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Visit our Website:

www.WMCAClerks.org

Founded in 1970, WMCA is a non-profit association that promotes the professional and education standards of Municipal Clerks, County Clerks, and Transit Board Clerks in various local governments of the State of Washington.

President's Message

Sandy Paul, CMC



My life this month is like a Sudoku puzzle: I have only so many days and many, many favorite people, and I want to get an opportunity to spend time with each of them, at my house, feeding them, and waiting on them and enjoying their company. Or going to them, one on one, in small groups, or larger ones, enjoying our state's many diverse cities, large and small, and the rest of our lovely state as well.

If you do Sudoku puzzles, you know the angst of getting the right number in the right place so it all fits and you 'win'! So if someone cannot do one evening, or weekend, or one day of a weekend, how can it be juggled to fit someplace else without causing something else to move?

I've successfully scheduled some events and several more must fit in before the weather cools and opening the French doors ceases to be an option. My house is too small for large groups, so entertaining has to take place in the summer when the open doors can expand the living room to include the patio.

Therefore, coming off of a weekend with girlfriends in the foothills of the Cascade mountains near Darrington on the Stillaguamish River, I am filled with renewed awe and appreciation for the Pacific Northwest. While we have not had the warmest, driest weather this season, the days have been pleasant. We do not have poisonous bugs or snakes, tornadoes, hurricanes, or humidity, for which we can be thankful. Nor, unfortunately, do we get abundant sunshine! There is no place on earth more beautiful when that elusive sun DOES shine. No South Pacific Island, no secluded Asian beach, no charming Italian or Grecian coast or vineyard, no delightful little Alaskan or Norwegian fiord, no expensive resort anyplace in the world has anything over our beautiful Pacific Northwest.

The lessons of Dr. Seuss came to mind as I walked through the forest of very old, but not first growth, timber, listening to the cacophony of birds and noting the native plants and a definite absence of invasive species.

Dr. Seuss wrote *The Lorax* for the very first Earth Day to bring awareness to abusing our natural resources. ...

Business is business!

And business must grow.

I meant no harm.

I most truly did not.

But I had to grow bigger.

So I biggered my factory.

I biggered my roads.

I biggered my wagons.

I biggered the loads of the Thneeds I shipped out. . . .

I went right on biggering... selling more Thneeds.

And I biggered my money,

which everyone needs.



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Darrington could actually use some *biggering* to build up the little town, but development has taken a long vacation.

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Sharpen Your Skills at Fall Academy

October 5, 2012, 8:30am-4:30pm

By Virginia Olsen, Education Committee Co-Chair

Jordan Peabody, heard frequently as a speaker at the Northwest Clerks Institute, will present "Writing Policies and Procedures" at the Yakima Valley Museum on Friday, October 5. For those seeking certifications, you will earn 3 CMC or 3 MMC education points for this workshop! This workshop is also recommended if you have obtained your certification and want to continue your professional development.



Jordan will teach how policies differ from procedures and task outlines and he'll highlight what kind of information belongs in each of these documents.

The cost is \$150, including a \$25 manual that is required for the course. Registration is now online at www.wmcaclerks.org. The cost goes up \$25 after September 21, so please register soon. You can pay online or mail to our WMCA Treasurer Gina Anderson. Lunch, snacks, coffee and soft drinks are included in the cost of registration.

Hotel accommodations are recommended at the Oxford Suites that overlooks the Yakima River with a special WMCA rate of \$85 for a king bed or \$77 for two doubles. Mention WMCA when you call reservations at (509) 457-9000.

Find more information about Jordan Peabody and this workshop, visit his website and YouTube video at www.peabodycommunications.com. Invest in yourself and your education -- I look forward to seeing everyone soon!

Are you planning on attending the Fall Academy? Have you obtained your CMC status and are now working towards your MMC? If so, you may be eligible for a Margery Price Scholarship. Please look at the Margery Price Scholarship guidelines on the WMCA website.

Applications are due August 13, 2012. For more information, please contact Dee Roberts, City of South Bend at dee.roberts@southbend-wa.gov

PRESIDENT'S MESSAGE

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In fact, several of the little businesses I visited last year were closed and a few more were planning to close. The Darrington Branch of Bank of America is now an automated machine inside the lumber yard/hardware store around the block. Hopefully, those are only signs of these times and the signs of new times will materialize soon.

