

Pasco Public Facilities District Board

Building Regional Facilities through Community Partnerships

AGENDA

4:00 PM - Tuesday, June 16, 2026; Pasco Aquatic Center, 5204 Road 108, Pasco, WA
99301 & Microsoft Teams Meeting

Page

I. MEETING INSTRUCTIONS for REMOTE ACCESS - Individuals, who would like to provide public comment remotely, may continue to do so by filling out the online form via the City's website (www.pasco-wa.gov/publiccomment) to obtain access information to comment. **Requests to comment in meetings must be received by 1:00 p.m. on the day of each meeting.** To listen to the meeting via phone, call (332) 249-0718 and use access code [642 853 841#](tel:642853841).

II. Welcome, Call To Order, and Roll Call

III. Recognition of Visitors/Public Comments - This item is provided to allow the public the opportunity to bring items to the attention of the Pasco Public Facilities District Board. Its purpose is not to provide a venue for debate or for the posing of questions with the expectation of an immediate response. Public comments will normally be limited to three minutes by each speaker. Those with lengthy messages are invited to summarize their comments and/or submit written information for consideration by the PPF Board outside of formal meetings. Lastly, when called upon, please state your name and city or county residency before providing your comments.

IV. Approval of Minutes

4 - 8 **A. Approve PPF Board Meeting Minutes**

MOTION: I move to approve the PPF Board minutes from the May 19, 2026, meeting.

V. Claims Approval

9 **A. Approval of PPF Monthly Accounts Payable Claims**

MOTON: I move to approve the May 2026 PPF claims (accounts payable) in the amount of \$4,848,890.35.

VI. Financial Report

10 - 17 **A. May 2026 Balance Sheet, Budget Performance Report, Local Tax Distribution Report, Local Sales Tax Percentage, and Aquatic Center Budget Tracker Report**

VII. Reports from Committees

- A. **Design & Construction Committee (Gillespie & Jilek; Alternate Morrissette)**
- B. **Budget & Finance Committee (Morrissette & Bowdish; Alternate Jilek)**

VIII. Old Business

- A. **Betterments Round 7: Slide Tower (Gardner)**

MOTION: I move to adopt the Project Betterments - Round 7 as presented, and to authorize the Pasco Public Facilities District's Executive Director to execute a change order with Bouten Construction for this betterment, in an amount not to exceed \$2,140,000.

IX. New Business

- A. **Interlocal Agreement with Benton Franklin Transit (Whitney)**

MOTION: I move to authorize the Pasco Public Facilities District's Executive Director to finalize negotiations and execute an interlocal agreement with Ben Franklin Transit for the development of a bus turnaround, in substantially the same form as the version presented by staff.

- B. **Resolution - Appointing a Claims Agent (Whitney)**

MOTION: I move to approve Resolution 2026-05, adopting a public records policy.

- C. **Resolution - Public Records Policy (Whitney)**

MOTION: I move to approve Resolution 2026-06, appointing an agent to receive claims for damages.

X. Other Business

- A. **PPFD Attorney Report (Whitney)**
- B. **Pasco Operations and Maintenance Report (Pashon)**
- C. **Owner's Representative Report (Gardner)**
- D. **Ambassador Committee Report**
- E. **Board Member Position Update (Shanks)**

F. PPFD Executive Director Report (Watkins)

G. Next PPFD Board Meeting Scheduled for Tuesday, July 21, 2026.

XI. Executive Session

XII. Adjournment

Pasco Public Facilities District Board

MINUTES

4:00 PM - Tuesday, May 19, 2026; Pasco City Hall, Council Chambers & Microsoft Teams Meeting

WELCOME, CALL TO ORDER, AND ROLL CALL

Pasco Public Facilities District (PPFD) President Morrissette welcomed members of the audience and called the meeting to order at 4:00 PM.

Board Members Present: President Mark Morrissette, Vice President Marie Gillespie, Secretary/Treasurer Caroline Bowdish, Board Member Leonard Dietrich, and Board Member Spencer Jilek

Board Members Remote: Leonard Dietrich

Board Staff Present: PPFDD Executive Director Matt Watkins

City Council & Staff Present: Attorney Tyler Whitney, Finance Director Kevin Hebdon, Senior Accountant Veronica Perez, Interim Parks & Recreation Director Angela Pashon, and Deputy City Clerk Krystle Shanks

RECOGNITION OF VISITORS/PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

Approve PPFDD Board Meeting Minutes

Mr. Morrissette moved to approve the PPFDD Board minutes from the April 28, 2026, special meeting. Mr. Dietrich seconded. Motion carried unanimously.

CLAIMS APPROVAL

Ms. Bowdish arrived at 4:08 PM.

Approval of PPFDD Monthly Accounts Payable Claims

Mr. Morrissette moved to approve the April, 2026 PPFDD claims (accounts payable) in the amount of \$3,704,783.33. Ms. Gillespie seconded. Motion carried unanimously.

FINANCIAL REPORT

April 2026 Balance Sheet, Budget Performance Report, Local Tax Distribution Report, Local Sales Tax Percentage, and Aquatic Center Budget Tracker Report

Ms. Perez reported that the 2025 books were closed with a fund balance of approximately \$12.4 million, including \$1 million in interest earnings designated for startup costs and construction betterments, leaving a general fund balance of approximately \$11.4 million. Sales tax revenue for the month totaled \$382,749, representing a 3% increase over the previous year but remaining below desired levels. Staff indicated the District remains financially stable, with approximately \$8 million remaining in construction funding and expenditures progressing as anticipated.

REPORTS FROM COMMITTEES

Design & Construction Committee (Gillespie & Jilek; Alternate Morrissette)

Committee members, Ms. Gillespie and Mr. Jilek, reported continued progress at the Aquatic Center and expressed satisfaction with the facility's appearance and ongoing work. The indoor natatorium pool had been filled, and staff indicated the project was nearing completion.

Budget & Finance Committee (Morrissette & Bowdish; Alternate Jilek)

No updates were provided.

OLD BUSINESS

Betterments Update - Round 7: Third Slide (Gardner & Watkins)

Mr. Watkins reported that staff continues to evaluate the proposed slide tower and anticipates bringing a recommendation to the Board in June after additional pricing and schedule analysis is completed.

Mr. Gardner reported that current cost estimates remain within projected available funding. He stated that the additional review period will allow staff to confirm pricing, schedules, and final project savings before seeking Board approval.

NEW BUSINESS

Formal Opening Date

Mr. Watkins recommended revising the Aquatic Center opening schedule to ensure a safe and successful launch. An open house is planned for June 12, 2026, allowing the public to tour the facility and obtain information regarding memberships and rentals. The official grand opening and public use date was proposed for June 27, 2026. Staff explained the additional time would allow for staff training, operational readiness, and completion of final project details. Board members supported the revised schedule. Staff was also asked to provide information regarding the financial impact of the delayed opening.

Electronic Signature Policy (Whitney)

Mr. Whitney presented an electronic signature policy intended to comply with state requirements and establish procedures for electronic records and signatures. The policy will facilitate document execution without requiring physical signatures while maintaining administrative efficiency. The Board approved the policy as presented.

Ms. Gillespie move to approve the electronic signature policy as presented. Ms. Bowdish seconded. Motion carried unanimously.

Second Amended Budget

Ms. Perez presented a second amendment to the 2026 budget. The amendment adds approximately \$1.31 million in operating expenses associated with Aquatic Center operations, including utilities, chemicals, and shared city staffing costs. Estimated annual Aquatic Center revenue was projected at approximately \$1.6 million. Staff explained that the previously approved budget amendment focused solely on personnel costs necessary to begin hiring. The Board approved Resolution No. 2026-03 amending the 2026 budget.

Ms. Bowdish moved to approve Resolution 2026-03, amending the 2026 Pasco Public Facilities Budget, as presented. Ms. Gillespie seconded. Motion carried unanimously

WCIA Insurance Contract

Mr. Watkins reported that WCIA had approved the District for membership and recommended entering into an agreement for insurance coverage needed for facility operations and occupancy.

Mr. Whitney explained the procurement requirements and recommended Board approval authorizing execution of the WCIA agreement.

Ms. Bowdish moved to approve Resolution 2026-04, authorizing the Pasco Public Facilities District's Executive Director to execute an agreement with the Washington Cities Insurance Authority, in it's standard form. Ms. Gillespie seconded. Motion carried unanimously

Updated Fees

Ms. Pashon presented proposed updates to Aquatic Center fees, including morning program session rates, summer pass adjustments, party room rentals, facility rentals, meeting room rentals, and cabana rentals. Staff also recommended using the Pasco Urban Growth Area as the basis for determining resident rates. Board members discussed the proposed fees and residency verification process. The Board approved the updated fee schedule and residency criteria.

Ms. Gillespie moved to approve the updated schedule of admission and rental fees, as presented by staff, and to authorize the City to use the Pasco urban growth area as the basis for determining Pasco residency for admission to the Pasco Aquatic Center. Ms. Bowdish seconded. Motion carried unanimously

OTHER BUSINESS

Introduction of Pasco Aquatics Manager

Mr. Watkins introduced Tony Tuck as the City's new Aquatics Manager. Mr. Tuck shared his enthusiasm for the project and expressed appreciation for the opportunity to serve the Pasco community.

Mr. Tuck stated that he is humbled and excited, noting that he believes Pasco is on to something great and he looks forward to contributing to the community at large.

PPFD Attorney Report (Whitney)

Mr. Whitney advised the Board that additional policies will be presented in future meetings, including public records and contracting authority policies, to ensure compliance with legal requirements applicable to the District as an independent agency.

Pasco Operations and Maintenance Report (Pashon)

Ms. Pashon reported continued progress in hiring and training personnel for the Aquatic Center. Lifeguard and operational training activities have begun, and staff are preparing for facility operations in advance of opening.

