



PORT of KENNEWICK

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

December 1, 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:

The third installment for port consultant and contractor and all expenses, vouchers, and supporting invoices for claimed expenses have been located, reviewed for potential redactions, and copied for the period of January through June 2005. The records are available as of today.

After a final review, it was discovered pages were incorrectly numbered, creating additional records (169 copies) for the third installment. The charge for standard black-and-white photocopies is fifteen cents per page; therefore, the cost for the additional records is \$25.35. The assembled records will be available for inspection or copying and must be claimed or reviewed within thirty days of this notification.

Should you desire the third installment records to be mailed, payment of \$45.45 (including \$20.10 for postage) is due no later than January 1, 2012. The records will be mailed upon receipt of the payment. Or, if you desire to acquire the records from our office, payment of \$25.35 will be due prior to release of the records. Please notify me in writing if you desire the third installment records to be mailed or if someone will pick up them from our office.

As indicated in our November 23, 2011 letter, the fourth installment for port consultant and contractor and all expenses, vouchers, and supporting invoices for claimed expenses have been located and reviewed for potential redactions for the period of July through December 2005. The deposit of \$25.37, by cash or money order, is due no later than December 23, 2011 and is required before copies will be made. The balance, including postage, is due prior to release of the records.

The fifth installment for port consultant and contractor and all expenses, vouchers, and supporting invoices for claimed expenses for the period of January through June 2006 have been located and needs to be reviewed for potential redactions. Additional information will be available on the fifth installment by January 16, 2012.

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Should you wish to reduce the volume of your request and specify the specific documents or subject(s) you seek, the timeline could be adjusted; if so, please advise our office in writing. And if port staff 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.

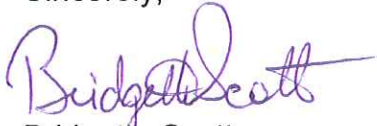
As of this letter, the amount due for each installment is as follows:

First Installment (additional copies mailed October 12, 2011; due immediately)	\$ 7.48
Second Installment (due immediately)	\$65.55
Third Installment (169 additional copies identified and postage; due no later than January 1, 2012)	\$45.45
Fourth Installment (deposit due no later than December 23, 2011)	\$25.37

Please notify me in writing, or by immediate payment, if you wish to receive the records for Installment 2 as it has been over 30 days since notification that the records were available.

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