



# PORT of KENNEWICK

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

December 21, 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:

Lucinda Luke notified Port staff that you will be providing her with a letter that narrows your records request. We greatly appreciate your willingness to narrow your original request dated August 3, 2011. 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.

As of this letter, the following amounts are due for each installment:

First Installment (additional copies mailed October 12, 2011)	\$ 7.48
Second Installment (copies and postage)	\$65.55
Third Installment (additional copies identified and postage)	\$45.45
Fourth Installment (additional copies identified and postage)	\$41.85
<b>Total of all Installments</b>	<b>\$160.33</b>

Additional copies related to the first installment were mailed to you on October 12, 2011 and we have not received payment due of \$7.48 for those copies. On October 3, 2011 we provided notification that the second installment was available; and November 22, 2011 we provided notification that the third installment was ready. We have not received payments for either installment two or for the additional copies identified and postage on installment three records, and wish to again advise you.

We did receive a payment which you had marked installment four. Does that mean you no longer wish to receive the second or third installments? Since your request did ask for these documents and you already paid in part on installment three, we do wish to provide them to you since they are available. Please indicate if you wish for us to mail copies of the second and third installment documents; if so, we will need full payments as described above. If you do not wish to receive mailed copies of the second and third installments, please indicate that to us in writing.

Documents for the fourth installment will be mailed following receipt of \$47.68 (\$7.48 for the additional copies and postage related to installment one and \$40.20 plus \$1.65 for the installment four 11 additional copies found and postage). Upon receipt of that payment we will happily mail you installment four. As always, these documents are available in our office should you wish to review them in person rather than pay for copies and postage.

Due to not receiving payments on the above past-due installments, we have stopped working on your request until payments are received. In order to ensure there are no future delays, please provide prompt payments. 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