Owner's Representative Report (Gardner)

Mr. Gardner reported substantial progress on construction, noting that more than 100 workers are on site daily. Installation of the ninja course and final project elements continues. Budget projections remain favorable, with approximately \$1.4 million in projected savings available for potential future improvements. Final punch-list activities are underway, and staff expressed confidence in delivering a high-quality facility for opening.

Clerk Report (Shanks)

Ms. Shanks reported that two Board member terms will expire on July 15, 2026. Applications for the positions have been opened, with interviews anticipated in June and appointments scheduled for City Council consideration in July. One of the positions requires recommendation from a local organization. Staff also noted that the June Board meeting is planned to be held at the new Aquatic Center.

PPFD Executive Director Report (Watkins)

Mr. Watkins informed the Board that while he had previously intended to conclude his service upon completion of the project, he would be willing to continue serving in a reduced capacity through the end of 2026 if desired by the Board. This would provide continuity during the Aquatic Center's initial operational period and allow time to evaluate long-term leadership needs.

Next PPF Board Meeting Scheduled for Tuesday, June 16, 2026 at the new Pasco Aquatics Center, 5204 North Road 108, Pasco, WA 99301.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:20 pm.

PASSED AND APPROVED THIS ___ DAY OF _____, 20__

APPROVED:

Mark Morrissette, President

Krystle Shanks, Deputy City Clerk

May-26

Sum of Amount Subledger	Account Description	Vendor/Customer	Item Description	GL Date May
Accounts Payable	Advertising	CITY OF PASCO	ACCIDENTAL - PPF D PURCHASE TO CITY P CARD	2,490.00
		TIME MAGIC STUDIOS LLC	PHOTOGRAPHY/VIDEO MARKETING/OPENING PAC 2026	1,600.00
	Advertising Total			4,090.00
	Miscellaneous Services	COUNSILMAN /HUNSAKER & ASSOC	CONSULTING SVC FOR APRIL 16 - MAY 15 2026	9,620.00
	Miscellaneous Services Total			9,620.00
	Organizational Services	KENNEWICK PUBLIC FACILITIES DISTRICT	PPFD SALES TAX REC'D BY PASCO AND SENT TO KEN FOR APRIL 2026	69,423.31
	Organizational Services Total			69,423.31
	Professional Services	WATKINS ENDEAVOR LLC	SERVICES FOR PPF D APRIL 2026	9,611.91
			SERVICES FOR PPF D MARCH 2026	10,429.17
	Professional Services Total			20,041.08
	Const Other Prof Services	TELCO WIRING & REPAIR	AQUATIC CENTER - NETWORK FIBER INSTALLATION	23,127.51
	Const Other Prof Services Total			23,127.51
	Const Contract (Primary)	BOUTEN CONSTRUCTION CO WENHAHA GROUP INC RECREONICS INC	PPFD AQUATIC FAC PROJ K-970-17 APRIL 2026	3,471,278.79
			SERVICES FOR PPF D/AQUATIC CENTER MARCH 2026	27,525.73
			PAC - PPF D POOL SUPPLIES - BALLAST	2,389.92
			PAC - PPF D POOL SUPPLIES - MULTI PURPOSE RACK	880.81
	Const Contract (Primary) Total			3,502,075.25
	Building & Structure	RAE SECURITY INC	PURCHASE AND INCSTALL OF PERMANENT CORES AND KEYING	2,635.86
	Building & Structure Total			2,635.86
	Technology Software < 5000	COMPUNET INC DIGIQUATICS	MERAKI MS130-24P CLOUD MANAGED 24GE 370W POE SWITCH & LICENSES	211.78
			PAC/MEMORIAL SOFTWARE SEASON MAY 2026-AUG 2027	2,297.48
	Technology Software < 5000 Total			2,509.26
	Interest External Bond (Current)	US BANK (EFT ONLY)	PPFD SALE TAX BONDS	1,101,687.50
	Interest External Bond (Current) Total			1,101,687.50
	Office & Janitorial Supplies	CROWN PAPER AND JANITORIAL SUPPLY INC	PAC JANITORIAL SUPPLIES	2,191.76
			PAC JANITORIAL SUPPLIES 4.7.2026	130.47
	Office & Janitorial Supplies Total			2,322.23
	New Technology Hardware >5000	COMPUNET INC	UNINTERRUPTIBLE POWER SUPPLIES (UPS) FOR AQUATIC CENTER	8,019.03
			AQUATIC CENTER NETWORK EQUIPMENT; CISCO C9300 SWITCHES - 5 YR	103,339.32
	New Technology Hardware >5000 Total			111,358.35
Accounts Payable Total				4,848,890.35
Grand Total				4,848,890.35



Balance Sheet

Through 05/31/26
Detail Listing
Include Rollup Account/Rollup to Base

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category External					
Fund Type					
Fund 931 - Pasco Public Facility District					
ASSETS					
10					
10.1010	Cash	2,769,675.15	1,698,013.15	1,071,662.00	63.11
	10 - Totals	\$2,769,675.15	\$1,698,013.15	\$1,071,662.00	63.11%
11					
11.1130	Investments	9,000,000.00	9,000,000.00	.00	.00
11.1141	Investments-Restricted Bond Reserve	5,000,000.00	19,000,000.00	(14,000,000.00)	(73.68)
	11 - Totals	\$14,000,000.00	\$28,000,000.00	(\$14,000,000.00)	(50.00%)
12					
12.1210	Taxes Receivable - Sales	.00	968,894.26	(968,894.26)	(100.00)
	12 - Totals	\$0.00	\$968,894.26	(\$968,894.26)	(100.00%)
15					
15.1539	Restricted Cash - Bond Proceeds ST	(110,130.43)	3,711,169.03	(3,821,299.46)	(102.97)
	15 - Totals	(\$110,130.43)	\$3,711,169.03	(\$3,821,299.46)	(102.97%)
17					
17.1710	Land	4,626,380.41	4,626,380.41	.00	.00
	17 - Totals	\$4,626,380.41	\$4,626,380.41	\$0.00	0.00%
18					
18.1860	Construction in Process	30,786,363.66	30,786,363.66	.00	.00
	18 - Totals	\$30,786,363.66	\$30,786,363.66	\$0.00	0.00%
	ASSETS TOTALS	\$52,072,288.79	\$69,790,820.51	(\$17,718,531.72)	(25.39%)
LIABILITIES AND FUND EQUITY					
LIABILITIES					
21					
21.2105	Accounts Payable	.00	5,059,399.57	(5,059,399.57)	(100.00)
21.2225	A/P Year End Accrual	.00	2,472,747.24	(2,472,747.24)	(100.00)
	21 - Totals	\$0.00	\$7,532,146.81	(\$7,532,146.81)	(100.00%)
24					
24.2402	Bonds Payable - Current	795,000.00	795,000.00	.00	.00
24.2433	2024 PFD Bond	47,460,000.00	47,460,000.00	.00	.00
24.2499	Unamortized Bond Premium LT	1,509,431.10	1,509,431.10	.00	.00
	24 - Totals	\$49,764,431.10	\$49,764,431.10	\$0.00	0.00%
	LIABILITIES TOTALS	\$49,764,431.10	\$57,296,577.91	(\$7,532,146.81)	(13.15%)
FUND EQUITY					
29					
29.2910	Net Investment in Capital	8,359,482.00	8,359,482.00	.00	.00
29.2946	Fund Balance -Restricted Capital improvements	3,711,169.03	3,711,169.03	.00	.00



Balance Sheet

Through 05/31/26

Detail Listing

Include Rollup Account/Rollup to Base

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	External				
Fund Type					
Fund	931 - Pasco Public Facility District				
	FUND EQUITY				
29.2990	Fund Balance -Unassigned/Unrestricted	423,591.57	423,591.57	.00	.00
	29 - Totals	\$12,494,242.60	\$12,494,242.60	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$12,494,242.60	\$12,494,242.60	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00	.00		
	Fund Revenues	(1,801,711.39)	(7,230,477.97)		
	Fund Expenses	11,988,096.30	3,506,731.17		
	FUND EQUITY TOTALS	\$2,307,857.69	\$16,217,989.40	(\$13,910,131.71)	(85.77%)
	LIABILITIES AND FUND EQUITY TOTALS	\$52,072,288.79	\$73,514,567.31	(\$21,442,278.52)	(29.17%)
Fund	931 - Pasco Public Facility District Totals	\$0.00	(\$3,723,746.80)	\$3,723,746.80	100.00%
	Fund Type Totals	\$0.00	(\$3,723,746.80)	\$3,723,746.80	100.00%
	Fund Category External Totals	\$0.00	(\$3,723,746.80)	\$3,723,746.80	100.00%
	Grand Totals	\$0.00	(\$3,723,746.80)	\$3,723,746.80	100.00%



