



PORT OF KENNEWICK

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

September 20, 2011

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 your payment of \$9.90 for the balance due for the first installment.

The first installment of travel expense reports; claims for expenses and reimbursements; and vouchers and supporting invoices for claimed expenses are enclosed for your review. The first installment includes "Claims for Expenses" and all vouchers and supporting invoices for claimed expenses for David Hanson beginning 2002, which was the start of his employment. We feel this meets your first, second, third and fifth requests for David Hanson.

We have made the copies as quickly as possible and are in the process of double checking our work to ensure we did not miss any records. Should additional records be identified, they will be forwarded immediately.

Thank you for clarifying the date range for requests 4 and 5. Again, I apologize for the confusion, as I did not receive your email dated August 24, 2011. I have contacted our computer/server technician and was informed your email did not reach our mail server. Because your second email was received, I am assuming this will not be an issue in the future.

Based on the clarification of your request, it is estimated it will take approximately four months to complete the entire request due to adding an additional procedure of double checking our work to ensure we do not miss any records you have requested. Due to the broad nature of the fourth request for "all expense reports, claims for expenses, vouchers for travel and related expenses for any port consultant, contractors, or spouses of any employee", it will take a considerable amount of time to locate the records due to the need to determine who is a contractor, consultant or vendor.

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The Port does not have procedures or policies for reimbursing Port employees. To our knowledge, we have not reimbursed any spouse of an employee. We will conduct a thorough search to confirm this statement.

The records for the second installment have been reviewed and redacted. A third party notification letter was sent to the individual notifying them of the right to review the records and seek to enjoin production pursuant to RCW 42.56.540. This individual has declined to enjoin the records. We are in the process of double checking our work and should have the records will be available in our main office for your inspection on October 3, 2011.

The assembled records will be available for inspection or copying and must be claimed or reviewed within thirty days of this notification.

Should you wish to inspect the records, it is necessary to indicate which documents you wish to have copied; flags will be provided for this purpose. After the inspection is complete, I will arrange for copying the records you deem necessary.

The charge for standard black-and-white photocopies is fifteen cents per page. I estimate the projected cost for the second installment will be \$56.25. A deposit of \$5.63, by cash or money order, is required before copies will be made. The balance will be due prior to release of the remaining documents.

If I may be of further assistance, or should you have any questions, please do not hesitate to contact me.

Sincerely,



Bridgette Scott
Executive Assistant

Enclosure – First Installment: Commissioner David Hanson