

its trust powers, or a federal reserve bank or any branch thereof, which agrees to safekeep such securities for the primary benefit of the commission under the terms and conditions of the agreement and for the purposes set forth by the act and the regulations of the commission. Such agreement shall be executed on behalf of the commission by the chairman, who shall be the state treasurer.

(6) **Segregation of collateral.** "Segregation of collateral" means the transfer and delivery of eligible securities by a bank pursuant to a depository pledge agreement (RCW 39.58.050). Eligible securities shall not include coupon securities from which have been detached any coupon which is not matured at the time of transfer and delivery of such securities as segregated collateral.

(7) **Subordinated notes and debentures.** Capital, surplus and undivided profits of a bank or trust company shall include all capital notes and debentures that are subordinate to the interest of depositors. [Statutory Authority: RCW 39.58.040. 78-12-075 (Order 78-XIV, Resolution 78-XIV), § 389-12-020, filed 12/5/78; Order 77-XIII, § 389-12-020, filed 9/27/77; Order II, § 389-12-020, filed 6/13/73; Order 1, § 389-12-020, filed 2/9/70.]

**Title 390 WAC**

**PUBLIC DISCLOSURE COMMISSION**

**Chapters**

- 390-04 Policy and enforcement regulations.
- 390-05 General policies and definitions.
- 390-12 Administrative procedures.
- 390-14 Access to public records.
- 390-16 Forms for campaign financing reporting-- Contributions.
- 390-20 Forms for lobbying reports, elected officials and legislators.
- 390-24 Forms for reports of financial affairs.
- 390-37 Enforcement procedures--Investigative hearings.

**Chapter 390-04 WAC**

**POLICY AND ENFORCEMENT REGULATIONS**

**WAC**

390-04-010 through 390-04-290 Repealed.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

- 390-04-010 Purpose. [Order 9, § 390-04-010, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-020 General administrative policy. [Order 9, § 390-04-020, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-030 Definitions. [Order 9, § 390-04-030, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).

- 390-04-031 Definition of term "other expenses." [Order 19, § 390-04-031, filed 10/29/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-035 Definition of direct financial interest. [Order 19, § 390-04-035, filed 10/29/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-036 Definition of debt. [Order 26, § 390-04-036, filed 2/21/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-037 Contribution--Defined. [Order 34, § 390-04-037, filed 8/28/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-038 "Aggregate" defined. [Order 61, § 390-04-038, filed 7/16/75.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-040 Use of office facilities. [Order 9, § 390-04-040, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-050 Enforcement policy. [Order 9, § 390-04-050, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-060 Lobbyist's employer--Meaning--Examples. [Order 9, § 390-04-060, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-070 Effect of Public Disclosure Act--Freedom of communication--Employer interference. [Order 9, § 390-04-070, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-080 List of elected public officials. [Order 9, § 390-04-080, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-090 List of elected public officials--Responsibility for developing. [Order 9, § 390-04-090, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-100 List of elected public officials--Name not on list, impact. [Order 9, § 390-04-100, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-110 Public Disclosure Act--Violation of other law. [Order 13, § 390-04-110, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-140 Public Disclosure Act--Required findings. [Order 13, § 390-04-140, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-150 Public Disclosure Act--Prima facie qualifications. [Order 13, § 390-04-150, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-160 Written sworn statement. [Order 13, § 390-04-160, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-170 Campaign financing--Special reports. [Order 13, § 390-04-170, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-180 Campaign financing--Time for filing. [Order 13, § 390-04-180, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-190 Campaign financing--Encouraging expenditures to avoid contributions--Result. [Order 13, § 390-04-190, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-200 Abbreviated campaign reporting--Campaigns for public office involving \$1,000 or less. [Order 61, §

- 390-04-200, filed 7/16/75; Order 13, § 390-04-200, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-210 Abbreviated campaign reporting—Ballot propositions. [Order 61, § 390-04-210, filed 7/16/75; Order 13, § 390-04-210, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-215 Abbreviated campaign reporting—Conditions for granting use. [Order 61, § 390-04-215, filed 7/16/75.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-220 Exemptions—Conditions for granting. [Order 13, § 390-04-220, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-225 Abbreviated campaign reporting—Times and place for filing reports C-1 and C-4 under \$1,000 exemption. [Order 61, § 390-04-225, filed 7/16/75.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-230 Abbreviated campaign reporting—Exceeding limitations. [Order 61, § 390-04-230, filed 7/16/75; Order 13, § 390-04-230, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-240 Minimum limit on campaign expenditures. [Order 13, § 390-04-240, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-250 Expenditures—Aggregate totals. [Order 13, § 390-04-250, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-260 Lobbyists registration and reporting—Timing. [Order 25, § 390-04-260, filed 2/21/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-270 Report of contributions and expenditures—C-4—Reporting requirement. [Order 25, § 390-04-270, filed 2/21/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-280 Time of filing F-1—RCW 42.17.240. [Order 26, § 390-04-280, filed 2/21/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-290 Candidates for public office—Time of filing. [Order 32, § 390-04-290, filed 7/19/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).

**WAC 390-04-010 through 390-04-290 Repealed.**  
See Disposition Table at beginning of this chapter.

### Chapter 390-05 WAC

#### GENERAL POLICIES AND DEFINITIONS

WAC	
390-05-235	Definition—Fair market value.
390-05-270	Repealed.
390-05-271	General applications of RCW 42.17.130.
390-05-273	Definition of normal and regular conduct.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-05-270	Definition—Use of facilities. [Order 62, § 390-05-270, filed 8/26/75.] Repealed by 79-02-056 (Order 79-01), filed 1/31/79. Statutory Authority: RCW 42.17.370(1).
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**WAC 390-05-235 Definition—Fair market value.** "Fair market value" or "value" when used in the act or regulation is the amount in cash which a well-informed buyer or lessee, willing but not obligated to buy or lease that property, would pay, and which a well-informed seller, or lessor, willing but not obligated to sell or lease it, would accept, taking into consideration all uses to which the property is adapted and might in reason be applied. [Statutory Authority: RCW 42.17.370(1). 79-08-046 (Order 79-03), § 390-05-235, filed 7/19/79.]

**WAC 390-05-270 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 390-05-271 General applications of RCW 42.17.130.** (1) RCW 42.17.130 does not restrict the right of any individual to express his or her own personal views concerning, supporting, or opposing any candidate or ballot proposition, if such expression does not involve a use of the facilities of a public office or agency.

(2) RCW 42.17.130 does not prevent a public office or agency from (a) making facilities available on a non-discriminatory, equal access basis for political uses or (b) making an objective and fair presentation of facts relevant to a ballot proposition, if such action is part of the normal and regular conduct of the office or agency.

(3) For purposes of RCW 42.17.130, use of the facilities of a public office or agency includes but is not limited to a collective decision made, or an actual vote, upon a motion, proposal, resolution, order, or ordinance, by the members of a governing body (as that term is defined in RCW 42.30.020) sitting as a body or entity. [Statutory Authority: RCW 42.17.370(1). 79-02-056 (Order 79-01), § 390-05-271, filed 1/31/79.]

**WAC 390-05-273 Definition of normal and regular conduct.** Normal and regular conduct of a public office or agency, as that term is used in the proviso to RCW 42.17.130, means conduct which is (1) lawful, i.e., specifically authorized, either expressly or by necessary implication, in an appropriate enactment, and (2) usual, i.e., not effected or authorized in or by some extraordinary means or manner. No local office or agency may authorize a use of public facilities for the purpose of assisting a candidate's campaign or promoting or opposing a ballot proposition, in the absence of a constitutional, charter, or statutory provision separately authorizing such use. [Statutory Authority: RCW 42.17.370(1). 79-02-056 (Order 79-01), § 390-05-273, filed 1/31/79.]