Budget Performance Report

Date Range 01/01/26 - 05/31/26
 Include Rollup Account and Rollup to Base

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 931 - Pasco Public Facility District									
REVENUE									
Dept 13 - City Mgr									
Prog 590 - PPFD Admin									
31									
31.1310	Local Sales Tax	.00	4,727,344.00	4,727,344.00	547,775.00	.00	1,291,636.65	3,435,707.35	27
31.1311	PFD Sales Tax	.00	864,180.00	864,180.00	99,447.66	.00	234,454.81	629,725.19	27
31 - Totals		\$0.00	\$5,591,524.00	\$5,591,524.00	\$647,222.66	\$0.00	\$1,526,091.46	\$4,065,432.54	27%
36									
36.6110	Investment Interest	.00	50,000.00	50,000.00	22,035.49	.00	108,962.45	(58,962.45)	218
36.6112	Investment Interest Bonds	.00	75,000.00	75,000.00	21,171.36	.00	166,657.48	(91,657.48)	222
36 - Totals		\$0.00	\$125,000.00	\$125,000.00	\$43,206.85	\$0.00	\$275,619.93	(\$150,619.93)	220%
Prog 590 - PPFD Admin Totals		\$0.00	\$5,716,524.00	\$5,716,524.00	\$690,429.51	\$0.00	\$1,801,711.39	\$3,914,812.61	32%
Dept 13 - City Mgr Totals		\$0.00	\$5,716,524.00	\$5,716,524.00	\$690,429.51	\$0.00	\$1,801,711.39	\$3,914,812.61	32%
REVENUE TOTALS		\$0.00	\$5,716,524.00	\$5,716,524.00	\$690,429.51	\$0.00	\$1,801,711.39	\$3,914,812.61	32%
EXPENSE									
Dept 13 - City Mgr									
Prog 590 - PPFD Admin									
53									
53.3210	Forms Stationary Bus Cards	.00	500.00	500.00	.00	.00	.00	500.00	0
53.3215	Office & Janitorial Supplies	.00	.00	.00	.00	.00	17.42	(17.42)	+++
53 - Totals		\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$17.42	\$482.58	3%
54									
54.4510	Dues Subscription Memberships	.00	5,000.00	5,000.00	.00	.00	.00	5,000.00	0
54.4512	Train Registration Tuition	.00	2,500.00	2,500.00	.00	.00	.00	2,500.00	0
54.4514	Lodging Meals Miles Airfare	.00	2,500.00	2,500.00	.00	.00	308.16	2,191.84	12
54.4524	Advertising	.00	15,000.00	15,000.00	.00	.00	.00	15,000.00	0
54.4530	Legal Combined Services	.00	25,000.00	25,000.00	.00	.00	9,522.00	15,478.00	38
54.4540	Organizational Services	.00	10,000.00	10,000.00	69,423.31	.00	149,097.05	(139,097.05)	1491
54.4541	Professional Services	.00	1,314,180.00	1,314,180.00	20,041.08	.00	82,491.02	1,231,688.98	6
54.4544	Miscellaneous Services	.00	10,000.00	10,000.00	.00	.00	924.89	9,075.11	9
54.4574	Postage Courier Shipping	.00	1,500.00	1,500.00	.00	.00	.00	1,500.00	0
54.4588	Software Maintenance	.00	3,000.00	3,000.00	.00	.00	.00	3,000.00	0
54.4635	Insurance Premiums	.00	5,000.00	5,000.00	.00	.00	3,548.79	1,451.21	71
54 - Totals		\$0.00	\$1,393,680.00	\$1,393,680.00	\$89,464.39	\$0.00	\$245,891.91	\$1,147,788.09	18%
Prog 590 - PPFD Admin Totals		\$0.00	\$1,394,180.00	\$1,394,180.00	\$89,464.39	\$0.00	\$245,909.33	\$1,148,270.67	18%
Dept 13 - City Mgr Totals		\$0.00	\$1,394,180.00	\$1,394,180.00	\$89,464.39	\$0.00	\$245,909.33	\$1,148,270.67	18%
Dept 90 - Finance									
Prog 690 - Capital Culture & Recreation									
53									
53.3215	Office & Janitorial Supplies	.00	25,000.00	25,000.00	2,322.23	.00	2,322.23	22,677.77	9



Budget Performance Report

Date Range 01/01/26 - 05/31/26

Include Rollup Account and Rollup to Base

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 931 - Pasco Public Facility District									
EXPENSE									
Dept 90 - Finance									
Prog 690 - Capital Culture & Recreation									
53									
53.3220	O&M Supplies	.00	550,000.00	550,000.00	53.40	.00	53.40	549,946.60	0
53.3225	Chemical Supplies	.00	50,000.00	50,000.00	.00	.00	.00	50,000.00	0
53.3235	R&M Supplies	.00	20,000.00	20,000.00	.00	.00	.00	20,000.00	0
53.3240	Medical Supplies	.00	.00	.00	.00	12,412.65	.00	(12,412.65)	+++
53.3247	Program Supplies	.00	35,000.00	35,000.00	.00	6,087.34	189.71	28,722.95	18
53.3300	Clothing Uniforms	.00	15,000.00	15,000.00	.00	.00	.00	15,000.00	0
53.3325	Tools Equip Furn <\$5,000	.00	15,000.00	15,000.00	.00	.00	.00	15,000.00	0
53.3327	Technology - Hardware < 5,000	.00	.00	.00	3,030.59	.00	3,030.59	(3,030.59)	+++
53.3329	Technology Software < 5,000	.00	.00	.00	2,509.26	.00	2,509.26	(2,509.26)	+++
53 - Totals		\$0.00	\$710,000.00	\$710,000.00	\$7,915.48	\$18,499.99	\$8,105.19	\$683,394.82	4%
54									
54.4510	Dues Subscription Memberships	.00	.00	.00	6,534.00	.00	6,534.00	(6,534.00)	+++
54.4512	Train Registration Tuition	.00	40,000.00	40,000.00	.00	.00	.00	40,000.00	0
54.4524	Advertising	.00	20,000.00	20,000.00	4,090.00	.00	4,090.00	15,910.00	20
54.4544	Miscellaneous Services	.00	25,000.00	25,000.00	9,620.00	25,900.00	41,628.50	(42,528.50)	270
54.4580	R&M Service Contracts	.00	20,000.00	20,000.00	.00	.00	.00	20,000.00	0
54.4582	R&M Other Services	.00	20,000.00	20,000.00	.00	.00	.00	20,000.00	0
54.4596	Telephone Cell Pagers Radios	.00	5,000.00	5,000.00	.00	.00	.00	5,000.00	0
54 - Totals		\$0.00	\$130,000.00	\$130,000.00	\$20,244.00	\$25,900.00	\$52,252.50	\$51,847.50	60%
56									
56.6112	Leases Exp.	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	0
56.6410	Tools Equip Furn > \$5,000	.00	100,000.00	100,000.00	.00	.00	.00	100,000.00	0
56.6412	New Technology Hardware >5,000	.00	40,000.00	40,000.00	111,358.35	.00	123,386.90	(83,386.90)	308
56.6414	New Technology Software >5,000	.00	25,000.00	25,000.00	.00	.00	72.40	24,927.60	0
56.6415	Mach & Equip > 5,000	.00	25,000.00	25,000.00	.00	.00	.00	25,000.00	0
56.6549	Building & Structure	.00	18,000,000.00	18,000,000.00	2,635.86	.00	6,884,589.80	11,115,410.20	38
56.6562	Const Contract (Primary)	.00	2,000,000.00	2,000,000.00	3,502,075.25	20,950.54	3,547,868.70	(1,568,819.24)	178
56.6576	Const Other Prof Services	.00	110,000.00	110,000.00	23,127.51	.00	23,217.51	86,782.49	21
56.6578	Const Other Miscellaneous	.00	42,855.00	42,855.00	.00	.00	1,006.47	41,848.53	2
56.6584	Individual Assets > \$5,000	.00	640,000.00	640,000.00	.00	.00	.00	640,000.00	0
56 - Totals		\$0.00	\$20,992,855.00	\$20,992,855.00	\$3,639,196.97	\$20,950.54	\$10,580,141.78	\$10,391,762.68	50%
Prog 690 - Capital Culture & Recreation Totals		\$0.00	\$21,832,855.00	\$21,832,855.00	\$3,667,356.45	\$65,350.53	\$10,640,499.47	\$11,127,005.00	49%
Prog 727 - Principal PPF									
57									
57.7200	Revenue Bond Principal	.00	795,000.00	795,000.00	.00	.00	.00	795,000.00	0
57 - Totals		\$0.00	\$795,000.00	\$795,000.00	\$0.00	\$0.00	\$0.00	\$795,000.00	0%



Budget Performance Report

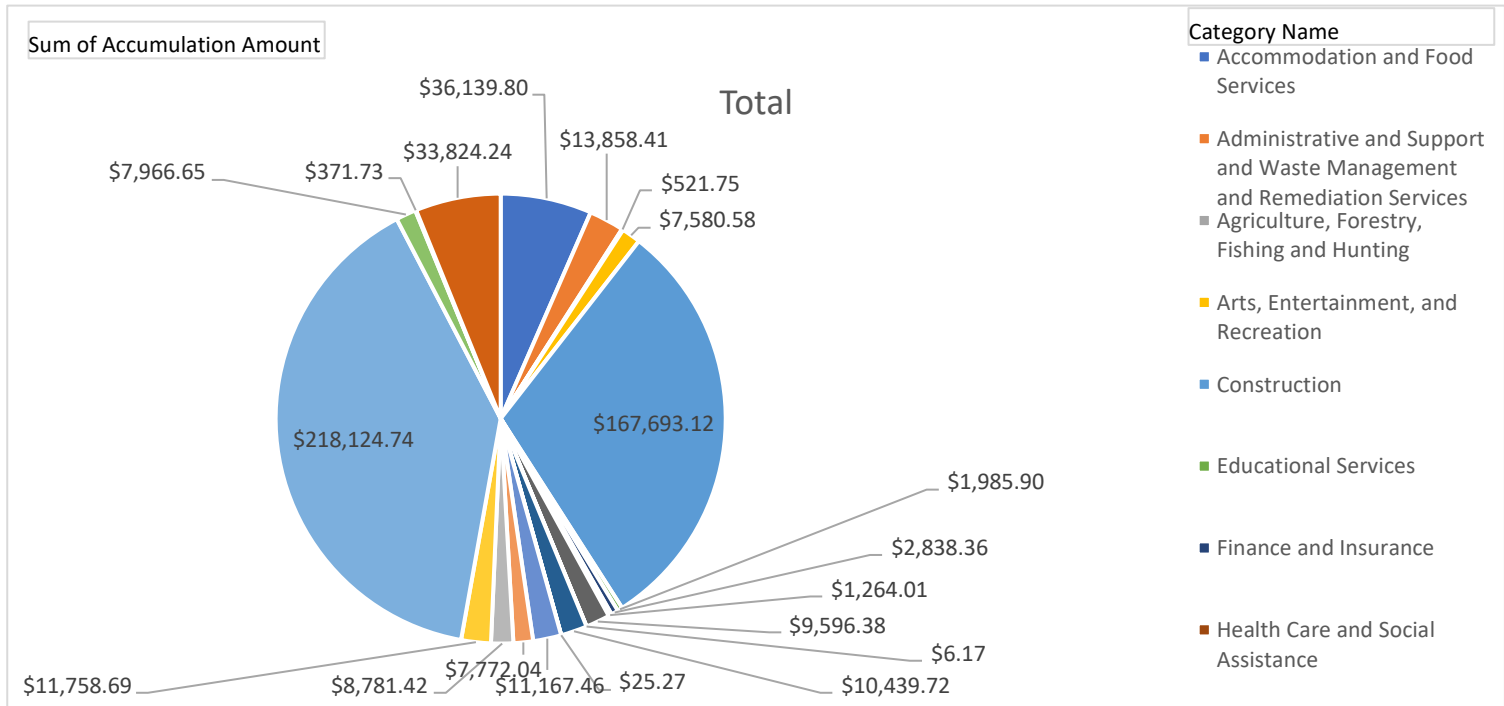
Date Range 01/01/26 - 05/31/26
 Include Rollup Account and Rollup to Base

