



**County of Rockingham
20 East Gay Street
Harrisonburg, VA 22802**

The **March 6, 2018** reorganizational meeting of the Rockingham County Electoral Board was called to order at 9:30 AM in the Voter Registrar's Office, 20 East Gay Street, Harrisonburg, VA. Electoral Board members attending the meeting included: Linda Shuler, Trish Philon, and Susan Threewitts. Also in attendance was Lisa B. Gooden, Director of Elections/Voter Registrar.

Reorganization of the Board for 2018: A motion was made by Trish Philon, seconded by Susan Threewitts, and unanimously carried, to reorganize the Rockingham County Electoral Board for 2018 in the same manner as 2017, with Linda Shuler being appointed as Chair, Lois (Trish) Philon as Vice Chair, and Susan Threewitts as Secretary.

The minutes for the February 6, 2018 minutes were presented and approved upon a motion by Trish Philon, seconded by Susan Threewitts and unanimously carried.

Voting Machine Security Plan: The Voting Machine Security Plan had been distributed to the Board previously. A motion was made by Susan Threewitts, seconded by Trish Philon and unanimously carried to approve plan for 2017-2018.

ELECT Annual Training: Trish Philon, along with staff, will attend the ELECT annual training in Richmond in June.

June 12, 2018 Primary Schedule: The Board agreed to tour voting precincts during the upcoming primary election and will leave the Registrar's Office at 8 AM that day. The canvass of votes will begin on Tuesday, June 13, at 9:30 AM in the Recreation Department Conference Room, followed by the Annual Evaluation of the Voter Registrar at 10 AM on Friday, June 15.

Tour of Potential Polling Locations for New Precinct in Bridgewater: Members of the Board, the Voter Registrar and William Pollard, Jr. (401- Bridgewater Chief) proceeded to tour possible locations for a new precinct in Bridgewater. The pros and cons of each location were discussed over lunch as noted on the following pages. (NOTE: A thorough review of ADA issues/access at each site was offered by Gayl Brunk, Executive Director, Valley Associates for Independent Living, based on a separate tour of the sites with Lisa Gooden on March 14, 2018 and are included on the following pages.)

Options if 401-Bridgewater Precinct is Split

Onsite Tours – March 6, 2018

Facility/Address/Contact	Advantages	Disadvantages
Bridgewater Baptist Church 5568 John Wayland Hwy Bridgewater Roger Austin 405-1959/828-2456	<ol style="list-style-type: none"> 1. Spacious room 2. Good lighting 3. Kitchen available 4. entrance in front (steps inside) or back 	<ol style="list-style-type: none"> 1. Gravel parking lot 2. Rt. 42 crossover/traffic 3. Outside town limits but within 1 mile of precinct boundary 4. Handicap accessibility questions
John Wayland Elem. School 801 N. Main Street, Bridgewater Karen Ridder, Principal 828-6081	<ol style="list-style-type: none"> 1. Cafeteria or gym available for use 2. Various entrances and exits; stoplight w/ access to Rt. 42 	<ol style="list-style-type: none"> 1. Remodeling 2. Parking & walking distance to enter building
North River Library 118 Mt Crawford Avenue, Bridgewater Lois Jones, Regional Librarian 434-4475 x 128	<ol style="list-style-type: none"> 1. Good parking 2. Separate access to meeting space (room that would be used for voting) 3. Within town limits 	<ol style="list-style-type: none"> 1. Only one entrance/exit (bottleneck) 2. Room is not too spacious for voting 3. County would have to reimburse MRL costs for staff person to work additional hours required for Election Day activities 4. MRL (North River) is non-profit entity so there may be issues with using it as a polling place and having campaign signs even beyond 40' perimeter
Bridgewater UM Church 219 North Main Street Bridgewater Stephen Creech, Pastor 828-0890	<ol style="list-style-type: none"> 1. Very spacious social hall available for voting 2. Outside lift (ADA) 3. Within town limits 4. Several entrances/exits to building 	<ol style="list-style-type: none"> 1. Parking issues 2. Busy street/traffic congestion 3. Law enforcement may be required to monitor traffic
Bridgewater Church of the Brethren	<ol style="list-style-type: none"> 1. Very spacious room 2. Covered walkway (ramp) into building 3. Ample parking 	<ol style="list-style-type: none"> 1. Would have to obtain permission to use facility – in progress 2. Front ramp may be a bit of

		a challenge for voters with mobility issues 3. Parking is a bit of a distance away from building
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Lisa Gooden
Voter Registrar/Director of Elections
Rockingham County
20 East Gay Street
Harrisonburg VA 22802