### Chapter 390-12 WAC

#### ADMINISTRATIVE PROCEDURES

WAC	
390-12-010	Public disclosure commission—Regular meetings.
390-12-050	Operations and procedures.

**WAC 390-12-010 Public disclosure commission—Regular meetings.** Pursuant to section 7, chapter 250, Laws of 1971 1st ex. sess. and RCW 42.30.070, regular meetings of the public disclosure commission shall be

held on the [fourth] Tuesday of each calendar month beginning at 9:00 A.M. Such meeting shall be held at a place designated by the chairman of the commission. If the fourth Tuesday falls on a legal holiday, the regular meeting shall be held on the third Tuesday of that month. [Statutory Authority: RCW 42.17.370(1), 79-10-070 (Order 79-06), § 390-12-010, filed 9/19/79; Order 62, § 390-12-010, filed 8/26/75; Order 14, § 390-12-010, filed 7/31/73.]

**Reviser's Note:** RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 390-12-050 Operations and procedures.** (1) The public disclosure commission was created by the passage of Initiative 276 in 1972 for the principal purpose of providing the public with accurate information about certain financial affairs of candidates and elected officials, about the financing of election campaigns, and about expenditures made in the course of lobbying. The Initiative also contains provisions guaranteeing citizen access to most records of most elements of state and local government.

(2) The duties, responsibilities and powers of the commission are set forth in RCW 42.17.360, 42.17.370, 42.17.395 and 42.17.397. Provisions for establishing the commission and appointing the members thereof are stated in RCW 42.17.350.

(3) Commissioners meet monthly to consider and act on major policy matters, on requests for reporting modifications and on enforcement cases. All meetings are conducted in accordance with the Open Public Meetings Act (chapter 42.30 RCW) and the Administrative Procedure Act (chapter 34.04 RCW and chapter 1.08 RCW), and Sturgis Standard Code of Parliamentary Procedure. The passage of any motion adopting, amending or repealing any rule, or recommending changes to the act shall require a majority vote of the members of the commission as distinguished from a quorum of the commissioners.

(4) The staff prepares and distributes reporting forms and instructions in the most practical manner to persons subject to the law. They provide personal instruction and technical assistance to persons with specific problems and questions.

(5) Between 35,000 and 45,000 reports are received during a calendar year from approximately 11,000 reporting "clients." The staff receives these reports, records their receipt, microfilms and files them. Every effort is made to have reports filed and available for public inspection and copying within twenty-four hours of their receipt.

(6) Procedures for accessing the files of the agency are given in chapter 390-14 WAC. The staff will provide copies of reports when requested by mail or telephone. Reports are generally sent the same day the request is received. Answers to telephone inquiries seeking information from particular reports will be limited to (a) verification that a report is on file and (b), if

regarding a campaign financing report, the most recent totals for contributions and expenditures.

(7) While some citizens will benefit from the reports by personally reviewing them, most will look to the news media for information. The staff compiles occasional summaries and studies for distribution to news outlets. Known as "Reports to the Public", they provide a condensed mirror image of the information in reports filed with the commission.

(8) The act demands complete, accurate and timely reporting. The commission, as a vehicle of communication between those engaged in political life and the general public, is expected to take whatever actions are necessary to assure the public of having the information it is entitled to; that the flow of communication is not interrupted by those responsible for providing the information. Within the limited resources provided the commission, reports are reviewed, field audits are conducted and complaints are investigated. The staff concentrates on assisting people in meeting their obligations under the law in hopes of fulfilling the purpose of the act without having to resort to enforcement actions resulting in embarrassment and monetary penalties. Gross negligence and evasions of the act will not be tolerated, however. Acting without fear or favor, the staff will bring to the commissioners for appropriate action all matters where negligence and/or evasion is indicated. [Statutory Authority: RCW 42.17.370(1), 79-10-017 (Order 79-05), § 390-12-050, filed 9/7/79.]

#### Chapter 390-14 WAC

#### ACCESS TO PUBLIC RECORDS

##### WAC

390-14-100 List of elected public officials.

##### WAC 390-14-100 List of elected public officials.

The public disclosure commission shall prepare, collate and make available for public distribution a list of all state elected officials of the state of Washington. The list shall be published by the commission and updated periodically. [Statutory Authority: RCW 42.17.370(1), 79-10-017 (Order 79-05), § 390-14-100, filed 9/7/79; Order 62, § 390-14-100, filed 8/26/75.]

#### Chapter 390-16 WAC

#### FORMS FOR CAMPAIGN FINANCING REPORTING--CONTRIBUTIONS

##### WAC

390-16-039 Total contributions and expenditures--Reporting.  
390-16-055 Filing reports for out-of-state committees.  
390-16-120 Abbreviated campaign reporting--Times and place for filing reports C-1 and C-4 under \$1,000 exemption.  
390-16-220 Surplus campaign funds--Definition.

**WAC 390-16-039 Total contributions and expenditures--Reporting.** (1) A continuing political committee which is not organized to support or oppose a particular

candidate shall report total contributions and expenditures based on a calendar year, or upon the basis of a fiscal year if the commission expressly authorizes this method. The report filed by such a continuing political committee covering January (or the first month thereafter for which a report would be required by RCW 42.17.065 and 42.17.080) shall contain in summary the following items remaining at the end of the year:

- (a) Funds on hand;
- (b) In-kind contributions retained;
- (c) The total of outstanding pledges;
- (d) Unpaid loans and outstanding obligations;
- (e) Pledges given to others but not yet paid.

(2) Each candidate, each political committee and each continuing political committee organized to support or oppose a particular candidacy or ballot proposition shall report total contributions and expenditures for the period beginning at the time the person becomes a candidate or when the committee is organized, whichever is earlier, and ending when the candidacy or committee is terminated.

(3) This rule shall not require a report unless such report would otherwise be required by chapter 42.17 RCW. [Statutory Authority: RCW 42.17.370(1). 79-09-041 (Order 79-04), § 390-16-039, filed 8/17/79; Order 70, § 390-16-039, filed 2/25/76.]

**WAC 390-16-055 Filing reports for out-of-state committees.** (1) Each candidate or political committee receiving funds from a nonreporting committee as defined in RCW 42.17.090(1)(k), shall determine whether such committee has complied with that subsection. If the out-of-state committee has not filed the required report and the information cannot be reported by the recipient of the contribution in a timely manner, the funds shall not be forfeited or reportable as having been received if they are returned to the out-of-state committee immediately. Any retention or other action taken with such funds, if there is not a complete and timely report on file, shall result in the forfeiture of such funds to the state of Washington and shall be deemed a violation of chapter 42.17 RCW.

(2) Any subsequent report by a nonreporting committee or recipient of its contribution which is required by RCW 42.17.090(1)(k) during the same calendar year may update its initial report by showing, in addition to its name and address, only reportable information which is new or changed since its last report. [Statutory Authority: RCW 42.17.370(1). 79-09-041 (Order 79-04), § 390-16-055, filed 8/17/79; Order 62, § 390-16-055, filed 8/26/75; Order 29, § 390-16-055, filed 5/27/74.]

**WAC 390-16-120 Abbreviated campaign reporting--Times and place for filing reports C-1 and C-4 under \$1,000 exemption.** (1) The report C-1 shall be filed by any candidate or political committee intending to use the abbreviated reporting recognized and regulated by WAC 390-16-105, 390-16-110 or 390-16-115 at the time of becoming a candidate or within ten days of organization of a committee.

(2) In the case of a continuing political committee, the C-1 report shall be filed initially before accepting any contributions or making any expenditures. Thereafter, the C-1 shall be filed each year between January 1 and January 31 for any year in which the committee intends to use the abbreviated reporting system and within ten days of any date a change is made in reportable information. Failure to file a new C-1 during January shall automatically terminate the committee's entitlement to use the abbreviated reporting system until such time as a new C-1 is filed.

