



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-3  
5 Pages

## PLACER COUNTY EXTERIOR BALLOT DROP BOX INSTALLATION

**DATE:** August 29<sup>th</sup>, 2023

**TO:** District Board Members

**FROM:** Mike Geary, General Manager; Jessica Asher, Board Secretary

**SUBJECT:** Placer County Exterior Ballot Drop Box Installation

**BACKGROUND:** Placer County approached the District with a proposal for an exterior ballot drop box to facilitate ballot return by our constituents. This would replace the interior drop box that has been hosted at our front counter during elections and would allow for drop off by voters (and pick-up by County Elections staff) outside of business hours and would relieve staff of the responsibility of monitoring the box. Refer to the attached proposal from Placer County Elections Department to install the 24-hour exterior ballot drop box for installation specifications, approval options, and sample photos.

**DISCUSSION:** Administrative and Operations Department staff considered the attached proposal and reviewed possible locations. Staff determined that the ballot box may be an asset for the community and that the location proposed by the County in the attached diagram in purple is well suited for the District's snow storage needs. Placer County Facilities staff would be responsible for installation and maintenance including snow removal and security. County staff has asked that the District commit to hosting the box at least through the 2024 election cycle.

**ALTERNATIVES:**

1. Authorize staff to work with the Placer County Elections and Facilities Departments to install an exterior ballot drop box.
2. Do not authorize the placement of an exterior ballot drop box.

**FISCAL/RESOURCE IMPACTS:** The Placer County Elections Office proposes to procure and install the ballot drop box, under the supervision of our Operations Dept.

**RECOMMENDATION:** Authorize staff to work with the Placer County Elections and Facilities Departments to install an exterior ballot drop box as shown by the purple rectangle on the attached diagram.

**ATTACHMENTS:** Proposal including diagram of drop box location and sample photos.

**DATE PREPARED:** August 21<sup>st</sup>, 2023

**RYAN RONCO**  
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

**STEPHEN AYE**  
ASSISTANT RECORDER-REGISTRAR

**LISA CRAMER**  
ASSISTANT COUNTY CLERK



2954 RICHARDSON DRIVE  
AUBURN, CA 95603  
530-886-5600  
[www.placercountyelections.gov](http://www.placercountyelections.gov)

## **PLACER COUNTY CLERK-RECORDER-ELECTIONS**

Olympic Valley Public Services District Board,

The OVPSD has been an excellent partner with the Placer County Elections Department over the years, facilitating voters returning ballots in your jurisdiction. We spoke with District staff when we visited recently, about the possibility of installing a 24 hour EXTERIOR ballot drop box versus continuing the interior drop box that you host at your front counter. This would free your staff from the responsibility of monitoring the drop box, and allow for voters to access it after-hours. The responsibility for the maintenance of the box would be entirely the Election Department's, from snow removal to security.

What would be involved would be our County Facilities Department would come pour a small concrete pad, if needed (roughly 30"x30"), and then install the drop box, in a one day visit. The box would be covered in a medium gray vinyl cover except during the times around elections, where vote by mail ballots are available to be returned.

We don't generally request a formal contract unless the District wishes to, but we do ask that if you approve an external drop box being placed at your location that you commit to hosting it through the 2024 Election cycle (November 2024).

If this is something the Board would be interested in approving, we would be happy to provide any information that you need about the process.

Thank you for your consideration of this request.

