



PUBLIC DISCLOSURE COMMISSION

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908 • (360) 753-1111 • FAX (360) 753-1112 Toll
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November 23, 2022

Melissa Vanderwerf
804 S Puget Sound Ave
Tacoma WA 98405-2247

Also delivered electronically to melissa.sylvia.vanderwerf@gmail.com

Subject: F-1 Enforcement Hearing Notice; PDC Case Number 110532

Dear Melissa Vanderwerf:

The Public Disclosure Commission (PDC) received your request for an appeal of the Initial Order issued in the case cited above. However, because your request was not received or could not be scheduled within 21 days of the September 29, 2022 Order, it is considered a request for reconsideration under WAC 390-37-150.

The Initial Order was issued pursuant to a brief adjudicative proceeding held on September 1, 2022, in which you were found in violation of RCW 42.17A.700 and assessed a penalty of \$250 with \$125 suspended if paid within 30 days of the date of the Initial Order.

RCW 42.17A.700 requires elected and appointed officials to file a F-1 report on or before April 15, 2022.

Based on your request, an Initial 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 390-37-144. You will have an opportunity to explain your view of the matter if you choose to attend the Hearing.

HEARING INFORMATION

Date and time:	Thursday, December 8, 2022 at 1:45 p.m.
Place:	Remotely from Olympia Live Audio and Online Transmission
Presiding Officer:	Public Disclosure Commission
Authority:	RCW 42.17A and WAC 390

PARTICIPATING VIA MICROSOFT TEAMS

PLEASE READ THE ENTIRE INSTRUCTION PRIOR TO JOINING THE MEETING:

Log-in to the meeting promptly 15 minutes prior to your set presentation time (1:30 p.m.). You will be called in order of the agenda, stay muted and on hold until your name is called. You will be sworn in prior to presenting your testimony to the commission.

Please note you may be prompted to download MS TEAMS App or use a supported browser: Microsoft Edge or Chrome for best performance.

Participation Remote via MS Teams

Join on your computer or mobile app

<https://tinyurl.com/43bzd7zb>

Please remember to **Mute** yourself and turn your **camera off** when you are not talking.

For assistance prior to the start of the meeting contact 1-360-522-0670.

INTERPRETER

If a party or witness to this proceeding speaks limited English or is hearing-impaired, and needs an interpreter, a qualified interpreter will be appointed at no cost to you. Please inform us at least five business days before the hearing or no later than **Friday, December 2, 2022** if you require an interpreter for this proceeding and/or translation of its written materials in a language other than English. Please contact us by email at pdcc@pdcc.wa.gov or call us at (360) 753-1111 or 1-877-601-2828 to request an interpreter.

SUBMITTING WRITTEN MATERIALS

In advance of the Enforcement Hearing, you may provide a written response describing the facts of your case for consideration by the Commission, including any circumstances or mitigating factors you would like considered. Please submit your written response so it is received by no later than **Friday, December 2, 2022**.

If you have any questions about the hearing process prior to the hearing date, please contact PDC Staff by email at 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