(3) The report form C-4 summary page shall be filed by each candidate and political committee within twenty-one days after each special or general election in which there was participation. In the case of a candidate or committee which participates in a primary election but does not participate in the following general election, the C-4 report shall be filed not later than twenty-one days following the general election.

Additionally, in the case of a continuing political committee, the report form C-4 shall be filed not later than January 31 summarizing the total contributions received and expenditures made during the calendar year.

(4) The original of each report required by this section shall be filed with the Public Disclosure Commission. A copy shall be filed with the auditor of the county in which the candidate or committee treasurer resides and a copy shall be retained by the candidate or committee treasurer. [Statutory Authority: RCW 42.17.370(1). 79-08-046 (Order 79-03), § 390-16-120, filed 7/19/79; Order 91, § 390-16-120, filed 7/22/77; Order 62, § 390-16-120, filed 8/26/75.]

**WAC 390-16-220 Surplus campaign funds--Definition.** "Surplus funds" as used in the act and in these regulations shall refer to the excess of all contributions received by a political committee or candidate over the amount necessary to pay all debts and obligations incurred in the course of an election campaign by the political committee or candidate: *Provided*, That this definition shall not apply to a continuing political committee. In the case of a continuing political committee, "surplus funds" shall refer to those funds remaining in its possession or control at the time of its final report. [Statutory Authority: RCW 42.17.370(1). 78-07-037 (Order 98), § 390-16-220, filed 6/26/78; Order 70, § 390-16-220, filed 2/25/76; Order 62, § 390-16-220, filed 8/26/75.]

### Chapter 390-20 WAC

#### FORMS FOR LOBBYING REPORTS, ELECTED OFFICIALS AND LEGISLATORS

##### WAC

390-20-010	Repealed.
390-20-0101	Forms for lobbyist registration.
390-20-023	Contributions to candidates, elected officials, political committees, or public office fund; identification of source.
390-20-028	Definition of terms "communicate", "communication", "communicating", and "legislation."

## Lobbying Reports

390-20-0101

- 390-20-050 Forms—For report of legislative activity by public agencies.
- 390-20-051 Application of RCW 42.17.190 to lobbying of the legislature and governor.
- 390-20-053 Application of RCW 42.17.190 to lobbying of other agencies.
- 390-20-055 Application of RCW 42.17.190 to intra-agency activity.
- 390-20-120 Forms for report of legislative activity by state and local government agencies.
- 390-20-140 Loss of RCW 42.17.160 exemptions.
- 390-20-143 Application of lobbying provisions to organizations.
- 390-20-145 Reporting of lobbying events.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 390-20-010 Forms for lobbyist registration. [Order 62, § 390-20-010, filed 8/26/75; Order 45, § 390-20-010, filed

9/26/74; Order 6, § 390-20-010, filed 1/23/73.]  
Repealed by 78-02-063 (Order 96), filed 1/23/78.  
Statutory Authority: RCW 42.17.370(1).

**WAC 390-20-010 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 390-20-0101 Forms for lobbyist registration.** Pursuant to the statutory authority of RCW 42.17.360(1), the official form for lobbyist registration as required by RCW 42.17.150 is hereby adopted for use in reporting to the Public Disclosure Commission. This form shall be designated as "L-1", revised 11/77. Copies of this form may be obtained at the commission office, Room 403, Evergreen Plaza Building, Olympia, Washington, 98504.



LOBBYIST REGISTRATION STATEMENT TO THE STATE OF WASHINGTON PUBLIC DISCLOSURE COMMISSION 403 EVERGREEN PLAZA BUILDING 711 CAPITOL WAY OLYMPIA, WASHINGTON 98504 PHONE: 206-753-1111

PDC FORM L-1 REV. 11/77 LOBBYIST REGISTRATION STATEMENT

THIS SPACE FOR OFFICE USE P.M. DATE DATE RECVD.

See completion instructions at bottom of page. (Type or Print Clearly)

1. LOBBYIST'S NAME AND PERMANENT BUSINESS ADDRESS DATE PREPARED 2. CHECK FILE NUMBER Registration (Complete All Items) Add new employer (Complete All Items) except page 3

3. TEMPORARY RESIDENTIAL AND BUSINESS ADDRESSES IN THURSTON COUNTY DURING LEGISLATIVE SESSION TELEPHONE NUMBERS

4. NAME AND ADDRESS OF EMPLOYER OCCUPATION OR BUSINESS OF EMPLOYER

5. LOBBYIST IS EMPLOYED AND/OR COMPENSATED 6. DURATION OF LOBBYIST'S EMPLOYMENT 7. ESTIMATE OF DOLLARS TO BE RECEIVED THIS YEAR FOR LOBBYING ACTIVITIES.

8. ARE ANY EXPENSES OF LOBBYIST (e.g., OFFICE RENTAL, PRINTING, CLERICAL) PAID DIRECTLY BY EMPLOYER? IF SO, STATE WHICH:

9. WILL LOBBYIST BE REIMBURSED FOR EXPENSES INCURRED? IF SO, STATE WHICH EXPENSES AND DOLLAR AMOUNT OR PERCENTAGE TO BE REIMBURSED

10. FULL AND PARTICULAR DESCRIPTION OF ANY AGREEMENT, ARRANGEMENT OR UNDERSTANDING ACCORDING TO WHICH THE LOBBYIST'S COMPENSATION, OR ANY PORTION THEREOF IS OR WILL BE CONTINGENT UPON THE SUCCESS OF ANY ATTEMPT TO INFLUENCE LEGISLATION.

11. THE PERSON WHO WILL HAVE CUSTODY OF THE ACCOUNTS, BILLS, RECEIPTS, BOOKS, PAPERS AND DOCUMENTS REQUIRED TO BE KEPT UNDER THIS ACT. NAME AND ADDRESS

INSTRUCTIONS

If you have more than one employer, file a separate L-1 for each employer.

WHO SHOULD FILE THIS FORM: All lobbyists, unless exempt under RCW 42.17.160.

FILING DEADLINE: Before doing any lobbying or within 30 days after being employed as a lobbyist, whichever occurs first.

NEW FILING REQUIRED: Registration is valid until December 31. NEW registration is required each January. Termination of lobbyist's employment, changes, modifications; report within one week of change.

FORM TO BE FILED WITH: Public Disclosure Commission, 403 Evergreen Plaza Building, Olympia, Washington 98504.

OTHER REPORTS REQUIRED: L-2 (Lobbyist report of expenditures) is required each month in which you are registered as a lobbyist. Lobbyist's employer is required to file L-3 annually prior to March 31.

Additional information may be obtained by contacting the Public Disclosure Commission, 403 Evergreen Plaza Building, Olympia, WA, 98504. Telephone 206-753-1111.

12. GENERAL AREAS OF INTEREST

Lobbying is most frequent before legislative committee members or state agencies concerned with the following subjects:

- CODE SUBJECT CODE SUBJECT 01 Agriculture 12 Law Enforcement 02 Amusements, Sports 13 Liquor 03 Commerce 14 Local Government 04 Constitution & Elections 15 Natural Resources 05 Consumer Affairs 16 Parks & Recreation 06 Ecology 17 Social & Health Services 07 Education 18 State Government 08 Financial Institutions 19 Taxation 09 Higher Education 20 Transportation & Utilities 10 Housing, Construction 21 Other (specify) 11 Labor

13. IF THE LOBBYIST'S EMPLOYER IS AN ENTITY (including but not limited to business and trade associations) WHOSE MEMBERS INCLUDE, OR WHICH AS A REPRESENTATIVE ENTITY UNDERTAKES LOBBYING ACTIVITIES FOR BUSINESSES, GROUPS, ASSOCIATIONS OR ORGANIZATIONS, THE NAME AND ADDRESS OF EACH MEMBER OF SUCH ENTITY OR PERSON REPRESENTED BY SUCH ENTITY WHOSE FEES, DUES, PAYMENTS OR OTHER CONSIDERATION PAID TO SUCH ENTITY DURING EITHER OF THE PRIOR TWO YEARS HAVE EXCEEDED \$500 OR WHO IS OBLIGATED TO OR HAS AGREED TO PAY FEES, DUES, PAYMENTS OR OTHER CONSIDERATION EXCEEDING \$500 TO SUCH ENTITY DURING THE CURRENT YEAR.

