



**STATE OF WASHINGTON  
PUBLIC DISCLOSURE COMMISSION**

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908 • (360) 753-1111 • FAX (360) 753-1112  
Toll Free 1-877-601-2828 • E-mail: [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov) • Website: [www.pdcc.wa.gov](http://www.pdcc.wa.gov)

BEFORE THE PUBLIC DISCLOSURE COMMISSION  
OF THE STATE OF WASHINGTON

In the Matter of Enforcement Action  
Against

MATTHEW BISHOP,

Respondent.

PDC Case 54979

Notice of Administrative  
Charges

**I. JURISDICTION**

The Public Disclosure Commission (PDC) has jurisdiction over this proceeding pursuant to Chapter 42.17A RCW, the state campaign finance and disclosure laws; Chapter 34.05 RCW, the Administrative Procedure Act; and Title 390 WAC. These charges incorporate the Report of Investigation and all related exhibits by reference.

**II. ALLEGATIONS**

PDC staff alleges that Matthew Bishop, a 2019 candidate seeking the office of School Director for Richland School District 400, violated RCW 42.17A.700 to file a Personal Financial Affairs Statement (F-1 report), due within two weeks of becoming a candidate or no later than May 14, 2019, disclosing required personal financial information for twelve calendar months prior to becoming a candidate.

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### III. FACTS

Matthew Bishop filed a C-1 report on April 30, 2019, declaring candidacy for the office of School Director for Richland School District 400.

Matthew Bishop was required by RCW 42.17A.700 to file a Personal Financial Affairs Statement (F-1 report), within two weeks of becoming a candidate, or no later than May 14, 2019.

Matthew Bishop failed to file the required F-1 report as a candidate for School Director in 2019.

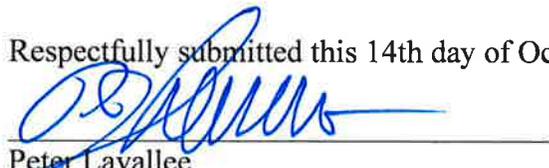
Matthew Bishop has two prior PDC violations: (1) PDC Case 22782 for failing to file a C-1 report and F-1 report as 2017 candidate for School Director in the Richland School District; and (2) PDC Case 39041 for failing to file a C-1 report and F-1 report as 2018 candidate seeking office of State Senator in the 8th Legislative District.

Matthew Bishop has outstanding penalties that have not been paid from the two prior violations, and he has failed to file the missing reports that were the subject of the prior violations.

### IV. LAW

**RCW 42.17A.700(2)** requires candidates to file a Personal Financial Affairs Statement (F-1 report), certifying financial affairs for the preceding twelve calendar months, within two weeks of becoming a candidate.

Respectfully submitted this 14th day of October 2019.

  
\_\_\_\_\_  
Peter Lavalley  
Executive Director



State of Washington

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BEFORE THE PUBLIC DISCLOSURE COMMISSION  
OF THE STATE OF WASHINGTON

In RE COMPLIANCE WITH  
RCW 42.17 and RCW 42.17A

MATTHEW BISHOP,

Respondent.

PDC Case 54979

Report of Investigation

I. BACKGROUND

- 1.1 On April 30, 2019, Matthew Bishop filed a Candidate Registration (C-1 report) with the Public Disclosure Commission (PDC), declaring candidacy for School Director of Richland School District 400, selecting the Mini Reporting option provided by WAC 390-16-105, which exempted the Campaign from the requirement to file regular Monetary Contribution reports (C-3 reports) and Summary Full Campaign Contribution and Expenditure reports (C-4 reports), as required by RCW 42.17A.235. (**Exhibit 1**).
- 1.2 In election year 2017, Matthew Bishop filed a Declaration of Candidacy with the Benton County Auditor's office for the position of School Director for Richland School District 400, and was required by RCW 42.17A.205 to file the C-1 report due within two weeks of becoming a candidate, and by RCW 42.17A.700 to the Personal Financial Affairs Statement (F-1 report), disclosing required personal financial information for twelve calendar months prior to becoming a candidate, due within two weeks of becoming a candidate, or no later than June 2, 2017.
- 1.3 On August 3, 2017, PDC staff served Matthew Bishop by U.S. Mail at "2105 N Steptoe St, Trlr 141, Kennewick, WA 99336," with a hearing notice in PDC Case 22782 for an August 23, 2017, Brief Adjudicative Proceeding (Brief Enforcement Hearing), concerning alleged violations of RCW 42.17A.205 and RCW 42.17A.700. (**Exhibit 2**).
- 1.4 At the August 23, 2017, Brief Enforcement Hearing, the Presiding Officer found Matthew Bishop in violation of RCW 42.17A.205 for failure to timely file the C-1 report, and RCW 42.17A.700 for failure to timely file the F-1 report, and assessed a civil penalty of \$500 (\$250 per missing report) in accordance with WAC 390-37-143, the Brief Enforcement Hearing Penalty Schedule adopted by the Commission, for a first-time violation where the missing reports have not been issued by the date of the hearing. An Order memorializing

this ruling was entered September 5, 2017. **(Exhibit 3).**

- 1.5 Matthew Bishop failed to file the missing C-1 and F-1 reports for election year 2017, or pay the \$500 civil penalty assessed in PDC Case 22782. On June 12, 2018, the unpaid \$500 civil penalty assessed in PDC Case 22782 was referred to AllianceOne for collections.
- 1.6 In election year 2018, Matthew Bishop filed a Declaration of Candidacy with the Benton County Auditor's office for the position of State Senator of the 8th Legislative District, and was required by RCW 42.17A.205 to file the C-1 report due within two weeks of becoming a candidate, and by RCW 42.17A.700 to file the F-1 report, certifying financial activities for twelve calendar months prior to becoming a candidate, due within two weeks of becoming a candidate, or no later than June 1, 2018.
- 1.7 On August 16, 2018, PDC staff served Matthew Bishop by U.S. Mail and email at "2105 N Steptoe St, Trlr 141, Kennewick, WA 99336" and "bishopmj.tc@gmail.com" with a hearing notice in PDC Case 39041 for a September 24, 2018, Brief Enforcement Hearing, concerning alleged violations of RCW 42.17A.205 and RCW 42.17A.700. **(Exhibit 4).**
- 1.8 At the September 24, 2018, Brief Enforcement Hearing, the Presiding Officer found Matthew Bishop in violation of RCW 42.17A.205 for failure to timely file the C-1 report, and RCW 42.17A.700 for failure to timely file the F-1 report, and assessed a civil penalty of \$500 (\$250 per missing report) in accordance with WAC 390-37-143, the Brief Enforcement Hearing Penalty Schedule adopted by the Commission, for a first-time violation where the missing reports have not been issued by the date of the hearing. An Order memorializing this ruling was entered October 5, 2018. **(Exhibit 5).**
- 1.9 While Matthew Bishop had one prior violation at the time of the September 24, 2018, the Order issued in PDC Case 22782 was not properly entered into the filing history for Matthew Bishop, and PDC staff presented PDC Case 39041 as though Matthew Bishop had no prior violations.
- 1.10 Matthew Bishop failed to file the missing C-1 and F-1 reports for election year 2018, or pay the \$500 civil penalty assessed in PDC Case 39041. On May 1, 2019, the unpaid \$500 civil penalty was referred to AllianceOne for collections.

#### CHRONOLOGY OF REVIEW IN PDC CASE 54979

- 1.11 On July 19, 2019, PDC staff received a complaint from Michele Levenite alleging that Matthew Bishop may have violated RCW 42.17A.700 by failing to timely file the F-1 report within two weeks of becoming a candidate. **(Exhibit 6).**
- 1.12 On July 19, 2019, PDC staff opened PDC Case 54979, provided notice of the complaint to Matthew Bishop with an opportunity to respond to the allegations and file the missing report no later than August 2, 2019, at the email address provided on the C-1 report and the Declaration of Candidacy filed with the Benton County Auditor at "matthewb.richland@gmail.com." PDC staff also reminded Matthew Bishop that due to prior violations of RCW 42.17A.205 and RCW 42.17A.700, failure to file the F-1 report as a 2019 candidate would be an aggravating factor increasing the amount of any potential of

potential civil penalties assessed in this matter.

- 1.13 Only two candidates filed for the office of School Director Position # 3 for Richland School District 400, so no Primary Election was held for that office, and Matthew Bishop will appear on the November 5, 2019, General Election ballot.
- 1.14 On August 16, 2019, PDC staff sent an email to Matthew Bishop with a reminder that no response to the allegations had been received and requested a response no later than August 23, 2019.
- 1.15 On August 29, 2019, PDC staff sent an email to Matthew Bishop with a reminder that the F-1 report was still missing, and due to previous violations, continued failure to file the F-1 report would result in an enforcement hearing before the full Public Disclosure Commission with a penalty authority of up to \$10,000 per violation. PDC staff gave Matthew Bishop until September 6, 2019, to file the missing F-1 report to avoid being called to hearing.
- 1.16 On September 9, 2019, PDC staff served Matthew Bishop, by U.S. Mail and email at the addresses provided on the C-1 report and on the Declaration of Candidacy with the Benton County Auditor “2105 N Steptoe St, Trl #141, Kennewick, WA 99336” and “matthewb.richland@gmail.com,” with a hearing notice for a September 26, 2019, Adjudicative Proceeding before the full Public Disclosure Commission.
- 1.17 On September 13, 2019, PDC staff discovered that Matthew Bishop’s name did not appear in the election results for Benton County on either the Primary or General Elections ballots in 2018. PDC staff spoke with staff at the Benton County Auditor’s office who indicated that, due to a database migration, they no longer had access to their 2018 election data; but believed that Matthew Bishop was removed from the ballot due to failure to pay the filing fee.
- 1.18 On September 16, 2019, a Candidate Filing Program Specialist from the SOS’s Elections Division confirmed that Matthew Bishop did not appear on the ballot due to an issue with payment tendered for the filing fee and relayed a note from June 18, 2018, denying the Declaration of Candidacy.
- 1.19 On September 16, 2019, PDC staff sent hearing notices for a Reconsideration Hearing in PDC Case 39041 to be held on September 26, 2019, and a Brief Enforcement Hearing in PDC Case 54979 to be held on September 26, 2019, by U.S. Mail and email. **(Exhibits 7 & 8).**
- 1.20 At the September 26, 2019, Reconsideration Hearing, PDC staff requested reconsideration of the Order issued in PDC Case 39041 on the basis of new facts that were not available at the time of the hearing. The request for reconsideration was denied by the Commission, and an Order memorializing the ruling was entered on October 1, 2019. **(Exhibit 9).**
- 1.21 At the September 26, 2019, Brief Enforcement Hearing, PDC Case 54979 was directed to the full Commission for consideration as, in accordance with WAC 390-37-143(4), on the third occasion, Matthew Bishop has outstanding penalties or judgments, and in accordance with WAC 390-37-143(5), Matthew Bishop was found in violation during a previous

#### IV. SCOPE

4.1 PDC staff reviewed the complaint, the applicable statutes, candidate filing records with the Benton County Auditor and Washington Secretary of State, election results from election years 2016-2019, and Matthew Bishop's filing history.

#### V. LAW

**RCW 42.17A.700(2)** requires candidates to file a Personal Financial Affairs Statement (F-1 report), disclosing required personal financial information for the preceding twelve calendar months, due within two weeks of becoming a candidate.

Respectfully submitted this 14th day of October 2019.



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Fox Blackhorn-Delph  
Compliance Coordinator 2

**EXHIBIT LIST**

- Exhibit 1** Candidate Registration (C-1 Report) for Matthew Bishop; Filed April 30, 2019.
- Exhibit 2** PDC Case 22782; Hearing Notice for an August 23, 2017, Brief Enforcement Hearing; Served August 3, 2017.
- Exhibit 3** PDC Case 22782; Order Imposing Fine; Entered September 5, 2017.
- Exhibit 4** PDC Case 39041; Hearing Notice for a September 24, 2018, Brief Enforcement Hearing; Served August 16, 2018.
- Exhibit 5** PDC Case 39041; Order Imposing Fine; Entered October 5, 2018.
- Exhibit 6** PDC Case 54979; Complaint Filed by Michele Levenite; Filed July 15, 2019.
- Exhibit 7** PDC Case 39041; Hearing Notice for a September 26, 2019, Reconsideration Hearing; Served September 16, 2019.
- Exhibit 8** PDC Case 54979; Hearing Notice for a September 26, 2019, Brief Enforcement Hearing; Served September 16, 2019.
- Exhibit 9** PDC Case 39041; Order Denying PDC Staff's Request for Reconsideration; Entered October 1, 2019.
- Exhibit 10** PDC Case 54979; Notice of Case Status Review (Initial Hearing); Served October 7, 2019.
- Exhibit 11** PDC Case 54979; Notice of Results from October 7, 2019, Initial Hearing; Sent October 7, 2019.
- Exhibit 12** PDC Case 54979; Hearing Notice for an October 24, 2019, Enforcement Hearing; Served October 11, 2019.

# PDC Exhibit 1

 <b>PUBLIC DISCLOSURE COMMISSION</b> 711 CAPITOL WAY RM 206 PO BOX 40908 OLYMPIA WA 98504-0908 (360) 753-1111 Toll Free 1-877-601-2828		<h1>Candidate Registration</h1>		<h1>C1</h1> (1/2008)	100900401  04-30-2019
Candidate's Name (Give candidate's full name.) <b>MATTHEW J BISHOP</b>				Telephone Number <b>509-302-8175</b>	
Candidate's Committee Name (Do not abbreviate.) <b>GET ON BOARD - MATTHEW BISHOP FOR RICHLAND SCHOOLS</b>				Fax Number	
Mailing Address <b>2105 N STEPTOE ST #141`</b>				Candidate's E-Mail Address <b>MATHEWB.RICHLAND@GMAIL</b>	
City <b>KENNEWICK</b>		County <b>BENTON</b>		Zip + 4 <b>99336</b>	
1. What office are you running for? <b>SCHOOL DIRECTOR</b>		Legislative District, County or City <b>RICHLAND SD 400</b>		Position No. Do you now hold this office? <b>3</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
2. Political party (if partisan office) <b>NON PARTISAN</b>		3. Date of general or special election <b>11-05-2019</b>			
4. How much do you plan to spend during your entire election campaign, including the primary and general elections? Based on that estimate, choose one of the reporting options below. <b>If no box is checked you are obligated to use Option II, Full Reporting. See instruction manuals for information about reports required and changing reporting options.</b>					
<input checked="" type="checkbox"/> <b>Option I MINI REPORTING:</b> In addition to my filing fee of \$0, I will raise and spend no more than \$5,000, including any charges for inclusion in state and local voters pamphlets. I will not accept more than \$500 in the aggregate from any contributor except myself.					
<input type="checkbox"/> <b>Option II FULL REPORTING:</b> I will use the Full Reporting system. I will file the frequent, detailed campaign reports required by law.					
5. Treasurer's Name and Address. Does treasurer perform <u>only</u> ministerial functions? Yes ___ No <input checked="" type="checkbox"/> . See WAC 390-05-243 and next page for details. List deputy treasurers on attached sheet. <b>MATTHEW J BISHOP</b> <b>2105 N STEPTOE ST #141`, KENNEWICK WA 99336</b>				Daytime Telephone Number <b>509-302-8175</b>	
6. Persons who perform only ministerial functions on your behalf <u>and</u> on behalf of other candidates or political committees. List name, title and address of these persons. See WAC 390-05-243 and next page for details. <input type="checkbox"/> Continued on attached sheet.					
7. Committee Officers and other persons who authorize expenditures or make decisions on your behalf. List name, title and address. See next page for definition of "officer." <input type="checkbox"/> Continued on attached sheet.					
8. Campaign Bank or Depository <b>KEY BANK</b>		Branch <b>RICHLAND</b>		City <b>RICHLAND</b>	
9. Related or Affiliated Political Committees. List name, address and relationship. <input type="checkbox"/> Continued on attached sheet.					
10. Campaign books must be open to the public by appointment between 8 a.m. and 8 p.m. during the eight days before the election, except Saturdays, Sundays, and legal holidays. In the space below, provide contact information for scheduling an appointment and the address where the inspection will take place. It is not acceptable to provide a post office box or an out-of-area address.  <b>Street Address, Room Number, City where campaign books will be available for inspection</b> <b>2105 N STEPTOE ST #141`, KENNEWICK</b> In order to make an appointment, contact the campaign at (telephone, fax, e-mail): <b>509-302-8175 MATHEWB.RICHLAND@GMAIL.COM</b>					
11. <b>CERTIFICATION:</b> I certify that this report is true, complete and correct to the best of my knowledge.  <b>Candidate's Signature</b> <b>MATTHEW J BISHOP</b>					
				<b>Date</b> <b>04-30-2019</b>	

# PDC Exhibit 2



**State of Washington  
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August 3, 2017

MATTHEW BISHOP  
2105 N STEPTOE ST TRL 141  
KENNEWICK WA 99336

Subject: C-1 and F-1 Brief Enforcement Hearing Notice PDC Case Number 22782

Dear MATTHEW BISHOP:

The Public Disclosure Commission (PDC) records indicate that you are a candidate for public office in 2017, and we have not received a Candidate Registration (C-1 report) disclosing your campaign information for the 2017 election cycle, or a Personal Financial Affairs Statement (F-1 report) disclosing your financial activities for the preceding twelve months.

