



WATAUGA COUNTY BOARD OF ELECTIONS

County Courthouse ♦ 842 West King Street Boone, North Carolina 28607

County Board of Elections

The Watauga County Board of Elections met on Tuesday, September 9, 2025, at 5:00 p.m. in the Watauga County Administration Building located at 814 West King Street, Boone, NC 28607. Board Members in attendance were Chairperson Eric Eller; Members Leta Councill, Pamela Cline and Secretary Terry Cirone. Also attending: Elections Director Matt Snyder and Deputy Director Donna Houck.

September 9, 2025

MINUTES

1. CALL TO ORDER

Chairperson Eric Eller called the meeting to order.

2. PLEDGE

All present pledged allegiance to the flag

3. APPROVAL OF MINUTES FROM AUGUST 19, 2025

Member Councill moved to approve the minutes from the August 19th meeting which was seconded by Member Cline. There was no discussion. The minutes were approved by a 4-0 vote

4. NEW REGISTRATIONS AND STATISTICS

There were five hundred and eighty-two (582) new registrations from August 19, 2025, to September 9, 2025. There are 44,296 total voters in Watauga County of which 37,784 are active. There was a brief discussion about whether registrations that had been repaired and updated as part of the State's HAVA repair project were included in the registration numbers. Director Snyder indicated that he believed so and that those individuals were registered to vote in Watauga County. There was no further discussion. Member Councill made a motion to accept the report, pending review, and the motion was seconded by Member Cline. The motion passed 4-0.

5. DIRECTOR'S UPDATE

- Director Snyder distributed Numbered Memo 2025-02 from the NCSBE which addressed Provisional Voting for Registration Repairs. The memo provides guidance on administrative procedures for the county election boards to proceed when a Registration Repair voter presents to vote in person at an early voting or Election Day voting site.
- Staff has sent out one hundred thirty-two (132) HAVA ID letters to registrants who have invalid ID numbers (about 15% of new registrations). Director Snyder has spoken to folks out doing registrations to alert them to this concern.

- The BOE was pre-approved for the \$29,000 Helene related purchases including floor covering for the Rec Center basketball court, a backup Electionware computer and four (4) portable generators. There was some discussion concerning the use of the basketball court at the Rec Center for election day with the consensus of the Board that Director Snyder was to move forward with the use of this space for voting.
- All items scheduled to be placed in storage have been delivered. DS300s and Expressvotes have been delivered.
- Acceptance testing has been done by the contractor for the DS300s.
- Logic and Accuracy Testing scheduled for September 18th.
- Absentee by Mail ballots go out October 3, 2025.
- Election Official Training begins September 30, 2025.
- Change of Precinct Notices and Judge Appointment notices have been submitted to the newspaper.
- The next meeting will likely be October 7, 2025, but is dependent on whether any absentee ballots have been received.

6. APPOINTMENT OF EARLY VOTING JUDGES

Director Snyder handed out a list of Early Voting Judges. Upon review there were some changes made to some names addressing both spelling and completeness concerns. A motion was made by Member Council to amend the list which was seconded by Secretary Cirone. The motion passed 4-0. A motion was then made to accept the amended list of Early Voting Judges for the 2025 municipal elections by Member Cline which was seconded by Member Council. The motion passed 4-0.

7. ELECTION DAY TRANSFER SITE

Member Council made a motion that the election day transfer site be in the Courthouse, downstairs in the room identified as Courtroom 3. Secretary Cirone seconded the motion. There was no further discussion. The motion passed 4-0.

8. COUNTING OF ABSENTEE BALLOTS ON ELECTION DAY START TIME

Director Snyder explained that while traditionally absentee ballots can begin to be counted at 5:00 pm on election day there is a provision in the statute that allows for the BOE to set an earlier time to begin counting those ballots. After some discussion the Board agreed to follow the statute and begin counting ballots at 5:00 pm on election day.

9. DELEGATION OF ABSENTEE BY MAIL BALLOT DUTIES

Director Snyder explained that since absentee voting has become more popular in the past few years the NC State Board has allowed for delegation of preparatory work to be delegated to board staff members (NCSBE Numbered Memo 2020-25). Examples of that work included checking ballot envelopes for deficiencies and inspecting voter's photo ID or Photo ID Exception Form for deficiencies. A resolution is required for that delegation to occur. Member Cline made a motion to accept the proposed Resolution concerning the Delegation of Absentee Preparatory Duties which was seconded by Member Council. The motion passed 4-0. Chairman Eller signed the resolution.

10. BUFFER ZONES AT EARLY VOTING AND ELECTION DAY VOTING SITES

Director Snyder explained that the State provides guidelines on buffer zones at voting sites and using those guidelines staff has provided a proposed resolution for Polling Place Buffer Zones for the November 4, 2025, Municipal Elections. Member Council made a motion that the proposed buffer zones be approved. The motion was seconded by Member Cline. The motion passed 4-0.