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 931 - Pasco Public Facility District									
EXPENSE									
Dept 90 - Finance									
	Prog 727 - Principal PPFD Totals	\$0.00	\$795,000.00	\$795,000.00	\$0.00	\$0.00	\$0.00	\$795,000.00	0%
	Prog 827 - Interest PPFD								
58									
58.8310	Interest External Bond (Current)	.00	2,203,375.00	2,203,375.00	1,101,687.50	.00	1,101,687.50	1,101,687.50	50
	58 - Totals	\$0.00	\$2,203,375.00	\$2,203,375.00	\$1,101,687.50	\$0.00	\$1,101,687.50	\$1,101,687.50	50%
	Prog 827 - Interest PPFD Totals	\$0.00	\$2,203,375.00	\$2,203,375.00	\$1,101,687.50	\$0.00	\$1,101,687.50	\$1,101,687.50	50%
	Dept 90 - Finance Totals	\$0.00	\$24,831,230.00	\$24,831,230.00	\$4,769,043.95	\$65,350.53	\$11,742,186.97	\$13,023,692.50	48%
	EXPENSE TOTALS	\$0.00	\$26,225,410.00	\$26,225,410.00	\$4,858,508.34	\$65,350.53	\$11,988,096.30	\$14,171,963.17	46%
Fund 931 - Pasco Public Facility District Totals									
	REVENUE TOTALS	.00	5,716,524.00	5,716,524.00	690,429.51	.00	1,801,711.39	3,914,812.61	32%
	EXPENSE TOTALS	.00	26,225,410.00	26,225,410.00	4,858,508.34	65,350.53	11,988,096.30	14,171,963.17	46%
Fund 931 - Pasco Public Facility District Totals									
		\$0.00	(\$20,508,886.00)	(\$20,508,886.00)	(\$4,168,078.83)	(\$65,350.53)	(\$10,186,384.91)	(\$10,257,150.56)	
Grand Totals									
	REVENUE TOTALS	.00	5,716,524.00	5,716,524.00	690,429.51	.00	1,801,711.39	3,914,812.61	32%
	EXPENSE TOTALS	.00	26,225,410.00	26,225,410.00	4,858,508.34	65,350.53	11,988,096.30	14,171,963.17	46%
	Grand Totals	\$0.00	(\$20,508,886.00)	(\$20,508,886.00)	(\$4,168,078.83)	(\$65,350.53)	(\$10,186,384.91)	(\$10,257,150.56)	

May 26 Pasco Public Facilities District

Row Labels	Sum of Accumulation Amount
Accommodation and Food Services	\$ 36,139.80
Administrative and Support and Waste Management and Remediation Services	\$ 13,858.41
Agriculture, Forestry, Fishing and Hunting	\$ 521.75
Arts, Entertainment, and Recreation	\$ 7,580.58
Construction	\$ 167,693.12
Educational Services	\$ 1,985.90
Finance and Insurance	\$ 2,838.36
Health Care and Social Assistance	\$ 1,264.01
Information	\$ 9,596.38
Management of Companies and Enterprises	\$ 6.17
Manufacturing	\$ 10,439.72
Mining	\$ 25.27
Other Services (except Public Administration)	\$ 11,167.46
Professional, Scientific, and Technical Services	\$ 7,772.04
Public Administration	\$ 8,781.42
Real Estate Rental and Leasing	\$ 11,758.69
Retail Trade	\$ 218,124.74
Transportation and Warehousing	\$ 7,966.65
Utilities	\$ 371.73
Wholesale Trade	\$ 33,824.24
Grand Total	\$ 551,716.44

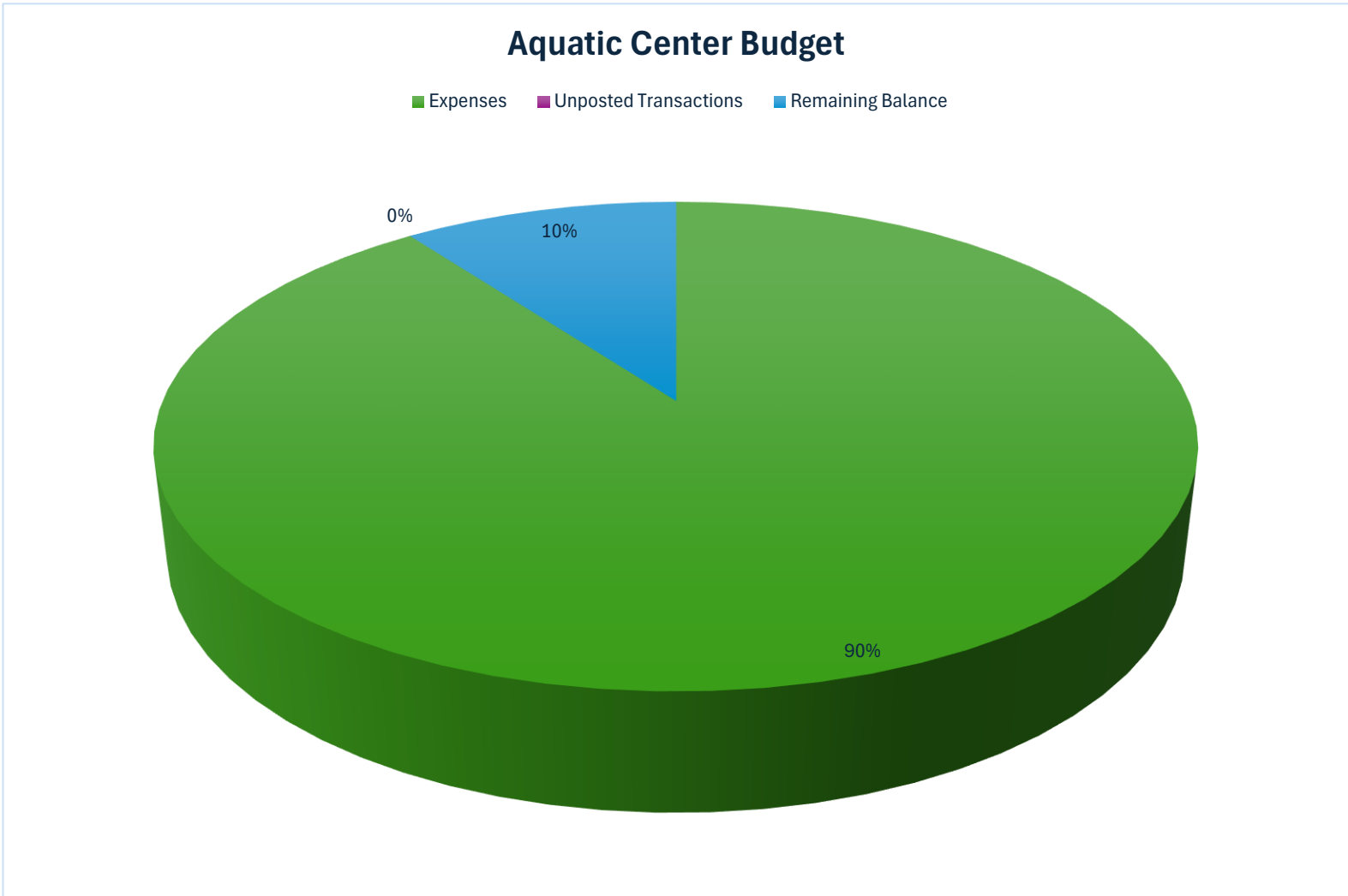
Accumulation	\$ 551,716.44
Pool	\$ 1,591.64
Admin Fee	\$ (5,533.08)
Distribution	\$ 547,775.00



Sales Tax Percentage Increase/Decrease by Month

Month	Comparison			Increase/Decrease	
	2024	2025	2026	24/25	25/26
January	\$ 386,736.10	\$ 409,220.76	\$ 361,112.25	6%	-12%
February	\$ 384,374.65	\$ 371,718.97	\$ 382,749.40	-3%	3%
March	\$ 466,694.52	\$ 449,246.62	\$ 547,775.00	-4%	22%
April	\$ 437,300.89	\$ 421,518.05		-4%	
May	\$ 485,666.73	\$ 470,226.25		-3%	
June	\$ 470,410.84	\$ 462,800.94		-2%	
July	\$ 456,168.37	\$ 424,413.50		-7%	
August	\$ 474,985.82	\$ 434,983.61		-8%	
September	\$ 457,098.30	\$ 436,739.47		-4%	
October	\$ 464,699.71	\$ 421,378.10		-9%	
November	\$ 463,120.77	\$ 406,996.30		-12%	
December	\$ 434,440.65	\$ 416,536.01		-4%	
Totals	\$ 5,381,697.35	\$ 5,125,778.58	\$ 1,291,636.65	-5%	



Aquatic Center Budget Tracker		6/10/2026
Contract Amount	\$ 51,046,928.00	
Expenses	\$ 45,860,056.06	89.84%
Unposted Transactions	\$ -	
Remaining Balance	\$ 5,186,871.94	10.16%



Project Betterments

Round 7

Design & Construction Committee – Initial Recommendation 4/22/2026; Affirmed June 2026
 Budget & Finance – Initial Recommendation 4/24/2026;

Estimated Cost	Priority	Item	Sales Revenue/ Improved Exp.	Operations, Install, or Maintenance Costs	Security or Litigation Risk
\$2.14M	High	External Slide Tower			neutral

Notes: This package includes betterments from the “high” priority list affirmed by the board at 11/18/25 meeting.