RCW 42.17A.205 and RCW 42.17A.700 requires candidates to file an F-1 report and C-1 report, which was to have been filed within two weeks of declaring her/his candidacy, or no later than June 2, 2017. On July 5, 2017, PDC staff sent you a reminder letter to file the missing C-1 and F-1 reports.

In accordance with RCW 42.17A.110 and RCW 42.17A.755, a Brief Adjudicative Proceeding (Brief Enforcement Hearing) has been scheduled to determine if you violated RCW 42.17A.205 and RCW 42.17A.700 by failing to file the required C-1 report and F-1 reports for the 2017 election cycle. Under the Brief Enforcement Hearing rules, the Presiding Officer has the authority to assess a civil penalty in accordance with WAC 390-37-143, a penalty schedule adopted by the Commission (see enclosed copy).

#### **HEARING INFORMATION**

Date and time: **August 23, 2017 at 12:00 pm (approximate time)**  
Place: Evergreen Plaza Building, Room 206  
711 Capitol Way, Olympia, WA, 98504-0908  
Presiding Officer: Anne Levinson, Chair, Public Disclosure Commission

#### **HOW TO AVOID THE HEARING**

In order to avoid the Brief Enforcement Hearing, please ensure that the following items are mailed and received by the PDC by **12:00 p.m. Thursday, August 17, 2017:**

1. A completed and signed C-1 Report (a blank C-1 form is enclosed).
2. A completed and signed F-1 Report (a blank F-1 form is enclosed).

3. A signed Statement of Understanding (blank copy enclosed); and
4. A check or money order for \$200 (\$100 for each late filed report), made payable to Washington State Treasurer and mail all three items to the following address:

**WA State Treasurer - Public Disclosure Commission**  
**Financial Office**  
**PO Box 41465**  
**Olympia, WA 98504-1465**

If there are circumstances you wish to have considered at the Brief Enforcement Hearing, you may attend the hearing in person, participate by telephone, or submit written materials addressed to the Presiding Officer. For your information, most Respondents who participate at the Brief Enforcement hearings participate by telephone or in writing.

If you cannot participate either in person or by telephone at the Brief Enforcement Hearing, you may provide a written response describing the facts of your case and any circumstances or mitigating factors you would like the Presiding Officer to consider. Please submit your written response **by 12:00 p.m. Friday, August 18, 2017**.

If you plan on participating at the Brief Enforcement hearing or have questions about the hearing process, please contact PDC Staff member Micaiah Titus Ragins by email at [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) – and be sure to reference your case number in the subject line of the email.

Sincerely,



Micaiah Titus Ragins  
Compliance Coordinator

Enclosures:

- Statement of Understanding
- Blank C-1 and F-1 reports
- Brief Enforcement Hearings FAQ
- PDC Penalty Schedule



**Public Disclosure Commission**

**Statement of Understanding**

**2017 Candidate Enforcement Re: C-1/F-1 Reports**

I hereby acknowledge that I, \_\_\_\_\_, did not timely file the required

(Printed Name of Respondent)

Candidate Registration (C-1 Report) and Personal Financial Affairs Statement (F-1 Report) with the Public Disclosure Commission (PDC) as required for a candidate seeking elected office in 2017. The C-1 and F-1 Reports were due to be filed within two weeks of my becoming a candidate in the 2017 election, or no later than June 2, 2017, thereby violating RCW 42.17A.205 and RCW 42.17A.700.

I want to avoid the time and expense resulting from a Brief Adjudicative Hearing (Brief Enforcement Hearing) before the Presiding Officer. Therefore, I am filing both the C-1 and F-1 reports, completing the Statement of Understanding, and enclosing a check or money order in the amount of \$200 (\$100 for each late filed report), in lieu of an August 23, 2017, Brief Enforcement hearing being held.

I understand that this will resolve all issues with the PDC regarding my failure to timely file the C-1 and F-1 reports, provided that a check or money order for \$200, the completed missing report(s), and this signed Statement of Understanding are all received by Thursday, August 17, 2017.

I further understand that Commission staff will not be scheduling a Brief Enforcement hearing before the Presiding Officer regarding my obligation to timely file the C-1 and F-1 report that were due within two weeks.

\_\_\_\_\_  
Signature of Respondent/Candidate

\_\_\_\_\_  
Date Signed

Be sure to include your C-1 and F-1 reports, and make your check or money order payable to "Washington State Treasurer" and mail or deliver this Statement of Understanding, your completed C-1 and F-1 reports, and your \$200 payment to the following address:

**WA State Treasurer - Public Disclosure Commission**

**Financial Office**

**PO Box 41465**

**Olympia, WA 98504-1465**

## **BRIEF ENFORCEMENT HEARINGS**

**You have received a letter scheduling a brief enforcement hearing before the Public Disclosure Commission. You are referred to as the Respondent in this matter. Here are the answers to some Frequently Asked Questions about brief hearings. They are informational only and should not be considered legal advice.**

### **What is a brief enforcement hearing?**

The PDC may schedule a brief enforcement hearing (also known as a “brief adjudicative proceeding” under the Administrative Procedure Act) when evidence shows the following types of alleged violations may have occurred:

- Failure to file or timely file required reports of financial affairs, campaign contributions and/or expenditures, independent expenditures or funds spent on lobbying;
- Improper use of public facilities or resources in election campaigns when the value of public funds expended or facilities used was minimal; and
- Infractions of political advertising laws regarding sponsor identification or political party identification.

Brief hearings may be scheduled on other matters as well, if the basic facts are agreed to or not being contested, and it is anticipated that the likely penalty imposed (if a violation of law or rule is found) will be \$1,000 or less. The Commission has adopted a penalty schedule for Brief Enforcement Hearings which can be found in WAC 390-37-143.

A Presiding Officer, who is the Chair of the Public Disclosure Commission or another commissioner, will conduct the hearing. PDC staff will present the case to the Presiding Officer, and you will have an opportunity to explain the circumstances related to the alleged violations. You may do this in person, by telephone, or in writing by email or letter.

### **What can I do to avoid the hearing?**

If you received a hearing notice that included information about how to avoid a hearing, you may do so by filing the missing report(s), paying the stated penalty, and completing a Statement of Understanding stipulating to a violation. If you would like to stipulate and have questions, please contact PDC Compliance and Enforcement staff.

### **What do I do to prepare for the hearing?**

The brief hearings are informal in nature, and you are not required to have an attorney for this hearing. Most people represent themselves, but that is your decision.

***In-person participation.*** If you are attending in-person, bring all of the written information that you want the Presiding Officer to consider in making a decision. You will need to bring three copies of each — one for you, one for PDC staff, and one for the Presiding Officer. Alternatively, you may submit one copy to PDC staff so long as it is received five business days before the day of the hearing.

If you are having other people (witnesses) testify on your behalf, they must be available at the hearing, and staff needs to be informed of the number of witnesses and time needed. The scheduled hearing starting time is an estimate, as there is frequently more than one hearing scheduled for that day, and you will need to remain available to participate until your case is called.

***Telephone participation.*** If you wish to participate by phone, please let PDC staff know five business days in advance the number where you can be reached and the timeframe you are available. You must be available at the designated time and telephone number. Be aware the hearing time is an estimate, and you must be available until your case is called.

***Participation in writing.*** If you are participating in writing only, make sure any written materials you want the Presiding Officer to consider are delivered to the PDC office no later than five business days before the hearing.

If you have submitted nothing in writing prior to the hearing, have made no other arrangements, and you do not appear in person or through your legal counsel at the hearing, it will be presumed that you have decided to waive your right to participate at the hearing.

## What happens at the hearing?

The Presiding Officer will introduce the participants and explain the procedure for the hearing. Hearings typically follow a set format and time limits, but the process is informal enough that non-lawyers can effectively present their cases and respondents can represent themselves.

PDC staff will first present information regarding the alleged violation of law or rule. You will then have an opportunity to present information relevant to your case. All testimony is given under oath. The Presiding Officer may ask you some questions about the information you or PDC staff have presented. If you have decided to participate in writing instead of in person or by phone, your written information will be considered by the Presiding Officer as part of the hearing materials.

If at any time the Presiding Officer believes the alleged violations are serious enough to merit penalties greater than \$1,000, the Presiding Officer will adjourn the hearing and direct the matter be scheduled for a hearing before the full Commission at a later time.

## How is the decision made?

After considering all the information presented at the hearing, the Presiding Officer will make a decision about the allegations and any appropriate penalty amount. The decision is typically announced orally at the hearing. A written decision, called an initial order, will be sent to you within 10 business days.

In some cases, the Presiding Officer may use a penalty schedule referred to above that has been adopted by the Commission in rule to determine the appropriate penalty for certain types of violations.

## What happens after my hearing?

You will receive a written initial order, along with a cover letter explaining the Presiding Officer's findings, within 10 business days. If a monetary penalty is imposed in this initial order, the penalty must be paid to the **Washington State Treasurer**, and mailed to the address listed in the order cover letter within the time frame stated in the order.

Along with your initial order, you will also receive information about your appeal rights, including how to request review or reconsideration by the full Commission if you disagree with the order. Follow these procedures carefully if you wish to appeal. If there is no appeal before the PDC, the initial order becomes a final order, and further appeals must be made in Superior Court.

## What are the rules that apply to the procedures of my hearing?

The PDC's laws and rules are available on the PDC's website at [www.pdc.wa.gov](http://www.pdc.wa.gov). The laws are in the Revised Code of Washington (RCW) Chapter 42.17A. The rules are in the Washington Administrative Code (WAC) Title 390. Brief adjudicative proceedings are described at WAC 390-37-140 through 390-37-150 and in the Administrative Procedure Act (APA) at RCW 34.05.482-494

**WAC 390-37-143**

**Brief enforcement hearings (adjudicative proceeding)—Penalty schedule.**

The presiding officer may assess a penalty up to one thousand dollars upon finding a violation of chapter [42.17A RCW](#) or Title 390 WAC.

(1) Base penalty amounts:

<b>Violation</b>	<b>1st Occasion</b>	<b>2nd Occasion</b>	<b>3rd Occasion</b>
Failure to timely file an accurate and complete statement of financial affairs (F-1):			
Filed report after hearing notice, but before enforcement hearing. Provided written explanation or appeared at hearing to explain mitigating circumstances. Did not enter into statement of understanding.	\$0 - \$150	\$150 - \$300	\$300 - \$600
Filed report after hearing notice, but before enforcement hearing. Did not enter into statement of understanding.	\$150	\$300	\$600
Failed to file report by date of enforcement hearing.	\$250	\$500	\$1,000
Candidate's failure to timely file an accurate and complete registration statement (C-1)/statement of financial affairs (F-1):			
Filed report after hearing notice, but before enforcement hearing. Provided written explanation or appeared at hearing to explain mitigating circumstances. Did not enter into statement of understanding.	\$0 - \$150 per report	\$150 - \$300 per report	\$300 - \$600 per report up to \$1,000
Filed report after hearing notice, but before enforcement hearing. Did not enter into statement of understanding.	\$150 per report	\$300 per report	\$600 per report up to \$1,000
Failed to file report by date of enforcement hearing.	\$250 per report	\$500 per report	consideration by full commission
Failure to timely file an accurate and complete lobbyist monthly expense report (L-2):			
Filed report after hearing notice, but before enforcement hearing. Provided written explanation or appeared at hearing to explain mitigating circumstances. Did not enter into statement of understanding.	\$0 - \$150	\$150 - \$300	\$300 - \$600
Filed report after hearing notice, but before enforcement hearing. Did not enter into statement of understanding.	\$150	\$300	\$600
Failed to file report by date of enforcement hearing.	\$250	\$500	\$1,000
Failure to timely file an accurate and complete lobbyist employer report (L-3):			
Filed report after hearing notice, but before enforcement hearing. Provided written explanation or appeared at hearing to explain mitigating	\$0 - \$150	\$150 - \$300	\$300 - \$600

<b>Violation</b>	<b>1st Occasion</b>	<b>2nd Occasion</b>	<b>3rd Occasion</b>
circumstances. Did not enter into statement of understanding.			
Filed report after hearing notice, but before enforcement hearing. Did not enter into statement of understanding.	\$150	\$300	\$600
Failed to file report by date of enforcement hearing.	\$250	\$500	\$1,000
Failure to timely file accurate and complete disclosure reports:			
Political committee registration (C-1pc).	\$150	\$300	\$600
Statement of contributions deposit (C-3).	\$150	\$300	\$600
Summary of total contributions and expenditures (C-4).	\$150	\$300	\$600
Independent expenditures and electioneering communications (C-6).	\$150	\$300	\$600
Last minute contribution report (LMC).	\$150	\$300	\$600
Out-of-state committee report (C-5).	\$150	\$300	\$600
Annual report of major contributors (C-7).	\$150	\$300	\$600
Failure to timely file accurate and complete reports disclosing lobbying activities:			
Lobbyist registration (L-1).	\$150	\$300	\$600
Public agency lobbying report (L-5).	\$150	\$300	\$600
Grass roots lobbying report (L-6).	\$150	\$300	\$600
Failure to file electronically.	\$350	\$650	\$1,000
Exceeding contribution limits.	\$150	\$300	\$600
Exceeding mini reporting threshold.	\$150	\$300	\$600
Failure to comply with political advertising sponsor identification requirements.	\$150	\$300	\$600
Failure to include required candidate's party preference in political advertising.	\$150	\$300	\$600
Failure to comply with other political advertising requirements, RCW <a href="#">42.17A.330</a> through <a href="#">42.17A.345</a> .	\$150	\$300	\$600
Use of public facilities to assist a campaign for election or promote a ballot measure.	\$150	\$300	\$600

"Occasion" means established violation. Only violations in the last five years will be considered for the purpose of determining second and third occasions.

(2) In determining the appropriate penalty, the presiding officer may consider the nature of the violation and aggravating and mitigating factors, including:

- (a) Whether the respondent is a first-time filer;
- (b) The respondent's compliance history for the last five years, including whether the noncompliance was isolated or limited in nature, indicative of systematic or ongoing problems, or part of a pattern of violations by the respondent, or in the case of a political committee or other entity, part of a pattern of violations by the respondent's officers, staff, principal decision makers, consultants, or sponsoring organization;
- (c) The respondent's unpaid penalties from a previous enforcement action;

(d) The impact on the public, including whether the noncompliance deprived the public of timely or accurate information during a time-sensitive period, or otherwise had a significant or material impact on the public;

(e) The amount of financial activity by the respondent during the statement period or election cycle;

(f) Whether the late or unreported activity was significant in amount or duration under the circumstances, including in proportion to the total amount of expenditures by the respondent in the campaign or statement period;

(g) Corrective action or other remedial measures initiated by respondent prior to enforcement action, or promptly taken when noncompliance brought to respondent's attention;

(h) Good faith efforts to comply, including consultation with commission staff prior to initiation of enforcement action and cooperation with commission staff during enforcement action, and a demonstrated wish to acknowledge and take responsibility for the violation;

(i) Personal emergency or illness of the respondent or member of his or her immediate family;

(j) Other emergencies such as fire, flood, or utility failure preventing filing;

(k) Sophistication of respondent or the financing, staffing, or size of the respondent's campaign or organization;

(l) Commission staff, third-party vendor, or equipment error, including technical problems at the agency preventing or delaying electronic filing.

(3) The presiding officer has authority to suspend all or a portion of an assessed penalty under the conditions to be determined by that officer including, but not limited to, payment of the nonsuspended portion of the penalty within five business days of the date of the entry of the order in that case.

(4) If, on the third occasion, a respondent has outstanding penalties or judgments, the matter will be directed to the full commission for consideration.

(5) The presiding officer may direct a matter to the full commission if the officer believes one thousand dollars would be an insufficient penalty or the matter warrants consideration by the full commission. Cases will automatically be scheduled before the full commission for an enforcement action when the respondent:

(a) Was found in violation during a previous reporting period;

(b) The violation remains in effect following any appeals; and

(c) The person has not filed the disclosure forms that were the subject of the prior violation at the time the current hearing notice is being sent.

[Statutory Authority: RCW [42.17A.110](#). WSR 17-03-004, § 390-37-143, filed 1/4/17, effective 2/4/17.]