NAME AND ADDRESS

CERTIFICATION: I hereby certify that the above is a true, complete and correct statement in accordance with RCW 42.17.150.		EMPLOYER'S AUTHORIZATION: Confirming the employment described in this registration statement as required under RCW 42.17.150	
14. LOBBYIST'S SIGNATURE	DATE	15. SIGNATURE AND TITLE	DATE

EXCERPTS FROM PUBLIC DISCLOSURE LAW

42.17.150 Registration of lobbyists. (1) Before doing any lobbying, or within thirty days after being employed as a lobbyist, whichever occurs first, a lobbyist shall register by filing with the commission a lobbyist registration statement in such detail as the commission shall prescribe, showing:

- (a) His name, permanent business address, and any temporary residential and business addresses in Thurston county during the legislative session;
- (b) The name, address and occupation or business of the lobbyist's employer;
- (c) The duration of his employment;
- (d) His compensation for lobbying; how much he is to be paid for expenses, and what expenses are to be reimbursed; and a full and particular description of any agreement, arrangement or understanding according to which his compensation, or any portion thereof, is or will be contingent upon the success of any attempt to influence legislation;
- (e) Whether the person from whom he receives said compensation employs him solely as a lobbyist or whether he is a regular employee performing services for his employer which include but are not limited to the influencing of legislation;
- (f) The general subject or subjects of his legislative interest;
- (g) A written authorization from each of the lobbyist's employers confirming such employment;
- (h) The name and address of the person who will have custody of the accounts, bills, receipts, books, papers, and documents required to be kept under this chapter;
- (i) If the lobbyist's employer is an entity (including, but not limited to, business and trade associations) whose members include, or which as a representative entity undertakes lobbying activities for, businesses, groups, associations or organizations, the name and address of each member of such entity or person represented by such entity whose fees, dues, payments or other consideration paid to such entity during either of the prior two years have exceeded five hundred dollars or who is obligated to or has agreed to pay fees, dues, payments or other consideration exceeding five hundred dollars to such entity during the current year.
- (2) Any lobbyist who receives or is to receive compensation from more than one person for his services as a lobbyist shall file a separate notice of representation with respect to each such person; except that where a lobbyist whose fee for acting as such in respect to the same legislation or type of legislation is, or is to be, paid or contributed to by more than one person then such lobbyist may file a single statement, in which he shall detail the name, business address and occupation of each person so paying or contributing, and the amount of the respective payments or contributions made by each such person.

(3) Whenever a change, modification, or termination of the lobbyist's employment occurs, the lobbyist shall, within one week of such change, modification or termination, furnish full information regarding the same by filing with the commission an amended registration statement.

(4) Each lobbyist who has registered shall file a new registration statement, revised as appropriate, each January, and failure to do so shall terminate his registration. [1973 c 1 § 15 (Initiative Measure No. 276 § 15.)

42.17.160 Exemption from registration. The following persons and activities shall be exempt from registration and reporting under RCW 42.17.150, 42.17.170, 42.17.190, and 42.17.200:

- (1) Persons who limit their lobbying activities to appearance before public sessions of committees of the legislature, or public hearings of state agencies.
- (2) News or feature reporting activities and editorial comment by working members of the press, radio, or television and the publication or dissemination thereof by a newspaper, book publisher, regularly published periodical, radio station, or television station.
- (3) Persons who lobby without compensation or other consideration for acting as a lobbyist: *Provided*, Such person makes no expenditure for or on behalf of any member of the legislature or elected official or public officer or employee of the state of Washington in connection with such lobbying. Any person exempt under this subsection (3) may at his option register and report under this chapter.
- (4) Persons who restrict their lobbying activities to no more than four days or parts thereof during any three-month period and whose total expenditures during such three-month period for or on behalf of any one or more members of the legislature or state elected officials or public officers or employees of the state of Washington in connection with such lobbying do not exceed fifteen dollars: *Provided*, That the commission shall promulgate regulations to require disclosure by persons exempt under this subsection or their employers or entities which sponsor or coordinate the lobbying activities of such persons if it determines that such regulations are necessary to prevent frustration of the purposes of this chapter. Any person exempt under this subsection (4) may at his option register and report under this chapter.
- (5) The governor.
- (6) The lieutenant governor.
- (7) Except as provided by RCW 42.17.190(1), members of the legislature.
- (8) Except as provided by RCW 42.17.190(1), persons employed by the legislature for the purpose of aiding in the preparation or enactment of legislation or the performance of legislative duties.
- (9) Elected state officials, officers, and employees of any agency reporting under RCW 42.17.190(4) as now or hereafter amended.

LOBBYIST IDENTIFICATION BOOKLET

(1) Each lobbyist shall at the time he registers submit to the commission a recent three inch by five inch black-and-white photograph of himself together with the name of the lobbyist's employer, the length of his employment as a lobbyist before the legislature, a brief biographical description, and any other information he may wish to submit not to exceed fifty words

in length; such photograph and information to be published at least annually in a booklet form by the commission for distribution to legislators and the public.

PLEASE COMPLETE PAGE 3 FOR INCLUSION IN THE LOBBYIST IDENTIFICATION BOOKLET. USE TYPEWRITER.

Title 390 WAC: Public Disclosure Commission  
LOBBYIST IDENTIFICATION BOOKLET

Attach 3" x 5"  
black and white photo.  
Photo should be head  
and shoulders, full face,  
and taken within last 3 years.

Please write, lightly in pencil,  
name on back of photo  
before attaching.

Photos will not be returned.

NAME:

BUSINESS ADDRESS:

PHONE:

OLYMPIA ADDRESS:

PHONE:

EMPLOYERS' NAMES:

YEAR FIRST EMPLOYED AS A LOBBYIST:

BIOGRAPHY:



**WAC 390-20-023 Contributions to candidates, elected officials, political committees, or public office fund; identification of source.** If a lobbyist, as an agent for another person, makes a monetary contribution to any candidate, elected official, political committee or public office fund and the existence of such agency and identity of its principal is not apparent on the face of the contribution instrument, the lobbyist shall simultaneously inform the recipient in writing of such contribution as to the source of such funds and the identity of the principal. [Statutory Authority: RCW 42.17.370(1). 79-09-041 (Order 79-04), § 390-20-023, filed 8/17/79.]

**WAC 390-20-028 Definition of terms "communicate", "communication", "communicating", and "legislation."** (1) The terms "communicate", "communication", and "communicating" when used in WAC chapter 390-20 and in RCW 42.17.190 shall be deemed to be synonymous with the statutory definition of "lobbying", RCW

42.17.020(18), and include all oral or written communications or writings of that nature which are made within the specific or general authority of the officer or employee.

(2) The term "legislation", as used in these regulations, shall have the same meaning as defined in RCW 42.17.020(17), but shall not include appropriations or approvals of budgets. [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-08-061 (Order 100), § 390-20-028, filed 7/24/78.]

**WAC 390-20-050 Forms--For report of legislative activity by public agencies.** Pursuant to the statutory authority of section 36(1), chapter 1, Laws of 1973, the official form for report of legislative activity by public agencies as required by section 19 is hereby adopted for use in reporting to the Public Disclosure Commission. This form, revised 6/79, shall be designated as "L-5". Copies of this form may be obtained at the commission office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504.

