

From: Tammy Fine <tfine@portofkennewick.org>

Date: October 3, 2011 12:54:20 PM PDT

To: "John Trumbo (jtrumbo@tricityherald.com)" <jtrumbo@tricityherald.com>

Cc: Tim Arntzen <TA@portofkennewick.org>, Skip Novakovich <skip@portofkennewick.org>

Subject: Port of Kennewick's Records Request Cost

Good afternoon John.

I received your voice message this morning. I'm in the middle of re-calculating our cost estimate for our public records request. As of 9/30/11:

1. Port has spent 365 hours filling the request since 8/5/11 when we received the records request.
2. Port so far has made 1191 copies of the original vouchers/claims for expenses/supporting documentations. These copies only include one Commissioner and one former employee through 2005. We have reviewed 100% of the copies made to redact by reviewing each copy made to the original to ensure we did not miss a voucher/claim for expense/supporting document. We have redacted personal information from the copies made in accordance of the law. Our attorney has reviewed these redactions to ensure we did not make ones in error or missed personal information that needed to be redacted. We then made copies of these to send to Mr. Ziobro as this is what Mr. Ziobro wanted. We have reviewed the copies made for Mr. Ziobro to ensure no copies were missing during our copying process.
3. Installment 1 cost the Port \$5,077.94. Installment 2 (including \$2061 of attorney cost for both installment 1 and 2) was \$13,450.73. Total cost to date is \$18,528.67.

4. Projected time to complete: I'm still in the progress of this. However, the Port did spend 365 hours to date divided by 1191 copies is coming out to nearly ½ hour per copy for the entire process described in #2 above. The records request is definitely taking more time than I originally estimated. The problem with the above projection per copy is the calculation includes all hours spent to date. The Port has spent time researching public records laws, determining what should be redacted in accordance with the law, locating records, dealing with copier issues, and other time that that should not be used for future estimating. I will be taking this week to come up with a projection of estimated time to complete so I can update Mr. Ziobro. We still have 11 more employees to copy and all port consultants/contractors to copy through 2005. To my knowledge, Mr. Ziobro has not clarify which Port consultants or contractors he would like us to copy. This means the Port will be copying all vouchers and supporting invoices for our contractors/consultants that are defined as any person or business who provides goods or services to the Port through a contract (verbal or written). This means a majority of the Port's vouchers and invoices will be copied.

Please let me know if you have any questions.

Tammy Fine, CPA, CFE

Port of Kennewick

Director of Finance-Auditor

(509) 586-7978

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From: Tammy Fine <tfine@portofkennewick.org>
Date: September 30, 2011 3:10:16 PM PDT
To: "John Trumbo (jtrumbo@tricityherald.com)" <jtrumbo@tricityherald.com>
Cc: Tim Arntzen <TA@portofkennewick.org>
Subject: RE: Cost of the Port of Kennewick Citizen Complaint Investigation

John,

I confirmed with both firms and we have received our final bills. The total \$68,620.47 is our final cost of the investigation.

Regards,

Tammy Fine, CPA, CFE

Port of Kennewick

Director of Finance-Auditor

(509) 586-7978

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From: Tammy Fine
Sent: Friday, September 30, 2011 10:42 AM
To: 'John Trumbo (jtrumbo@tricityherald.com)'
Cc: Tim Arntzen
Subject: Cost of the Port of Kennewick Citizen Complaint Investigation

Good morning John.

I'm confirming with K&L Gates and Heiskell MacGillivray & Associates that we have received their final bills. The total bills received today is \$68,620.47 (please see the attached spreadsheet for more detail breakdown).

If they confirm we have not received their final bill, I will let you know and revise this spreadsheet. In any event, this should be materially correct as the investigation is completed.

Regards,

Tammy Fine, CPA, CFE

Port of Kennewick

Director of Finance-Auditor

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