Refer to instruction manual for detailed assistance and examples.  <b>Deadlines:</b> Incumbent elected and appointed officials -- by April 15. Candidates and others -- within two weeks of becoming a candidate or being newly appointed to a position.  <b>SEND REPORT TO PUBLIC DISCLOSURE COMMISSION</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">DOLLAR CODE</th> <th style="text-align: right;">AMOUNT</th> </tr> <tr> <td>A</td> <td style="text-align: right;">\$1</td> </tr> <tr> <td>B</td> <td style="text-align: right;">to \$4,499</td> </tr> <tr> <td>C</td> <td style="text-align: right;">\$4,500 to \$23,999</td> </tr> <tr> <td>D</td> <td style="text-align: right;">\$24,000 to \$47,999</td> </tr> </table>	DOLLAR CODE	AMOUNT	A	\$1	B	to \$4,499	C	\$4,500 to \$23,999	D	\$24,000 to \$47,999
DOLLAR CODE	AMOUNT										
A	\$1										
B	to \$4,499										
C	\$4,500 to \$23,999										
D	\$24,000 to \$47,999										

<table style="width:100%;"> <tr> <td style="width:33%;">Last Name</td> <td style="width:33%;">First</td> <td style="width:33%;">Middle Initial</td> </tr> </table>	Last Name	First	Middle Initial	Names of immediate family members, including registered domestic partner. If there is no reportable information to disclose for dependent children, or other dependents living in your household, do not identify them. Do identify your spouse or registered domestic partner. See F-1 manual for details.
Last Name	First	Middle Initial		
Mailing Address (Use PO Box or Work Address) *				
<table style="width:100%;"> <tr> <td style="width:33%;">City</td> <td style="width:33%;">County</td> <td style="width:33%;">Zip + 4</td> </tr> </table>	City	County	Zip + 4	
City	County	Zip + 4		

<b>Filing Status (Check only one box.)</b> <input type="checkbox"/> An elected or state appointed official filing annual report <input type="checkbox"/> Final report as an elected official. Term expired: _____ <input type="checkbox"/> Candidate running in an election: month _____ year _____ <input type="checkbox"/> Newly appointed to an elective office <input type="checkbox"/> Newly appointed to a state appointive office <input type="checkbox"/> Professional staff of the Governor's Office and the Legislature	<b>Office Held or Sought</b>  Office title: _____  County, city, district or agency of the office, name and number: _____  Position number: _____  Term begins: _____ ends: _____
---	---

1	INCOME	<b>List each employer, or other source of income (pension, social security, legal judgment, etc.) from which you or a family member, including registered domestic partner, received \$2,400 or more during the period. Include stock options received during the reporting period that had a value of \$2,400 or more. (Report interest and dividends in Item 3.)</b>	
Show Self (S) Spouse (SP/DP) Dependent (D)	Name and Address of Employer or Source of Compensation	Occupation or How Compensation Was Earned	Amount: (Use Code)
Check Here <input type="checkbox"/> if continued on attached sheet			

2	REAL ESTATE	<b>List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over \$12,000 in which you or a family member, including registered domestic partner, held a personal financial interest during the reporting period. (Show partnership, company, etc. real estate on F-1 supplement.)</b>			
Property Sold or Interest Divested	Assessed Value (Use Code)	Name and Address of Purchaser		Nature and Amount (Use Code) of Payment or Consideration Received	
Property Purchased or Interest Acquired		Creditor's Name/Address	Payment Terms	Security Given  Mortgage Amount - (Use Code) Original Current	
All Other Property Entirely or Partially Owned					
Check here <input type="checkbox"/> if continued on attached sheet					

CONTINUE ON NEXT PAGE

**3 ASSETS / INVESTMENTS - INTEREST / DIVIDENDS** List bank and savings accounts, insurance policies, stock, bonds and other intangible property (including but not limited to stock options) held during the reporting period.

A. Name and address of each bank or financial institution in which you, a family member, including registered domestic partner, had an account over \$24,000 any time during the report period.	Type of Account or Description of Asset	Asset Value (Use Code)	Income Amount (Use Code)
B. Name and address of each insurance company where you, a family member, including registered domestic partner, had a policy with a cash or loan value over \$24,000 during the period.			
C. Name and address of each company, association, government agency, etc. in which you, a family member, including registered domestic partner, owned or had a financial interest worth over \$2,400. Include stocks, bonds, ownership, retirement plan, IRA, notes, stock options, and other intangible property. If you, your spouse, registered domestic partner and/or dependents had decision making authority regarding individual assets/investments list each asset or investment, the value and any income amount. EXAMPLE: If you self-directed an investment account identify each stock or other asset in that account.			

Check here  if continued on attached sheet.

**4 CREDITORS** List each creditor you or a family member, including registered domestic partner, owed \$2,400 or more any time during the period. Don't include retail charge accounts, credit cards, or mortgages or real estate reported in Item 2. **AMOUNT (USE CODE)**

Creditor's Name and Address	Terms of Payment	Security Given	Original	Present
Check here <input type="checkbox"/> if continued on attached sheet.				

**5** All filers answer questions A thru D below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a candidate for state or local office, an appointee to a vacant elective office, or a state executive officer filing your initial report, no F-1 Supplement is required.

Incumbent elected officials and state executive officers filing an annual financial affairs report also must answer question E. An F-1 Supplement is required of these officeholders unless all answers to questions A thru E are NO.

- A. At any time during the reporting period were you, your spouse, registered domestic partner or dependents (1) an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity or (2) a partner or member of any limited partnership, limited liability partnership, limited liability company or similar entity including but not limited to a professional limited liability company? \_\_\_\_ If yes, complete Supplement, Part A.
- B. Did you, your spouse, registered domestic partner or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part A.
- C. Did you, your spouse, registered domestic partner or dependents own a business at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part A.
- D. Did you, your spouse, registered domestic partner or dependents prepare, promote or oppose state legislation, rules, rates or standards for compensation or deferred compensation (other than pay for a currently-held public office) at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part B.
- E. **Only for Persons Filing Annual Report.** Regarding the receipt of items not provided or paid for by your governmental agency during the previous calendar year: 1) Did you, your spouse, registered domestic partner or dependents (or any combination thereof) accept a gift of food or beverages costing over \$50 per occasion? \_\_\_\_ or 2) Did any source other than your governmental agency provide or pay in whole or in part for you, your spouse, registered domestic partner and/or dependents to travel or to attend a seminar or other training? \_\_\_\_ If yes to either or both questions, complete Supplement, Part C.

**ALL FILERS EXCEPT CANDIDATES.** Check the appropriate box.

I hold a state elected office, am an executive state officer or professional staff. I have read and am familiar with RCW 42.52.180 regarding the use of public resources in campaigns.

I hold a local elected office. I have read and am familiar with RCW 42.17A.555 regarding the use of public facilities in campaigns.

**\*CANDIDATES:** Do not use public agency addresses or telephone numbers for contact information.

**CERTIFICATION:** I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Telephone: ( ) \*

Email: \_\_\_\_\_(work) \*

Email: \_\_\_\_\_(Home) Optional

**PUBLIC DISCLOSURE COMMISSION**  
 711 CAPITOL WAY RM 206  
 PO BOX 40908  
 OLYMPIA WA 98504-0908  
 (360) 753-1111  
 Toll Free 1-877-601-2828



# Candidate Registration

# C1

(1/12)

Candidate's Name (Give candidate's full name.)	Telephone Number ( )
--	-------------------------

Candidate's Committee Name (Do not abbreviate.)	Fax Number ( )
---	-------------------

Mailing Address	Candidate's E-Mail Address
-----------------	----------------------------

City	County	Zip + 4	Campaign E-Mail Address
------	--------	---------	-------------------------

1. What office are you running for?	Legislative District, County or City	Position No.	Do you now hold this office? Yes <input type="checkbox"/> No <input type="checkbox"/>
-------------------------------------	--------------------------------------	--------------	--

2. Political party (if partisan office)	3. Date of general or special election
---	--

4. How much do you plan to spend during your entire election campaign, including the primary and general elections? Based on that estimate, choose one of the reporting options below. **If no box is checked you are obligated to use Option II, Full Reporting. See instruction manuals for information about reports required and changing reporting options.**

**Option I MINI REPORTING:** In addition to my filing fee of \$\_\_\_\_\_, I will raise and spend no more than \$5,000, including any charges for inclusion in state and local voters pamphlets. I will not accept more than \$500 in the aggregate from any contributor except myself.

**Option II FULL REPORTING:** I will use the Full Reporting system. I will file the frequent, detailed campaign reports required by law.

5. Treasurer's Name and Address. Does treasurer perform <u>only</u> ministerial functions? Yes ___ No ___. See WAC 390-05-243 and next page for details. List deputy treasurers on attached sheet. <input type="checkbox"/> Continued on attached sheet.	Daytime Telephone Number ( )
--	---------------------------------

6. Persons who perform only ministerial functions on your behalf and on behalf of other candidates or political committees. List name, title and address of these persons. See WAC 390-05-243 and next page for details.  Continued on attached sheet.

7. Committee Officers and other persons who authorize expenditures or make decisions on your behalf. List name, title and address. See next page for definition of "officer." on attached sheet.  Continued

8. Campaign Bank or Depository	Branch	City
--------------------------------	--------	------

9. Related or Affiliated Political Committees. List name, address and relationship. attached sheet.  Continued on

10. Campaign books must be open to the public by appointment between 8 a.m. and 8 p.m. during the eight days before the election, except Saturdays, Sundays, and legal holidays. In the space below, provide contact information for scheduling an appointment and the address where the inspection will take place. It is not acceptable to provide a post office box or an out-of-area address.

**Street Address, Room Number, City where campaign books will be available for inspection**

In order to make an appointment, contact the campaign at (telephone, fax, e-mail): (       )

11. **CERTIFICATION:**  
I certify that this report is true, complete and correct to the best of my knowledge.

**Candidate's Signature** **Date**

# PDC Exhibit 3



State of Washington  
PUBLIC DISCLOSURE COMMISSION

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908  
(360) 753-1111 • FAX (360) 753-1112

**Toll Free 1-877-601-2828 • E-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) • Website: [www.pdc.wa.gov](http://www.pdc.wa.gov)**

September 5, 2017

Matthew Bishop  
2105 N Steptoe ST TRL 141  
Kennewick WA 99336

Subject: PDC Order, Case 22782

Dear Matthew Bishop:

Enclosed is a copy of the Public Disclosure Commission's Order Imposing Fine that was entered in the above-referenced case. At the August 23, 2017, Brief Enforcement hearing, the Presiding Officer assessed a total civil penalty of \$500 in accordance with WAC 390-37-143, payable within 30 days of the date of the Order.

The \$500 penalty is payable no later than October 5, 2017. Please make the check or money order payable to the WA State Treasurer, and mail the payment to the following:

WA State Treasurer - Public Disclosure Commission  
Financial Office  
PO Box 41465  
Olympia, WA 98504-1465

Please do not send the payment to the PDC offices. Thank you for your prompt attention to this matter, and please file the missing C-1 report for the 2017 election cycle and the F-1 report disclosing the previous twelve months. If you have questions, please contact me by email at [micaiah.ragins@pdc.wa.gov](mailto:micaiah.ragins@pdc.wa.gov).

Sincerely,

Micaiah Titus Ragins  
Compliance Coordinator

Enclosures:  
Initial Order



State of Washington  
PUBLIC DISCLOSURE COMMISSION  
711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908  
(360) 753-1111 • FAX (360) 753-1112  
**Toll Free 1-877-601-2828 • E-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) • Website: [www.pdc.wa.gov](http://www.pdc.wa.gov)**

BEFORE THE PUBLIC DISCLOSURE COMMISSION  
OF THE STATE OF WASHINGTON

Matthew Bishop  
2105 N Steptoe ST TRL 141  
Kennewick WA 99336

In Re: Compliance with RCW 42.17A

Matthew Bishop

Respondent.

PDC Case 22782

Findings of Fact,  
Conclusions of Law, and  
**Order Imposing Fine**

A brief enforcement hearing (brief adjudicative proceeding) was held on August 23, 2017, in Room 206, Evergreen Plaza Building, 711 Capitol Way, Olympia, Washington to consider whether the Respondent violated RCW 42.17A.700 by failing to file a Candidate Registration (C-1 report) and Personal Financial Affairs Statement (F-1 report) as a candidate for the 2017 election cycle, which was due to be filed within two weeks of declaring candidacy, or not later than June 2, 2017, disclosing campaign information and financial activities for the previous 12 months.

The hearing was held in accordance with Chapters 34.05 RCW and 42.17A RCW and Chapter 390-37 WAC. A brief enforcement hearing notice was sent to Matthew Bishop on August 3, 2017. Commission Chair Anne Levinson was the Presiding Officer. The Commission staff was represented by Micaiah Ragins, Compliance Coordinator. The Respondent did not participate in the hearing or submit any written materials.

Having considered the evidence, the Presiding Officer finds as follows:

FINDINGS OF FACT

1. The Respondent is a candidate for School Director of the Richland School District 400.

Finding, Conclusions & Order

Matthew Bishop

PDC Case 22782

Page - 2 –

2. As a candidate for election, the Respondent was required to file both a C-1 and F-1 report within two weeks of declaring candidacy or no later than June 2, 2017.
3. The Respondent did not file the missing C-1 and F-1 reports prior to the date of the hearing.
4. The Respondent has no prior violations.

CONCLUSIONS OF LAW

Based on the above facts, as a matter of law, the Presiding Officer concludes as follows:

1. This matter was duly and properly convened and all jurisdictional, substantive, and procedural requirements have been satisfied.
2. The Respondent violated RCW 42.17A.205 and RCW 42.17A.700 by failing to file the C-1 and F-1 report within two weeks of declaring candidacy or by June 2, 2017.

ORDER

ON the basis of the foregoing Findings of Fact and Conclusions of Law,

**IT IS HEREBY ORDERED that the Respondent is assessed a civil penalty of \$500, in accordance with the C-1 and F-1 penalty schedule set forth in WAC 390-37-160, payable within 30 days of the date of the Order. It is further ordered that the Respondent:**

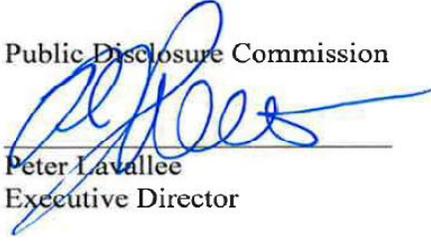
- 1. Pay the \$500 civil penalty within 30 days of the date of this Order.**
- 2. “Cease and desist” from failing to file the required PDC reports in accordance with RCW 42.17A.755(4).**
- 3. File the missing C-1 report and the missing F-1 report disclosing the previous 12 months within 30 days of the date of this Order.**

In the event the Respondent fails to pay the \$500 civil penalty within 30 days of the date of the Order, PDC staff is directed to refer the matter to the Department of Enterprise Services (DES) for collection of the amount owed.

This is an **Initial Order** of the Public Disclosure Commission.

Entered this 5<sup>th</sup> day of September, 2017.

Public Disclosure Commission

  
Peter Lavallee  
Executive Director

I, Micaiah Ragins, certify that I mailed a copy of this order to the Respondent/Applicant at his/her respective address postage pre-paid on the date stated herein.

  
Signed \_\_\_\_\_ Date September 5, 2017

### **Respondent's Appeal Rights**

#### **REVIEW OF INITIAL ORDER - BY THE COMMISSION**

The presiding officer will issue an initial order following a brief enforcement hearing. Any party may request the Commission **review** an initial order. Parties seeking the review must:

- Make the request orally or in writing, stating the reason for review (*WAC 390-37-144*).
- Deliver the request so it is received at the Commission office within **TWENTY-ONE (21) BUSINESS DAYS** after the postmark date of the initial order.

A Respondent does not need to pay a penalty until after the Commission rules on the request. If the Commission is unable to schedule a meeting to consider the request within twenty (20) business days, the initial order becomes a **final order** and the request will automatically be treated as a **request for reconsideration** of a final order (unless the party advises the Commission otherwise, such as by withdrawing the request). See more information on reconsideration below.

If the request for review was an oral request, it must now be confirmed in writing. The matter will be scheduled before the full Commission as soon as practicable. If the Commission does not receive a request for review within twenty-one (21) business days, the initial order will automatically become a **final order**. At that point, the Respondent is legally obligated to pay the penalty unless reconsideration has been sought or the matter has been timely appealed to Superior Court. *RCW 42.17A.755; RCW 34.05.470; RCW 34.05.570.*

#### **RECONSIDERATION OF FINAL ORDER – BY THE COMMISSION**

Any party may ask the Commission to **reconsider** a final order. Parties seeking reconsideration must:

- Make the request in writing;
- Include the specific grounds or reasons for the request; and

- Deliver the request to the PDC office so it is received within **TWENTY-ONE (21) BUSINESS DAYS** of the date that the Commission serves this order upon the party. *WAC 390-37-150*.
- Note: the date of service by the Commission on a party is considered the date of mailing by U.S. mail if the order is mailed, the date the Order is emailed if agreed to by the Respondent, or the date received if the order is personally served. RCW 34.05.010(19). (The Commission orders are generally mailed via U.S. mail or emailed.)

Within twenty (20) business days after the petition for reconsideration is filed, the Commission may either act on the petition or notify the parties in writing of the date by which it will act. If neither of these events happens within twenty business days, the Commission is deemed to have denied the petition for reconsideration. *WAC 390-37-150*.