INTERLOCAL AGREEMENT

BETWEEN

PASCO PUBLIC FACILITIES DISTRICT AND BEN FRANKLIN TRANSIT

FOR

CONSTRUCTION OF A BUS TURNAROUND

This Interlocal Agreement (“**Agreement**”) is made by and between the Pasco Public Facilities District, a Washington municipal corporation (“**PPFD**”), and Ben Franklin Transit (“**BFT**”), a Washington municipal corporation. PPF and BFT are each herein referred to individually as a “**Party**” and collectively as the “**Parties**.”

RECITALS

- A. PPF is a public facilities district formed by the City of Pasco pursuant to chapter 35.57 RCW. PPF is constructing an aquatic facility located at 5204 N. Road 108, Pasco, WA 99301 (the “**Aquatic Center**”).
- B. BFT is a public transportation benefit area providing transit services in Benton and Franklin Counties, Washington.
- C. The Parties are both public agencies under chapter 39.34 RCW, and are authorized to enter into interlocal agreements.
- D. To improve transit opportunities and encourage use of the Aquatic Center, the Parties desire to jointly fund a bus turnaround area located at Aquatic Center (the “**Turnaround**”).

NOW, THEREFORE, in consideration of the mutual consideration and benefits to be derived from this Agreement, the Parties agree as follows:

AGREEMENT

- 1. **Purpose.** The purpose of this Agreement is to memorialize the Parties’ commitments regarding the construction and funding of the Turnaround to be located in the parking lot of the Aquatic Center.
- 2. **Term and Termination.** This Agreement will be effective upon its execution and delivery by both Parties (“**Effective Date**”) and will remain in effect until the Parties’ respective obligations under this Agreement are fulfilled.
- 3. **PPFD Obligations.**
 - 3.1 **Construction of Turnaround.** PPF will construct the Turnaround at the Aquatic Center, and will be responsible for managing all contracts to complete such construction. The Turnaround shall be constructed substantially in accordance with the design attached as **Exhibit A**.

- 3.2 **Invoice to BFT.** Upon completion of the Turnaround, PPFD will certify the completion in writing to BFT, and issue an invoice to BFT for BFT's Contribution. The invoice will include payment instructions, and may direct payment to be made to the City of Pasco on behalf of PPFD. PPFD will be responsible for all costs associated with constructing the Turnaround in excess of BFT's Contribution. Prior to payment, BFT shall have fifteen (15) business days to inspect the Turnaround and confirm that it has been completed substantially in accordance with Exhibit A.
- 3.3 **Routine Maintenance.** PPFD shall be solely responsible, at its expense, for the operation, routine maintenance, repair, and replacement of the Turnaround necessary to keep the Turnaround in substantially the same condition and functionality as originally constructed. Such maintenance responsibilities include, by way of example and not limitation, pavement maintenance and repair, striping, signage replacement, cleaning, landscaping, drainage maintenance, snow and ice removal, lighting maintenance, and similar work that does not materially increase the capacity, functionality, or useful life of the Turnaround beyond its original design. This provision shall survive termination of this Agreement.
- 3.4 PPFD shall permit BFT and its successors to use the Turnaround for public transit operations for so long as the Turnaround remains available and suitable for such use, subject to reasonable operating and safety requirements.

4. BFT Obligations.

- 4.1 **Contribution Payment.** Within 30 days of receiving PPFD's certification and invoice described in Section 3.2, BFT shall pay **\$55,000** to PPFD as BFT's portion of the construction costs (the "**Contribution**").
- 4.2 **Improvements.**
- (A) If BFT desires to construct or install any enhancement, expansion, modification, or addition to the Turnaround that materially increases its capacity, functionality, service level, or useful life beyond the condition contemplated by the original design attached as Exhibit A (an "**Improvement**"), BFT shall first submit the proposed Improvement to PPFD for review and written approval. PPFD may approve, conditionally approve, or deny the proposed Improvement in its reasonable discretion.
- (B) Unless otherwise agreed in writing by the Parties, BFT shall be solely responsible for all costs associated with the design, permitting, construction, installation, and maintenance of any approved Improvement. Upon completion of the Improvement, title to and ownership of the Improvement shall automatically vest in PPFD as part of the Turnaround.

5. No Separate Entity. No separate legal entity is formed by this Agreement.

6. Manner of Financing.

- 6.1 **Generally.** The Parties are responsible for financing their respective obligations under this Agreement.
- 6.2 **PPFD Mandatory Disclaimer.** The PASCO PUBLIC FACILITIES DISTRICT is organized pursuant to RCW 35.57.010 and the City of Pasco Ordinance No. 3558 (the “Formation Ordinance”). The Formation Ordinance provides as follows: “All liabilities incurred by the District shall be satisfied exclusively from the assets, credit, and properties of the District, and no creditor or other person shall have any right of action or recourse against the City, its assets, credit, or services, on account of any debts, obligations, liabilities or acts or omissions of the District.”

7. **Administration of Agreement.** Each Party will designate a representative to work cooperatively with the representative of the other Party to administer this Agreement.

8. **Termination and Disposition of Property.** This Agreement will terminate upon the completion of the Turnaround and BFT’s payment of its Contribution. At all times under and following the termination of this Agreement, the Turnaround will be owned solely by PPF. If PPF permanently removes or materially impairs BFT’s use of the Turnaround within five (5) years after completion, and if the City of Pasco has not yet completed the construction of Road 103 between Sandifur Parkway and Harris Road (the “**Road 103 Extension**”), then the Parties shall meet and confer regarding equitable reimbursement of BFT’s Contribution based upon the remaining useful life of the improvement, which shall not extend beyond the point that the City completes the Road 103 Extension.

9. **Publication.** Either Party may record this Agreement with the Franklin County Auditor’s Office. Unless and until this Agreement is recorded, both Parties shall include a copy of this Agreement on their respective websites.

10. General Provisions.

- 10.1 **No Waiver.** No waiver under this Agreement is effective unless it is in writing, identified as a waiver to this Agreement, and signed by the Party waiving its right.
- 10.2 **Severability.** In the event any provision of this Agreement is held to be invalid and unenforceable by a court of competent jurisdiction, the remaining provisions shall be valid and binding upon the Parties.
- 10.3 **Final Agreement.** This Agreement constitutes the final agreement of the Parties with respect to the subject matter herein and supersedes and replaces any prior communications or representations by or between the Parties concerning the terms of this Agreement.
- 10.4 **No Third-Party Beneficiaries.** Nothing in this Agreement shall be construed to create any duty to, any standard of care with reference to, or any liability to any person not a Party to this Agreement. There shall be no express or implied third-party beneficiary of this Agreement. No entity or person, other than the Parties,

shall have the right to enforce any right under this Agreement.

- 10.5 **Binding Effect.** The terms of this Agreement shall be binding upon and inure to the benefit of each of the Parties and their respective successors, subrogees, assigns, agents, employees, officers, and directors.
- 10.6 **Notices.** All written notices, demands, or requests required by this Agreement shall be considered effective (a) the same day when delivered in person or sent by email without notice of delivery error; or (b) two days following the date sent by certified U.S. mail, postage prepaid, or by certified overnight delivery service. All written notices, demands, or requests under this Section shall be directed to the attention of the following (which may be updated by the Parties):

To PPF	To BFT
Pasco Public Facilities District Attn: Executive Director 5204 N. Road 108 Pasco, WA 99301 <i>Via Email:</i> pfd-watkins@pasco-wa.gov <i>With Copy To:</i> Cable Huston LLP Attn: Tyler Whitney 1455 SW Broadway, Suite 1500 Portland, OR 97201 <i>Via Email:</i> twhitney@cablehuston.com	Ben Franklin Transit Attn: Director of Contracts & Purchasing 1000 Columbia Park Trail Richland, WA 99352 <i>Via Email:</i> rorvis@bft.org <i>With Copy To:</i> Kevin Slinger, Chief Planning & Development Officer <i>Via Email:</i> ksliger@bft.org

- 10.7 **Calculation of Time.** If any time period specified herein expires on a Saturday, Sunday, or federal holiday, such time period will be automatically extended through the close of business on the next day that is not a Saturday, Sunday, or federal holiday.
- 10.8 **“Including.”** Unless the context requires otherwise, the term “including” means “including but not limited to.”
- 10.9 **Headings.** Headings are for convenience only and do not affect the interpretation of this Agreement.
- 10.10 **Execution and Further Assurances.** This Agreement may be executed by duplicate originals or facsimile copies. This Agreement may be executed using electronic signatures. The Parties also agree to execute any further documents, and take any further actions, as may be reasonable and necessary in order to carry out the purpose and intent of this Agreement.
- 10.11 **Authorization.** Each person executing this Agreement represents and warrants that they have been duly authorized by appropriate action of the governing body of the Party for which they sign to execute and deliver this Agreement.

10.12 **Indemnities.**

- (A) BFT shall hold harmless, indemnify, and defend PPF and its officers, officials, employees, and agents from and against any and all claims, actions, suits, liabilities, losses, expenses, damages, and judgments of any nature whatsoever, including reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, arising in connection with this Agreement. Provided, that BFT's obligation hereunder shall not extend to injury, sickness, death, or damage caused by or arising out of the sole negligence of PPF or its officers, officials, or employees.

- (B) In any and all claims against the PPF or its officers, officials, employees, or agents by any employee of BFT, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for BFT or subcontractor under workers compensation acts, disability benefit acts, or other employee benefit acts, it being clearly agreed and understood by the parties hereto that BFT expressly waives any immunity BFT might have had under such laws, including but not limited to Title 51 of the Revised Code of Washington.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized officers as of the date last written below.