11. PUBLIC COMMENT

There were no public comments.

12. FUTURE MEETINGS

The next scheduled BOE meeting will take place on October 7th and will be held in Courtroom 3 for the possible counting of absentee ballots.

ADJOURNMENT

Member Council made a motion to adjourn the meeting which was seconded by Member Cline. The motion passed 4-0



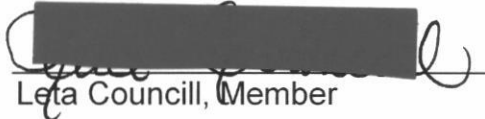
Eric Eller, Chair




Terry Cirone, Secretary



Pam Cline, Member



Leta Council, Member



Matthew Snyder, Director



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WATAUGA COUNTY POLLING PLACE BUFFER ZONES **NOVEMBER 4, 2025 MUNICIPAL ELECTION**

Blowing Rock: Blowing Rock American Legion Building – 50 feet from front door.

Blue Ridge Precinct: Laurel Fork Baptist Church- Campaigning 100 feet from Fellowship Hall door, signs 200 feet from Fellowship Hall door (per agreement).

Boone 1 Precinct: Watauga County Admin Building- 50 feet from King Street entrance.

Boone 2 Precinct: Plemmons Student Union-50 feet from building entrance by Blue Ridge Ballroom and adjacent hallways to the Blue Ridge Ballroom.

Brushy Fork Precinct: Caldwell Community College 460 Building - 50 feet from entry door

Boone 3 Precinct: Agricultural Conference Center- 50 feet from entry door.

New River 1 Precinct: Boone Town Hall Council Chambers- 50 feet from front door.

New River 2 Precinct: Three Forks Baptist Association- 25 feet from side door.

New River 3 Precinct: Watauga Community Recreation Center- 50 feet from entry door

Watauga Precinct: Seven Devils Community Center – 50 feet from front door.

Beech Mountain Precinct: Buckeye Recreation Center – 50 feet from front door.

EARLY VOTING SITES

Watauga County Admin Building- 50 feet from King Street entrance

Plemmons Student Union-50 feet from building entrance by Blue Ridge Ballroom and adjacent hallways.

§ 163A-1134. Limitation on activity in the voting place and in a buffer zone around it.

(a) Buffer Zone. - No person or group of persons shall hinder access, harass others, distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election-related activity in the voting place or in a buffer zone which shall be prescribed by the county board of elections around the voting place. In determining the dimensions of that buffer zone for each voting place, the county board of elections shall, where practical, set the limit at 50 feet from the door of entrance to the voting place, measured when that door is closed, but in no event shall it set the limit at more than 50 feet or at less than 25 feet.

2025 MUNICIPAL ELECTIONS

EARLY VOTING JUDGES

ADMINISTRATION BUILDING

CHIEF JUDGE	SARAH HILL	U
JUDGE	GWYN BARFOOT	R
JUDGE	PAULA DEVITT	R
JUDGE	ARDEASE GREENE	R
JUDGE	AUDREY HARTLEY	D
JUDGE	AMY LUNCEFORD	D

APP STATE

CHIEF JUDGE	BARBARA KRAUSE	D
JUDGE	SANIYA BENNETT	U
JUDGE	KIM CHASTEEN	R
JUDGE	HOLLY D'ADDURNO	D
JUDGE	CHERYL JONES	R
JUDGE	CAMERON ST CLAIR	U
JUDGE	SHERRY STREET-TOBIN	D



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RESOLUTION OF DELEGATION OF ABSENTEE PREPARATORY DUTIES

WHEREAS, the Watauga County Board of Elections shall hold meetings prior to each election to act upon absentee ballots cast in accords with NCGS 163 Articles 20 and 21.

WHEREAS, North Carolina State Board of Elections (NCSBE) Numbered Memo 2020-25 allows for delegation of preparatory work prior to each meeting to board staff members.

BE IT THERE RESOLVED, the Watauga County Board of Elections delegates the following preparatory steps to be completed by the staff of the Watauga County Board of Elections for the Municipal Elections held on November 4, 2025.

- Inspect the absentee ballot envelopes to make an initial determination as to ensure it is properly executed
- Inspect the absentee ballot envelopes for deficiencies
- Inspect voter's photo ID or Photo ID Exception Form for deficiencies
- Contact voters with deficiencies within one business day of receiving their deficient envelope(s) and follow cure procedures as required by NCSBE
- Sort absentee ballots envelopes into the following categories after initial review: recommended approval, recommended disapproval, envelope curing pending, photo ID cure document pending and board review needed
- Report with the number of absentee ballots in each category for reconciliation
- Duplicate UOCAVA ballots prior to meetings.

I, Eric Eller, Chairman of the Watauga County Board of Elections, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Watauga County Board of Elections on the 9th day of September, 2025.

Eric Eller, Chairman
Watauga County Board of Elections

Attest:

Matthew Snyder, Director
Watauga County Board of Elections