A Respondent is not required to ask the Commission to reconsider a final order before seeking judicial review by a superior court. RCW 34.05.470(5).

#### **FURTHER APPEAL RIGHTS – SUPERIOR COURT**

A **final order** issued by the Public Disclosure Commission is subject to **judicial review** under the Administrative Procedure Act (APA), chapter 34.05 RCW. *RCW 42.17A.755*. The procedures are provided in the APA at RCW 34.05.510 - .574.

#### **ENFORCEMENT OF FINAL ORDERS**

If **enforcement** of a final order is required, the Commission may seek to enforce a final order in superior court under RCW 42.17A.755 - .760, and recover legal costs and attorney's fees if a penalty remains unpaid and no petition for judicial review has been filed. This action will be taken without further order by the Commission.

# PDC Exhibit 4



**State of Washington  
PUBLIC DISCLOSURE COMMISSION**

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908  
(360) 753-1111 • FAX (360) 753-1112

**Toll Free 1-877-601-2828 • E-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) • Website: [www.pdc.wa.gov](http://www.pdc.wa.gov)**

MATTHEW BISHOP  
2105 N STEPTOE ST #141  
KENNEWICK, WA 99336

Also delivered electronically to “BISHOPMJ.TC@GMAIL.COM”

August 16, 2018

Subject: C-1 and F-1 Brief Enforcement Hearing Notice PDC Case Number 39041

Dear MATTHEW BISHOP:

The Public Disclosure Commission (PDC) records indicate that you are a candidate for public office in 2018, and we have not received a Candidate Registration (C-1 report) disclosing your campaign information for the 2018 election cycle, or a Personal Financial Affairs Statement (F-1 report) disclosing your financial activities for the preceding twelve months.

RCW 42.17A.205 and RCW 42.17A.700 requires candidates to file an F-1 report and C-1 report, which was to have been filed within two weeks of declaring her/his candidacy, or no later than June 1, 2018. On July 16, 2018, PDC staff sent you a reminder letter to file the missing C-1 and F-1 reports.

In accordance with RCW 42.17A.110 and RCW 42.17A.755, a Brief Adjudicative Proceeding (Brief Enforcement Hearing) has been scheduled to determine if you violated RCW 42.17A.205 and RCW 42.17A.700 by failing to file the required C-1 report and F-1 reports for the 2018 election cycle. Under the Brief Enforcement Hearing rules, the Presiding Officer has the authority to assess a civil penalty in accordance with WAC 390-37-143, a penalty schedule adopted by the Commission (see enclosed copy).

**HEARING INFORMATION**

Date and time: **September 24, 2018 at 10 a.m.**  
Place: Evergreen Plaza Building, Room 206  
711 Capitol Way, Olympia, WA, 98504-0908  
Presiding Officer: Anne Levinson, Chair, Public Disclosure Commission

## HOW TO AVOID THE HEARING

In order to avoid the Brief Enforcement Hearing, please ensure that the following items are mailed and received by the PDC by **12:00 p.m. Wednesday, September 19, 2018**:

1. A completed and signed C-1 Report (a blank C-1 form is enclosed).
2. A completed and signed F-1 Report (a blank F-1 form is enclosed).
3. A signed Statement of Understanding (blank copy enclosed); and
4. A check or money order for \$200 (\$100 for each late filed report), made payable to Washington State Treasurer and mail all three items to the following address:

**WA State Treasurer - Public Disclosure Commission**  
**Financial Office**  
**PO Box 41465**  
**Olympia, WA 98504-1465**

If there are circumstances you wish to have considered at the Brief Enforcement Hearing, you may attend the hearing in person, participate by telephone, or submit written materials addressed to the Presiding Officer. For your information, most Respondents who participate at the Brief Enforcement hearings participate by telephone or in writing.

If you cannot participate at the Brief Enforcement Hearing, you may provide a written response describing the facts of your case and any circumstances or mitigating factors you would like the Presiding Officer to consider. Please submit your written response by **12:00 p.m. Friday, September 21, 2018**.

If you plan on participating at the Brief Enforcement hearing or have questions about the hearing process, please contact PDC Staff by email at [pdcc@pdc.wa.gov](mailto:pdcc@pdc.wa.gov) – and be sure to reference your case number in the subject line of the email.

Sincerely,

PDC Staff  
Compliance and Enforcement Division

Enclosures:

- Statement of Understanding
- Blank C-1 and F-1 reports
- Brief Enforcement Hearings FAQ
- PDC Penalty Schedule



 <b>PUBLIC DISCLOSURE COMMISSION</b> 711 CAPITOL WAY RM 206 PO BOX 40908 OLYMPIA WA 98504-0908 (360) 753-1111 Toll Free 1-877-601-2828		<h1>Candidate Registration</h1>		<h1>C1</h1> (6/18)	
Candidate's Name (Give candidate's full name.)				Telephone Number ( )	
Candidate's Committee Name (Do not abbreviate.)					
Mailing Address				Candidate's E-Mail Address	
City		County		Zip + 4	
1. What office are you running for?		Legislative District, County or City		Position No. Do you now hold this office? Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Political party (if partisan office)			3. Date of general or special election		
4. How much do you plan to spend during your entire election campaign, including the primary and general elections? Based on that estimate, choose one of the reporting options below. <b>If no box is checked you are obligated to use Option II, Full Reporting. See instruction manuals for information about reports required and changing reporting options.</b>					
<input type="checkbox"/> <b>Option I MINI REPORTING:</b> In addition to my filing fee of \$_____, I will raise and spend no more than \$5,000, including any charges for inclusion in state and local voters pamphlets. I will not accept more than \$500 in the aggregate from any contributor except myself.					
<input type="checkbox"/> <b>Option II FULL REPORTING:</b> I will use the Full Reporting system. I will file the frequent, detailed campaign reports required by law.					
5. Treasurer's Name and Address. Does treasurer perform <u>only</u> ministerial functions? Yes ___ No ___ . See WAC 390-05-243 and next page for details. List deputy treasurers on attached sheet.				Daytime Telephone Number ( )	
6. Persons who perform only ministerial functions on your behalf <u>and</u> on behalf of other candidates or political committees. List name, title and address of these persons. See WAC 390-05-243 and next page for details. <input type="checkbox"/> Continued on attached sheet.					
7. Committee Officers and other persons who authorize expenditures or make decisions on your behalf. List name, title and address. See next page for definition of "officer." <input type="checkbox"/> Continued on attached sheet.					
8. Campaign Bank or Depository		Branch		City	
9. Related or Affiliated Political Committees. List name, address and relationship. <input type="checkbox"/> Continued on attached sheet.					
10. Campaign books must be open to the public by appointment between 9 a.m. and 5 p.m. during the 10 calendar days before the election, except Saturdays, Sundays and legal holidays. In the space below, please provide an email address for scheduling an appointment at a location agreed upon by the treasurer and individual requesting the inspection.  In order to make an appointment, contact the campaign at (e-mail):					
11. <b>CERTIFICATION:</b> I certify that this report is true, complete and correct to the best of my knowledge. I acknowledge that the candidate's email address herein shall constitute the official address for purposes of all communications with the commission, and that I must notify the commission of any change to that address within ten days.					
Candidate's Signature				Date	

SEE INSTRUCTIONS ON NEXT PAGE

Please consult PDC instruction manuals when completing this report. Reporting requirements are contained in and governed by RCW 42.17A and WAC 390.



**Who Must File** – Candidates who seek:

- state office (legislative or statewide executive),
- a state supreme court or state court of appeals position,
- local office in jurisdictions having 5,000 or more registered voters as of the last general election or in jurisdictions covering an entire county,
- local office in jurisdictions of any size if the candidate receives or expects to receive \$5,000 or more in contributions.

**When To File** – Within 2 weeks of becoming a candidate. A person becomes a candidate for PDC purposes when he or she **first** does any of the following:

- receives contributions, makes expenditures, or reserves space or facilities with intent to promote his or her candidacy;
- purchases commercial advertising space or broadcast time to promote his or her candidacy;
- authorizes another person to take one of these above actions on his or her behalf;
- announces publicly that he or she is seeking office; or
- files a declaration of candidacy with the appropriate elections official.

File an amended registration within 10 days of a material change to information provided on previously filed C-1. Reports are considered filed as of the postmark date or date hand-delivered to PDC.

**Where To File** – Send the **original to PDC** at the address [on the reverse side](#). Candidates for city offices are advised to contact their City Clerk to learn if local filing is required by local ordinance. Keep a copy for the campaign's records.

**“Officer” of a Candidate’s Committee** – Officer of a candidate’s committee includes the following persons:

- any person designated as an officer on the C-1 registration statement, and
- any person who alone or in conjunction with other persons makes, directs, or authorizes contribution, expenditure, strategic or policy decisions on behalf of the committee. [WAC 390-05-245]

**Persons who perform “Ministerial Functions” for two or more campaigns**

A person may perform ministerial functions for a candidate and a political committee without jeopardizing that political committee’s eligibility to make independent expenditures or electioneering communications regarding that candidate as long as:

- the person performs solely ministerial functions for both the candidate and the political committee;
- the person is identified on both the candidate’s and political committee’s registration statements as a person performing ministerial functions for the campaign; and
- the person does not share information from or about one of the campaigns with the other campaign, or does not use information from or about one of the campaigns to assist the other campaign. [See RCW 42.17A.005 (13)(b)(ix) and WAC 390-05-243 for more detailed information.]

“Ministerial functions” means activities carried out as part of the duties of an administrative office without exercise of personal judgment or discretion. RCW 42.17A.005(33). Also see WAC 390-05-243 for a non-exclusive list of ministerial functions and a definition of administrative office. Typically, persons performing ministerial functions may, under the supervision of a candidate or committee officer, file PDC reports, make deposits, pay bills and maintain campaign finance records. However, if a person performs functions for both a candidate and a political committee and those functions for one or both campaigns entail duties beyond those deemed ministerial, any expenditure by the committee benefiting the candidate may be a contribution, rather than an independent expenditure or electioneering communication. [RCW 42.17A.005(33) and WACs 390-05-243 and 390-05-210]

**For Instruction Manuals and Reporting Forms click on the “Learn” tab at [www.pdc.wa.gov](http://www.pdc.wa.gov)**

 <p><b>PUBLIC DISCLOSURE COMMISSION</b>  <b>711 CAPITOL WAY RM 206</b>  <b>PO BOX 40908</b>  <b>OLYMPIA WA 98504-0908</b>  <b>(360) 753-1111</b>  <b>TOLL FREE 1-877-601-2828</b></p>	<b>PDC FORM</b>  <b>F-1</b> (1/15)	<b>PERSONAL FINANCIAL AFFAIRS STATEMENT</b>	PDC OFFICE USE P M O A S R T K
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Refer to instruction manual for detailed assistance and examples.  <b>Deadlines: Incumbent elected and appointed officials -- by April 15.</b> <b>Candidates and others -- within two weeks of becoming a candidate or being newly appointed to a position.</b>  <b>SEND REPORT TO PUBLIC DISCLOSURE COMMISSION</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">DOLLAR CODE</th> <th style="text-align: left;">AMOUNT</th> </tr> <tr> <td>A</td> <td>\$1 to \$4,499</td> </tr> <tr> <td>B</td> <td>\$4,500 to \$23,999</td> </tr> <tr> <td>C</td> <td>\$24,000 to \$47,999</td> </tr> <tr> <td>D</td> <td>\$48,000 to \$119,999</td> </tr> <tr> <td>E</td> <td>\$120,000 or more</td> </tr> </table>	DOLLAR CODE	AMOUNT	A	\$1 to \$4,499	B	\$4,500 to \$23,999	C	\$24,000 to \$47,999	D	\$48,000 to \$119,999	E	\$120,000 or more	R E C E I V E D
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<table style="width:100%;"> <tr> <td style="width:33%;">Last Name</td> <td style="width:33%;">First</td> <td style="width:33%;">Middle Initial</td> </tr> </table>	Last Name	First	Middle Initial	Names of immediate family members, including registered domestic partner. If there is no reportable information to disclose for dependent children, or other dependents living in your household, do not identify them. Do identify your spouse or registered domestic partner. See F-1 manual for details.
Last Name	First	Middle Initial		
Mailing Address (Use PO Box or Work Address) *				
<table style="width:100%;"> <tr> <td style="width:33%;">City</td> <td style="width:33%;">County</td> <td style="width:33%;">Zip + 4</td> </tr> </table>	City	County	Zip + 4	
City	County	Zip + 4		

Filing Status (Check only one box.) <input type="checkbox"/> An elected or state appointed official filing annual report <input type="checkbox"/> Final report as an elected official. Term expired: <input type="checkbox"/> Candidate running in an election: month _____ year _____ <input type="checkbox"/> Newly appointed to an elective office <input type="checkbox"/> Newly appointed to a state appointive office <input type="checkbox"/> Professional staff of the Governor's Office and the Legislature	Office Held or Sought  Office title:  County, city, district or agency of the office, name and number:  Position number:  Term begins: _____ ends: _____
--	--

<b>1</b>	<b>INCOME</b>	<b>List each employer, or other source of income (pension, social security, legal judgment, etc.) from which you or a family member, including registered domestic partner, received \$2,400 or more during the period. Include stock options received during the reporting period that had a value of \$2,400 or more. (Report interest and dividends in Item 3.)</b>		
Show Self (S) Spouse (SP/DP) Dependent (D)	Name and Address of Employer or Source of Compensation	Occupation or How Compensation Was Earned	Amount: (Use Code)	
Check Here <input type="checkbox"/> if continued on attached sheet				

<b>2</b>	<b>REAL ESTATE</b>	<b>List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over \$12,000 in which you or a family member, including registered domestic partner, held a personal financial interest during the reporting period. (Show partnership, company, etc. real estate on F-1 supplement.)</b>		
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Property Sold or Interest Divested	Assessed Value (Use Code)	Name and Address of Purchaser	Nature and Amount (Use Code) of Payment or Consideration Received	
Property Purchased or Interest Acquired		Creditor's Name/Address	Payment Terms	Security Given
				Mortgage Amount - (Use Code) Original Current
All Other Property Entirely or Partially Owned				
Check here <input type="checkbox"/> if continued on attached sheet				

**CONTINUE ON NEXT PAGE**

**3 ASSETS / INVESTMENTS - INTEREST / DIVIDENDS**

List bank and savings accounts, insurance policies, stock, bonds and other intangible property (including but not limited to stock options) held during the reporting period.

<p>A. Name and address of each bank or financial institution in which you, a family member, including registered domestic partner, had an account over \$24,000 any time during the report period.</p>	<p>Type of Account or Description of Asset</p>	<p>Asset Value (Use Code)</p>	<p>Income Amount (Use Code)</p>
<p>B. Name and address of each insurance company where you, a family member, including registered domestic partner, had a policy with a cash or loan value over \$24,000 during the period.</p>			
<p>C. Name and address of each company, association, government agency, etc. in which you, a family member, including registered domestic partner, owned or had a financial interest worth over \$2,400. Include stocks, bonds, ownership, retirement plan, IRA, notes, stock options, and other intangible property. If you, your spouse, registered domestic partner and/or dependents had decision making authority regarding individual assets/investments list each asset or investment, the value and any income amount. EXAMPLE: If you self-directed an investment account identify each stock or other asset in that account</p>			
<p>Check here <input type="checkbox"/> if continued on attached sheet</p>			

**4 CREDITORS** List each creditor you or a family member, including registered domestic partner, owed \$2,400 or more any time during the period. Don't include retail charge accounts, credit cards, or mortgages or real estate reported in Item 2. **AMOUNT (USE CODE)**

<p>Creditor's Name and Address</p>	<p>Terms of Payment</p>	<p>Security Given</p>	<p>Original</p>	<p>Present</p>
<p>Check here <input type="checkbox"/> if continued on attached sheet</p>				

**5 All filers answer questions A thru D below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a candidate for state or local office, an appointee to a vacant elective office, or a state executive officer filing your initial report, no F-1 Supplement is required.**

**Incumbent elected officials and state executive officers filing an annual financial affairs report also must answer question E. An F-1 Supplement is required of these officeholders unless all answers to questions A thru E are NO.**

- A. At any time during the reporting period were you, your spouse, registered domestic partner or dependents (1) an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity or (2) a partner or member of any limited partnership, limited liability partnership, limited liability company or similar entity including but not limited to a professional limited liability company? \_\_\_\_ If yes, complete Supplement, Part A.
- B. Did you, your spouse, registered domestic partner or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part A.
- C. Did you, your spouse, registered domestic partner or dependents own a business at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part A.
- D. Did you, your spouse, registered domestic partner or dependents prepare, promote or oppose state legislation, rules, rates or standards for compensation or deferred compensation (other than pay for a currently-held public office) at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part B.
- E. **Only for Persons Filing Annual Report.** Regarding the receipt of items not provided or paid for by your governmental agency during the previous calendar year: 1) Did you, your spouse, registered domestic partner or dependents (or any combination thereof) accept a gift of food or beverages costing over \$50 per occasion? \_\_\_\_ or 2) Did any source other than your governmental agency provide or pay in whole or in part for you, your spouse, registered domestic partner and/or dependents to travel or to attend a seminar or other training? \_\_\_\_ If yes to either or both questions, complete Supplement, Part C.