The point is, though, that even though I am not particularly a tree hugger, I AM grateful to call this beautiful region home. This is my one true paradise. And *unless someone like you cares a whole awful lot*, the *Oncelers* are going to cut those beautiful symbolic trees and make *Thneeds* out of them! I call on you to make the world better; to help protect resources that cannot protect themselves. Instead of facing all issues as negatives, *think up* and offer alternatives which you will be willing to get behind. Support sustainable improvements to an infrastructure that we have been blessed to inherit, intact and working. Believe in leaving behind something better than when you arrived, to make the world a better inheritance for our children, grandchildren, and great-grandchildren. Even if they are our grand and great-grand nieces and nephews!

Sandy

Show Me The Money!!!

DISCUSSION FORUMS



At the Fall WMCA Academy Session, the \$5.00 Raffle Tickets will be available for sale. Our goal is to sell all 1,500 tickets by the

drawing at the WMCA Annual Conference Banquet on Thursday, March 21, 2013 at the Murano Hotel, Tacoma, WA.

NEW THIS YEAR! The tickets will be \$5.00 each **OR** 5 for \$20 – what a deal!

Three chances to win: First Drawing is \$500, Second Drawing is \$750, and Third Drawing is \$1,000.

To get your tickets to sell to friends, family, co-workers, and of course yourself, contact:

Debbie Jermann, MCC
Executive Assistant/Clerk of the Board
PO Box 2529
Vancouver, WA 98668
(360) 906-7303
debbiej@c-tran.org

REGION IX NEWS

As your Region IX Directors, Kristie and I would like to remind you the summer edition of the Region IX Newsletter was published in late June. In case you missed it, don't fret! It can be found on the IIMC Website or by clicking on the link provided.

<http://www.iimc.com/archives/43/June%202012%20Newsletter%20Region%20IX.pdf>.

To date, it has been a fairly quiet summer as it relates to all things IIMC. I'm encouraged to see new members coming on board throughout Region IX. Enjoy the rest of your summer and please, let Kristie and I know if we can be of assistance to you in any way.

Respectfully submitted,

Joann Tilton, MMC
Region IX Director

Clerks Helping Clerks

By Virginia Olsen, WMCA Secretary

I told my boss that I'd like to prepare a handbook for Board and Commission Members, because there are a number of things that come up throughout the year that they don't know about. Also, important information does not get passed along to new members and new chairs do not understand their roles.

With the growing popularity of social media for city communications, we wanted to educate our B&C members about our city's social media policies. I decided it was time to take on the handbook project and include these policies, but didn't want to reinvent the wheel.

One of the best resources WMCA offers is the clerks themselves! What's the best way to tap that resource and get an answer to a question or a sample document... quickly? The WMCA Discussion Forums on our website!

I logged in and posted a request for other agencies' handbooks at the end of the day yesterday and *voila!* This morning I had three documents waiting in my inbox...one from Jenny Kuhn in Woodinville, one from Kay Kammer in Battle Ground and one from Carol Etgen in Fife! It's like magic and it's a great way to stay connected with your colleagues, too.

If you haven't checked out the Discussion Forum, here's what you do:

- ⇒ Go to www.wmcaclerks.org
- ⇒ Log in with your email address and password
- ⇒ If you don't know your password, contact busselman@sequimwa.gov

- ⇒ Find Discussion Forums in the Members Only section

As you can see, there are a number of regular topics or you can create your own. There's also a section to post your sample documents that is growing each day. I actually just discovered this when writing the article, so feel free to contribute your own sample documents!

If you haven't visited our Discussion Forums, please visit or if it's been awhile since you've checked in, take a look! It's well worth it!

AUGUST FEATURED CLERK



RONALD MOORE City of Shoreline Deputy Clerk WMCA Membership Committee Chair



Born in New Haven, Connecticut, Ronald joined the United States Army in 1988. He was stationed in Germany until 1992 when he relocated to Fort Lewis (now known as JBLM) where he served as an Executive Administrative Assistant until 1996. He took employment with the City

of Normandy Park as the City Clerk for five years before spending his next seven years to present with the beautiful City of Shoreline.

The City of Shoreline population is just over 53k located as the first city north of Seattle and the last northern city in King County. The city is primarily residential with more than 70% of the households being single-family residences. The city is lean, based on employees per capita, with a very high customer satisfaction rate. 95% of the residents rate Shoreline as an excellent or good place to live. The forefront of Ronald's duties included managing the City of Shoreline Regulatory Collective Garden Business License process.