**PUBLIC DISCLOSURE COMMISSION**  
**pdc**  
 403 EVERGREEN PLAZA  
 OLYMPIA, WASHINGTON  
 98504 206 753-1111



INSTRUCTIONS ARE PRINTED ON REVERSE

PDC FORM <b>L-5</b> REV. 6-79	<b>LOBBYING                  BY STATE AND LOCAL                  GOVERNMENT AGENCIES</b>
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THIS SPACE FOR OFFICE USE

FILE NUMBER	P. M. DATE	DATE RECEIVED
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AGENCY OR GOVERNMENTAL ENTITY NAME AND ADDRESS	DATE PREPARED	REPORT FOR CALENDAR QUARTER ENDING
	COUNTY	MONTH YEAR

**PERSONS WHO LOBBIED THIS QUARTER**

NAME	JOB TITLE	ANNUAL SALARY	% OF TIME SPENT LOBBYING DURING QTR.
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GENERAL DESCRIPTION OF LOBBYING ACTIVITIES OR OBJECTIVES. (INCLUDE BILL OR WAC NUMBERS IF ANY)

CHECK IF PERSON SPENT MORE THAN \$15 OF NON-PUBLIC FUNDS IN LOBBYING. SEE INSTRUCTIONS ON REVERSE

NAME	JOB TITLE	ANNUAL SALARY	% OF TIME SPENT LOBBYING DURING QTR.
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GENERAL DESCRIPTION OF LOBBYING ACTIVITIES OR OBJECTIVES. (INCLUDE BILL OR WAC NUMBERS IF ANY)

CHECK IF PERSON SPENT MORE THAN \$15 OF NON-PUBLIC FUNDS IN LOBBYING. SEE INSTRUCTIONS ON REVERSE

NAME	JOB TITLE	ANNUAL SALARY	% OF TIME SPENT LOBBYING DURING QTR.
------	-----------	---------------	--------------------------------------

GENERAL DESCRIPTION OF LOBBYING ACTIVITIES OR OBJECTIVES. (INCLUDE BILL OR WAC NUMBERS IF ANY)

CHECK IF PERSON SPENT MORE THAN \$15 OF NON-PUBLIC FUNDS IN LOBBYING. SEE INSTRUCTIONS ON REVERSE.

**EXPENSES FOR LOBBYING THIS QUARTER**

SALARIES OF PERSONS WHO LOBBIED (include only portion of quarterly salary attributable to lobbying)	\$
TRAVEL (Include food, lodging, per diem payments and cost of transportation used.)	\$
BROCHURES AND OTHER PUBLICATIONS WHOSE PRINCIPAL PURPOSE IS TO INFLUENCE LEGISLATION	\$
CONSULTANTS OR OTHER CONTRACTUAL SERVICES	\$
<b>TOTAL THIS QUARTER</b>	\$
<b>TOTAL TO DATE THIS YEAR</b>	\$

<b>CERTIFICATION:</b> I certify that to the best of my knowledge the above is a true, complete and correct statement in accordance with RCW 42.17.190.	<b>SIGNATURE OF AGENCY HEAD</b>
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## INSTRUCTIONS

These instructions apply only to government agencies reporting pursuant to RCW 42.17.190.

**Who Should Report?**

Each state agency, county, city, town, municipal corporation, quasi-municipal corporation or special purpose district which expends public funds for "lobbying". Please study the definitions of what is and is not included in lobbying to determine if your agency is required to report.

"Lobbying" means attempting to influence the passage or defeat of any legislation by the state legislature or the adoption or rejection of any rule, standard, rate or other legislative enactment by any state agency under chapters 28.19 and 34.04 RCW. "Legislation" means bills, resolutions, motions, amendments, nominations, and other matters pending or proposed in either house of the state legislature, and includes any other matter which may be the subject of action by either house, or any committee of the legislature and all bills and resolutions which having passed both houses, are pending approval by the Governor.

**Lobbying Does Not Include**

1. Requests for appropriations by a state agency to OFM pursuant to RCW 43.88 or requests by OFM to the legislature for appropriations other than its own agency budget. Note that an agency representative who, in person, contacts a legislator or committee on appropriations matters is lobbying.
2. Recommendations or reports to the legislature in response to a legislative request expressly requesting or directing a specific study, recommendation or report on a particular subject.
3. Official reports including recommendations submitted annually or biennially by a state agency as required by law.
4. Requests, recommendations or other communications between or within state agencies or between or within local agencies.
5. Telephone conversations or preparation of written correspondence.
6. Preparation or adoption of policy positions within an agency or group of agencies. Note that once a position is adopted, further action to advocate it may constitute lobbying.
7. Attempts to influence federal or local legislation.

**Lobbying Not Reportable**

1. In person lobbying (including testifying at a public session of a legislative committee or a hearing on rules and regulations being considered for action by a state agency) on behalf of an agency by officials or employees of that agency totalling no more than four days or parts of days during any three month period.
2. In person lobbying by any elected official on behalf of his agency or in connection with his powers, duties or compensation.

**Expenditures Over \$15 Of Non-public Funds**

Expenditures of personal or other "non public" funds of more than \$15 during the period for or on behalf of one or more legislators, employees of the legislature, state elected officials or other public officers or employees by any official (elected or appointed) or any agency employee for the purpose of lobbying will obligate that official or employee to register and report as a lobbyist per RCW 42.17.150 and .170.

**Reports Required**

The L5 report is submitted to cover each calendar quarter in which lobbying occurs. No report is required if no reportable lobbying has taken place during the quarter.

**Due Dates**

April 30 (1st quarter)	July 31 (2nd quarter)
October 31 (3rd quarter)	January 31 (4th quarter)

ONE CONSOLIDATED REPORT SHOULD BE SUBMITTED TO INCLUDE LOBBYING ACTIVITIES OF ALL DIVISIONS OR OFFICES OF AN AGENCY.

SEND REPORTS TO: PUBLIC DISCLOSURE COMMISSION  
403 EVERGREEN PLAZA MAIL STOP FJ-42  
OLYMPIA, WA 98504

Special Note: In lieu of reporting as provided in RCW 42.17.190 any agency or lobbyist for an agency may elect to register and report as provided in RCW 42.17.150, .160, .170 and 180. An agency so choosing must notify PDC of that fact and obtain necessary reporting forms and instructions.

[Statutory Authority: RCW 42.17.370(1), 79-11-124 (Order 79-07), § 390-20-050, filed 11/6/79; Order 43, § 390-20-050, filed 9/26/74; Order 5, § 390-20-050, filed 3/2/73.]

**WAC 390-20-051 Application of RCW 42.17.190 to lobbying of the legislature and governor.** Each agency shall include in its L-5 report the required information regarding communications by its officers and employees with members, officers or employees of the state legislature or with the governor or officers or employees of the governor's office if (1) agency funds were spent for salaries, travel, publications, consultants, etc. for lobbying, or (2) agency officers or employees communicate with members or staff of the legislature on legislation whether on request of a legislator or otherwise when the nature of the communication is to influence legislative action, or (3) agency officers or employees communicate to the legislature requests for legislation, or (4) agency officers or employees attempt to secure the governor's approval or veto (full or partial) of any measure which has passed the legislature. [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1), 78-08-061 (Order 100), § 390-20-051, filed 7/24/78.]

Authority: RCW 42.17.160(4) and 42.17.370(1), 78-08-061 (Order 100), § 390-20-055, filed 7/24/78.]

**WAC 390-20-120 Forms for report of legislative activity by state and local government agencies.** Pursuant to the statutory authority of RCW 42.17.190, the official form for report of legislative activity by state and local government agencies as required by RCW 42.17.190 is hereby adopted for use in reporting to the Public Disclosure Commission. This form shall be designated as "L-5" [, revised 5/78]. Copies of this form may be obtained at the Commission office, Room 403, Evergreen Plaza Building, Olympia, Washington, 98504.

