

CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE

TUESDAY, MARCH 8, 2016  
6:00 PM

CITY HALL CONFERENCE ROOM  
601 7<sup>TH</sup> STREET

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1. Call to Order
2. Approve February 23, 2016 Meeting Minutes
3. Discuss Claim Checks for Period Ending March 8, 2016
4. Discuss February 2016 Payroll Checks and Vacation Buy Outs
5. Other Discussion Items
6. Next Meeting – March 22, 2016
7. Adjournment

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Attachments:

February 23, 2016 Meeting Minutes  
Visa Payment Detailed Information  
February 2016 Payroll Checks and Vacation Buy Outs

**CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE  
MINUTES  
TUESDAY, FEBRUARY 23, 2016**

**CALL TO ORDER**

Council Member Becken called the meeting of the City of Prosser Budget and Finance Committee to order at 6:00 p.m.

**ATTENDANCE**

Council Member Becken, Council Member Everett, Council Member Edwards, and Finance Director Yost were present

**APPROVE FEBRUARY 9, 2016 MEETING MINUTES**

A motion was made by Council Member Becken, seconded by Council Member Edwards to approve the February 9, 2016 meeting minutes. Motion carried unanimously.

**DISCUSS CLAIM CHECKS FOR PERIOD ENDING FEBRUARY 23, 2016**

The Committee reviewed the claim checks prepared for City Council approval. The Committee discussed the invoices for Tolman Electric & Pumptech Inc.

**OTHER DISCUSSION ITEMS**

Finance Director Yost informed the Committee that an Ordinance has to be created to officially change the time for all future meeting at 6:00 pm. City Council will be considering this Ordinance for approval in the near future.

Finance Director Yost informed the Committee of a BIAS conference that several staff members attended.

**ADJOURNED**

The meeting of the Budget and Finance Committee was adjourned at 6:13 p.m.

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Council Member Steve Becken  
Budget & Finance Committee Chair

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Toni Yost  
Finance Director



U.S. BANK  
P.O. BOX 6343  
FARGO ND 58125-6343



ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 02-22-2016  
AMOUNT DUE \$1,639.82  
NEW BALANCE \$1,639.82  
PAYMENT DUE ON RECEIPT

000012660 1 MB 0.439 106481404422661 P  
CITY OF PROSSER  
ATTN ELIA BELMARES  
601 7TH STREET  
PROSSER WA 99350-1459

AMOUNT ENCLOSED  
\$

Please make check payable to  
U.S. BANK

U.S. BANK  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
CITY OF PROSSER	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New Balance	
[REDACTED]	\$1,623.40	\$1,639.82	\$0.00	\$0.00	\$0.00	\$0.00	\$1,623.40	\$1,639.82	
Company Total									

CORPORATE ACCOUNT ACTIVITY					
CITY OF PROSSER					TOTAL CORPORATE ACTIVITY
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-03	02-03		AUTO PAYMENT DEDUCTION	1,623.40 CR	\$1,623.40 CR

NEW ACTIVITY					
L. DACORSI		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$714.28	\$0.00	\$714.28
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-26	01-25	24755426025640252717184	BEST WESTERN PLUS PEPPERT AUBURN WA 30721A ARRIVAL: 01-24-16	229.28	
02-08	02-06	24431066037026642629192	GREEN RIVER COMMUNITY CO. GREENRIVIERC WA	300.00	
02-17	02-16	24492156047894351317355	PAYPAL *EVERGREENRU 402-935-7733 CA	185.00	

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696	[REDACTED]	PREVIOUS BALANCE	1,623.40
		PURCHASES & OTHER CHARGES	1,639.82	
	STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
	02/22/16	.00	CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	.00
			PAYMENTS	1,623.40
SEND BILLING INQUIRIES TO:			ACCOUNT BALANCE	1,639.82
U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335		AMOUNT DUE		
		1,639.82		



Company Name: CITY OF PROSSER
Corporate Account Number: [REDACTED]
Statement Date: 02-22-2016

NEW ACTIVITY					
<b>DAVID GILES</b>		<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
[REDACTED]		\$0.00	\$334.77	\$0.00	\$334.77
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-01	01-28	24765016029036029281500	HOLIDAY INN EXPRESS LACEY WA 02928150 ARRIVAL: 01-25-16	334.77	
<b>TONELLE M YOST</b>		<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
[REDACTED]		\$0.00	\$590.77	\$0.00	\$590.77
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-01	01-30	24692166030000748650567	UPS*00000021R293046 800-811-1648 GA	5.95	
02-22	02-18	24610436050072006263459	AC DAVENPORT TOWER SPOKANE WA 2770982602180 ARRIVAL: 02-16-16	476.10	
02-22	02-18	24610436050072006263467	AC DAVENPORT TOWER SPOKANE WA	54.36	
02-22	02-18	24610436050072006263475	AC DAVENPORT TOWER SPOKANE WA	54.36	