Pasco Public Facilities District

Ben Franklin Transit

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: Brian Lubanski

Title: _____

Title: Chief Executive Officer

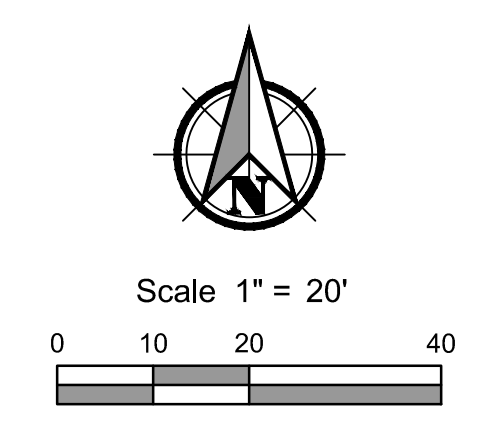
Date: _____

Date: _____

Exhibit A

[Design Drawing on Next Page]

REVISIONS	
2. ADD-02	2/20/2025
3. ASI-01	3/14/2025
4. ASI-03	4/25/2025
5. ASI-11	1/28/2026



- GENERAL NOTES:**
- CONTRACTOR SHALL ADHERE TO THE RECOMMENDATIONS AS PRESENTED IN THE GEOTECHNICAL REPORT FOR THE PASCO AQUATICS CENTER AS PREPARED BY PBS ENGINEERING AND ENVIRONMENTAL DATED 9/26/2024.
 - SEE SHEETS C-202 FOR ADDITIONAL NOTES.

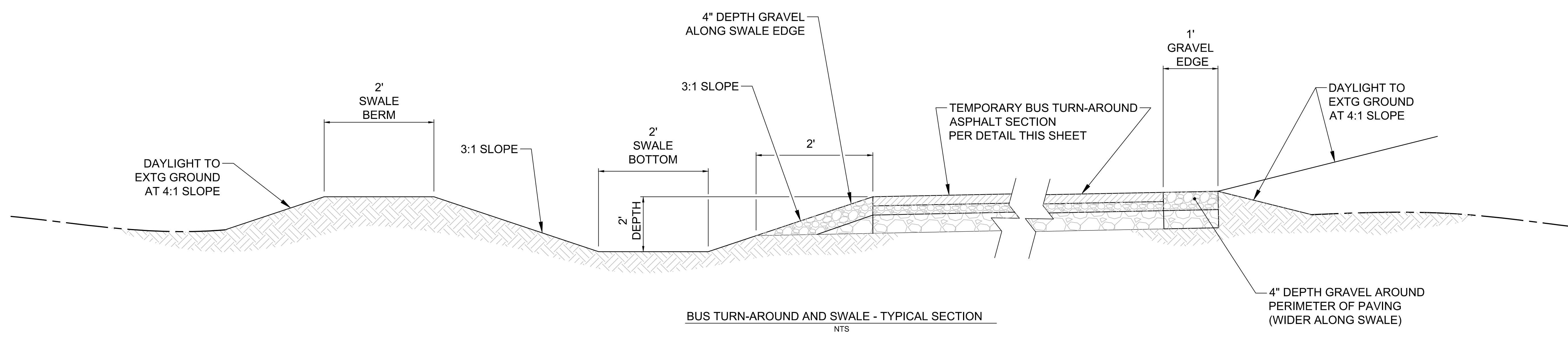
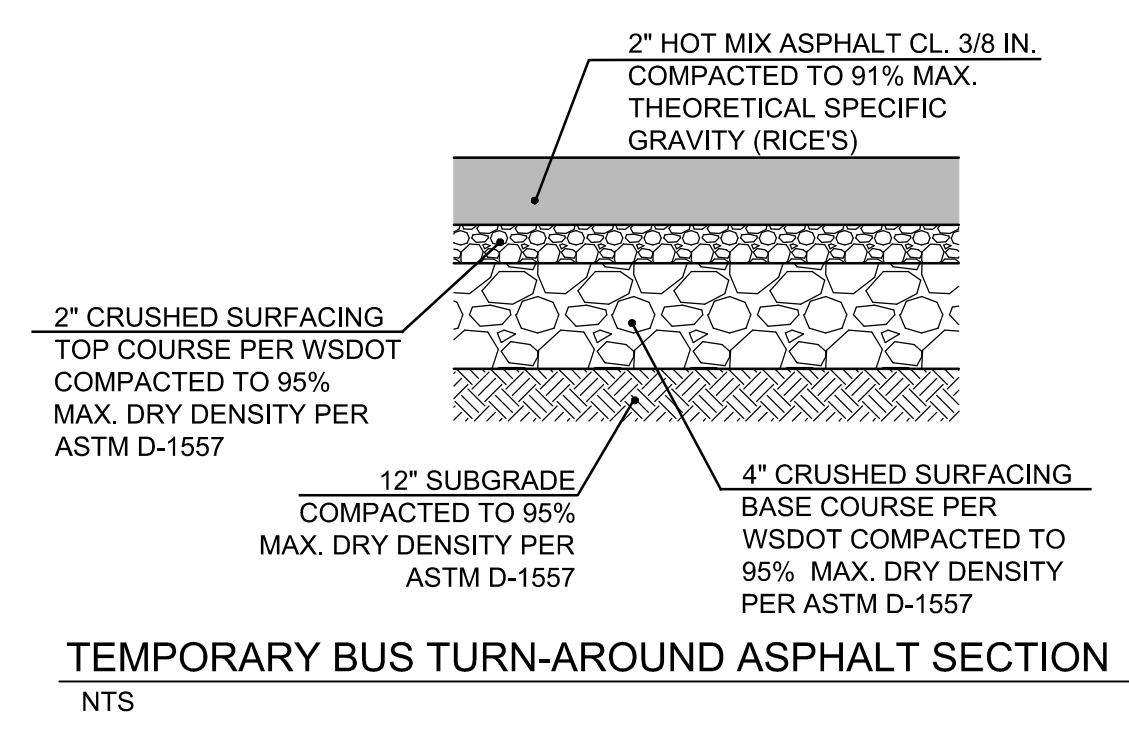
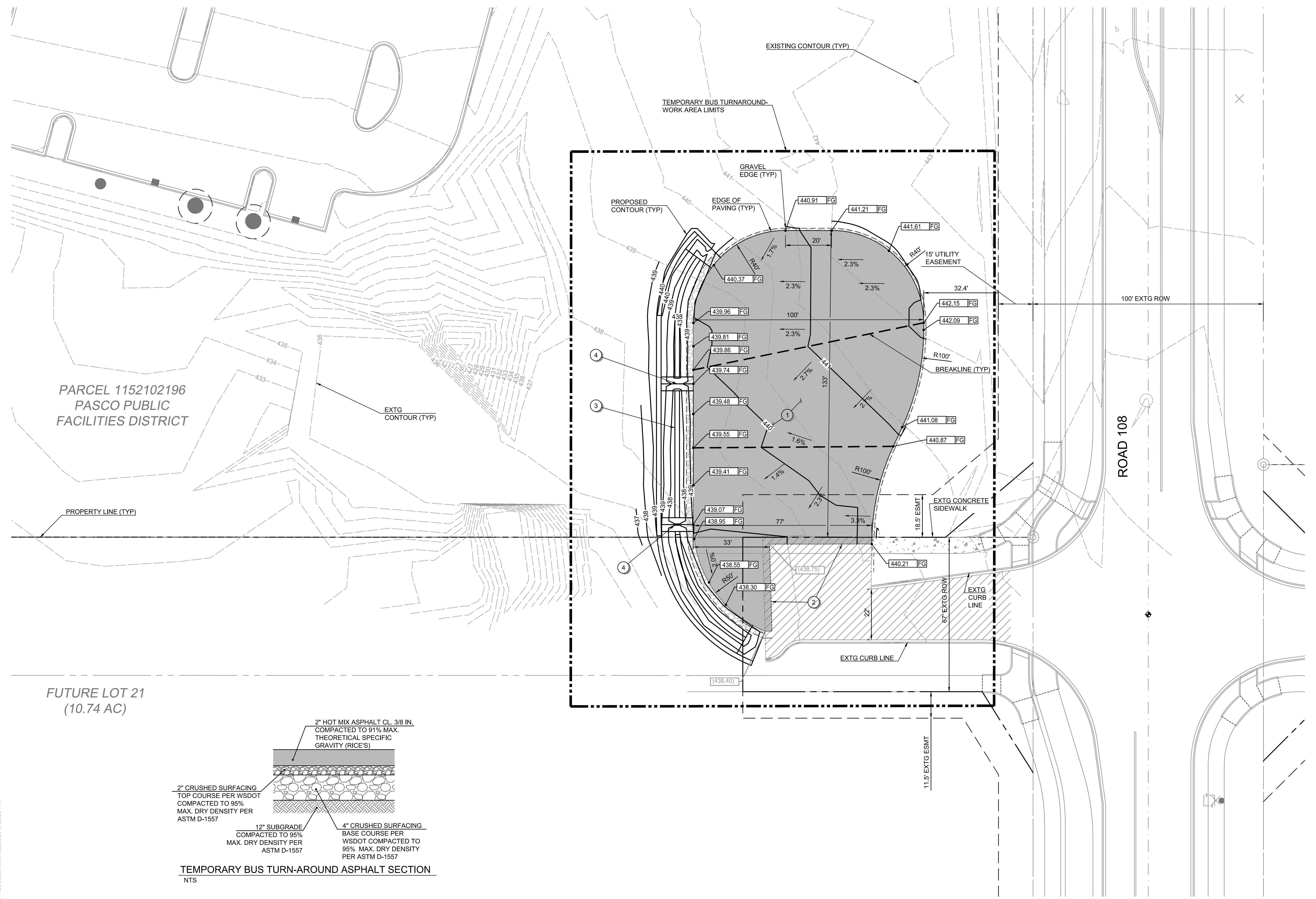
- KEYED CONSTRUCTION NOTES:**
- TYPICAL BUS TURN AROUND ASPHALT PAVING - 2" HMA, 2" CSTC, 4" CSBC. SEE DETAIL, THIS SHEET.
 - NEAT LINE SAW CUT, MINIMUM 2' FROM EXISTING EDGE OF PAVEMENT. MATCH NEW PAVEMENT TO EXISTING.
 - STORMWATER SWALE. SEE DETAIL BUS TURNAROUND AND SWALE TYPICAL SECTION THIS SHEET FOR SWALE SIZE.
 - INSTALL 1' EARTHEN CHECK DAM AS SHOWN PER PLAN.