**WAC 390-20-053 Application of RCW 42.17.190 to lobbying of other agencies.** (1) Each agency shall include in its L-5 report the required information regarding its communication with officers or employees of other agencies when the purpose of the communication is to influence:

(a) The adoption or rejection of any proposed rule, standard, rate or other legislative enactment of the other state agency under the Administrative Procedure Act, or

(b) any proposed change to an existing rule, standard, rate or other legislative enactment of another state agency.

(2) No report is required for communications consisting solely of inquiries or factual responses concerning the application of an existing or proposed rule, standard, rate or other legislative enactment of the state agency, where no effort is made to influence the rule-making body. [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1), 78-08-061 (Order 100), § 390-20-053, filed 7/24/78.]

**WAC 390-20-055 Application of RCW 42.17.190 to intra-agency activity.** (1) As to activity taking place within an agency, each agency shall include in its L-5 report information regarding activity which (a) is lobbying as defined in RCW 42.17.020(18), and (b) occurs pursuant to an expressed or implied directive from the governing body or agency head.

(2) Employees of an agency who lobby during their normal working hours on matters not directly affecting the agency or not within the agency's responsibility, or who advocate a position different from the official agency position of the agency while lobbying, must do so while on a status of leave. Any such employee should be aware that they may incur a reporting requirement as any other lobbyist pursuant to RCW 42.17.150, 42.17.170 unless exempted by RCW 42.17.160. [Statutory

Lobbying Reports

390-20-120



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

403 EVERGREEN PLAZA BUILDING  
711 CAPITOL WAY  
OLYMPIA, WASHINGTON 98504  
PHONE: 206-753-1111

PDC FORM  
**L-5**  
REV. 5/78

**LEGISLATIVE ACTIVITIES  
BY STATE AND LOCAL  
GOVERNMENT AGENCIES**  
RCW 42.17.190

**THIS SPACE FOR OFFICE USE**

FILE NUMBER	P.M. DATE	DATE RECVD.
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(Type or print clearly)

AGENCY OR GOVERNMENTAL ENTITY NAME AND ADDRESS	DATE PREPARED	REPORT FOR CALENDAR QUARTER ENDING
	COUNTY	MONTH YEAR

LEGAL CITATION AUTHORIZING LOBBYING ACTIVITIES

- Authority is expressly granted this agency for lobbying or legislative activity and is contained in the following RCW or ordinance: \_\_\_\_\_
- This agency depends on RCW 42.17.190 as amended for authority to expend public funds in legislative activities. (RCW 42.17.190 is printed on reverse.)

IDENTIFICATION OF PERSONS ENGAGED IN LEGISLATIVE RELATED ACTIVITIES DURING PERIOD AND THE NATURE OF SUCH ACTIVITIES

Employee	NAME	JOB TITLE	ANNUAL SALARY	% OF TIME SPENT ON LEGISLATIVE ACTIVITIES DURING QUARTER
1				

GENERAL DESCRIPTION OF LEGISLATIVE ACTIVITIES OR OBJECTIVES. (INCLUDE BILL OR WAC NUMBERS IF ANY)

Employee	NAME	JOB TITLE	ANNUAL SALARY	% OF TIME SPENT ON LEGISLATIVE ACTIVITIES DURING QUARTER
2				

GENERAL DESCRIPTION OF LEGISLATIVE ACTIVITIES OR OBJECTIVES. (INCLUDE BILL OR WAC NUMBERS IF ANY)

Employee	NAME	JOB TITLE	ANNUAL SALARY	% OF TIME SPENT ON LEGISLATIVE ACTIVITIES DURING QUARTER
3				

GENERAL DESCRIPTION OF LEGISLATIVE ACTIVITIES OR OBJECTIVES. (INCLUDE BILL OR WAC NUMBERS IF ANY)

**INSTRUCTIONS**

WHO SHOULD FILE THIS FORM: Each state agency and each city, town, county, municipal corporation, quasi-municipal corporation or special purpose district which expends public funds in providing information, contacting or communicating with members of the state legislature or otherwise lobbying as defined by chapter 42.17.020(18) RCW.

**FILING FREQUENCY:** Quarterly.  
Negative reports are not required.

**FILING DEADLINE:** Apr. 30, July 30,  
Oct 30, Jan 30

**FORM TO BE SUBMITTED TO:** Public Disclosure Commission,  
403 Evergreen Plaza  
Olympia, Washington 98504

ATTACH ADDITIONAL SHEETS IF MORE ROOM IS REQUIRED

CONTINUE ON REVERSE

PDC FORM L-5 (Rev. 5/78)

Editions of PDC form L-5 (Rev. 9/75 and 10/77) are obsolete.



**ITEMIZED EXPENDITURES BY THE AGENCY FOR LOBBYING OR LEGISLATIVE ACTIVITIES**

(For each person identified as engaged in lobbying on front of this report: Multiply $\frac{1}{4}$ of annual salary x % time lobbying. Add total for each person, enter sum here → )		
<b>SALARIES OF PERSONS ENGAGED IN DIRECT LOBBYING</b>		\$
<b>TRAVEL EXPENSE</b> (food, lodging or per diem payments and commercial or private transportation used)		\$
<b>PRINTING, PUBLICATIONS OR OTHER LEGISLATIVE INFORMATIONAL MATERIAL</b>		\$
<b>CONSULTANTS OR CONTRACTS</b>		\$
<b>OFFICE EXPENSES</b> (Proportionate cost for staff, secretarial assistance, telephone, rent, copying and other overhead expenses)		\$
<b>TOTAL THIS QUARTER</b>		\$
<b>TOTAL TO DATE THIS YEAR</b>		\$

<p><b>CERTIFICATION:</b> I certify that to the best of my knowledge the above is a true, complete and correct statement in accordance with RCW 42.17.190.</p>	<p><b>SIGNATURE OF AGENCY HEAD</b></p>
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RCW 42.17.190 Unless authorized by subsection (3) of this section or otherwise expressly authorized by law, no public funds shall be used directly or indirectly for lobbying: PROVIDED, this shall not prevent officers or employees of an agency from communicating with a member of the legislature on the request of that member; of communicating to the legislature, through the proper official channels, requests for legislative action or appropriations which are deemed necessary for the efficient conduct of the public business or actually made in the proper performance of their official duties: PROVIDED FURTHER, That this subsection shall not apply to the legislative branch.

(3) Any agency, not otherwise expressly authorized by law may expend public funds for lobbying but such lobbying activity shall be limited to (a) providing information or communicating on matters pertaining to official agency business to any elected official or officer or employee of any agency or (b) advocating the official position or interests of the agency to any elected official or officer or employee of any agency:

PROVIDED, That public funds shall not be expended as a direct or indirect gift or campaign contribution to any elected official or officer or employee of any agency. For the purposes of this subsection, the term "gift" shall mean a voluntary transfer of anything of value without consideration of equal or greater value, but shall not include informational material transferred for the sole purpose of informing the recipient about matters pertaining to official agency business: PROVIDED FURTHER, That this section shall not permit the printing of a state publication which has been otherwise prohibited by law.

(4) Each state agency which expends state funds for lobbying pursuant to an express authorization by law and each state agency, county, city, town, municipal corporation, quasi-municipal corporation, or special purpose district which expends public funds for lobbying pursuant to the authorization contained in subsection (3) of this section or whose officers or employees communicate on legislation directly affecting the agency to members of the legislature on request of any member or communicate to the legislature requests for legislation shall file with the commission quarterly statements providing the following information for the quarter just completed:

- (a) The name of the agency filing the statement;
- (b) The name, title, and job description and salary of each elected official, officer, or employee engaged in such activities, a general description of the nature of the activities, and the proportionate amount of time spent on the activities;
- (c) An itemized listing of any expenditures incurred by the agency for such activities.