Department: 00000 Total: \$1,839.82  
 Division: 00000 Total: \$1,839.82

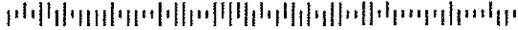


U.S. BANK  
 P. O. Box 6343  
 Fargo, ND 58125-6343



ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00



000012663 1 MB 0.439 106481404422664 P  
 TONELLE M YOST  
 CITY OF PROSSER  
 601 7TH ST  
 PROSSER WA 99350-1459

"MEMO STATEMENT ONLY"  
 DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
01-30	02-01	4214	UPS*00000021R293046 800-811-1648 GA	24692166030000748650567	5.95
02-18	02-22	3826	AC DAVENPORT TOWER SPOKANE WA 2770982602180 ARRIVAL: 02-16-16	24610436050072006263459	476.10
02-18	02-22	3826	AC DAVENPORT TOWER SPOKANE WA	24610436050072006263467	54.36
02-18	02-22	3826	AC DAVENPORT TOWER SPOKANE WA	24610436050072006263475	54.36

001-514-23-43 \$ 476.10

001-514-23-42 \$ 5.95

*K.mv*

*Double charged!  
 not paying it yet, until it gets resolved*

RECEIVED

FEB 29 2016

CITY OF PROSSER

CUSTOMER SERVICE CALL <b>800-344-5696</b>	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
	STATEMENT DATE 02/22/16	PURCHASES, FEES & ADJUSTMENTS	\$590.77
MANAGING ACCOUNT NUMBER [REDACTED] <b>CONTACT AND ADDRESS</b> CITY OF PROSSER ELIA BELMARES 601 7TH STREET PROSSER, WA 99350		CHECKS/CASH ADVANCES	\$0.00
		DISPUTE AMOUNT	\$0.00
		CREDITS	\$0.00
		<b>STATEMENT TOTAL</b>	<b>\$590.77</b>





Payments > One-Time Payment

[Print this page](#)

**Manage One-Time Payments**

Thank you for your payment. It is currently being processed. Please review the [Payment Activity](#) screen for an updated status.

**Scheduled Payments (1 item)**

Invoice Number	Account Number	Due Date	Payment Method	Amount Due
[REDACTED]	[REDACTED]	Feb 01, 2016	City Of Prosser	\$5.95

Print this page Close

# Payment Accounts

## Report Details

Payment Account Nickname	Payment Account Type	Account Number	
City Of Prosser	Visa	[REDACTED]	Yost



**Delivery Service Invoice**

Invoice date **January 23, 2016**  
Invoice number [REDACTED]  
Shipper number **21R293**  
Control ID **50S1**  
Page 1 of 3

ACH



0376A000021R2939 77394040030376  
MB 01 019588 65136 H 55 C



**CITY OF PROSSER**  
**A/P**  
**601 7TH ST**  
**PROSSER, WA 99350-1459**

Sign up for electronic billing today!  
Visit [ups.com/billing](http://ups.com/billing)

For questions about your invoice, call:  
(800) 811-1648  
Monday - Friday  
8:00 a.m. - 9:00 p.m. E.T.

or write:  
UPS  
P.O. Box 7247-0244  
Philadelphia, PA 19170-0001

**Account Status Summary**  
**Weekly Payment Plan**

Amount Due This Period	\$ 5.95
Amount Outstanding (prior invoices)	\$ 0.00
Total Amount Outstanding	\$ 5.95

**A paper duplicate**

Thank you for registering to receive your UPS Delivery Service Invoice electronically. For the next billing cycle, you will receive both an electronic invoice and a duplicate paper invoice. After that transition period, you will only receive invoices electronically. Thank you for choosing UPS.

**Questions about your charges?**

To get a better understanding of the charges on your invoice, visit our invoice guide and glossary of billing charges at [ups.com/invoiceguide](http://ups.com/invoiceguide).

**Thank you for using UPS.**  
**Summary of Charges**

Page	Adjustments & Other Charges	Charge
3		\$ 5.95
<b>Amount due this period</b>		<b>\$ 5.95</b>

UPS payment terms require payment of this bill by February 1, 2016.

Payments received late are subject to a late payment fee of 6% of the Amount Due This Period. (see Tariff/Terms and Conditions of Service at [ups.com](http://ups.com) for details)

*Note: This invoice may contain a fuel surcharge as described at [ups.com](http://ups.com). The published fuel surcharge is 5.25% for UPS Ground Services and 4.25% for UPS Air Services, UPS 3 Day Select, and International services. For more information, visit [ups.com](http://ups.com).*

RECEIVED

JAN 28 2016

CITY OF PROSSER

Please tear off and send with your payment in the enclosed envelope. Do not use staples or paper clips.



**Return Portion**

**CITY OF PROSSER**  
**A/P**  
**601 7TH ST**  
**PROSSER, WA 99350-1459**

Invoice Date **January 23, 2016**  
Invoice Number [REDACTED]  
Shipper Number **21R293**

Amount due this period	\$ 5.95
Amount enclosed	

If this billing address is incorrect, mark an "X" in this box and make the appropriate changes above.