LEGEND

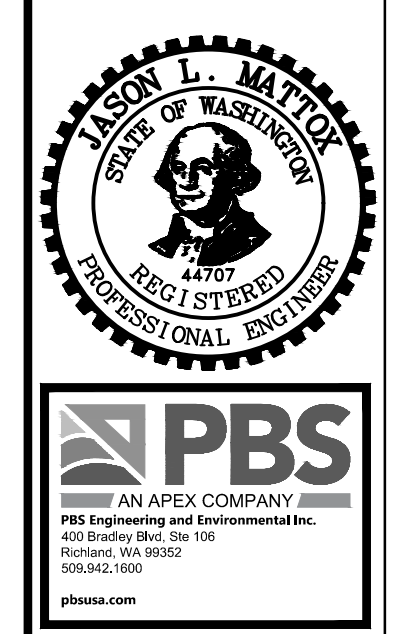
	104	PROPOSED CONTOUR
	(104)	EXISTING CONTOUR
	104.72	PROPOSED SPOT ELEVATION
	(104.70)	EXISTING SPOT ELEVATION
	GB	GRADE BREAK
		FLOW LINE
		MATCH EXISTING ELEVATION
	4:1	DIRECTION AND PERCENTAGE OR H:V RATIO OF SLOPE
	AD	AREA DRAIN
	CB	CATCH BASIN
	EA	EACH
	FC	FLUSH CURB
	FFE	FINISH FLOOR ELEVATION
	FG	FINISH GRADE
	FL	FLOW LINE
	GB	GRADE BREAK
	HP	HIGH POINT
	LP	LOW POINT
	IE	INVERT ELEVATION
	TD	TRENCH DRAIN
	RIM	RIM ELEVATION
	T	RISER
	VIF	VERIFY IN FIELD

HATCHING LEGEND:

	TEMPORARY BUS TURN AROUND ASPHALT PAD - 12,750 SF
	GRAVEL EDGE
	EXISTING ASPHALT
	EXISTING CONCRETE



CIVIL DESIGN
CONSTRUCTION SET



PASCO PUBLIC FACILITIES DISTRICT
PASCO AQUATICS FACILITY
5404 ROAD 108, PASCO, WA 99301



PROJ NO: 66551-000
DESIGNED: RSO
CHECKED: JLM
DATE: 05-29-2026

SITE PLAN &
GRADING PLAN -
BUS TURNAROUND

CD
C-206



RESOLUTION NO. 2026-06

A RESOLUTION OF THE PASCO PUBLIC FACILITIES DISTRICT BOARD, APPOINTING AN AGENT TO RECEIVE CLAIMS FOR DAMAGES.

WHEREAS, pursuant to RCW 4.96.020, the Pasco Public Facilities District (“**PPFD**”)’s Board of Directors (“**Board**”) must appoint an agent to receive claims for damages made under chapter 4.96 RCW; and

WHEREAS, RCW 4.96.020 requires that the PPFD record with the Franklin County Auditor’s Office the identity of the agent and the address where he or she may be reached during normal business hours; and

WHEREAS, pursuant to an interlocal agreement between the PPFD and the City of Pasco dated February 2, 2026, the Pasco City Clerk serves as the PPFD’s claims agent;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PASCO PUBLIC FACILITIES DISTRICT as follows:

Section 1. The PPFD Board appoints the following person as the PPFD’s agent to receive claims for damages under chapter 4.96 RCW:

Agent Appointed:	Pasco City Clerk
Office Address:	525 N. 3 rd Ave., Pasco, WA 99301
Business Hours:	Monday - Friday, 8:00 a.m. to 5:00 p.m., excluding holidays

Section 2. The PPFD’s Executive Director is authorized and directed to record a copy of this Resolution with the Franklin County Auditor.

Section 3. The PPFD’s Executive Director is authorized and directed to develop and publish a tort claim form, along with instructions on how the form is to be presented and the name, address, and business hours of the PPFD’s claims agent, consistent with the requirements of RCW 4.96.020.

Section 4. This Resolution shall take effect immediately.

PASSED by the Pasco Public Facilities District Board of Directors, of Pasco, Washington,
this _____ day of _____, 2026.

PASCO PUBLIC FACILITIES DISTRICT

Mark Morrissette, Board President

ATTEST:

APPROVED AS TO FORM:

Caroline Bowdish, Secretary/Treasurer
Pasco Public Facilities District

Tyler Whitney, Cable Huston LLP
Legal Counsel for PPF

RESOLUTION NO. 2026-05

A RESOLUTION OF THE PASCO PUBLIC FACILITIES DISTRICT BOARD, ADOPTING A PUBLIC RECORDS POLICY.

WHEREAS, the Pasco Public Facilities District (“**PPFD**”) is an “agency” as defined in Washington’s Public Records Act (chapter 42.56 RCW, the “**PRA**”); and

WHEREAS, the PPF Board desires to adopt a policy describing the PPF’s rules and processes for receiving, processing, and responding to requests for public records; and

WHEREAS, RCW 42.56.070(3) requires agencies to maintain and make available for public inspection and copying a current index providing identifying information as to specific categories of records issued, adopted, or promulgated after January 1, 1973; and

WHEREAS, RCW 42.56.070(4) provides that if maintaining such an index would be unduly burdensome or would interfere with agency operations, the agency may instead issue and publish a formal order or resolution specifying the reason for such determination; and

WHEREAS, the PPF is committed to providing the public with full access to the PPF’s records in compliance with the PRA; and

WHEREAS, PPF generates, receives, and maintains a variety of records in multiple formats and locations, and has no employees or a standalone records department; and

WHEREAS, pursuant to an interlocal agreement between the PPF and the City of Pasco dated February 2, 2026, the Pasco City Clerk serves as the PPF’s public records officer; and

WHEREAS, compiling and maintaining a complete and current index of all public records would require the hiring of employees or contractors to support the creation of an index and its ongoing accuracy, diverting necessary resources from PPF priorities and resulting in a substantial disruption to operations;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PASCO PUBLIC FACILITIES DISTRICT as follows:

Section 1. The PPF Board of Directors hereby adopts the Public Records Policy attached as **Exhibit A** to this Resolution.

Section 2. Pursuant to RCW 42.56.070(4), the PPF Board of Directors finds that maintaining a current index of all public records as contemplated by RCW 42.56.070(3) would be unduly burdensome, would interfere with PPF operations, and would require a disproportionate allocation of staff and financial resources.

Section 3. PPF shall not maintain a current index of all public records under RCW 42.56.070(3). PPF will continue to make available for public inspection and copying all public

records as required by the PRA and in accordance with the PPF’s Public Records Policy.

Section 4. The PPF’s Executive Director is authorized and directed to publish this Resolution in accordance with RCW 42.56.070(4), and publish the PPF’s Public Records Policy in accordance with RCW 42.56.040.

Section 5. The PPF’s Executive Director is authorized to make administrative updates to the Public Records Policy, provided that the Executive Director shall provide an update to the Board at the Board meeting following any updates to the Public Records Policy.

Section 6. This Resolution shall take effect immediately.

PASSED by the Pasco Public Facilities District Board of Directors, of Pasco, Washington, this ____ day of _____, 2026.

PASCO PUBLIC FACILITIES DISTRICT

Mark Morrissette, Board President

ATTEST:

APPROVED AS TO FORM:

Caroline Bowdish, Secretary/Treasurer
Pasco Public Facilities District

Tyler Whitney, Cable Huston LLP
Legal Counsel for PPF

Exhibit A

[Policy on Next Page]

Pasco Public Facilities District

Public Records Policy	
Document Control No. POL-002	Date of Initial Adoption: June 23, 2026
Document Type: Board Policy	Date Last Revised: June 23, 2026

- 1. Purpose and Scope.** The purpose of this Public Records Policy (“Policy”) is to establish procedures for the Pasco Public Facilities District’s (“PPFD”) compliance with chapter 42.56 RCW, the Public Records Act (“PRA”). This Policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under applicable law. Despite the use of any mandatory terms such as “shall” or “will,” nothing in this Policy is intended to impose mandatory duties on the PPFD beyond those imposed by applicable law. The PPFD reserves the right to apply and interpret this Policy as it deems necessary, and to revise or change the Policy at any time. This Policy is intended to comply with, and must be interpreted and implemented consistent with, the PRA, as may be amended from time to time.

- 2. Agency Description; Public Records Officer; Contact Information.**
 - a. Agency Description. The Pasco Public Facilities District is a Washington municipal corporation formed under chapter 35.57 RCW. The PPFD Board of Directors meets at the Pasco Aquatic Center, located at 5204 Road 108, Pasco, WA 99301. PPFD’s central records office is located at the Pasco City Hall, located at 525 North 3rd Avenue, Pasco, WA 99301.

 - b. Public Records Officer. The PPFD has designated the Pasco City Clerk as the PPFD’s Public Records Officer pursuant to RCW 42.56.580. Any person wishing to request access to public records or seeking assistance in making such a request should contact the PPFD’s Public Records Officer.

 - c. Pasco Public Records Portal. Requestors are encouraged to submit records requests through the City of Pasco’s public records request portal, which can be found at: <https://www.pasco-wa.gov/193/Public-Records-Requests>.