**ALL FILERS EXCEPT CANDIDATES.** Check the appropriate box.

I hold a state elected office, am an executive state officer or professional staff. I have read and am familiar with RCW 42.52.180 regarding the use of public resources in campaigns.

I hold a local elected office. I have read and am familiar with RCW 42.17A.555 regarding the use of public facilities in campaigns.

**\*CANDIDATES:** Do not use public agency addresses or telephone numbers for contact information.

**CERTIFICATION:** I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Telephone: ( ) \*

Email: \_\_\_\_\_(work) \*

Email: \_\_\_\_\_(Home) Optional

**Public Disclosure Commission  
Statement of Understanding  
2018 Candidate Enforcement Re: C-1/F-1 Reports**

I hereby acknowledge that I, \_\_\_\_\_,  
(Printed Name of Respondent)

did not timely file the required Candidate Registration (C-1 Report) and Personal Financial Affairs Statement (F-1 Report) with the Public Disclosure Commission (PDC) as required for a candidate seeking elected office in 2018. The C-1 and F-1 Reports were due to be filed within two weeks of my becoming a candidate in the 2018 election, or no later than June 1, 2018, thereby violating RCW 42.17A.205 and RCW 42.17A.700.

I want to avoid the time and expense resulting from a Brief Adjudicative Hearing (Brief Enforcement Hearing) before the Presiding Officer. Therefore, I am filing both the C-1 and F-1 reports, completing the Statement of Understanding, and enclosing a check or money order in the amount of \$200 (\$100 for each late filed report), in lieu of a September 24, 2018 Brief Enforcement hearing being held.

I understand that this will resolve all issues with the PDC regarding my failure to timely file the C-1 and F-1 reports, provided that a check or money order for \$200, the completed missing report(s), and this signed Statement of Understanding are all received by **Wednesday, September 19, 2018.**

I further understand that Commission staff will not be scheduling a Brief Enforcement hearing before the Presiding Officer regarding my obligation to timely file the C-1 and F-1 report that were due within two weeks.

\_\_\_\_\_  
Signature of Respondent/Candidate

\_\_\_\_\_  
Date Signed

Be sure to include your C-1 and F-1 reports, and make your check or money order payable to "Washington State Treasurer" and mail or deliver this Statement of Understanding, your completed C-1 and F-1 reports, and your \$200 payment to the following address:

**WA State Treasurer - Public Disclosure Commission  
Financial Office  
PO Box 41465  
Olympia, WA 98504-1465**

## **BRIEF ENFORCEMENT HEARINGS**

**You have received a letter scheduling a brief enforcement hearing before the Public Disclosure Commission. You are referred to as the Respondent in this matter. Here are the answers to some Frequently Asked Questions about brief hearings. They are informational only and should not be considered legal advice.**

### **What is a brief enforcement hearing?**

The PDC may schedule a brief enforcement hearing (also known as a “brief adjudicative proceeding” under the Administrative Procedure Act) when evidence shows the following types of alleged violations may have occurred:

- Failure to file or timely file required reports of financial affairs, campaign contributions and/or expenditures, independent expenditures or funds spent on lobbying;
- Improper use of public facilities or resources in election campaigns when the value of public funds expended or facilities used was minimal; and
- Infractions of political advertising laws regarding sponsor identification or political party identification.

Brief hearings may be scheduled on other matters as well, if the basic facts are agreed to or not being contested, and it is anticipated that the likely penalty imposed (if a violation of law or rule is found) will be \$1,000 or less. The Commission has adopted a penalty schedule for Brief Enforcement Hearings which can be found in WAC 390-37-143.

A Presiding Officer, who is the Chair of the Public Disclosure Commission or another commissioner, will conduct the hearing. PDC staff will present the case to the Presiding Officer, and you will have an opportunity to explain the circumstances related to the alleged violations. You may do this in person, by telephone, or in writing by email or letter.

### **What can I do to avoid the hearing?**

If you received a hearing notice that included information about how to avoid a hearing, you may do so by filing the missing report(s), paying the stated penalty, and completing a Statement of Understanding stipulating to a violation. If you would like to stipulate and have questions, please contact PDC Compliance and Enforcement staff.

### **What do I do to prepare for the hearing?**

The brief hearings are informal in nature, and you are not required to have an attorney for this hearing. Most people represent themselves, but that is your decision.

***In-person participation.*** If you are attending in-person, bring all of the written information that you want the Presiding Officer to consider in making a decision. You will need to bring three copies of each — one for you, one for PDC staff, and one for the Presiding Officer. Alternatively, you may submit one copy to PDC staff so long as it is received five business days before the day of the hearing.

If you are having other people (witnesses) testify on your behalf, they must be available at the hearing, and staff needs to be informed of the number of witnesses and time needed. The scheduled hearing starting time is an estimate, as there is frequently more than one hearing scheduled for that day, and you will need to remain available to participate until your case is called.

***Telephone participation.*** If you wish to participate by phone, please let PDC staff know five business days in advance the number where you can be reached and the timeframe you are available. You must be available at the designated time and telephone number. Be aware the hearing time is an estimate, and you must be available until your case is called.

**Participation in writing.** If you are participating in writing only, make sure any written materials you want the Presiding Officer to consider are delivered to the PDC office no later than five business days before the hearing.

If you have submitted nothing in writing prior to the hearing, have made no other arrangements, and you do not appear in person or through your legal counsel at the hearing, it will be presumed that you have decided to waive your right to participate at the hearing.

### **What happens at the hearing?**

The Presiding Officer will introduce the participants and explain the procedure for the hearing. Hearings typically follow a set format and time limits, but the process is informal enough that non-lawyers can effectively present their cases and respondents can represent themselves.

PDC staff will first present information regarding the alleged violation of law or rule. You will then have an opportunity to present information relevant to your case. All testimony is given under oath. The Presiding Officer may ask you some questions about the information you or PDC staff have presented. If you have decided to participate in writing instead of in person or by phone, your written information will be considered by the Presiding Officer as part of the hearing materials.

If at any time the Presiding Officer believes the alleged violations are serious enough to merit penalties greater than \$1,000, the Presiding Officer will adjourn the hearing and direct the matter be scheduled for a hearing before the full Commission at a later time.

### **How is the decision made?**

After considering all the information presented at the hearing, the Presiding Officer will make a decision about the allegations and any appropriate penalty amount. The decision is typically announced orally at the hearing. A written decision, called an initial order, will be sent to you within 10 business days.

In some cases, the Presiding Officer may use a penalty schedule referred to above that has been adopted by the Commission in rule to determine the appropriate penalty for certain types of violations.

### **What happens after my hearing?**

You will receive a written initial order, along with a cover letter explaining the Presiding Officer's findings, within 10 business days. If a monetary penalty is imposed in this initial order, the penalty must be paid to the **Washington State Treasurer**, and mailed to the address listed in the order cover letter within the time frame stated in the order.

Along with your initial order, you will also receive information about your appeal rights, including how to request review or reconsideration by the full Commission if you disagree with the order. Follow these procedures carefully if you wish to appeal. If there is no appeal before the PDC, the initial order becomes a final order, and further appeals must be made in Superior Court.

### **What are the rules that apply to the procedures of my hearing?**

The PDC's laws and rules are available on the PDC's website at [www.pdc.wa.gov](http://www.pdc.wa.gov). The laws are in the Revised Code of Washington (RCW) Chapter 42.17A. The rules are in the Washington Administrative Code (WAC) Title 390. Brief adjudicative proceedings are described at WAC 390-37-140 through 390-37-150 and in the Administrative Procedure Act (APA) at RCW 34.05.482-494

**WAC 390-37-143**

**Brief enforcement hearings (adjudicative proceeding)—Penalty schedule.**

The presiding officer may assess a penalty up to one thousand dollars upon finding a violation of chapter [42.17A](#) RCW or Title 390 WAC.

(1) Base penalty amounts:

<b>Violation</b>	<b>1st Occasion</b>	<b>2nd Occasion</b>	<b>3rd Occasion</b>
Failure to timely file an accurate and complete statement of financial affairs (F-1):			
Filed report after hearing notice, but before enforcement hearing. Provided written explanation or appeared at hearing to explain mitigating circumstances. Did not enter into statement of understanding.	\$0 - \$150	\$150 - \$300	\$300 - \$600
Filed report after hearing notice, but before enforcement hearing. Did not enter into statement of understanding.	\$150	\$300	\$600
Failed to file report by date of enforcement hearing.	\$250	\$500	\$1,000
Candidate's failure to timely file an accurate and complete registration statement (C-1)/statement of financial affairs (F-1):			
Filed report after hearing notice, but before enforcement hearing. Provided written explanation or appeared at hearing to explain mitigating circumstances. Did not enter into statement of understanding.	\$0 - \$150 per report	\$150 - \$300 per report	\$300 - \$600 per report up to \$1,000
Filed report after hearing notice, but before enforcement hearing. Did not enter into statement of understanding.	\$150 per report	\$300 per report	\$600 per report up to \$1,000
Failed to file report by date of enforcement hearing.	\$250 per report	\$500 per report	consideration by full commission

.... (emphasis added)

"Occasion" means established violation. Only violations in the last five years will be considered for the purpose of determining second and third occasions.

(2) In determining the appropriate penalty, the presiding officer may consider the nature of the violation and aggravating and mitigating factors, including:

(a) Whether the respondent is a first-time filer;

(b) The respondent's compliance history for the last five years, including whether the noncompliance was isolated or limited in nature, indicative of systematic or ongoing problems, or part of a pattern of violations by the respondent, or in the case of a political committee or other entity, part of a pattern of violations by the respondent's officers, staff, principal decision makers, consultants, or sponsoring organization;

(c) The respondent's unpaid penalties from a previous enforcement action;

(d) The impact on the public, including whether the noncompliance deprived the public of timely or accurate information during a time-sensitive period, or otherwise had a significant or material impact on the public;

(e) The amount of financial activity by the respondent during the statement period or election cycle;

(f) Whether the late or unreported activity was significant in amount or duration under the circumstances, including in proportion to the total amount of expenditures by the respondent in the campaign or statement period;

(g) Corrective action or other remedial measures initiated by respondent prior to enforcement action, or promptly taken when noncompliance brought to respondent's attention;

(h) Good faith efforts to comply, including consultation with commission staff prior to initiation of enforcement action and cooperation with commission staff during enforcement action, and a demonstrated wish to acknowledge and take responsibility for the violation;

(i) Personal emergency or illness of the respondent or member of his or her immediate family;

(j) Other emergencies such as fire, flood, or utility failure preventing filing;

(k) Sophistication of respondent or the financing, staffing, or size of the respondent's campaign or organization;

(l) Commission staff, third-party vendor, or equipment error, including technical problems at the agency preventing or delaying electronic filing.

(3) The presiding officer has authority to suspend all or a portion of an assessed penalty under the conditions to be determined by that officer including, but not limited to, payment of the nonsuspended portion of the penalty within five business days of the date of the entry of the order in that case.

(4) If, on the third occasion, a respondent has outstanding penalties or judgments, the matter will be directed to the full commission for consideration.

(5) The presiding officer may direct a matter to the full commission if the officer believes one thousand dollars would be an insufficient penalty or the matter warrants consideration by the full commission. Cases will automatically be scheduled before the full commission for an enforcement action when the respondent:

(a) Was found in violation during a previous reporting period;

(b) The violation remains in effect following any appeals; and

(c) The person has not filed the disclosure forms that were the subject of the prior violation at the time the current hearing notice is being sent.

[Statutory Authority: RCW [42.17A.110](#)(1) and [42.17A.570](#). WSR 18-10-088, § 390-37-143, filed 5/1/18, effective 6/1/18. Statutory Authority: RCW [42.17A.110](#). WSR 17-03-004, § 390-37-143, filed 1/4/17, effective 2/4/17.]

# PDC Exhibit 5



State of Washington  
PUBLIC DISCLOSURE COMMISSION

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908  
(360) 753-1111 • FAX (360) 753-1112

Toll Free 1-877-601-2828 • E-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) • Website: [www.pdc.wa.gov](http://www.pdc.wa.gov)

October 5, 2018

MATTHEW BISHOP  
2105 N STEPTOE ST #141  
KENNEWICK, WA 99336

And delivered electronically to “[bishopmj.tc@gmail.com](mailto:bishopmj.tc@gmail.com)”

Subject: PDC Order, Case 39041

Dear MATTHEW BISHOP,

Enclosed is a copy of the Public Disclosure Commission’s Order Imposing Fine that was entered in the above-referenced case. At the September 24, 2018, Brief Enforcement hearing, the Presiding Officer assessed a total civil penalty of \$500 in accordance with WAC 390-37-143.

Your \$500 penalty is payable no later than **November 5, 2018**. Please make the check or money order payable to the WA State Treasurer, and mail the payment to the following:

**Department of Enterprise Services  
Small Agency Services  
PO Box 41465  
Olympia, WA 98504-1465**

Please do not send the payment to the PDC offices.

Thank you for your prompt attention to this matter. Please file the missing C-1 and F-1 reports for calendar year 2017.

If you have questions, please contact us by email at [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov).

Sincerely,

  
Tabatha Blacksmith  
Compliance Coordinator

Enclosure: Initial Order



State of Washington  
PUBLIC DISCLOSURE COMMISSION

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908  
(360) 753-1111 • FAX (360) 753-1112

Toll Free 1-877-601-2828 • E-mail: [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov) • Website: [www.pdca.wa.gov](http://www.pdca.wa.gov)

BEFORE THE PUBLIC DISCLOSURE COMMISSION  
OF THE STATE OF WASHINGTON

In Re: Compliance with RCW 42.17A

PDC Case 39041

MATTHEW BISHOP,

Findings of Fact,  
Conclusions of Law, and  
**Order Imposing Fine**

Respondent.

Pursuant to the brief enforcement hearing (brief adjudicative proceeding) notice sent to MATTHEW BISHOP on August 16, 2018, A brief adjudicative proceeding was held on September 24, 2018, in Room 206, Evergreen Plaza Building, 711 Capitol Way, Olympia, Washington, to consider whether the Respondent violated RCW 42.17A.205 by failing to file a Candidate Registration (C-1 report) as a candidate for the 2018 election cycle, and RCW 42.17A.700 by failing to file a Personal Statement of Financial Affairs (F-1 report) as a candidate for the 2018 election cycle, disclosing campaign information and financial activities for the previous 12 calendar months. Both reports were due to be filed within two weeks of declaring candidacy, or not later than June 1, 2018,

The hearing was held in accordance with Chapters 34.05 RCW and 42.17A RCW and Chapter 390-37 WAC. Commission Chair Anne Levinson was the Presiding Officer. The Commission staff was represented by Tabatha Blacksmith, Compliance Coordinator. The Respondent did not participate in the hearing or submit any written materials.

Having considered the evidence, the Presiding Officer finds as follows:

FINDINGS OF FACT

1. The Respondent is a candidate for STATE SENATOR of LEG DISTRICT 08 - SENATE.
2. As a candidate for election, the Respondent was required to file both C-1 and F-1 reports within two weeks of declaring candidacy or no later than June 1, 2018.
3. The Respondent did not file the missing C-1 and F-1 reports prior to the date of the hearing.
4. The Respondent has no prior violations.

///

CONCLUSIONS OF LAW

Based on the above facts, as a matter of law, the Presiding Officer concludes as follows:

1. This matter was duly and properly convened and all jurisdictional, substantive, and procedural requirements have been satisfied.
2. The Respondent violated RCW 42.17A.205 and RCW 42.17A.700 by failing to file the C-1 and F-1 reports within two weeks of declaring candidacy or by June 1, 2018.

ORDER

ON the basis of the foregoing Findings of Fact and Conclusions of Law,

**IT IS HEREBY ORDERED that the Respondent is assessed a civil penalty of \$500, in accordance with the C-1 and F-1 penalty schedule set forth in WAC 390-37-143, payable within 30 days of the date of the Order.**

**It is further ordered that the Respondent:**

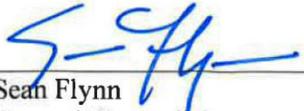
1. **Pay the \$500 civil penalty within 30 days of the date of this Order.**
2. **“Cease and desist” from failing to file the required PDC reports in accordance with RCW 42.17A.755(4).**
3. **File the missing C-1 and F-1 reports within 30 days of the date of this Order.**

In the event the Respondent fails to pay the \$500 civil penalty within 30 days of the date of the Order, PDC staff is directed to refer the matter to the Department of Enterprise Services (DES) for collection of the amount owed.

This is an **Initial Order** of the Public Disclosure Commission.

Entered this 5<sup>th</sup> day of October, 2018.