**UPS**  
**PO BOX 894820**  
**LOS ANGELES, CA 90189-4820**



**Delivery Service Invoice**

Invoice date **January 23, 2016**

Invoice number [REDACTED]

Shipper number 21R293

Page 3 of 3

**Adjustments & Other Charges**

**On-Call Pickup Requests**

Date	Date of Request	Pickup Request No.	Service	Billed Charge
01/15	01/14	2950E4MQ39J	Future Day Pickup - Phone Request	5.65
			Fuel Surcharge	0.30
			<b>Total</b>	<b>5.95</b>

1st ref: 817639296001

2nd ref : 815554181001

Tracking No.: [REDACTED]

Pickup Address: LANCY VARDEZANO  
CITY OF PROSSER  
601 7TH ST  
PROSSER WA 99350

<b>Total On-Call Pickup Requests</b>	<b>1 Request(s)</b>	<b>5.95</b>
<b>Total Adjustments &amp; Other Charges</b>		<b>5.95</b>

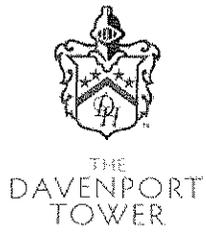




Ms Elia Lara  
 Xxx  
 Xxx NE 11111  
 United States

Room Number: 1164  
 Arrival Date: 02-16-16  
 Departure Date: 02-18-16  
 CRS Number: 88038762  
 Rewards No:

Date	Description	Charges	Credits
02-16-16	Room Charge	169.99	
02-16-16	Sales Tax - Rooms	14.79	
02-16-16	Lodging Tax	5.61	
02-16-16	TPA	2.00	
02-16-16	Other Rooms Rev - Refrigerator	10.00	
02-16-16	Sales Tax	0.87	
02-16-16	Other Rooms Rev - Microwave	15.00	
02-16-16	Sales Tax	1.31	
02-16-16	Guest Overnight Self Parking	17.00	
02-16-16	Sales Tax	1.48	
02-17-16	Room Charge	169.99	
02-17-16	Sales Tax - Rooms	14.79	
02-17-16	Lodging Tax	5.61	
02-17-16	TPA	2.00	
02-17-16	Other Rooms Rev - Refrigerator	10.00	
02-17-16	Sales Tax	0.87	
02-17-16	Other Rooms Rev - Microwave	15.00	
02-17-16	Sales Tax	1.31	
02-17-16	Guest Overnight Self Parking	17.00	
02-17-16	Sales Tax	1.48	
02-18-16	Visa Card [REDACTED]		476.10



Ms Elia Lara  
Xxx  
Xxx NE 11111  
United States

Room Number: 1164  
Arrival Date: 02-16-16  
Departure Date: 02-18-16  
CRS Number: 88038762  
Rewards No:

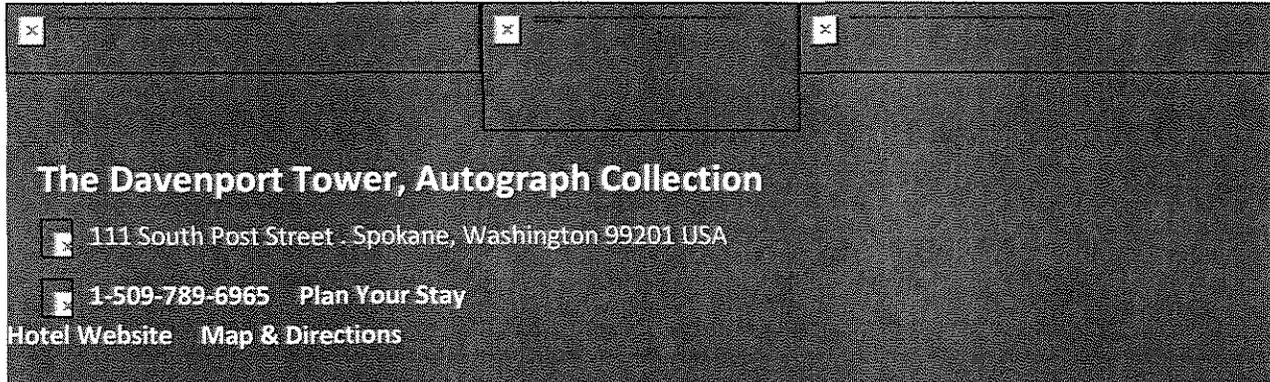
Date	Description	Charges	Credits
	<b>Total</b>	<b>476.10</b>	<b>476.10</b>
	<b>Balance</b>	<b>0.00</b>	

As a rewards member, you could have earned points towards your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the Front Desk or [www.MarriottRewards.com](http://www.MarriottRewards.com).

**Elia Lara**

**From:** Autograph Collection Reservations [reservations@autographcollectionhotels-res.com]  
**Sent:** Thursday, November 12, 2015 3:22 PM  
**To:** Elia Lara  
**Subject:** Reservation Confirmation [REDACTED] for The Davenport Tower, Autograph Collection

Please review your reservation details and keep for your records



The Davenport Tower, Autograph Collection

111 South Post Street . Spokane, Washington 99201 USA

1-509-789-6965 Plan Your Stay

Hotel Website Map & Directions

**Reservation Confirmation:** [REDACTED]

For Ms. ELIA LARA

CHECK-IN DATE Tuesday, February 16, 2016  
CHECK-IN TIME 04:00 PM

CHECK-OUT DATE Thursday, February 18, 2016  
CHECK-OUT TIME 12:00 PM

[Modify your reservation](#)

[Cancel your reservation](#)

Dear Ms. ELIA LARA,

You're on the guest list. Your hotel reservation is confirmed and we look forward to welcoming you to Autograph Collection Hotels. Each Autograph Collection hotel has been selected for its rich character and uncommon details. A summary of your reservation is outlined below; please review it carefully and enjoy your stay.

