

Kennewick Citizens Levy & Bond Committee

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July 24, 2023

Tanya Mercier
Compliance Officer
Public Disclosure Commission (PDC)

Re: Case No. 139467

Dear Ms. Mercier,

The following is a response to the complaint filed against the Kennewick Citizen Levy & Bond Committee by the PDC.

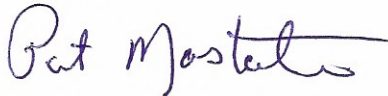
Complaint Description – PDC staff is alleging the Kennewick Citizens Levy & Bond Committee has missing C3 & C4 reports for the Special Election 2023. Starting in September 2022 there were missing C3 Reports and starting in October 2022 there were missing C4 Reports.

Kennewick Citizens Response – During the Special Election 2023, the Kennewick Citizen Levy & Bond Committee experienced support turnover relating to the C3 & C4 Financial Reporting. This was brought to light during the review of the Kennewick School District PDC complaint. Upon the discovery, the Kennewick Citizen Levy & Bond Committee took the following steps:

- Performed a full reconciliation of the deposits and expenses for the Special Election 2023
- Based on the reconciliation, revised and established multiple C3s and C4s for the Special Election 2023
- Contacted the PDC to ensure understanding of PDC Compliance as well as the ORCA reporting software system. Working first with Tanya Mercier, PDC Compliance Officer and then frequently with Ladelle Fuquay, PDC Customer Service and Outreach Division.
- Attended online ORCA software Training through Zoom on May 24, 2023
- Established electronic online banking to ensure timely posting of deposits and expenses.

Thank you for your consideration.

Sincerely



Pat Mastaler
Kennewick Citizen Levy & Bond Committee, Chair