, one team member will tabulate the number of ballots in each yes and no pile. That team member will then combine the results and calculate the total number of "Yes" versus "No" votes.

- 8) Without reviewing the outcome of the first team member's count, a second team will count the ballots in the same manners as the first, concluding with a separate count number.
- 9) If the two counts match, tabulation is concluded and the final vote tallies finalized. If the two counts do not match, the third team member will conduct a third separate count.

ELECTION RESULT PUBLICATION

The results of the election will be made available to the public by 5:00PM on March 2, 2017 via press release and posted on the Commissioner's web page at

http://www.kitsapgov.com/boc/Special_Points_Division/specialprojects.htm.