Sincerely,  
The Davenport Tower, Autograph Collection

**Enhance Your Stay**



Extra adult charge (children may be exempted) 15.00 USD

Total for stay (for all rooms) 418.38 USD

**Other Charges**

- \* On-site parking, fee: 17 USD daily
- \* Valet parking, fee: 22 USD daily

[Modify or cancel your reservation](#)

[Book Another Reservation](#)

**Rate and Cancellation Details**

- \* Please note that a change in the length or dates of your reservation may result in a rate change.
- \* You may cancel your reservation for no charge until Monday, February 15, 2016 (1 day[s] before arrival). Please note we will assess a fee if you must cancel after this deadline.
- \* Please note that we will assess a fee of 209.19 USD if you must cancel after this deadline.

If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

**RATE GUARANTEE LIMITATION(S)**

- \* Changes in taxes or fees implemented after booking will affect the total room price.
- \* Please note that a change in the length or dates of your reservation may result in a rate change.



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**50,000 Bonus Points + 1 Free Anniversary Night Stay**

Plus, you receive guaranteed Elite Status every year.

Learn More!



**Contact Us**

Call 1-877-829-2429 in the US and Canada



U.S. BANK  
 P. O. Box 6343  
 Fargo, ND 58125-6343



ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00

000012662 1 MB 0.439 106481404422663 P  
 DAVID GILES  
 CITY OF PROSSER  
 601 7TH STREET  
 PROSSER WA 99350-1459

"MEMO STATEMENT ONLY"  
 DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
01-28	02-01	3501	HOLIDAY INN EXPRESS LACEY WA 02928150 ARRIVAL: 01-25-16	24765016029036029281500	334.77

RECEIVED

FEB 29 2016

CITY OF PROSSER

001-521-20-43

*[Handwritten Signature]*

*Sgt. Blackburn Management Rights Training*  
*CLAS*

CUSTOMER SERVICE CALL <b>800-344-5696</b>	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
	STATEMENT DATE 02/22/16	PURCHASES, FEES & ADJUSTMENTS \$334.77
MANAGING ACCOUNT NUMBER [REDACTED] CONTACT AND ADDRESS CITY OF PROSSER ELIA BELMARES 601 7TH STREET PROSSER, WA 99350		CHECKS/CASH ADVANCES \$0.00
		DISPUTE AMOUNT \$0.00
		CREDITS \$0.00
		STATEMENT TOTAL \$334.77

**Christy Mendoza**

**From:** Holiday Inn Express & Suites [HolidayInnExpress@reservations.ihg.com]  
**Sent:** Wednesday, September 16, 2015 1:53 PM  
**To:** Christy Mendoza  
**Subject:** Your Reservation Confirmation # [REDACTED] at Holiday Inn Express & Suites.

[Thank you for booking with Holiday Inn Express & Suites.](#)

[View with Images](#) 



## Reservation Confirmed.

[Reservations](#) | [Locations](#) | [Customer Care](#) | [IHG® Rewards Club](#)



### Holiday Inn Express & Suites LACEY

4460 3rd Ave Se  
Lacey, WA 98503

 [View Map / Get Driving Directions](#)

Hotel Front Desk: 1-360-4917985

**Guest Name:** Ed Blackburn

Check In:	Check Out:	Rooms:	Adults:
<b>Mon 25 Jan 2016</b>	<b>– Thu 28 Jan 2016</b>	<b>1</b>	<b>1</b>
03:00 PM	12:00 PM		

 [MODIFY RESERVATION](#)

 [CUSTOMER CARE](#)

 [DRIVING DIRECTIONS](#)

 [DOWNLOAD THE IHG® APP](#)

 [GROUND TRANSPORTATION](#)

Your confirmation number is:

## 1 King Bed Leisure Nonsmoking - Non Smoking

Special Requests: Room tax only no other charges authorized

Rate Type: Government Rate

Number of Rooms: 1

### Room Rate Per Night:

Mon 25 Jan 2016 - Thu 28 Jan 2016 \$99.00 (USD)

Taxes: \$37.77 (USD)

Estimated Total Price: \$334.77 (USD)\*

**MODIFY RESERVATION**

**Cancellation Policy:** Canceling your reservation before 6:00 PM (local hotel time) on Monday, 25 January, 2016 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 25 January, 2016, or failing to show, will result in a charge equal to the first night's stay per room to your credit card. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

**Rate Description:** BREAKFAST AND WIRELESS HIGH SPEED INTERNET INCLUDED IN RATE. ENJOY OUR EVENING RECEPTIONS WITH APPETIZERS AND BEVERAGES MON THROUGH THUR FROM 5PM TO 7PM. OUR SPACIOUS ROOMS INCLUDE A KING BED, A SEATING AREA, A REFRIGERATOR, MICROWAVE AND TV. A BATH WITH A SHOWER AND TUB IS ALSO AVAILABLE ON SITE.