Public Disclosure Commission

  
Sean Flynn  
General Counsel, for  
Peter Lavallee  
Executive Director

I, Tabatha Blacksmith, certify that I mailed a copy of this order to the Respondent at their respective address postage pre-paid, and by e-mail on the date stated herein.	
 Signed	October 5, 2018 Date

## APPEALS OF INITIAL ORDER

### REVIEW OF INITIAL ORDER - BY THE COMMISSION

You may request that the full Commission review this initial order. To seek review, you must:

- Make the request orally or in writing, stating the reason for review, and identifying what alleged errors are contained in the initial order. *See* WAC 390-37-144(1). Staff may ask for written confirmation of oral requests for review.
- **REQUESTS FOR REVIEW MUST BE RECEIVED AT THE COMMISSION OFFICE WITHIN TWENTY-ONE (21) CALENDAR DAYS AFTER THE POSTMARK DATE OF THIS INITIAL ORDER.** Written requests for review should be delivered or mailed to the Washington State Public Disclosure Commission, 711 Capitol Way, Room 206, Box 40908, Olympia, WA 98504-0908.

If review of this initial order is timely requested, the full Commission will hear the matter. If the Commission is unable to schedule a meeting to consider the request within twenty (20) calendar days, this initial order becomes a final order, and any request for review will automatically be considered a request for reconsideration of a final order. *See* WAC 390-37-144(4). The matter would then be scheduled for consideration and disposition at the next Commission meeting at which it is practicable to do so.

A Respondent does not need to pay a penalty until after the Commission rules on a request for review of an initial order.

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### FURTHER APPEAL RIGHTS – SUPERIOR COURT

If the Commission does not receive a request for review of this initial order within twenty-one (21) calendar days, the initial order shall be the final order. *See* WAC 390-37-142(5).

**YOU HAVE THE RIGHT TO APPEAL A FINAL ORDER TO SUPERIOR COURT, PURSUANT TO THE PETITION FOR JUDICIAL REVIEW PROVISIONS OF RCW 34.05.552.**

# PDC Exhibit 6

File a Formal Complaint - Michele Levenite

mlevenit@msn.com reported (15 Jul 2019)

As of July 15, 2020, the candidate had not filed the required F1.

The public is unaware of any potential conflicts of interest.

# PDC Exhibit 7



**State of Washington  
PUBLIC DISCLOSURE COMMISSION**

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908  
(360) 753-1111 • FAX (360) 753-1112

**Toll Free 1-877-601-2828 • E-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) • Website: [www.pdc.wa.gov](http://www.pdc.wa.gov)**

MATTHEW BISHOP  
2105 N STEPTOE ST TRL #141  
KENNEWICK, WA 99336

And delivered electronically to “mathewb.richland@gmail.com”

September 16, 2019

Subject: Matthew Bishop Request for Reconsideration of Final Order, Case 39041

Matthew Bishop:

PDC staff is requesting that the Public Disclosure Commission (PDC) reconsider the Final Order issued on October 5, 2018. The Final Order was issued pursuant to a brief adjudicative proceeding held on September 24, 2018, in which you were found in violation of RCW 42.17A.205 and RCW 42.17A.700 and assessed a penalty of \$500.

Under RCW 42.17A.205, you were required to file a Candidate Registration (C-1 report) within two weeks of becoming a candidate. Under RCW 42.17A.700, you were required to file a Personal Financial Affairs Statement (F-1 report), certifying financial activities for twelve calendar months prior to becoming a candidate, within two weeks of becoming a candidate. You filed a declaration of candidacy for the office of State Senator for Legislative District 8 on May 14, 2018. On June 18, 2018, due to your failure to pay the candidate filing fee, your name was removed from the list of candidates and was not placed on the Primary or General ballots in election year 2018.

On July 16, 2018, PDC staff sent you a warning letter reminding you to file the missing C-1 and F-1 reports. On August 16, 2018, PDC staff sent you a hearing notice for the brief adjudicative proceeding. On October 5, 2018, you were served with an Initial Order memorializing the Chair’s ruling from the brief adjudicatory proceeding. On October 26, 2018, having received no request for review of the Initial Order, the October 5, 2018 Order became a Final Order.

Based on staff’s request, a Final Order Reconsideration Hearing has been scheduled in your case, as provided below. The Hearing will be held before the full commission, in accordance with RCW 42.17A.110 and .755, and WAC 390-37-150. You will have an opportunity to explain your view of the matter if you choose to attend the Hearing.

**HEARING INFORMATION**

Date and time: **September 26, 2019 at 2:00 p.m.**  
Place: Evergreen Plaza Building, Room 206  
711 Capitol Way, Olympia, WA, 98504-0908  
Presiding Officer: Anne Levinson, Chair, Public Disclosure Commission

If there are circumstances you wish to have considered at the Final Order Reconsideration Hearing, you may attend the hearing in person or participate by telephone. For your information, most Respondents who participate at the Final Order Reconsideration Hearings participate by telephone or in writing.

If you cannot participate at the Final Order Reconsideration Hearing, you may provide a written response describing the facts of your case and any circumstances or mitigating factors you would like the Presiding Officer to consider. Please submit your written response so that it is received by **12:00 p.m. Friday, September 20, 2019**.

If you plan on participating at the Final Order Reconsideration Hearing or have questions about the hearing process, please contact PDC Staff by email at [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) and be sure to reference your case number in the subject line of the email.

Sincerely,

PDC Staff  
Compliance and Enforcement Division

# PDC Exhibit 8



**State of Washington  
PUBLIC DISCLOSURE COMMISSION**

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908  
(360) 753-1111 • FAX (360) 753-1112

**Toll Free 1-877-601-2828 • E-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) • Website: [www.pdc.wa.gov](http://www.pdc.wa.gov)**

MATTHEW BISHOP  
2105 N STEPTOE ST TRL # 141  
KENNEWICK, WA 99336

Also delivered electronically to “mathewb.richland@gmail.com”

September 16, 2019

Subject: F-1 Brief Enforcement Hearing Notice; PDC Case Number 54979

Dear Matthew Bishop:

Public Disclosure Commission (PDC) records indicate that you are a candidate for public office in 2019, but we have not received your Personal Financial Affairs Statement (F-1 report) disclosing personal financial information for the preceding twelve months.

RCW 42.17A.700 requires every candidate to file an F-1 report within two weeks of declaring their candidacy. You filed a Candidate Registration (C-1 report) on April 30, 2019, making your F-1 report due no later than May 14, 2019.

In accordance with RCW 42.17A.110 and RCW 42.17A.755, a Brief Adjudicative Proceeding (Brief Enforcement Hearing) has been scheduled to determine if you violated RCW 42.17A.700 by failing to file the required F-1 report for the 2019 election cycle. Under the Brief Enforcement Hearing rules, the Presiding Officer has the authority to assess a civil penalty in accordance with WAC 390-37-143, a Brief Enforcement Hearing penalty schedule adopted by the Commission (see enclosed copy).

**HEARING INFORMATION**

Date and time: **September 26, 2019 at 3:15 p.m.**  
Place: Evergreen Plaza Building, Room 206  
711 Capitol Way, Olympia, WA, 98504-0908  
Presiding Officer: David Ammons, Vice-Chair, Public Disclosure Commission

## HOW TO AVOID THE HEARING

In order to avoid the Brief Enforcement Hearing, please ensure that the following items are received by the PDC no later than **12:00 p.m. Monday, September 23, 2019**:

1. A completed and signed F-1 Report (a blank F-1 form is enclosed).
2. A signed Statement of Understanding (blank copy enclosed); and
3. A check or money order for \$100 for the late filed F-1 report, made payable to Washington State Treasurer.

Mail all three items to the following address:

**Public Disclosure Commission**  
**PO Box 40908**  
**Olympia, WA 98504-0908**

If there are circumstances you wish to have considered at the Brief Enforcement Hearing, you may attend the hearing in person, participate by telephone, or submit written materials addressed to the Presiding Officer. For your information, most Respondents who participate at the Brief Enforcement hearings participate by telephone or in writing.

If you cannot participate either in person or by telephone at the Brief Enforcement Hearing, you may provide a written response describing the facts of your case and any circumstances or mitigating factors you would like the Presiding Officer to consider. Please submit your written response so it is received by **no later than 12:00 p.m. Wednesday, September 25, 2019**.

If you plan on participating at the Brief Enforcement hearing or have questions about the hearing process, please contact PDC Staff by email at [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov) – and be sure to reference your case number in the subject line of the email.

Sincerely,

PDC Staff  
Compliance and Enforcement Division

Enclosures

- Blank F-1 report
- Statement of Understanding
- Brief Enforcement Hearings FAQ
- PDC Penalty Schedule





**PUBLIC DISCLOSURE COMMISSION**  
 711 CAPITOL WAY RM 206  
 PO BOX 40908  
 OLYMPIA WA 98504-0908  
 (360) 753-1111  
 TOLL FREE 1-877-601-2828

PDC FORM

**F-1**  
 (11/18)

**PERSONAL FINANCIAL AFFAIRS STATEMENT**

P M PDC OFFICE USE  
 O A  
 S R  
 T K

Refer to instruction manual for detailed assistance and examples.

**Deadlines:** Incumbent elected and appointed officials -- by April 15.  
 Candidates and others -- within two weeks of becoming a candidate or being newly appointed to a position.

**SEND REPORT TO PUBLIC DISCLOSURE COMMISSION**

**DOLLAR CODE**

**AMOUNT**

- A \$1 to \$4,499
- B \$4,500 to \$23,999
- C \$24,000 to \$47,999
- D \$48,000 to \$119,999
- E \$120,000 or more

R  
E  
C  
E  
I  
V  
E  
D

Last Name First Middle Initial

Names of immediate family members, including registered domestic partner. If there is no reportable information to disclose for dependent children, or other dependents living in your household, do not identify them. Do identify your spouse or registered domestic partner. See F-1 manual for details.

Mailing Address (Use PO Box or Work Address) \*

City County Zip + 4

Filing Status (Check only one box.)

Office Held or Sought

- An elected or state appointed official filing annual report
- Final report as an elected official. Term expired: \_\_\_\_\_
- Candidate running in an election: month \_\_\_\_\_ year \_\_\_\_\_
- Newly appointed to an elective office
- Newly appointed to a state appointive office
- Professional staff of the Governor's Office and the Legislature

Office title: \_\_\_\_\_  
 County, city, district or agency of the office, name and number: \_\_\_\_\_  
 Position number: \_\_\_\_\_  
 Term begins: \_\_\_\_\_ ends: \_\_\_\_\_

**1 INCOME** List each employer, or other source of income (pension, social security, legal judgment, etc.) from which you or a family member, including registered domestic partner, received \$2,400 or more during the period. Include stock options received during the reporting period that had a value of \$2,400 or more. (Report interest and dividends in Item 3.)

Show Self (S)  
 Spouse (SP/DP)  
 Dependent (D)

Name and Address of Employer or Source of Compensation	Occupation or How Compensation Was Earned	Amount: (Use Code)
--	---	--------------------

Check Here  if continued on attached sheet

**2 REAL ESTATE** List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over \$12,000 in which you or a family member, including registered domestic partner, held a personal financial interest during the reporting period. (Show partnership, company, etc. real estate on F-1 supplement.)

Property Sold or Interest Divested	Assessed Value (Use Code)	Name and Address of Purchaser	Nature and Amount (Use Code) of Payment or Consideration Received	
Property Purchased or Interest Acquired		Creditor's Name/Address	Payment Terms	Security Given Mortgage Amount - (Use Code) Original Current
All Other Property Entirely or Partially Owned				

Check here  if continued on attached sheet

**CONTINUE ON NEXT PAGE**

**3 ASSETS / INVESTMENTS - INTEREST / DIVIDENDS** List bank and savings accounts, insurance policies, stock, bonds and other intangible property (including but not limited to stock options) held during the reporting period.

<p>A. Name and address of each bank or financial institution in which you, a family member, including registered domestic partner, had an account over \$24,000 any time during the report period.</p> <p>B. Name and address of each insurance company where you, a family member, including registered domestic partner, had a policy with a cash or loan value over \$24,000 during the period.</p> <p>C. Name and address of each company, association, government agency, etc. in which you, a family member, including registered domestic partner, owned or had a financial interest worth over \$2,400. Include stocks, bonds, ownership, retirement plan, IRA, notes, stock options, and other intangible property. If you, your spouse, registered domestic partner and/or dependents had decision making authority regarding individual assets/investments list each asset or investment, the value and any income amount. EXAMPLE: If you self-directed an investment account identify each stock or other asset in that account.</p>	Type of Account or Description of Asset	Asset Value (Use Code)	Income Amount (Use Code)
Check here <input type="checkbox"/> if continued on attached sheet.			

**4 CREDITORS** List each creditor you or a family member, including registered domestic partner, owed \$2,400 or more any time during the period. Don't include retail charge accounts, credit cards, or mortgages or real estate reported in Item 2. **AMOUNT (USE CODE)**

Creditor's Name and Address	Terms of Payment	Security Given	Original	Present
Check here <input type="checkbox"/> if continued on attached sheet.				

**5 Filers answer questions A thru D below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a candidate for state or local office, an appointee to a vacant elective office, or a state executive officer filing your initial report, no F-1 Supplement is required. Incumbent elected officials and state executive officers filing an annual financial affairs report also must answer question E. An F-1 Supplement is required of these officeholders unless all answers to questions A thru E are NO.**

- A. At any time during the reporting period were you, your spouse, registered domestic partner or dependents (1) an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity or (2) a partner or member of any limited partnership, limited liability partnership, limited liability company or similar entity including but not limited to a professional limited liability company? \_\_\_\_ If yes, complete Supplement, Part A.
- B. Did you, your spouse, registered domestic partner or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part A.
- C. Did you, your spouse, registered domestic partner or dependents own a business at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part A.
- D. Did you, your spouse, registered domestic partner or dependents prepare, promote or oppose state legislation, rules, rates or standards for compensation or deferred compensation (other than pay for a currently-held public office) at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part B.
- E. **Only for Persons Filing Annual Report.** Regarding the receipt of items not provided or paid for by your governmental agency during the previous calendar year: 1) Did you, your spouse, registered domestic partner or dependents (or any combination thereof) accept a gift of food or beverages costing over \$50 per occasion? \_\_\_\_ or 2) Did any source other than your governmental agency provide or pay in whole or in part for you, your spouse, registered domestic partner and/or dependents to travel or to attend a seminar or other training? \_\_\_\_ If yes to either or both questions, complete Supplement, Part C.

**ALL FILERS EXCEPT CANDIDATES.** Check the appropriate box.

I hold a state elected office, am an executive state officer or professional staff. I have read and am familiar with RCW 42.52.180 regarding the use of public resources in campaigns.

I hold a local elected office. I have read and am familiar with RCW 42.17A.555 regarding the use of public facilities in campaigns.

**\*CANDIDATES:** Do not use public agency addresses or telephone numbers for contact information.

**CERTIFICATION:** I certify under penalty of perjury that the information in this report is true and correct to the best of my knowledge. I acknowledge that the email address herein shall constitute the official address for communications with the commission, and that I must notify the commission of any change to that address within ten days.

\_\_\_\_\_  
Signature Date

Contact Telephone: (     ) \*

Email: \_\_\_\_\_ (Work)

Email: \_\_\_\_\_ (Home)\*

**REPORT NOT ACCEPTABLE WITHOUT FILER'S SIGNATURE**

**Public Disclosure Commission Statement of Understanding  
Matthew Bishop (5): PDC Case 54979**

I hereby acknowledge that I, \_\_\_\_\_,  
(Printed Name of Respondent)

did not timely file the required Personal Financial Affairs Statement (F-1 Report) with the Public Disclosure Commission (PDC) as required for a candidate seeking elected office in 2019. The F-1 Report was due to be filed within two weeks of my becoming a candidate in the 2019 election, or no later than May 14, 2019, thereby violating RCW 42.17A.205.

I want to avoid the time and expense resulting from a Brief Adjudicative Hearing (Brief Enforcement Hearing) before the Presiding Officer. Therefore, I am filing the F-1 Report, completing the Statement of Understanding, and enclosing a check or money order in the amount of \$100 for the late filed report, in lieu of an August 20, 2019, Brief Enforcement hearing being held.

I understand that this will resolve all issues with the PDC regarding my failure to timely file the F-1 Report, provided that a check or money order for \$100, the completed F-1 Report, and this signed Statement of Understanding are all received by **Monday, September 23, 2019.**

I further understand that Commission staff will not be scheduling a Brief Enforcement hearing before the Presiding Officer regarding my obligation to timely file the F-1 report that was due within two weeks of becoming a candidate.