The statements shall be in the form and the manner prescribed by the commission and shall be filed within thirty days after the end of the quarter covered by the report.

(5) The provisions of this section shall not relieve any elected official or officer or employee of an agency from complying with other provisions of this chapter, if such elected official, officer, or employee is not otherwise exempted.

RCW 42.17.370(8) . . . . The term "legislative information" . . . . means books, pamphlets, reports and other materials prepared, published or distributed at substantial cost, a substantial portion of which is to influence the passage or defeat of any legislation.

[Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-08-061 (Order 100), § 390-20-120, filed 7/24/78; Order 94, § 390-20-120, filed 10/31/77; Order 77, § 390-20-120, filed 6/2/76; Order 62, § 390-20-120, filed 8/26/75.]

**Reviser's Note:** RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 390-20-140 Loss of RCW 42.17.160 exemptions.** (1) For the purpose of determining compliance with RCW 42.17.220, a lobbyist's employer shall be responsible for the applicability of all of the exemptions provided in RCW 42.17.160 to any lobbyist the employer employs, pays, or agrees to pay.

(2) The commission recognizes that a lobbyist who initially intends in good faith to utilize the "casual lobbying" exemption from registration and reporting which is provided in RCW 42.17.160(4) may thereafter become ineligible for that exemption, thus violating RCW 42.17.150 and/or 42.17.170 by not having registered and/or reported within the prescribed time periods.

(3) The commission shall not commence enforcement proceedings against a lobbyist or his employer in circumstances described in subsection (2) if the lobbyist:

(a) Registers pursuant to RCW 42.17.150 before doing any lobbying in excess of the exemption limitations in RCW 42.17.160(4); and

(b) Files a report on form L-2 when next due under RCW 42.17.170, which report includes all reportable information for the lobbying activities cumulatively causing the exemption limitations to be reached.

(4) The duty under RCW 42.17.230(1) of a person required to register as a lobbyist to obtain and preserve all records necessary to substantiate required financial reports shall include such records of all activities which cumulatively cause the RCW 42.17.160(4) exemption limitations to be reached and exceeded. [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-07-038 (Order 99), § 390-20-140, filed 6/26/78.]

**WAC 390-20-143 Application of lobbying provisions to organizations.** (1) A lobbyist other than a natural person shall be deemed to have properly restricted its lobbying activities so as to be eligible for the RCW 42.17.160(4) "casual lobbying" exemption during any three-month period in which it, acting through any one or more individuals, does not sponsor or coordinate or directly make expenditures for or on behalf of any one or more members of the legislature or state elected officials or public officers or employees of the state of Washington in connection with lobbying (a) which exceed a total of fifteen dollars, and (b) which are otherwise unreported under this chapter.

(2) A lobbyist other than a natural person which does sponsor or coordinate or directly make unreported expenditures exceeding fifteen dollars during a three-month period, as fully described in subsection (1), shall be subject to the registration and reporting requirements of RCW 42.17.150 and 42.17.170: *Provided*, That it

shall be deemed to have satisfied these requirements if an individual agent responsible for those expenditures (a) registers and reports as a lobbyist, and (b) includes as part of form L-2 when next due a report of these and all other lobbying expenditures sponsored, coordinated, or directly made by the nonnatural person during that three-month period which are not reported on the L-2 of another lobbyist.

(3) A nonnatural person, including but not limited to a law firm, consulting firm, advertising agency, or other similar organization, which receives or expects to receive compensation in whole or in part for lobbying from any person, shall register and report as a lobbyist pursuant to RCW 42.17.150 and 42.17.170: *Provided*, That membership dues or contributions to a nonprofit organization made for the purpose of promoting a general interest and not in return for lobbying on behalf of any specific member or contributor shall not be regarded as compensation for this purpose. Registration statements and reports shall list as the lobbyists both the firm or organization and each individual acting on its behalf. The person paying the compensation shall report under RCW 42.17.180 as a lobbyist's employer. [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-07-038 (Order 99), § 390-20-143, filed 6/26/78.]

**WAC 390-20-145 Reporting of lobbying events.** (1) A meeting or other gathering of individuals for which lobbying is a purpose or reasonably foreseeable result shall be reportable by or on behalf of the sponsoring person in accordance with WAC 390-20-143 and other applicable provisions of law: *Provided*, That the administrator or his designee, with the concurrence of the chairman, is authorized to state in writing how all reportable information relative to a particular gathering shall be reported on form L-2 whenever the application of the appropriate provisions of law is unclear to the reporting person, and this interpretation shall be reviewed and approved, modified or rejected by the commission at its next regular or special meeting.

(2) Any other lobbyist reporting such a gathering may incorporate by reference in his form L-2 a form L-2 which is filed on the sponsor's behalf and which reports the gathering in accordance with applicable provisions of law, including WAC 390-20-143(2) and subsection (1) of this rule. [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-07-038 (Order 99), § 390-20-145, filed 6/26/78.]

## Chapter 390-24 WAC

### FORMS FOR REPORTS OF FINANCIAL AFFAIRS

#### WAC

390-24-020 Forms for amending financial affairs statement.

**WAC 390-24-020 Forms for amending financial affairs statement.** (1) The official form for amending statements of financial affairs as required by RCW 42.17.240 for all persons who have previously filed the


form F-1, is hereby adopted for use. This form shall be designated as form "F-1A".

(2) No more than three F-1A forms may be filed to amend a previously submitted Statement of Financial Affairs (Form F-1). The form can be used only to update information required on an F-1.

(3) The commission reserves the right to reject amendatory forms and require a new Statement of Financial Affairs (Form F-1) at any time if the amendments shown on an F-1A are of such length or detail so as to be confusing or to create misunderstandings. Authority is delegated to the commission's administrator to make this determination.

(4) Copies of form F-1A may be obtained at the commission office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504.



**PUBLIC DISCLOSURE COMMISSION**  
 403 EVERGREEN PLAZA, FJ-42  
 OLYMPIA, WASHINGTON  
 98504 206-753-1111

PDC FORM  
**F-1A**  
 REV. 10-79  
**STATEMENT OF FINANCIAL AFFAIRS  
 ELECTED OFFICIALS, CANDIDATES  
 AND STATE-LEVEL APPOINTED OFFICIALS**