In 2014, IHG® will offer all members free Internet across 4,900 hotels in nearly 100 countries and territories.

[Learn More](#)

### Things to do

Make the most of your stay, check out local information and nearby attractions.

[See What's Local](#)

### Places to Dine

Explore Lacey dining and restaurants in the nearby area.

[See What's on the menu](#)

REGISTERED ONLINE  
9-16-15

**Performance Directed Management:**

A common sense approach

**Management's Rights**

Hosted by the

**Thurston County Sheriff's Office**

Held at the Thurston Co Fair Grounds Expo Ctr

3054 Carpenter Rd. SE, Lacey, WA 98503

from 8am-4pm on January 26, 2016



**"Measure Performance, not Performers"**

This course teaches that the employment relationship is an enforceable contract wherein management has inherent and enforceable rights. These rights include requiring employees to: attend work on a regular basis, give a fair day's work, be subordinate, lawful to directives, perform to standards, get along with others and to be loyal to their employer's lawful business needs. The problem is that the traditional people-oriented style of management has been seriously weakened by 40 years of employee labor and employee rights laws. A performance-oriented model of management based on principles found in contract law, economics and Performance Theory is a more powerful, practical, simpler and enforceable alternative. We are a "How to" company providing answers.

**Command and Supervisory Personnel from the following agencies should attend:**

- Law enforcement
- Fire Service
- Public Works
- Human Resources
- Emergency Communications

**Topics include:**

- understanding why management must move away from people management and move towards performance management.
- provide support for the fact that courts and arbiters support the enforcement of management's rights
- define the "Universal Rights" of management
- design the foundation for a performance-oriented style of management

Attendees will receive a certificate of training, a class manual and hard copies of model forms and policies to use as resources for implementing this program into their agency. Class size is limited, please register early.

**D.J. Van Meter Ph.D / Associate**

D.J. Van Meter Ph.D. is the principal of Van Meter & Associates, Inc. (VMA) and has spent the last 45 years in law enforcement, 15 years as a sworn officer. He has a Ph.D. in Training and Organizational Development from The Ohio State University, Columbus, Ohio and also hold's a Master's Degree in Labor and Human Resource Management. He works with counsel as an expert witness, reviews discipline and termination cases and develops customized policy and procedures manuals for all public safety organizations nationwide.

Regular tuition: \$170 first registrant/ \$150 each additional  
Prepaid tuition: \$150 first registrant/ \$130 each additional

(P.O.'s Vouchers, postmarked on or after January 20, 2016)  
All CC payments and checks postmarked by January 19, 2016)

Master Card, Visa

Fax this entire page to VMA 614-451-8905 Or call 800-331-8025 Or Email: vanmeterassociates@att.com (Duplicate this form if needed)

Contact Name \_\_\_\_\_ Dept \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PH \_\_\_\_\_ FAX \_\_\_\_\_ Check to be mailed on \_\_\_\_\_

PO# \_\_\_\_\_ CC# \_\_\_\_\_ EXP Date \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

We will promptly remove your fax number if you call 800.331.8025

**Van Meter & Associates, Inc. (www.vmanet.com)**  
Training & Organizational Development for Public Safety Forces  
The "How to" company from Coast-to-Coast since 1982  
P.O. Box 21313, Columbus, Oh 43221  
1-800-331-8025 FAX 614-451-8905

Performance Directed Management:  
A common sense approach

**Discipline & Termination: Rules, Policies and Procedures**

Hosted by the

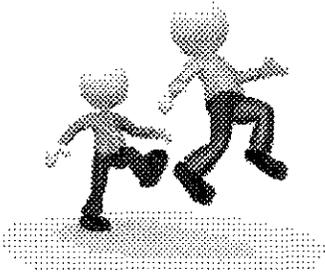
**Thurston County Sheriff's Office**

Held at the Thurston Co Fair Grounds Expo Center, 3054  
Carpenter Rd SE, Lacey WA 98503  
from 8am-4pm on January 27, 2016

**Topics Include:**

- How courts and arbitors support management's right to enforce its rules, policies, procedures and practices with discipline and termination.
- The principles of Just Cause and Due Process as they apply to progressive discipline and terminations.
- How to use traditional v. non-traditional approaches to progressive discipline and termination.

Attendees will receive a manual, model forms, model discipline-termination policy and certificate of attendance.



**When all else fails!**

The traditional punitive approach to progressive discipline and termination has become increasingly burdensome and complex. Civil rights laws, unions and civil service boards provide too many opportunities for problem employees to file frivolous grievances and law suits. Management needs to include non-punitive approaches, last chance agreements and no-fault terminations to deal with employees who will not or can't comply with the rules of the organization and be productive.