April 9, 2018

Dear Ms. Gooden:

Thank you for the opportunity to visit several potential voting precincts with you in March. I would like to offer the following for your consideration upon review of all the sites.

- John Wayland Elementary School
 - Under construction/renovation
 - Both the gym and the cafeteria are on accessible routes
 - There is accessible parking on the northeast side of the parking lot with a fairly long ramp and sidewalk to enter the front of the building.
 - Discussion was held on utilizing the cafeteria. Upon speaking with Steve Reed at RCPS there is no parking currently being planned for the exterior exit for the cafeteria. Entering and exiting would need to be from the front entrance.
- North River Library
 - The ramp leading to the sidewalk from access aisle in the front of the building has some settling and would need to be repaired for a smooth transition and accessible route.
 - Accessible parking signage would need to be placed at each accessible parking space
 - On the right side of the building there is another settling issue that requires a repair to ensure smooth transition and accessible route.
 - The door on the right side of the building would need to be beveled as the door lip is too high. 4.13.8 states thresholds at doorways shall not exceed ½" in height.
 - Bathroom within the library would need to have the cabinet removed as it currently creates a barrier
- United Methodist Church
 - A van accessible parking spot would need to be created with signage to satisfy the need for accessible parking.
 - A 5 ft landing outside of the accessible door would be required if using the side door entrance.

- There is an accessible lift at the front of the church that requires a key to use and the church ensures that it is in working order. The lift and key would need to be available on voting day
- The path of travel to the lift has some settling and a gap that would need to be repaired.
- There is a bench in the men's bathroom that would need to be removed
- Bridgewater Church of the Brethren:
 - Accessible parking spaces would need to be marked with appropriate signage and a van access aisle would need to be created.
 - The path of travel narrows to 30" with the push bar on the door and needs to remain at 32" of clear space
 - The table outside of the activity room would need to be removed for accessibility

I am enclosing a handout on parking lot requirements, as that was one of the main issues with several of the sites. The other main points to be considered are settling that has occurred on the path of travel that will need to be repaired and smoothed out for access. Thank you for the opportunity to work with you to ensure accessible voting for all citizens.

Sincerely,



Gayl Brunk
Executive Director

Encl.

208 Parking Spaces

208.1 General. Where parking *spaces* are provided, parking *spaces* shall be provided in accordance with 208.

EXCEPTION: Parking *spaces* used exclusively for buses, trucks, other delivery vehicles, law enforcement vehicles, or vehicular impound shall not be required to comply with 208 provided that lots accessed by the public are provided with a passenger loading zone complying with 503.

208.2 Minimum Number. Parking *spaces* complying with 502 shall be provided in accordance with Table 208.2 except as required by 208.2.1, 208.2.2, and 208.2.3. Where more than one parking *facility* is provided on a *site*, the number of *accessible spaces* provided on the *site* shall be calculated according to the number of *spaces* required for each parking *facility*.

Table 208.2 Parking Spaces

Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000

Advisory 208.2 Minimum Number. The term "parking facility" is used Section 208.2 instead of the term "parking lot" so that it is clear that both parking lots and parking structures are required to comply with this section. The number of parking spaces required to be accessible is to be calculated separately for each parking facility; the required number is not to be based on the total number of parking spaces provided in all of the parking facilities provided on the site.

CHAPTER 5: GENERAL SITE AND BUILDING ELEMENTS

501 General

501.1 Scope. The provisions of Chapter 5 shall apply where required by Chapter 2 or where referenced by a requirement in this document.