\_\_\_\_\_  
Signature of Respondent/Candidate

\_\_\_\_\_  
Date Signed

Be sure to include your F-1 report, and make your check or money order payable to "Washington State Treasurer" and mail or deliver this Statement of Understanding, your completed F-1 report, and your \$100 payment to the following address:

**Public Disclosure Commission  
PO Box 40908  
Olympia, WA 98504-0908**

## **BRIEF ENFORCEMENT HEARINGS**

**You have received a letter scheduling a brief enforcement hearing before the Public Disclosure Commission. You are referred to as the Respondent in this matter. Here are the answers to some Frequently Asked Questions about brief hearings. They are informational only and should not be considered legal advice.**

### **What is a brief enforcement hearing?**

The PDC may schedule a brief enforcement hearing (also known as a “brief adjudicative proceeding” under the Administrative Procedure Act) when evidence shows the following types of alleged violations may have occurred:

- Failure to file or timely file required reports of financial affairs, campaign contributions and/or expenditures, independent expenditures or funds spent on lobbying;
- Improper use of public facilities or resources in election campaigns when the value of public funds expended or facilities used was minimal; and
- Infractions of political advertising laws regarding sponsor identification or political party identification.

Brief hearings may be scheduled on other matters as well, if the basic facts are agreed to or not being contested, and it is anticipated that the likely penalty imposed (if a violation of law or rule is found) will be \$1,000 or less. The Commission has adopted a penalty schedule for Brief Enforcement Hearings which can be found in WAC 390-37-143.

A Presiding Officer, who is the Chair of the Public Disclosure Commission or another commissioner, will conduct the hearing. PDC staff will present the case to the Presiding Officer, and you will have an opportunity to explain the circumstances related to the alleged violations. You may do this in person, by telephone, or in writing by email or letter.

### **What can I do to avoid the hearing?**

If you received a hearing notice that included information about how to avoid a hearing, you may do so by filing the missing report(s), paying the stated penalty, and completing a Statement of Understanding stipulating to a violation. If you would like to stipulate and have questions, please contact PDC Compliance and Enforcement staff.

### **What do I do to prepare for the hearing?**

The brief hearings are informal in nature, and you are not required to have an attorney for this hearing. Most people represent themselves, but that is your decision.

***In-person participation.*** If you are attending in-person, bring all of the written information that you want the Presiding Officer to consider in making a decision. You will need to bring three copies of each — one for you, one for PDC staff, and one for the Presiding Officer. Alternatively, you may submit one copy to PDC staff so long as it is received five business days before the day of the hearing.

If you are having other people (witnesses) testify on your behalf, they must be available at the hearing, and staff needs to be informed of the number of witnesses and time needed. The scheduled hearing starting time is an estimate, as there is frequently more than one hearing scheduled for that day, and you will need to remain available to participate until your case is called.

***Telephone participation.*** If you wish to participate by phone, please let PDC staff know five business days in advance the number where you can be reached and the timeframe you are available. You must be available at the designated time and telephone number. Be aware the hearing time is an estimate, and you must be available until your case is called.

**Participation in writing.** If you are participating in writing only, make sure any written materials you want the Presiding Officer to consider are delivered to the PDC office no later than five business days before the hearing.

If you have submitted nothing in writing prior to the hearing, have made no other arrangements, and you do not appear in person or through your legal counsel at the hearing, it will be presumed that you have decided to waive your right to participate at the hearing.

### **What happens at the hearing?**

The Presiding Officer will introduce the participants and explain the procedure for the hearing. Hearings typically follow a set format and time limits, but the process is informal enough that non-lawyers can effectively present their cases and respondents can represent themselves.

PDC staff will first present information regarding the alleged violation of law or rule. You will then have an opportunity to present information relevant to your case. All testimony is given under oath. The Presiding Officer may ask you some questions about the information you or PDC staff have presented. If you have decided to participate in writing instead of in person or by phone, your written information will be considered by the Presiding Officer as part of the hearing materials.

If at any time the Presiding Officer believes the alleged violations are serious enough to merit penalties greater than \$1,000, the Presiding Officer will adjourn the hearing and direct the matter be scheduled for a hearing before the full Commission at a later time.

### **How is the decision made?**

After considering all the information presented at the hearing, the Presiding Officer will make a decision about the allegations and any appropriate penalty amount. The decision is typically announced orally at the hearing. A written decision, called an initial order, will be sent to you within 30 days.

In some cases, the Presiding Officer may use a penalty schedule referred to above that has been adopted by the Commission in rule to determine the appropriate penalty for certain types of violations.

### **What happens after my hearing?**

You will receive a written initial order, along with a cover letter explaining the Presiding Officer's findings, within 30 days. If a monetary penalty is imposed in this initial order, the penalty must be paid to the **Washington State Treasurer**, and mailed to the address listed in the order cover letter within the time frame stated in the order.

Along with your initial order, you will also receive information about your appeal rights, including how to request review or reconsideration by the full Commission if you disagree with the order. Follow these procedures carefully if you wish to appeal. If there is no appeal before the PDC, the initial order becomes a final order, and further appeals must be made in Superior Court.

### **What are the rules that apply to the procedures of my hearing?**

The PDC's laws and rules are available on the PDC's website at [www.pdc.wa.gov](http://www.pdc.wa.gov). The laws are in the Revised Code of Washington (RCW) Chapter 42.17A. The rules are in the Washington Administrative Code (WAC) Title 390. Brief adjudicative proceedings are described at WAC 390-37-140 through 390-37-150 and in the Administrative Procedure Act (APA) at RCW 34.05.482-494

## WAC 390-37-143

### Brief enforcement hearings (adjudicative proceeding)—Penalty schedule.

The presiding officer may assess a penalty up to one thousand dollars upon finding a violation of chapter 42.17A RCW or Title 390 WAC.

(1) Base penalty amounts:

Violation	1st Occasion	2nd Occasion	3rd Occasion
Failure to timely file an accurate and complete statement of financial affairs (F-1):			
Filed report after hearing notice, but before enforcement hearing. Provided written explanation or appeared at hearing to explain mitigating circumstances. Did not enter into statement of understanding.	\$0 - \$150	\$150 - \$300	\$300 - \$600
Filed report after hearing notice, but before enforcement hearing. Did not enter into statement of understanding.	\$150	\$300	\$600
Failed to file report by date of enforcement hearing.	\$250	\$500	\$1,000
Candidate's failure to timely file an accurate and complete registration statement (C-1)/statement of financial affairs (F-1):			
Filed report after hearing notice, but before enforcement hearing. Provided written explanation or appeared at hearing to explain mitigating circumstances. Did not enter into statement of understanding.	\$0 - \$150 per report	\$150 - \$300 per report	\$300 - \$600 per report up to \$1,000
Filed report after hearing notice, but before enforcement hearing. Did not enter into statement of understanding.	\$150 per report	\$300 per report	\$600 per report up to \$1,000
Failed to file report by date of enforcement hearing.	\$250 per report	\$500 per report	consideration by full commission

.... (emphasis added)

"Occasion" means established violation. Only violations in the last five years will be considered for the purpose of determining second and third occasions.

(2) In determining the appropriate penalty, the presiding officer may consider the nature of the violation and aggravating and mitigating factors, including:

- (a) Whether the respondent is a first-time filer;
- (b) The respondent's compliance history for the last five years, including whether the noncompliance was isolated or limited in nature, indicative of systematic or ongoing problems, or part of a pattern of violations by the respondent, or in the case of a political committee or other entity, part of a pattern of violations by the respondent's officers, staff, principal decision makers, consultants, or sponsoring organization;
- (c) The respondent's unpaid penalties from a previous enforcement action;
- (d) The impact on the public, including whether the noncompliance deprived the public of timely or accurate information during a time-sensitive period, or otherwise had a significant or material impact on the public;
- (e) The amount of financial activity by the respondent during the statement period or election cycle;
- (f) Whether the late or unreported activity was significant in amount or duration under the circumstances, including in proportion to the total amount of expenditures by the respondent in the campaign or statement period;
- (g) Corrective action or other remedial measures initiated by respondent prior to enforcement action, or promptly taken when noncompliance brought to respondent's attention;
- (h) Good faith efforts to comply, including consultation with PDC staff prior to initiation of enforcement action and cooperation with PDC staff during enforcement action, and a demonstrated wish to acknowledge and take responsibility for the violation;
- (i) Personal emergency or illness of the respondent or member of his or her immediate family;
- (j) Other emergencies such as fire, flood, or utility failure preventing filing;
- (k) Sophistication of respondent or the financing, staffing, or size of the respondent's campaign or organization;
- (l) PDC staff, third-party vendor, or equipment error, including technical problems at the agency preventing or delaying electronic filing.

(3) The presiding officer has authority to suspend all or a portion of an assessed penalty under the conditions to be determined by that officer including, but not limited to, payment of the nonsuspended portion of the penalty within five business days of the date of the entry of the order in that case.

(4) If, on the third occasion, a respondent has outstanding penalties or judgments, the matter will be directed to the full commission for consideration.

(5) The presiding officer may direct a matter to the full commission if the officer believes one thousand dollars would be an insufficient penalty or the matter warrants consideration by the full commission. Cases will automatically be scheduled before the full commission for an enforcement action when the respondent:

(a) Was found in violation during a previous reporting period;

(b) The violation remains in effect following any appeals; and

(c) The person has not filed the disclosure forms that were the subject of the prior violation at the time the current hearing notice is being sent.

[Statutory Authority: RCW 42.17A.110(1) and 42.17A.570. WSR 18-10-088, § 390-37-143, filed 5/1/18, effective 6/1/18. Statutory Authority: RCW 42.17A.110. WSR 17-03-004, § 390-37-143, filed 1/4/17, effective 2/4/17.]

# PDC Exhibit 9

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**BEFORE THE PUBLIC DISCLOSURE COMMISSION  
OF THE STATE OF WASHINGTON**

In Re: The Matter of Enforcement Action  
Against:

MATTHEW BISHOP,  
  
Respondent.

PDC CASE NO. 39041  
  
ORDER ON PUBLIC  
DISCLOSURE COMMISSION  
STAFF’S REQUEST FOR  
RECONSIDERATION

This matter was heard by the Washington State Public Disclosure Commission (Commission) on September 26, 2019, at the Public Disclosure Commission office, 711 Capitol Way, Room 206, Olympia, Washington. Public Disclosure Commission Staff requested reconsideration of the Presiding Officer’s Order issued on September 24, 2018, following a Brief Enforcement Hearing (Brief Adjudicative Proceeding) in this matter. The hearing was held in accordance with Chapters 34.05 and 42.17A RCW, and Chapter 390-37 WAC.

Commissioners present were Anne Levinson, Commission Chair (presiding); David Ammons, Commission Vice-Chair; and Commissioners William Downing and Russell Lehman. Also present were Assistant Attorney General John S. Meader representing the Commission, Assistant Attorney General Chad Standifer representing PDC Staff, and Fox Blackhorn-Delph, PDC Compliance Coordinator. The Respondent was provided notice of the hearing but did not appear. The proceeding was open to the public and recorded.

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The Commissioners had before them the following materials:

1. Case memorandum dated September 16, 2019, prepared by Fox Blackhorn-Delph, PDC Compliance Coordinator;
2. Correspondence with the Secretary of State’s Election Division, dated September 16, 2019;
3. Candidate C-1/F-1 Warning Letter, dated July 16, 2018;
4. Brief Hearing Notice, dated August 16, 2018;
5. Final Order imposing fine, dated October 5, 2018;
6. Referral to AllianceOne for collection, dated May 1, 2019;
7. Reconsideration hearing notice, dated September 16, 2019; and
8. AllianceOne penalty account details, dated September 16, 2019.

**I. FINDINGS OF FACT**

The matter involved PDC Staff’s request that the Commission vacate a Final Order issued on October 5, 2018, resulting from a September 24, 2018, Brief Adjudicative Proceeding regarding Matthew Bishop (Respondent), a candidate for State Senator for Washington State Legislative District 08. The Presiding Officer at the Brief Adjudicative Proceeding found Mr. Bishop in violation of RCW 42.17A.205 for failing to file a Candidate Registration (C-1) and RCW 42.17A.700 for failing to file a Personal Financial Affairs Statement (F-1) certifying financial activities for twelve calendar months prior to becoming a candidate, and imposed a civil penalty of \$500. Both the C-1 and F-1 were due within two weeks of becoming a candidate, or no later than June 1, 2018. The basis of the PDC Staff’s Request for Reconsideration was that the PDC Staff later learned that the Respondent was no longer a candidate for office at the time of the September 24, 2018, Brief Adjudicative Proceeding.

Mr. Bishop filed a declaration of candidacy with the Benton County Auditor’s office on

1 May 14, 2018. His name and contact information was forwarded by the Washington Secretary  
2 of State's Office to the Public Disclosure Commission, along with all other candidates who had  
3 declared candidacy. Mr. Bishop's physical address was listed as 2105 N. Steptoe St. #141,  
4 Kennewick, WA 99336, and his email address as [bishopmj.tc@gmail.com](mailto:bishopmj.tc@gmail.com).

5 Along with his filing for candidacy, Mr. Bishop submitted a check to the Benton County  
6 Auditor's Office to pay the filing fee to run for the office of State Senator but, due to issues with  
7 payment, on June 18, 2018, the Benton County election official determined that the filing fee  
8 had not been paid. Mr. Bishop ceased to be a candidate at that time for election year 2018, and  
9 his name was not placed on either the Primary or General Election ballots.

10 On July 16, 2018, PDC staff sent a warning letter to Mr. Bishop at 2105 N. Steptoe St.  
11 #141, Kennewick, WA, 99336, by U.S. Mail concerning the failure to file the C-1 and F-1  
12 reports.

13 On August 16, 2018, PDC Staff sent a hearing notice to Mr. Bishop at 2105 N. Steptoe  
14 St. #141, Kennewick, WA 99336, and to [bishopmj.tc@gmail.com](mailto:bishopmj.tc@gmail.com), for a Brief Adjudicative  
15 Proceeding, to be held on September 24, 2018.

16 On September 24, 2018, a Brief Adjudicative Proceeding was held in which the Presiding  
17 Officer found Mr. Bishop in violation of RCW 42.17A.205 for failing to file the C-1 report and  
18 RCW 42.17A.700 for failing to file the F-1 report. Mr. Bishop did not respond to the warning  
19 letters or the hearing notice and neither mailing was returned as undeliverable. Mr. Bishop did  
20 not appear at the hearing. He was assessed a \$500 penalty in accordance with WAC 390-37-  
21 143, the Commission's penalty schedule. As noted below, the Respondent had one prior  
22 violation at the time of the September 24, 2018 hearing but the Order issued in that case was not  
23 properly entered into the filing history for the Respondent, so this case was presented to the  
24 Presiding Officer as a first violation, and the penalty set on that basis.

25 On October 5, 2018, PDC Staff sent the Initial Order to Mr. Bishop at 2105 N. Steptoe  
26 St. #141, Kennewick, WA, 99336, and to [bishopmj.tc@gmail.com](mailto:bishopmj.tc@gmail.com). The Initial Order became  
the Final Order on October 26, 2018, as no timely request for review was received. The Final  
Order became binding on November 5, 2018. It was referred to a collection agency for

1 collections on May 1, 2019.

2 On September 13, 2019, PDC Staff, while investigating a new complaint regarding Mr.  
3 Bishop's current candidacy and an alleged failure to file the required F-1 (PDC Case 54979),  
4 discovered Mr. Bishop's name did not appear in the 2018 election results for Benton County.  
5 On September 16, 2019, the Washington Secretary of State confirmed to the Staff that Mr.  
6 Bishop did not appear on the 2018 Benton County ballots due to an unpaid filing fee. On  
7 September 16, 2019, PDC Staff sent a hearing notice, by both U.S. Mail and email, to Mr. Bishop  
8 for a Reconsideration Hearing to be held on September 26, 2019.

9 Mr. Bishop had also been candidate in 2017 for election to the office of School Director  
10 for Richland School District 400. In PDC Case 22782, he was found to have violated the same  
11 laws for failing to file the required C-1 and F-1 reports for that candidacy. A \$500 civil penalty  
12 was imposed. That penalty went unpaid and was referred to collections on June 12,  
13 2018. Neither the missing C-1 nor F-1 at issue was filed and the penalty remains unpaid.  
14 As of the date of the Request for Reconsideration Hearing, Mr. Bishop had not contacted PDC  
15 Staff or the collections agency, the 2018 C-1 and F-1 reports had not been filed, and the \$500  
16 civil penalty and collection fees for that case remained unpaid.

## 17 II. CONCLUSIONS OF LAW

18 1. The Commission has jurisdiction over this proceeding pursuant to Chapter  
19 42.17A RCW, the State campaign finance and disclosure law; Chapter 34.05 RCW, the  
20 Administrative procedure Act; and Title 390 WAC.

21 2. The Respondent violated RCW 42.17A.205 for failing to file the required C-1,  
22 and RCW 42.17A.700 for failing to file the required F-1 certifying financial activity for  
23 the twelve months prior to becoming a candidate, both due no later than June 1, 2018.

24 3. The Respondent filed as a candidate for State Senator for Legislative District 08  
25 in Benton County and submitted a check for his candidate fees. As a result, his name  
26 was forwarded to the Secretary of State's Office and to the PDC. The PDC pursued

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enforcement against him when he failed to file his C-1 and F-1 reports as required by law. The Respondent failed to respond to communications by U.S. Mail or email to the Respondent's addresses of record or appear at the hearing.