***"Measure performance not performers"***

**D. J. Van Meter Ph.D. / Associate**

D.J. Van Meter Ph.D. is the principal of Van Meter & Associates, Inc. (VMA) and has spent the last 45 years in law enforcement, 15 years as a sworn officer. He has a Ph.D. in Training and Organizational Development from The Ohio State University, Columbus, Ohio and also hold's a Master's Degree in Labor and Human Resource Management. He works with counsel as an expert witness, reviews discipline and termination cases and develops customized policy and procedures manuals for all public safety organizations nationwide. He is the author of the book, Evaluating Dysfunctional Police Performance: A Z-based Approach published by Charles Thomas Publishing. Dr. Van Meter is qualified in state/federal courts as an expert in law enforcement training, use-of-force, and management and operational policies.

Regular tuition: \$170 first registrant/\$150 each additional  
Prepaid tuition: \$150 first registrant/\$130 each additional

(P.O's Vouchers, postmarked on or after January 21, 2016)  
(All CC payments and checks postmarked by January 20, 2016)

P.O's Vouchers, Claims, DOJ accepted but does not guarantee tuition rate

Fax this entire page to VMA 614-451-8905 Or call 800-331-8025 Or Email: vanmeterassociates@att.net (Duplicate this form if needed)

Contact Name \_\_\_\_\_ Dept \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PH \_\_\_\_\_ FAX \_\_\_\_\_ Check to be mailed on \_\_\_\_\_

PO# \_\_\_\_\_ CC# \_\_\_\_\_ EXP Date \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

We will promptly remove your fax number if you call 800.331.8025

**Van Meter & Associates, Inc. (www.vmanet.com)**  
Training & Organizational Development for Public Safety Forces  
**The "How to" company from Coast-to-Coast since 1982**  
P.O. Box 21313, Columbus, Oh 43221  
1-800-331-8025 FAX 614-451-8905

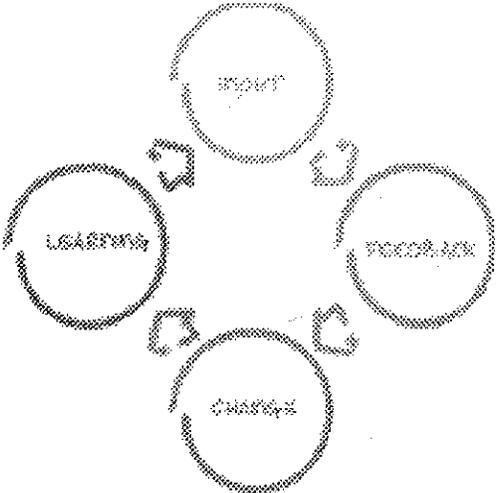
Performance Directed Management:

**PERFORMANCE IMPROVEMENT PROGRAM (PIP)**

Hosted by the  
**Thurston County Sheriff's Office**  
Held at the Thurston Co Fair Grounds Expo Center,  
3054 Carpenter Rd SE, Lacey WA 98503  
from 9am-3pm on **January 28, 2016**

Command and supervisory personnel from the following agencies should attend:

- \*Law enforcement
- \*Fire services
- \*911 Emergency Communications
- \*Corrections
- \*Municipal Administration



Attendees are taught:

- The three causes for performance failure
- The standard for determining when performance needs improvement
- The advantages of performance improvement plans over punitive action
- How to develop a Performance Improvement Plan
- What it takes to enforce an improvement plan

Students receive class outline, model forms, rules, and certificate of attendance. (Class size is limited, please register early)

***"Measure performance, not performers"***

Performance Improvement Programs are well accepted by courts, arbiters, civil review boards and employees as a non-punitive means for dealing with employee performance deficiencies. They reduce the burden on management by placing the responsibility squarely on the employee's shoulders for improvement, reduces the basis for grievances because they are non-punitive methods for correcting deficient performance and they provide a valid offense against claims of illegal discrimination.

**D. J. Van Meter Ph.D. / Associate**

D.J. Van Meter Ph.D. is the principal of Van Meter & Associates, Inc. (VMA) and has spent the last 45 years in law enforcement, 15 years as a sworn officer. He has a Ph.D. in Training and Organizational Development from The Ohio State University, Columbus, Ohio and also hold's a Master's Degree in Labor and Human Resource Management. He works with counsel as an expert witness, reviews discipline and termination cases and develops customized policy and procedures manuals for all public safety organizations nationwide. He is the author of the book, Evaluating Dysfunctional Police Performance: A Z-based Approach published by Charles Thomas Publishing. Dr. Van Meter is qualified in state/federal courts as an expert in law enforcement training,

Regular tuition: \$170 first registrant/\$150 each additional

Prepaid tuition: \$150 first registrant/\$130 each additional

(P.O's Vouchers, postmarked on or after January 22, 2016)

(All CC payments and checks postmarked January 21, 2016)

P.O's Vouchers, Claims, DOJ accepted but does not guarantee tuition rate

Fax this entire page to VMA 614-451-8905 Or call 800-331-8025 Or Email: vanmeterassociates@att.net (Duplicate this form if needed)

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PH \_\_\_\_\_ FAX \_\_\_\_\_ Check to be mailed on \_\_\_\_\_

PO# \_\_\_\_\_ CC# \_\_\_\_\_ EXP Date \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_

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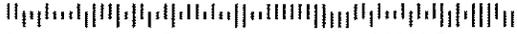


