



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

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**Memorandum**

To: Public Disclosure Commission

From: Tabitha Townsend, Compliance Coordinator 2

Date: October 6, 2021

Subject: Janice Sethne-Brake; PDC Case 94063; Reconsideration Hearing

**Matter for Reconsideration:**

At the Brief Enforcement Hearing held on July 15, 2021, the Respondent was found in violation of RCW 42.17A.700 for failure to file the F-1 report no later than April 15, 2021, and was assessed a \$250 penalty, consistent with WAC 390-37-143, the Brief Enforcement Hearing penalty schedule adopted by the Commission. The Presiding Officer suspended \$150 of the \$250 penalty conditioned upon the Respondent filing the missing F-1 report and paying the non-suspended \$100 penalty within 30 days of the Initial Order being served.

**Background:**

- Janice Sethne-Brake (the “Respondent”) served as Water & Sewer Commissioner for North Beach Water District during calendar year 2020. Her current term expires December 31, 2023.
- The Respondent has no prior violations of RCW 42.17A.700 with the PDC.
- Pursuant to RCW 42.17A.700, an elected or appointed official who held office in 2020 was required to file an F-1 report, disclosing financial information for calendar year 2020, no later than April 15, 2021.
- Between February and May of 2021, PDC staff sent email reminders to all elected and appointed officials regarding their missing F-1 reports for calendar year 2020 to the email-of-record.
- On May 11, 2021, PDC staff emailed warning letters to elected and appointed official regarding their missing F-1 reports for calendar year 2020 to the email-of-record.

Janice Sethne-Brake

PDC Case No. 94063

Reconsideration Hearing Memorandum

Page – 2 –

- On June 25, 2021, PDC staff emailed the Respondent a hearing notice for a Brief Adjudicative Proceeding (Brief Enforcement Hearing) to be held on July 15, 2021. The hearing notice was sent to the Respondent's email address-of-record of [webcom@centrytel.com](mailto:webcom@centrytel.com) and [gbrake@northbeachwater.com](mailto:gbrake@northbeachwater.com).
- On August 17, 2021, PDC staff served the Initial Order memorializing the Commission's ruling, by email, to the contact email address-of-record of [webcom@centrytel.com](mailto:webcom@centrytel.com) and [gbrake@northbeachwater.com](mailto:gbrake@northbeachwater.com).
- The Respondent filed the F-1 report covering calendar year 2020 activity on September 16, 2021 and Amended on September 26, 2021.

**Request for Review:**

- On September 21, 2021, the Respondent submitted written materials to PDC staff to appeal the August 16, 2021 Order due to multiple serious family health matters and financial hardship.
- The Respondent requests that the penalty be waived or further suspended due to financial hardship. The Respondent is on a fixed income and her family's medical expenses for the past year make paying the penalty a hardship.