<b>INSTRUCTIONS</b>			<b>THIS SPACE FOR OFFICE USE</b>																			
Please refer to the instruction book when completing this report <b>WHO MUST REPORT:</b> All elected officials, persons appointed to elective office, candidates, designated state appointed officials. (Federal officials and candidates and precinct committeemen are exempt from reporting) <b>WHEN TO REPORT:</b> By April 15, each year you hold office. Officials whose terms expire December 31, or in January are still obligated to report the following year. Candidates or persons appointed to office report within two weeks of becoming a candidate or being appointed. <b>SEND REPORT TO:</b> PUBLIC DISCLOSURE COMMISSION			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>FINANCIAL CODE</b></td> <td style="width: 50%;"><b>P. M. DATE</b></td> </tr> <tr> <td style="font-size: x-small;"> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">CODE</th> <th style="width: 50%;">AMOUNT</th> </tr> <tr> <td>A</td> <td>Less than \$1,000</td> </tr> <tr> <td>B</td> <td>\$1,000 but less than \$5,000</td> </tr> <tr> <td>C</td> <td>\$5,000 but less than \$10,000</td> </tr> <tr> <td>D</td> <td>\$10,000 but less than \$25,000</td> </tr> <tr> <td>E</td> <td>\$25,000 or more</td> </tr> </table> </td> <td style="font-size: x-small;"><b>DATE RECEIVED</b></td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: x-small;"><b>FILE NUMBER</b></td> </tr> </table>		<b>FINANCIAL CODE</b>	<b>P. M. DATE</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">CODE</th> <th style="width: 50%;">AMOUNT</th> </tr> <tr> <td>A</td> <td>Less than \$1,000</td> </tr> <tr> <td>B</td> <td>\$1,000 but less than \$5,000</td> </tr> <tr> <td>C</td> <td>\$5,000 but less than \$10,000</td> </tr> <tr> <td>D</td> <td>\$10,000 but less than \$25,000</td> </tr> <tr> <td>E</td> <td>\$25,000 or more</td> </tr> </table>	CODE	AMOUNT	A	Less than \$1,000	B	\$1,000 but less than \$5,000	C	\$5,000 but less than \$10,000	D	\$10,000 but less than \$25,000	E	\$25,000 or more	<b>DATE RECEIVED</b>	<b>FILE NUMBER</b>	
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Name (Last name) (First name) (Middle Initial)	NAMES OF SPOUSE AND DEPENDENTS		POLITICAL PARTY If partisan office or pertinent to appointment																			
Home Address City County Zip	OFFICE HELD (for elected or appointed officials) DISTRICT _____ POSITION NO. _____ Current term - began : _____ ends: _____		OFFICE SOUGHT (for candidates) DISTRICT _____ POSITION NO. _____ If elected, term will begin: _____ ends: _____																			

**COMPLETE INFORMATION FOR YOURSELF, SPOUSE, DEPENDENT CHILDREN AND OTHER DEPENDENTS IN YOUR HOUSEHOLD**

The F-1A report is designed primarily to simplify reporting by persons who have no changes or only minor changes to an F-1 report previously filed.

After filing a complete F-1 report, you may use the F-1A for no more than the next three reports. A complete F-1 must be filed at least every four years.

The Commission reserves the right to require that a complete F-1 report be filed if it believes amendments shown on one or more F-1A reports could cause confusion or misunderstanding to persons reviewing the reports.

Complete the statements below, sign your report and file it with the Public Disclosure Commission.

No change report. I have reviewed my last complete F-1 report dated \_\_\_\_\_ and F-1A reports (if any) dated (1) \_\_\_\_\_, (2) \_\_\_\_\_. There have been no changes to that information during the preceding calendar year.

Minor change report. I have reviewed my last complete F-1 report dated \_\_\_\_\_. The changes listed below have occurred during the preceding calendar year.

F-1 Item No. \_\_\_\_ Add \_\_\_\_ Delete \_\_\_\_ Change \_\_\_\_ (Report all information required by F-1 report.)

REPORT OF "PUBLIC OFFICE FUND" (if any). LIST CONTRIBUTIONS RECEIVED TO AND EXPENDITURES MADE FROM "PUBLIC OFFICE FUND" DURING THE PRECEDING CALENDAR YEAR FOR YOUR USE IN DEFRAYING NONREIMBURSED PUBLIC OFFICE RELATED EXPENSES. (See key reference in instruction booklet). (Does NOT apply to public revenues or other public funds)

Check here if entry for this item is NONE - Otherwise
  ATTACH LIST showing such contributions, expenditures and other details, as set forth in ITEM 12 KEY REFERENCE in instruction booklet.

SIGNATURE	TELEPHONE	DATE
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[Statutory Authority: RCW 42.17.370(1). 79-11-124 (Order 79-07), § 390-24-020, filed 11/6/79; Order 94, § 390-24-020, filed 10/31/77; Order 87, § 390-24-020, filed 11/19/76; Order 62, § 390-24-020, filed 8/26/75; Order 48, § 390-24-020, filed 3/3/75.]

### Chapter 390-37 WAC

#### ENFORCEMENT PROCEDURES--INVESTIGATIVE HEARINGS

##### WAC

- 390-37-050 Enforcement procedures--Respondent's notice of complaint.  
390-37-150 Reconsideration and review of decisions.

**WAC 390-37-050 Enforcement procedures--Respondent's notice of complaint.** Within ten days of receipt by the commission of a complaint which on its face appears to have merit, the commission shall notify the respondent that a complaint has been filed. The notice shall set forth the nature of the complaint and its origin (citizen complaint, commission or other) and the statutory provision alleged to have been violated. [Statutory Authority: RCW 42.17.370(1). 79-08-046 (Order 79-03), § 390-37-050, filed 7/19/79; Order 81, § 390-37-050, filed 7/22/76.]

**WAC 390-37-150 Reconsideration and review of decisions.** (1) For purposes of this rule, "decision" means any findings, conclusions, order, or other action by the commission which is reviewable by a court.

(2) A decision may be reconsidered only upon (a) the written request of the person aggrieved thereby or (b) the motion or written request of a commissioner who voted on the prevailing side when that decision was made.

(3) Such a request for reconsideration shall be served, or motion made, within thirty days after service of the decision of which reconsideration is sought.

(4) A request or motion for reconsideration shall specify the grounds therefor.

(5) Upon being served with a decision, the respondent may treat that decision as final for the purpose of petitioning for judicial review. The commission may not reconsider any decision after being served with a petition for judicial review.

(6) When a request for reconsideration is served, or motion made, enforcement of the decision of which reconsideration is sought shall be stayed and the decision shall not be final until the commission has acted on the reconsideration.

(7) The commission shall act on the reconsideration, at the next meeting at which it practicably may do so, by: (a) Deciding whether to reconsider its decision, and (b) if it decides to do so, either affirming or amending its decision: *Provided*, That before a decision may be amended other than by lowering a penalty, the respondent shall be given notice and an opportunity to be heard if, and in the same manner as, required for the original decision. [Statutory Authority: RCW 42.17.370(1). 79-08-046 (Order 79-03), § 390-37-150, filed 7/19/79.]

### Title 391 WAC

#### PUBLIC EMPLOYMENT RELATIONS COMMISSION

##### Chapters

- 391-21 Collective bargaining rules--Public employment.  
391-30 Collective bargaining rules--Educational employment.  
391-50 Collective bargaining rules--Community colleges.  
391-70 Collective bargaining rules--Marine employees.

### Chapter 391-21 WAC

#### COLLECTIVE BARGAINING RULES--PUBLIC EMPLOYMENT

##### WAC

- 391-21-003 Application to port districts.  
391-21-137 Filing and service of cross-objections.  
391-21-321 Filing and service of cross-petition for review.  
391-21-535 Filing and service of cross-petition for review.

**WAC 391-21-003 Application to port districts.** Portions of this chapter govern specific proceedings under chapter 53.18 RCW and other statutes relating to collective bargaining between port districts and their employees. The portions of this chapter applicable to port districts are:

(1) Procedures for representation cases, contained in WAC 391-21-100 through WAC 391-21-142.

(2) Procedures for clarification of existing bargaining units, contained in WAC 391-21-300 through WAC 391-21-322.

(3) Procedures for impasse resolution, contained in WAC 391-21-700 through WAC 391-21-708.

(4) Procedures for arbitration of disputes arising from interpretation or application of a collective bargaining agreement, contained in WAC 391-21-800 through WAC 391-21-814. [Statutory Authority: RCW 41.58-.050 and 53.18.030. 79-03-015 (Order 79-1), § 391-21-003, filed 2/16/79.]

**WAC 391-21-137 Filing and service of cross-objections.** Where objections have been timely filed under WAC 391-21-136, any party who has not previously filed objections may, within five days following the last date on which objections may be filed, file cross-objections. Such cross-objections shall be filed and served in the same manner as objections filed under WAC 391-21-136. [Statutory Authority: RCW 41.56.090 and 41.58.500 [41.58.050]. 78-07-014 (Order 78-3), § 391-21-137, filed 6/15/78.]