Placer County Elections Department

Justin Canning

JC

**RYAN RONCO**  
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

**STEPHEN AYE**  
ASSISTANT RECORDER-REGISTRAR

**LISA CRAMER**  
ASSISTANT COUNTY CLERK

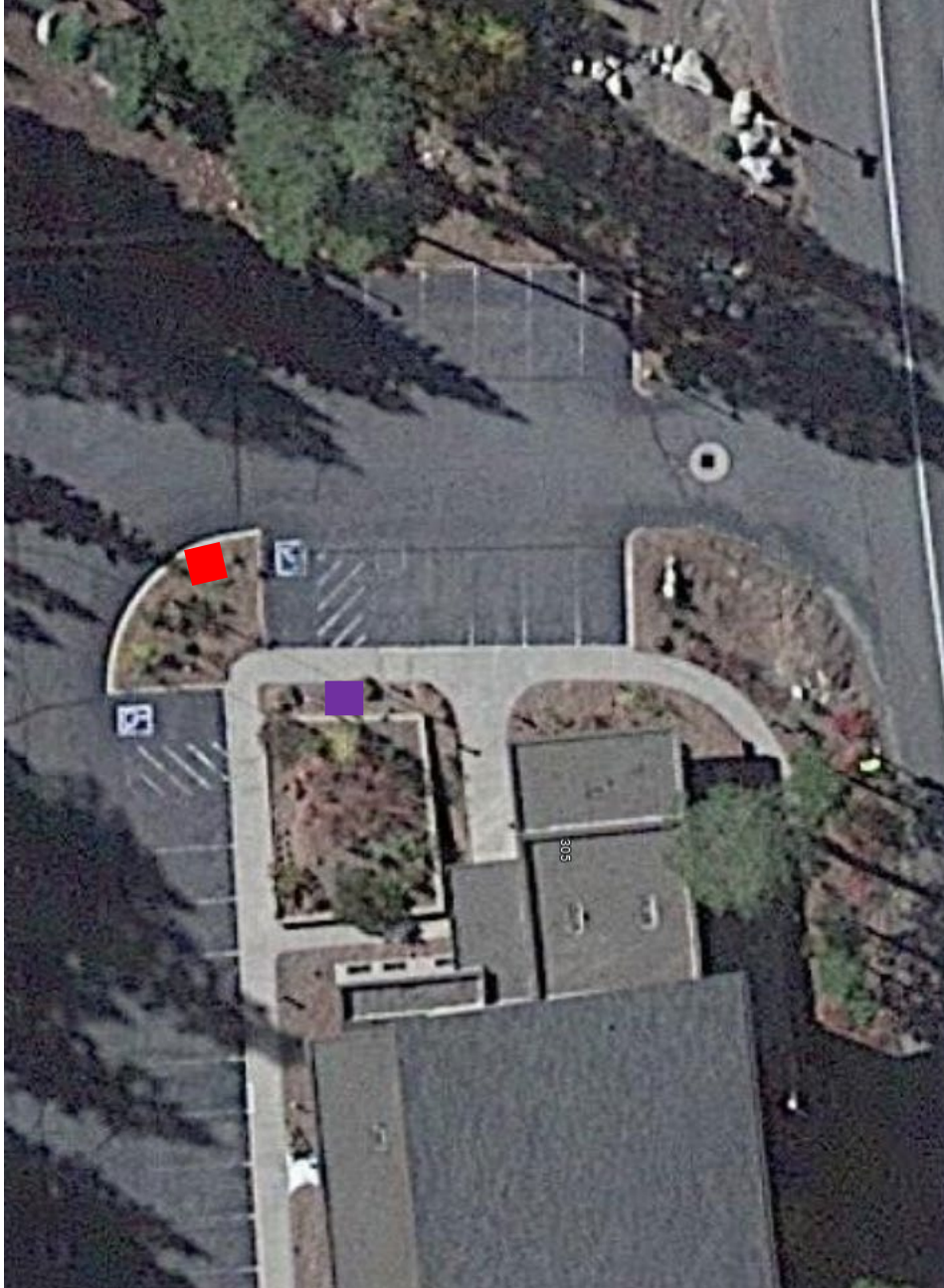


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## PLACER COUNTY CLERK-RECORDER-ELECTIONS

Primary preferred location (red).

Secondary preferred location, (purple).



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COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

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## PLACER COUNTY CLERK-RECORDER-ELECTIONS

Photo of covered Drop Box (left) and uncovered (right)