502 Parking Spaces

502.1 General. Car and van parking spaces shall comply with 502. Where parking spaces are marked with lines, width measurements of parking spaces and access aisles shall be made from the centerline of the markings.

EXCEPTION: Where parking spaces or access aisles are not adjacent to another parking space or access aisle, measurements shall be permitted to include the full width of the line defining the parking space or access aisle.

502.2 Vehicle Spaces. Car parking spaces shall be 96 inches (2440 mm) wide minimum and van parking spaces shall be 132 inches (3350 mm) wide minimum, shall be marked to define the width, and shall have an adjacent access aisle complying with 502.3.

EXCEPTION: Van parking spaces shall be permitted to be 96 inches (2440 mm) wide minimum where the access aisle is 96 inches (2440 mm) wide minimum.

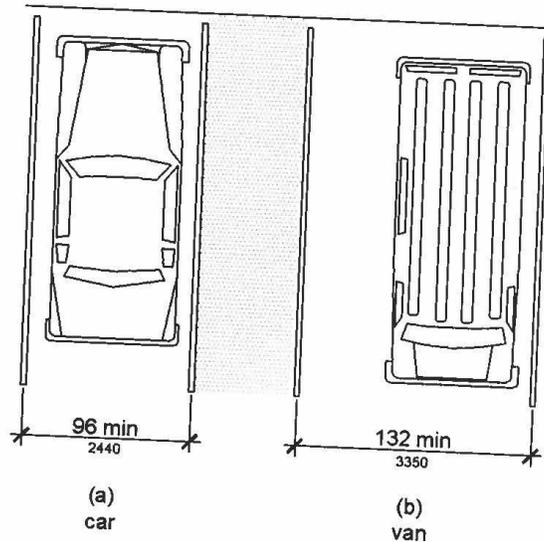


Figure 502.2
Vehicle Parking Spaces

TECHNICAL

CHAPTER 5: GENERAL SITE AND BUILDING ELEMENTS

502.3 Access Aisle. Access aisles serving parking *spaces* shall comply with 502.3. Access aisles shall adjoin an *accessible* route. Two parking *spaces* shall be permitted to share a common access aisle.

Advisory 502.3 Access Aisle. Accessible routes must connect parking spaces to accessible entrances. In parking facilities where the accessible route must cross vehicular traffic lanes, marked crossings enhance pedestrian safety, particularly for people using wheelchairs and other mobility aids. Where possible, it is preferable that the accessible route not pass behind parked vehicles.

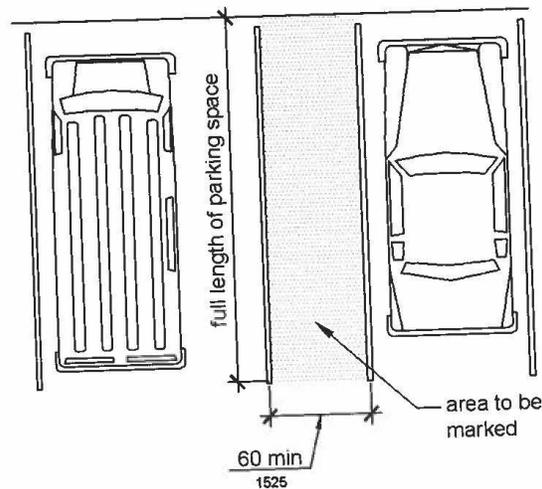


Figure 502.3
Parking Space Access Aisle

502.3.1 Width. Access aisles serving car and van parking *spaces* shall be 60 inches (1525 mm) wide minimum.

502.3.2 Length. Access aisles shall extend the full length of the parking *spaces* they serve.

502.3.3 Marking. Access aisles shall be marked so as to discourage parking in them.

Advisory 502.3.3 Marking. The method and color of marking are not specified by these requirements but may be addressed by State or local laws or regulations. Because these requirements permit the van access aisle to be as wide as a parking space, it is important that the aisle be clearly marked.

The Board will further discuss this matter at the April 17 meeting.

A motion was made by Susan Threewitts, seconded by Trish Philon and unanimously carried, to adjourn the meeting at 3:38 p.m.

Susan C. Threewitts, Secretary