



PORT of KENNEWICK

COMMISSIONERS | DAVID W. HANSON | GENE WAGNER | SKIP NOVAKOVICH

January 26, 2012

Mr. John S. Ziobro
Telquist Ziobro McMillen
Attorneys at Law
1333 Columbia Park Trail, Suite 101
Richland, WA 99352

RE: Request for Public Records dated August 3, 2011

Dear Mr. Ziobro:

Thank you for letter dated January 17, 2012. Your check in the amount of \$160.33 paid the outstanding balance for installments 1 through 4. Since we have received full payment, the records for installments 2-4 have been mailed for your review. We will re-start the copying process for port employee travel expenses as clarified in your January 17, 2012 letter.

We would like to confirm our understanding of your request to reduce your scope so we can provide the documents you need.

Our "claim for expenses" form, which are reimbursements to employees/commissioners for any valid port expense paid by the employee/commissioners, contain items such as office supplies, maintenance and office equipment, educational expenses, maintenance materials and other non-travel related expenses. If your request is purely for travel related reimbursed expenses to employees/commissioners this could help us further reduce your request and provide these items to you in a more timely manner. Furthermore, many of the employees "claim for expenses" include reimbursements for local travel expenses. If you are looking for out-of-town travel and not local travel related reimbursements, you could reduce even further the amount of documents. Helping further define the purpose of your request will allow us to help identify records that meet your needs and in turn could greatly reduce the time spent and cost.

Based on your January 17, 2012 clarification and communication with Lucinda Luke, it appears to us that you may not be interested in receiving consultants and contractor payments. It also appears you are seeking reimbursements to employees/commissioners for travel related expenses.

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Please confirm the following in writing:

- 1) If you do, or do not want consultants and contractors records as indicated in your original request item #4.
- 2) If you are narrowing down your original request for items 1, 2, 3, 4, and 5 to only receive port employee/commissioners reimbursements where there is port related travel.
- 3) If you are seeking documentation related only to out-of-town travel.
- 4) Please clarify if you are seeking port employee/commissioner reimbursements for in-town travel (within about a one hour drive of the Tri-Cities, including but not limited to, Prosser, Yakima and Walla Walla vicinities), in addition to out of town travel.

If port staff or Lucinda Luke can assist you in identifying specific records or documents, please let us know; we are happy to work with you and provide the documents you desire.

Sincerely,

A handwritten signature in blue ink that reads "Bridgette Scott". The signature is written in a cursive, flowing style.

Bridgette Scott
Executive Assistant