U.S. BANK  
 P. O. Box 6343  
 Fargo, ND 58125-6343



ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00



000012661 1 MB 0.439 106481404422662 P  
 LJ DACORSI  
 CITY OF PROSSER  
 601 7TH STREET  
 PROSSER WA 99350-1459

"MEMO STATEMENT ONLY"  
 DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
01-25	01-26	3502	BEST WESTERN PLUS PEPPERT AUBURN WA 30721A ARRIVAL: 01-24-16	24755426025640252717184	229.28
02-06	02-08	8220	GREEN RIVER COMMUNITY CO .GREENRIVIERC WA	24431066037026642629192	300.00
02-16	02-17	8641	PAYPAL *EVERGREENRU 402-935-7733 CA	24492156047894351317355	185.00

407.535.80.49 - \$185.00  
 403.534.80.49 - \$300.00  
 403.534.80.43 - \$229.28  
 JB x [Signature]

RECEIVED  
 FEB 29 2016  
 CITY OF PROSSER

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
	STATEMENT DATE 02/22/16	PURCHASES, FEES & ADJUSTMENTS \$714.28
MANAGING ACCOUNT NUMBER [REDACTED] CONTACT AND ADDRESS CITY OF PROSSER ELIA BELMARES 601 7TH STREET PROSSER, WA 99350		CHECKS/CASH ADVANCES \$0.00
		DISPUTE AMOUNT \$0.00
		CREDITS \$0.00
		STATEMENT TOTAL \$714.28



# Best Western PLUS Peppertree Auburn Inn



401 8th Street SW  
Auburn, WA 98001

Phone: 253-887-7600  
Fax: 253-887-0292  
E-mail: deskclerksauburn@gmail.com  
Website:

## Guest Charges

Folio #: 30721      **Guest : RICE, RYNE**      Conf #: [REDACTED]  
 Room #: 409      CRS #: 924347645  
 Payment Method : Credit Card      Company :  
 Rate :      1230 PROSSER AVE  
                  1/24/2016      \$101.99      Prosser, WA 99350

*Water*

Date	Department	Reference	Voucher	Room	Charge	Credit
1/24/2016	VI	VI5238		409		\$229.28
1/24/2016	ROOM	Auto Posted		409	\$101.99	
1/24/2016	STAX	Auto Posted		409	\$12.65	
1/25/2016	ROOM	Auto Posted		409	\$101.99	
1/25/2016	STAX	Auto Posted		409	\$12.65	
<b>Balance</b>						<b>\$0.00</b>

### Credit Card Payment

Payment Type:  
Account:  
Account Holder:

Credit Card

Amount Paid:  
Approval Code:  
Approval Amount:

\$229.28  
(\$229.28)

I agree that my liability for all charges is not waived.

WWW.BWFEEDBACK.COM (250 Bonus Points Awarded for each survey every time you stay)

Thank you for being our guest.

Tonia Jones Hotel 253-887-7600  
tonia@s1hotels.com

Guest Signature \_\_\_\_\_

**Order Receipt**  
February 4, 2016

**Green River College**  
12401 SE 320th Street, M/S WT  
Auburn, WA 98092-3622

cewebregistration@greenriver.edu

**Ryne Rice**  
601 - 7th Street  
Prosser, WA 99350

*Water*

**Order number:** [REDACTED]  
**Order date:** 2/4/2016 8:33 AM  
**StudentID:** 840534166  
**Last Modify:** 2/4/2016 8:53:02 AM  
**Modified By:** rgulchuk  
**Emailed:** Yes

Status	Item	Price	Qty	Students	Total
Registered	B564; L423 : WATER TREATMENT PLANT OPERATOR I AND II CERTIFICATION EXAM REVIEW Section EA 8:00 AM-4:30 PM 5/17/2016-5/18/2016 2 Sessions Everett-City of Everett, Room: Spada Conference Room Instructor: Jamie LeBlanc Facility address: <b>City of Everett</b> , 3200 Cedar Street, Everett, WA 98201.	\$300.00	1	Ryne Rice	\$300.00
<b>SubTotal:</b>					<b>\$300.00</b>
<b>Total:</b>					<b>\$300.00</b>
<b>Paid:</b>					<b>\$300.00</b>
<b>Balance Due:</b>					<b>\$0.00</b>

**Student Information**  
Ryne Rice  
601 - 7th Street  
Prosser, WA 99350

**Payer Information**  
LJ DaCorsi  
601 7th St  
Prosser, WA 99350

**Payment Information**  
Pay Type: Visa  
Card #: [REDACTED]  
Expires: 6/2017  
Amount: \$300.00

Status: Paid

RECEIVED  
FEB 08 2016  
CITY OF PROSSER



MEMBERSHIP

CONFERENCES

TRAINING

LATEST NEWS

THANK YOU TO EVERYONE WHO PARTICIPATED IN THE RAFFLE AND GOLF TOURNAMENT AT OUR 2015 FALL CONFERENCE!

Thank you to everyone who participated in the raffle and...

EVERGREEN RURAL WATER WON THE "OUTSTANDING ACHIEVEMENT IN TECHNICAL ASSISTANCE" AT THE NRWA CONFERENCE!