4. In each of the Respondent's three candidacies to date the reports required by law have not been filed and the Respondent has failed to communicate with the PDC Staff to address the lack of compliance.

5. The civil penalty and costs associated with the enforcement in this matter are due and payable regardless of whether the Respondent's name was ultimately removed from the Benton County ballot due to non-payment of the candidate filing fee.

**III. ORDER**

Because the Respondent has failed to communicate with the PDC at any time about this matter, has not filed his C-1 and F-1 reports, and incurred penalties and costs as a result of his candidacy, PDC Staff's Request for Reconsideration is DENIED. This Amended Order will be the Final Order. The Findings of Fact and Conclusions of Law entered on October 5, 2018, are affirmed. The \$500 civil penalty assessed in the October 5, 2018 remains due and Respondent is responsible for any collection costs accrued.

SO ORDERED this 30th day of September, 2019.

WASHINGTON STATE PUBLIC  
DISCLOSURE COMMISSION

FOR THE COMMISSION:

  
\_\_\_\_\_  
Anne Levinson  
Chair, Public Disclosure Commission

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*This order sent by email to:*  
Matthew Bishop  
Bishopmj.tc@gmail.com  
  
Fox Blackhorn-Delph,  
PDC Compliance Coordinator  
[Fox.Blackhorn@pdc.wa.gov](mailto:Fox.Blackhorn@pdc.wa.gov)  
  
Chad Standifer, Assistant Attorney General  
([ChadS@atg.wa.gov](mailto:ChadS@atg.wa.gov))

I, _____, certify that I emailed a copy of this order to the Respondent at his respective email address.	
_____ Signed	_____ Date

# PDC Exhibit 10



State of Washington

PUBLIC DISCLOSURE COMMISSION

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908

(360) 753-1111 • FAX (360) 753-1112

Toll Free 1-877-601-2828 • E-mail: [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov) • Website: [www.pdcc.wa.gov](http://www.pdcc.wa.gov)

October 2, 2019

PDC Case: 54979

MATTHEW BISHOP  
2105 N STEPTOE ST  
TRL #141  
KENNEWICK WA 99336

Sent electronically to Matthew Bishop at [matthewb.richland@gmail.com](mailto:matthewb.richland@gmail.com)

**Notice of Case Status Review (Initial Hearing)**

Respondent: Matthew Bishop  
Initial Hearing/meeting date: Monday, October 7, 2019  
Time: 1:00 p.m.  
Place: Evergreen Plaza Building  
711 Capitol Way, Room 206  
Olympia, WA 98504

PDC Staff: Peter Lavalley, Executive Director, Public Disclosure Commission  
Authority: RCW 42.17A.755(3) & WAC 390-37-071

This is to notify you that the Public Disclosure Commission (PDC) intends to open a formal investigation, and on the above date, PDC Staff will conduct a case status review, referred to as an initial hearing, concerning a complaint filed July 15, 2019 by Michele Levenite. The complaint alleges that you may have violated RCW 42.17A.700 for failure to timely file the Personal Financial Affairs Statement (F-1 report), certifying financial affairs for twelve calendar months prior to becoming a candidate, due within two weeks of becoming a candidate or no later than May 14, 2019.

The initial hearing is not an adjudicative proceeding. It is conducted in accordance with WAC 390-37-071, and is intended to provide you with information concerning the investigative process, including possible alternatives to resolve the matter.

Matthew Bishop  
Case Status Review (Initial Hearing)  
Page 2

You are not required to participate in the hearing. Further, your failure to participate will not prejudice your rights concerning the investigative process, or any potential future adjudicative proceeding in the matter.

With the transmittal of this letter, I am including a link to the [PDC Enforcement Guide](#), and a link to the agency's recently adopted [emergency rules concerning enforcement](#), including initial hearings.

If you would like to participate by telephone, please contact Fox Blackhorn, Compliance Coordinator, at [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov). Let me know if you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Peter Lavallee", is written over the typed name and title.

Peter Lavallee  
PDC Executive Director

# PDC Exhibit 11



**State of Washington**  
**PUBLIC DISCLOSURE COMMISSION**

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908  
(360) 753-1111 • FAX (360) 753-1112

**Toll Free 1-877-601-2828 • E-mail: [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov) • Website: [www.pdcca.wa.gov](http://www.pdcca.wa.gov)**

October 7, 2019

Sent electronically to Matthew Bishop at [matthewb.richland@gmail.com](mailto:matthewb.richland@gmail.com).

Subject: Case Status Review (Initial Hearing) After Opening a Formal Investigation,  
Matthew Bishop, PDC Case 54979

Dear Matthew Bishop:

After conducting a preliminary review and assessment of a complaint filed July 15, 2019 by Michele Levenite. PDC staff opened a formal investigation and held a case status review, referred to as an initial hearing, on October 7, 2019, pursuant to RCW 42.17A.755, and WACs 390-37-060 and 390-37-071.

At the hearing it was noted that the case status review is not an adjudicative proceeding, and that RCW 42.17A.755 provides PDC staff with additional tools to resolve complaints through the use of alternatives to full, formal adjudication, or referral to the Attorney General's Office, and I am encouraging you to work with staff on resolving this matter.

If you have questions, please contact Fox Blackhorn, Compliance Coordinator 2, by replying to the latest staff email concerning this matter or by calling at 360-753-1980.

Sincerely,

  
Peter Lavallec  
PDC Executive Director



**State of Washington**  
**PUBLIC DISCLOSURE COMMISSION**

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908  
(360) 753-1111 • FAX (360) 753-1112

**Toll Free 1-877-601-2828 • E-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) • Website: [www.pdc.wa.gov](http://www.pdc.wa.gov)**

October 7, 2019

Sent electronically to Michele Levenite at [mlevenit@msn.com](mailto:mlevenit@msn.com)

Subject: Complaint filed against Matthew Bishop PDC Case 54979

Dear Matthew Bishop:

This letter is to notify you that after conducting a preliminary review and assessment of the complaint you filed July 15, 2019 against Matthew Bishop, PDC staff opened a formal investigation on October 7, 2019, and held a case status review, referred to as an initial hearing, on October 7, 2019, pursuant to RCW 42.17A.755, and WACs 390-37-060 and 390-37-071.

After the PDC staff has completed its investigation, staff will inform you of the disposition of this case.

If you have questions, please contact Fox Blackhorn, Compliance Coordinator 2, by replying to the latest staff email concerning this matter or by calling at 360-753-1980.

Sincerely,

  
Peter Lavallee  
PDC Executive Director

# PDC Exhibit 12



State of Washington

**PUBLIC DISCLOSURE COMMISSION**

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908  
(360) 753-1111 • FAX (360) 753-1112

**Toll Free 1-877-601-2828 • E-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) • Website: [www.pdc.wa.gov](http://www.pdc.wa.gov)**

MATTHEW BISHOP  
2105 N STEPTOE ST TRL # 141  
KENNEWICK, WA 99336

Also delivered electronically to “[mathewb.richland@gmail.com](mailto:mathewb.richland@gmail.com)”

October 11, 2019

Subject: F-1 Enforcement Hearing Notice, PDC Case Number 54979

Dear Matthew Bishop:

Public Disclosure Commission (PDC) records indicate that you declared your candidacy for the office of School Director for Richland School District 400 and failed to file the Personal Financial Affairs Statement (F-1 report). The F-1 report discloses your financial activities for twelve calendar months prior to declaring candidacy and was required to have been filed no later than May 14, 2019.

On July 15, 2019, PDC staff received a complaint from Michele Levenite alleging that you had violated RCW 42.17A.700 by failing to file the F-1 report due no later than May 14, 2019. On July 19, 2019, PDC staff provided you with a copy of the complaint and an opportunity to respond to the allegations and file the missing F-1 report, as well as missing reports that were the subject of prior violations, no later than August 2, 2019. On August 29, 2019, PDC staff sent you a final warning that if you failed to file the missing F-1 report by September 6, 2019, you would be called to hearing before the full Public Disclosure Commission. The missing F-1 report has not been received to date.

Therefore, in accordance with RCW 42.17A.110 and RCW 42.17A.755, an Enforcement Hearing before the Full Commission has been scheduled to determine if you violated RCW 42.17A.700 by failing to timely file the required F-1 report within two weeks of becoming a candidate.

## **Enforcement Hearing Information**

Date and time: **Thursday, October 24, 2019 at 1:45 p.m.**  
Place: Evergreen Plaza Building, Room 206  
711 Capitol Way, Olympia, WA, 98504-0908  
Presiding Officer: David Ammons, Chair, Public Disclosure Commission

If you do not plan to be present at the hearing, you may submit evidence in your own behalf or in mitigation for distribution to Commission members. Please submit this information so that it is received by the PDC no later than **12:00 p.m. Thursday, October 17, 2019.**

Evidence can be submitted by email at [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov) or mailed to:

**Compliance and Enforcement  
Public Disclosure Commission  
PO Box 40908  
Olympia, WA 98504-0908**

Please reference Case Number **54979** in the subject line of the email or on any correspondence.

**If a hearing proceeds and you fail to attend or provide information on your own behalf, you may be in default and the Commission may assess appropriate penalties. The Commission has the authority to assess a penalty of up to \$10,000 per violation, or they can find apparent violations and refer the matter to the Attorney General for higher penalties.**

You are not required by law to personally attend the hearing. PDC staff will present this matter to the Commission. However, the PDC recommends that respondents personally appear whenever possible. If you plan to attend the hearing in-person or by telephone, please notify PDC staff at your earliest convenience but no later than **12:00 p.m. Thursday, October 17, 2019.**

**If you have questions regarding this matter, please contact PDC staff at [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov).**

Sincerely,

PDC Staff  
Compliance and Enforcement Division

Enclosure:

- Blank Personal Financial Affairs Statement (F-1 report)



**PUBLIC DISCLOSURE COMMISSION**  
 711 CAPITOL WAY RM 206  
 PO BOX 40908  
 OLYMPIA WA 98504-0908  
 (360) 753-1111  
 TOLL FREE 1-877-601-2828

PDC FORM

**F-1**  
(11/18)

**PERSONAL FINANCIAL AFFAIRS STATEMENT**

P M PDC OFFICE USE  
 O A  
 S R  
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Refer to instruction manual for detailed assistance and examples.

**Deadlines:** Incumbent elected and appointed officials -- by April 15.  
 Candidates and others -- within two weeks of becoming a candidate or being newly appointed to a position.

**SEND REPORT TO PUBLIC DISCLOSURE COMMISSION**

**DOLLAR CODE**

**AMOUNT**

- A \$1 to \$4,499
- B \$4,500 to \$23,999
- C \$24,000 to \$47,999
- D \$48,000 to \$119,999
- E \$120,000 or more

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Last Name First Middle Initial

Names of immediate family members, including registered domestic partner. If there is no reportable information to disclose for dependent children, or other dependents living in your household, do not identify them. Do identify your spouse or registered domestic partner. See F-1 manual for details.

Mailing Address (Use PO Box or Work Address) \*

City County Zip + 4

Filing Status (Check only one box.)

Office Held or Sought

- An elected or state appointed official filing annual report
- Final report as an elected official. Term expired: \_\_\_\_\_
- Candidate running in an election: month \_\_\_\_\_ year \_\_\_\_\_
- Newly appointed to an elective office
- Newly appointed to a state appointive office
- Professional staff of the Governor's Office and the Legislature

Office title: \_\_\_\_\_  
 County, city, district or agency of the office, name and number: \_\_\_\_\_  
 Position number: \_\_\_\_\_  
 Term begins: \_\_\_\_\_ ends: \_\_\_\_\_

**1 INCOME** List each employer, or other source of income (pension, social security, legal judgment, etc.) from which you or a family member, including registered domestic partner, received \$2,400 or more during the period. Include stock options received during the reporting period that had a value of \$2,400 or more. (Report interest and dividends in Item 3.)

Show Self (S)  
 Spouse (SP/DP)  
 Dependent (D)

Name and Address of Employer or Source of Compensation	Occupation or How Compensation Was Earned	Amount: (Use Code)
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Check Here  if continued on attached sheet

**2 REAL ESTATE** List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over \$12,000 in which you or a family member, including registered domestic partner, held a personal financial interest during the reporting period. (Show partnership, company, etc. real estate on F-1 supplement.)

Property Sold or Interest Divested	Assessed Value (Use Code)	Name and Address of Purchaser	Nature and Amount (Use Code) of Payment or Consideration Received	
Property Purchased or Interest Acquired		Creditor's Name/Address	Payment Terms	Security Given Mortgage Amount - (Use Code) Original Current
All Other Property Entirely or Partially Owned				

Check here  if continued on attached sheet

**CONTINUE ON NEXT PAGE**

<b>3</b>	<b>ASSETS / INVESTMENTS - INTEREST / DIVIDENDS</b>	<b>List bank and savings accounts, insurance policies, stock, bonds and other intangible property (including but not limited to stock options) held during the reporting period.</b>		
<p>A. Name and address of each bank or financial institution in which you, a family member, including registered domestic partner, had an account over \$24,000 any time during the report period.</p> <p>B. Name and address of each insurance company where you, a family member, including registered domestic partner, had a policy with a cash or loan value over \$24,000 during the period.</p> <p>C. Name and address of each company, association, government agency, etc. in which you, a family member, including registered domestic partner, owned or had a financial interest worth over \$2,400. Include stocks, bonds, ownership, retirement plan, IRA, notes, stock options, and other intangible property. If you, your spouse, registered domestic partner and/or dependents had decision making authority regarding individual assets/investments list each asset or investment, the value and any income amount. EXAMPLE: If you self-directed an investment account identify each stock or other asset in that account.</p>		Type of Account or Description of Asset	Asset Value (Use Code)	Income Amount (Use Code)
Check here <input type="checkbox"/> if continued on attached sheet.				
<b>4</b>	<b>CREDITORS</b>	<b>List each creditor you or a family member, including registered domestic partner, owed \$2,400 or more any time during the period. Don't include retail charge accounts, credit cards, or mortgages or real estate reported in Item 2.</b>		<b>AMOUNT (USE CODE)</b>
Creditor's Name and Address		Terms of Payment	Security Given	Original Present
Check here <input type="checkbox"/> if continued on attached sheet.				
<b>5</b>	<p><b>Filers answer questions A thru D below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a candidate for state or local office, an appointee to a vacant elective office, or a state executive officer filing your initial report, no F-1 Supplement is required. Incumbent elected officials and state executive officers filing an annual financial affairs report also must answer question E. An F-1 Supplement is required of these officeholders unless all answers to questions A thru E are NO.</b></p> <p>A. At any time during the reporting period were you, your spouse, registered domestic partner or dependents (1) an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity or (2) a partner or member of any limited partnership, limited liability partnership, limited liability company or similar entity including but not limited to a professional limited liability company? ____ If yes, complete Supplement, Part A.</p> <p>B. Did you, your spouse, registered domestic partner or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period? ____ If yes, complete Supplement, Part A.</p> <p>C. Did you, your spouse, registered domestic partner or dependents own a business at any time during the reporting period? ____ If yes, complete Supplement, Part A.</p> <p>D. Did you, your spouse, registered domestic partner or dependents prepare, promote or oppose state legislation, rules, rates or standards for compensation or deferred compensation (other than pay for a currently-held public office) at any time during the reporting period? ____ If yes, complete Supplement, Part B.</p> <p>E. <b>Only for Persons Filing Annual Report.</b> Regarding the receipt of items not provided or paid for by your governmental agency during the previous calendar year: 1) Did you, your spouse, registered domestic partner or dependents (or any combination thereof) accept a gift of food or beverages costing over \$50 per occasion? ____ or 2) Did any source other than your governmental agency provide or pay in whole or in part for you, your spouse, registered domestic partner and/or dependents to travel or to attend a seminar or other training? ____ If yes to either or both questions, complete Supplement, Part C.</p>			
<p><b>ALL FILERS EXCEPT CANDIDATES.</b> Check the appropriate box.</p> <p><input type="checkbox"/> I hold a state elected office, am an executive state officer or professional staff. I have read and am familiar with RCW 42.52.180 regarding the use of public resources in campaigns.</p> <p><input type="checkbox"/> I hold a local elected office. I have read and am familiar with RCW 42.17A.555 regarding the use of public facilities in campaigns.</p> <p><b>*CANDIDATES:</b> Do not use public agency addresses or telephone numbers for contact information.</p>		<p><b>CERTIFICATION:</b> I certify under penalty of perjury that the information in this report is true and correct to the best of my knowledge. I acknowledge that the email address herein shall constitute the official address for communications with the commission, and that I must notify the commission of any change to that address within ten days.</p> <p>Signature _____ Date _____</p> <p>Contact Telephone: (     ) *</p> <p>Email: _____ (Work)</p> <p>Email: _____ (Home)*</p>		

**REPORT NOT ACCEPTABLE WITHOUT FILER'S SIGNATURE**