Ronald is the current WMCA Membership Committee Chair and in 2011, he served on the Conference Planning, Education, and Scholarship Committees. In 2010, he was on the Education and Awards committees. He has always been on at least two WMCA Committees since joining in 2005.

Ronald has one stepbrother, four sisters, a 13-year old daughter Olivia and 17-year old son Tevin. He spends much of his time away from the office with his girlfriend Brianne Dolan, a Pharmaceutical Representative, at least for the time being – Ronald hints that wedding bells are in the future. They recruited 11 other friends and established a co-ed softball team, their first game being August 4th. Ronald's other interests include

being a music DJ and volunteering annually with the Oh Boy! Oberto hydroplane racing in Tri-Cities and Seattle's SeaFair.

Ronald and Bri have seven pets also keeping them very busy, six of which are rescues:

- 🐕 **THREE DOGS** – Mikea (Female Border Collie), Harley (Male Husky/Labrador), and Phoebe (Female Chihuahua/Dachshund)
- 🐈 **TWO CATS** – Jefferson (Male Black/White short hair) and Ivy (Female Black/White short hair)
- 🦜 **TWO BIRDS** – MJ "Michael Jackson" (Male parakeet) (who was homeless and sitting at the employee entrance of Shoreline City Hall about two months ago) and Indiana (Female parakeet) who was just purchased about three weeks ago to be MJ's buddy!



Ronald's favorite color changes as he ages. It used to be red, then royal blue, then Edwardian gray, now it is Forest Green. Ronald's favorite food is Pho!





November General Election Initiative Information

By Carol Etgen, WMCA Legislative Committee Chair

Information is available on-line at the Association of Washington Cities website at <http://www.awcnet.org/LegislativeAdvocacy/Initiativeinformation.aspx>. Here you will find information on the two initiatives that will be on the ballot in November, including I-502 – Marijuana Legalization and I-1185 – State Taxes & Fees. AWC has fact sheets and the Initiative text along with links to the “yes” and “no” websites.

Correction

July Newsletter Article

“Know Claims Forms Legal Rules”

By Carol Etgen, WMCA Legislative Committee Chair

Sincere thanks to Woody Edvalson who I now know *read* my article and pointed out that the RCW I quoted was incorrect. What I should have said was “The legislature in 2009 amended RCW 4.96.020, requiring claims for damages be presented on the standard tort claim form....”

Congratulations
Carol Etgen, MMC, City of Fife
Appointed to the
AWC Legislative Committee

MRSC put out the following to its members:

Here is the Adobe PDF link to ***Budget Suggestions for 2013***. We hope this material will assist you as you go through the budget process and into 2013.

Click on link, <http://www.mrsc.org/publications/bs13.pdf>.



MEMBERSHIP NEWS

August 2012

Congratulations to our newest Certified Municipal Clerks:

Darla Reese, CMC, City of Granite Falls

Tammy Stanger, CMC, City of Wenatchee

CMC

Congratulations to our newest Master Municipal Clerks:

Shaunna K. Lee-Rice, MMC, City of Maple Valley

Roberta J. Usselman, MMC, City of Sequim

Debbie Burke, MMC, City of Normandy Park

Harwood T. Edvalson, MMC, City of Bonney

MMC

Port Gamble Maritime Music Festival
Port Gamble
August 11th
www.portgamblemaritimemusic.com

Washington Midsummer Renaissance Faire
Bonney Lake
August 11th and 12th
August 18th and 19th
www.washingtonfaire.com

Sunday Funday Luau & Car Show
Prosser
August 26th
wineyakimavalley.org

Sammamish Nights
Sammamish
August 18h
www.sammamishchamber.org

Cornbread & Blue Grass Day
Cougar
August 25th
cedarcreekgristmill.com

Blackberry Festival
Bremerton
September 1st to 3rd
www.blackberryfestival.org

Get Out of the Rut Weekend
Eatonville
September 1st to 4th
www.nwtrek.org

Golf Class & Family Fun Fest
Eastsound
September 8th
www.orcascenter.org

Great Grandview Grape Stomp
Grandview
September 8th
www.visitgrandview.org

Wooden Boat Festival
Port Townsend
September 7th to 9th
www.woodenboat.org/festival

Published by Clerks for Clerks!

If you have any great news to share or ideas for articles for the September edition of the WMCA Newsletter, be sure to email them to Melody Valiant at mvaliant@ci.tumwater.wa.us & Rachel Shaw at rshaw@cityofprosser.com