The Evergreen Rural Water Association of Washington won the Outstanding...

AND THE BEST TASTING WATER IN WASHINGTON GOES TO

Spokane County Water District #3! They proved to have the...

**Payment Overview**

Class/Event:	<u>Basic Electrical Troubleshooting - Yakima</u>
Primary Registrant:	Uriel Araiza
Payment Type:	PayPal
Payment Date:	February 16, 2016
Amount Paid/Owed:	<u>\$185.00</u>
Payment Status:	Completed
Registration ID:	530-56c37bbfdb210
Transaction ID:	[REDACTED]

[Add Another Registration to This Event](#)

407.535.80.49

## EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

Time: 11:27:45 Date: 03/03/2016  
02/01/2016 To: 03/01/2016

Page: 1

### ADMIN

Group	Pay Item	Date	Hours	Pay
ADMIN	Salary	02/29/2016	52.02	2,375.01
	Signing Bonus			11,000.00
	Cell Phone Allow			51.67
	Car Allowance			300.00
<b>TOTAL ADMIN</b>			<b>52.02</b>	<b>13,726.68</b>

### BUILDING

Group	Pay Item	Date	Hours	Pay
BUILDING	Salary	02/29/2016	150.33	6,500.25
	Draw			850.00
	Draw			-850.00
	Hourly		148.25	3,012.44
	Cell Phone Allow			103.34
	Holiday Used		16.00	162.56
	Sick Used		16.00	325.12
	Vac Used		26.75	238.76
<b>TOTAL BUILDING</b>			<b>357.33</b>	<b>10,342.47</b>

### CLERK

Group	Pay Item	Date	Hours	Pay
CLERK	Salary	02/29/2016	69.33	5,351.75
	Draw			2,098.00
	Draw			-2,098.00
	Hourly		135.60	2,396.05
	Cell Phone Allow			51.67
	Holiday Used		14.40	113.09
	Sick Used		11.50	61.85
	Vac Used		91.00	53.01
<b>TOTAL CLERK</b>			<b>321.83</b>	<b>8,027.42</b>

### COUNCIL

Group	Pay Item	Date	Hours	Pay
COUNCIL	Salary	02/29/2016	64.00	2,250.00
<b>TOTAL COUNCIL</b>			<b>64.00</b>	<b>2,250.00</b>

### FINANCE

Group	Pay Item	Date	Hours	Pay
FINANCE	Salary	02/29/2016	401.99	15,715.00
	Draw			3,254.00
	Draw			-3,254.00
	Hourly		394.75	6,573.91
	Cell Phone Allow			103.34
	BiLingual Pay			25.00
	Hol F Used		16.00	280.96

## EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

02/01/2016 To: 03/01/2016

Time 11:27:45 Date: 03/03/2016  
Page: 2

### FINANCE

Group	Pay Item	Date	Hours	Pay
	Holiday Used		44.00	336.24
	Sick Used		23.50	179.24
	Vac Used		108.00	511.10
<b>TOTAL FINANCE</b>			<b>988.24</b>	<b>23,724.79</b>

### PLANNING

Group	Pay Item	Date	Hours	Pay
PLANNING	Salary	02/29/2016	125.33	4,483.67
	Cell Phone Allow			51.67
	Holiday Used		8.00	
	Vac Used		40.00	
<b>TOTAL PLANNING</b>			<b>173.33</b>	<b>4,535.34</b>

### POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Salary	02/29/2016	1,748.63	63,772.86
	Draw			8,545.00
	Draw			-8,545.00
	Hourly		312.00	6,319.68
	Overtime		121.50	5,448.79
	Overtime Hol (.5		32.00	495.36
	Overtime Hol (1.		12.00	567.28
	Shift Pay			370.40
	Evidence Pay			50.00
	FTO Pay			150.00
	BiLingual Pay			80.00
	Education Pay			350.00
	Comp Used		52.00	
	Comp Earned		14.00	
	Military Earned		252.00	
	Hol F Used		22.00	136.38
	Holiday Used		21.00	260.09
	Military Used		36.00	
	Sick Used		192.33	
	Vac Used		27.00	
<b>TOTAL POLICE</b>			<b>2,842.46</b>	<b>78,000.84</b>

### PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Salary	02/29/2016	149.33	7,206.92
	Draw			7,631.00
	Draw			-7,631.00
	Hourly		2,793.50	68,575.09
	Hourly		180.00	4,903.20

## EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

02/01/2016 To: 03/01/2016

Time 11:27:45 Date: 03/03/2016  
Page: 3

### PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
	Hourly Alt		-180.00	-3,744.00
	Overtime		96.50	3,898.20
	Shift Pay			3,360.00
	Cell Phone Allow			878.39
	Travel Reimburse			108.00
	BiLingual Pay			50.00
	Holiday Used		144.00	3,363.20
	Sick Used		158.00	4,044.94
	Vac Used		104.50	2,607.79
<b>TOTAL PUBLIC WORKS</b>			<b>3,445.83</b>	<b>95,251.73</b>
<b>TOTAL</b>			<b>8,245.04</b>	<b>235,859.27</b>