



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)**

March 4, 2022

Jessica Mary Roberts  
523 E Tara Lee Ave  
Medical Lake, WA 99022

And delivered electronically to [jessica.roberts.ml@gmail.com](mailto:jessica.roberts.ml@gmail.com)

Subject: PDC Order, Case 94073

Dear Jessica Mary Roberts,

Enclosed is a copy of the Public Disclosure Commission's Order Imposing Fine that was entered in the above-referenced case.

At the February 17, 2022 Brief Enforcement hearing, the Presiding Officer assessed a total civil penalty of \$250, of which \$125 is suspended, in accordance with WAC 390-37-143. The \$125 non-suspended penalty is payable within 30 days of the date of this Order.

The \$125 non-suspended penalty is payable no later than April 4, 2022.

Please make the check or money order payable to "WA State Treasurer," and mail the payment to the following address:

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

It is also ordered that you file the missing F-1 report (covering calendar year 2020) within 30 days of this order, which is April 4, 2022.

Thank you for your prompt attention to this matter. If you have questions, please contact us by email at [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov)

Sincerely,

*Electronically Signed by Tabatha Blacksmith*  
PDC Staff

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.pdcca.wa.gov](http://www.pdcca.wa.gov)**

BEFORE THE PUBLIC DISCLOSURE COMMISSION  
OF THE STATE OF WASHINGTON

In Re: Compliance with RCW 42.17A

PDC Case 94073

Roberts, Jessica Mary,

Respondent

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

Pursuant to the brief enforcement hearing (brief adjudicative proceeding) notice sent to Jessica Mary Roberts on January 24, 2022, a brief adjudicative proceeding was held on February 17, 2022, remotely from Olympia, WA by live audio and online transmission, to consider whether the Respondent violated RCW 42.17A.700 by failing to timely file a Personal Financial Affairs Statement (F-1 report) for calendar year 2020, which was due to be filed no later than April 15, 2021.

The hearing was held in accordance with Chapters 34.05 RCW, 42.17A RCW and Chapter 390-37 WAC. Commissioner Fred Jarrett was the Presiding Officer. The Commission staff was represented by Compliance Coordinators Tabatha Blacksmith and Tabitha Townsend. 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 elected or appointed official for City Council Member of City of Medical Lake.
2. As an elected or appointed official, the Respondent was required to file an F-1 report by April 15, 2021.
3. The Respondent did not file the F-1 report by the date of the enforcement 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.700 by failing to file the F-1 report by April 15, 2021.

ORDER

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

1. **IT IS HEREBY ORDERED that the Respondent is assessed a total civil penalty of \$250, with \$125 suspended, in accordance with the Annual F-1 penalty schedule set forth in WAC 390-37-143.**
2. **It is further ordered that the Respondent:**
  - a. **Pay the \$125 non-suspended civil penalty within 30 days of the date of this Order. If the Respondent fails to pay the \$125 within 30 days, PDC staff is directed to refer the matter to collections.**
  - b. **File the missing F-1 report within 30 days of the date of this Order.**
3. **It is further ordered that \$125 of the \$250 penalty is suspended on the following conditions:**
  - a. **The Respondent is not found to have committed any further violations of Chapter 42.17A RCW or Title 390 WAC within four years of the date of this Order. The suspended penalty shall not be assessed based solely upon any remediable violation, minor violation, or error classified by the Commission as appropriate to address by a technical correction.**
  - b. **The non-suspended portion of the penalty (\$125) is paid by the Respondent within 30 days of the date of this Order.**
  - c. **The missing F-1 report is filed within 30 days of the date of this Order.**

**If the Respondent fails to comply with any of the above conditions, the suspended portion of the penalty shall immediately become due without further action by the Commission and PDC staff is directed to refer the matter to collections.**

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

Entered this 4<sup>th</sup> day of March 2022

Public Disclosure Commission

Electronically signed by Peter Lavallee  
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, on the date stated herein, and by email.

Electronically Signed Tabatha Blacksmith  
Signed

March 4, 2022  
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 by email, stating the reason for review, and identifying what alleged errors are contained in the initial order. *See* WAC 390-37-144(1).
- All requests for review must be submitted electronically to [pdcc@pdc.wa.gov](mailto:pdcc@pdc.wa.gov) **REQUESTS FOR REVIEW MUST BE RECEIVED BY THE COMMISSION WITHIN TWENTY-ONE (21) CALENDAR DAYS AFTER THE THIS INITIAL ORDER WAS ELECTRONICALLY DISTRIBUTED TO YOU.**

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.

---

### 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(7).

**YOU HAVE THE RIGHT TO APPEAL A FINAL ORDER TO SUPERIOR COURT, PURSUANT TO THE PETITION FOR JUDICIAL REVIEW PROVISIONS OF RCW 34.05.542.**