 - d. Contact Information. As an alternative to using the public records portal, records requests may be submitted to the Public Records Officer at:

Pasco Public Facilities District
Attn: Public Records Officer
525 North 3rd Avenue, Pasco, WA 99301
Phone: (509) 544-3096
Facsimile: (509) 543-5727
cityclerkpr@pasco-wa.gov

Certain public records may be available on the PPFD's or City of Pasco's websites. Requesters are encouraged to view records available on those websites prior to submitting a public records request.

3. Availability of Public Records.

- a. Hours for Inspection of Records. Public records are available for inspection and copying during normal business hours of the PPFD and the City of Pasco, excluding weekends and legal holidays. The Public Records Officer or designee may oversee public review of PPFD records to ensure the integrity and security of such records during inspection. No fees shall be charged for the inspection of public records.
- b. Organization of Records. The PPFD will maintain its records in a reasonably organized manner consistent with available resources. Pursuant to RCW 42.56.070(4), PPFD has determined that the development and maintenance of a current index of all public records as required by RCW 42.56.070(3) is unduly burdensome and would interfere with PPFD operations. See Pasco Public Facilities District Resolution No. 2026-05.
- c. Retention of Records. The PPFD will follow applicable law, including chapter 40.14 RCW and the Washington State Archives' retention schedules, in the retention and destruction of public records.

4. Making a Request for Public Records.

- a. Identifiable Records. A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records.
- b. Submitting a Request. Requesters are strongly encouraged to use the public records request form provided on the PPFD's website. Requests may be made online, in person, by letter, or by e-mail addressed to the Public Records Officer and should include the following information:
 - i. Name of requester;
 - ii. Mailing address, telephone number, and/or e-mail address;
 - iii. The date the request was submitted;
 - iv. The requester's company/organization (optional);
 - v. A description of the identifiable public records adequate for the Public Records Officer or designee to locate the records;
 - vi. Whether the requester seeks to inspect the records, obtain copies, or both.

Requests submitted by mail and addressed to the Public Records Officer will be deemed received on the date received by the Public Records Officer. Requests submitted electronically to the Public Records Officer will be deemed received on the date they are received, but requests received after the close of business will be deemed received on the next business day.

If the requester wishes to have copies of the records instead of simply inspecting them, fees may apply depending on the type and format of responsive records.

Verbal requests are strongly discouraged, to avoid confusion over whether a request has been made under the PRA and the scope of the request.

- c. Unclear Requests. Requesters are encouraged to avoid using ambiguous terms such as “all records relating to,” “all records regarding,” or “all records pertaining to.” Such terms may cause unnecessary delays in processing the request and may require clarification. If all or a portion of a request is unclear, the PPF D may seek clarification from the requester. If the requester fails to clarify the request within 30 days, the PPF D may deem the unclear portion of the request abandoned. The PPF D will respond to the portions of the request that are clear.

5. Processing of Public Records Requests.

- a. Order of Processing. The Public Records Officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.
- b. Initial Response. Within 5 business days of receiving a public records request, the Public Records Officer or designee will respond by doing one or more of the following:
 - i. Make the record(s) available, in whole or in part, for inspection or copying;
 - ii. Provide an internet address and link to PPF D’s website for the records requested, if available;
 - iii. Acknowledge the request has been received and provide a reasonable estimate of time required by the PPF D to respond to the request;
 - iv. Acknowledge the request and ask the requester to provide clarification for a request that is unclear, and provide a reasonable estimate of time necessary to respond to the request if it is not clarified; or

- v. Deny the request, in whole or in part, and provide the legal basis for the denial.

For purposes of computing time, the day on which the request is received does not count as one of the 5 business days. Weekends and legal holidays are excluded from the calculation of time.

- c. Reasonable Estimate of Time. The Public Records Officer or designee may provide a reasonable estimate of the time needed to respond to a request based on factors including, but not limited to:
 - i. The need to clarify the request;
 - ii. The time needed to locate and assemble the records;
 - iii. The time needed to notify third parties affected by the request;
 - iv. The need to determine whether any requested records or information are exempt from disclosure;
 - v. The volume of records requested;
 - vi. The volume of public records requests; and
 - vii. Other essential agency functions affecting the workload of the Public Records Officer or other staff.
- d. Large Requests; Installments. When a public records request is for a large volume of records, the Public Records Officer may elect to provide records on an installment basis if the Public Records Officer reasonably determines that it would be practical to provide the records in that manner. If records are provided on an installment basis, the PPFD may charge for each part of the request as it is provided. If a requester fails to contact the Public Records Officer or designee to arrange for the review of any installment within 30 days after notice that the installment is available, the PPFD may stop searching for the remaining records and close the request.
- e. Default Formats for Electronic Records. Unless otherwise specified by the requestor, the PPFD's default methods of producing electronic records are as follows:
 - i. Emails – produced in an Adobe PDF binder or, if requested by the requestor, a .PST file.
 - ii. PDFs – produced in their original PDF form
 - iii. All other standard electronic records (.doc, .docx, .xls, .xlsx, .csv, .jpg, .gif, etc.) – produced in their native form

The PPFD may assess a customized service charge if it estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when

such compilations and customized access services are not used by the PPFD for other business purposes.

- f. Completion of Request. When the inspection of the responsive records is complete, and/or all responsive copies have been provided to the requester, the Public Records Office or designee will notify the requester that the PPFD has completed its search and has made all nonexempt records available for inspection or release. The request will then be deemed closed.
- g. No Duty to Create Records. The PPFD is not obligated to provide information about records, create new records, or provide a record in a format different from the original format of the record.
- h. No Duty to Supplement Records. The PPFD is not obligated to hold active records requests open in order to respond to requests for records that may be created in the future. A new request must be made to obtain later-created records. However, if, after the PPFD has informed the requester that it has provided all available records, the PPFD becomes aware of additional responsive records that existed at the time of the request, it will promptly inform the requester of the additional records and provide them as soon as reasonably possible.

6. Exemptions, Redactions, Third-Party Notice, and Special Processing Rules.

- a. Records Exempt from Disclosure. The PPFD is not required to make available for inspection or copying public records exempt under the PRA or other applicable law.

If the PPFD believes that a record is exempt from disclosure and should be withheld, the Public Records Officer or designee will provide the specific exemption and a brief explanation of why the record or a portion of the record is being withheld.

If only a portion of a record is exempt from disclosure, the Public Records Officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requester why portions of the record are being redacted. The Public Records Officer may consult with legal counsel prior to denying a request or redacting information from a public record.

If the request is for a list of individuals, the requester may be required to certify whether the list is for a commercial purpose. The PPFD will not provide lists of individuals for commercial purposes unless specifically authorized by law.

- b. Third-Party Notice. If a public record contains information affecting an individual or organization other than the person who requested the public record, the PPFD may notify that individual or organization to allow the third party to seek relief pursuant to RCW 42.56.540. The notice may include a copy of the request. Nothing in this Policy shall be construed to create any right to such notice.
- c. Bot Requests. The PPFD has no duty to accept certain automated or bot requests. The PPFD may deny an automatically generated request, or a request that the PPFD reasonably believes was automatically generated by a computer program or script, that is one of multiple requests received from the same requester within a 24-hour period, if the PPFD establishes that responding to the multiple requests would be unduly burdensome or cause excessive interference with other essential functions of the PPFD.

7. Costs of Providing Copies of Public Records.

- a. Actual Costs. The PPFD finds that calculating actual costs for providing copies of public records for every request would be unduly burdensome. Costs vary depending on the complexity, size, and level of legal review required, number of redactions required, the format of the records, and personnel working on the request. The added cost of conducting a study for each request would interfere with the PPFD’s ability to respond to requests in a timely manner, and would unduly interfere with the PPFD’s business operations. Therefore, the PPFD adopts the following fee schedule pursuant to RCW 42.56.120. The PPFD reserves the right to waive a *de minimus* amount of fees.
- b. Charges for Copies. Pursuant to RCW 42.56.120, the PPFD may charge one or more of the following charges for copies:

Fee Schedule		
Category	Description	Fee
Copies	Photocopies or printed copies	\$0.15 per page
Scans	Scanned records using PPFD equipment	\$0.10 per page
Attachments	Records uploaded to email or cloud-based storage service, or other means of electronic delivery	\$0.05 per each 4 electronic files or attachments
Transmittals	Transmission of records via electronic format	\$0.10 per 1 GB
Digital Storage	Digital storage media devices (flash drive, CD, DVD)	Actual cost
Mailing Costs	Any container or envelope used to mail copies, and postage or delivery charges	Actual cost

Third-Party Costs	A third party hired by the PPFD to copy or scan	Actual cost
IT Expertise	IT expertise to prepare data compilations, or provide customized electronic access services not used for other agency purposes	Customized service charge (actual cost, with deposit of 10% of estimated costs)

If more than one charge applies to copies responsive to a particular request, then the above charges may be combined. The Public Records Officer may elect to waive fees when the expense of billing exceeds the cost of copying and postage or when otherwise appropriate.

- c. Payment and Deposits. Payment may be made by cash, check, money order, or other approved method to the PPFD. When necessary, payments should be made payable to the Pasco Public Facilities District. Before beginning to make copies, the Public Records Officer may require a deposit of up to 10% of the estimated cost of copying the records selected by the requester. The Public Records Officer may also require the payment of the remainder of the copying cost before providing all the records, or the payment of the cost of copying an installment before providing that installment.

8. Review of Denials of Public Records Request.

- a. Internal Review. Any person who objects to the denial or partial denial of a public records request may petition in writing, including by email, to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the PPFD denying the request. The Public Records Officer shall provide the appeal to the PPFD’s legal counsel or other person designated by the PPFD to review the denial. The PPFD will consider the petition and either affirm or reverse the denial within 2 business days following the PPFD’s receipt of the appeal, or within such other time as the PPFD and the requestor mutually agree upon.
- b. Judicial Review. Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550.

9. Document Management. The Executive Director shall review this Policy as needed and propose any suggested changes to the Board.

10. Revision History

Rev.	Revision Date	Description
0	June 23, 2026	Initial document release