

**SCHOOL BOARD MEETING  
KENNEWICK SCHOOL DISTRICT NO. 17**

Meeting Date: Wednesday, January 25, 2023  
Time: 5:30 p.m.  
Location: District Administration Building  
Remote Viewing Access: <http://bit.ly/3Wn5wwE>  
Remote Public Comment Sign-Up Form: <https://bit.ly/3dn9dyk>  
Interpretación al español estará disponible.

**AGENDA**

1. **Call to Order** – 5:30 PM **MICHAEL CONNORS**
  
2. **Pledge of Allegiance**
  
3. **Special Recognition**  
A. School Board Recognition Month **DR. TRACI PIERCE**  
B. Fall Sports **MATT SCOTT**
  
4. **Communications from Parents, Staff, and District Residents**
  
5. **Consent Items**  
**Approval of Board Minutes**  
A. Minutes of School Board Meeting December 14, 2022  
B. Minutes of School Board Retreat January 11, 2023  
  
**Capital Projects Reports**  
A. Resolution No. 3, 2022-2023, Accept Southridge High Addition Project  
Commissioning Report  
  
**Human Resources Reports**  
A. Personnel Actions – Certificated, Classified, and Extracurricular  
  
**Business & Operations Reports**  
A. Payroll and Vouchers Ending November 30, 2022  
B. Payroll and Vouchers Ending December 31, 2022  
C. Budget Status Report Ending October 31, 2022  
D. Budget Status Report Ending November 30, 2022  
E. Budget Status Report Ending December 31, 2022  
  
**Teaching and Learning Reports**  
A. Recommendation Instructional Materials

**K-12 Education**

A. Foreign Exchange Agencies and Coordinators for the 2023-2024 School Year

**6. Superintendent/Board Member Report**

**7. Reports and Discussions**

A. Nutrition Services

**CHRISTINE BENSON**

B. Staff Safety

**MOLLIE LUTZ**

**8. Unfinished Business**

A. Policy No. 2333 INSTRUCTION: Flag Exercises, Second Reading

**DR. TRACI PIERCE**

**9. New Business**

A. Curriculum Cycle

**ALYSSA ST. HILAIRE**

B. Policy No. 1115 BOARD OF DIRECTORS: Student Representatives  
to the Board of Directors, First Reading

**DR. TRACI PIERCE**

C. Policy No. 1532 BOARD OF DIRECTORS: Board Member  
Compensation, First Reading

**DR. TRACI PIERCE**

D. Resolution No. 4, 2022-2023: Board Compensation

**DR. TRACI PIERCE**

**10. Next Meeting Agenda**

A. Capital Budget Update

B. Special Education

**11. Other Business as Authorized by Law**

**12. Adjourn**

**KENNEWICK SCHOOL DISTRICT NO. 17  
DR. TRACI PIERCE  
SECRETARY OF THE BOARD**

KENNEWICK SCHOOL DISTRICT NO. 17  
SCHOOL BOARD MEETING  
ADMINISTRATION BUILDING / Remote Board Meeting  
December 14, 2022

M I N U T E S

MEMBERS PRESENT

Board Members: Michael Connors, President of the Board; Ron Mabry, Vice President of the Board; Diane Sundvik, Legislative Representative of the Board; Micah Valentine, Board Member; Gabe Galbraith, Board Member; London Moody, Student Representative to the Board; and Dr. Traci Pierce, Superintendent and Secretary of the Board.

Cabinet Members: Dr. Doug Christensen, Associate Superintendent of Human Resources; Matt Scott, Assistant Superintendent of K-12 Education; Rob Phillips, Assistant Superintendent of Elementary Education; Alyssa St. Hilaire, Assistant Superintendent of Teaching & Learning; Vic Roberts, Executive Director of Business Operations; Robyn Chastain, Executive Director of Communications and Public Relations; Ron Cone, Executive Director of Information Technology.

Other Guest(s): Bronson Brown, District Legal Counsel  
K.C. Bennion, Principal, Delta High School  
Paul Randall, Director, Tri-Tech Skills Center

CALL TO ORDER

President Michael Connors called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance with approximately 107 online and in-person staff and guests in attendance.

ELECTION OF OFFICERS

The election of officers was held per RCW 28A.330.010.

President

Michael Connors was nominated for President by Diane Sundvik.

Nominations closed with no further nominations.

Roll call vote:	Mr. Connors	Yes
	Mr. Mabry	Yes
	Ms. Sundvik	Yes
	Mr. Valentine	Yes
	Mr. Galbraith	Yes

Motion carried 5-0.

Vice President

Ron Mabry was nominated for Vice-President by Diane Sundvik.

Nominations closed with no further nominations.

Roll call vote:	Mr. Connors	Yes
	Mr. Mabry	Yes
	Ms. Sundvik	Yes
	Mr. Valentine	Yes
	Mr. Galbraith	Yes

Motion carried 5-0.

### Legislative Representative

Gabe Galbraith was nominated for Legislative Representative by Micah Valentine.

Roll call vote:	Mr. Connors	No
	Mr. Mabry	No
	Ms. Sundvik	No
	Mr. Valentine	Yes
	Mr. Galbraith	Yes

Motion carried 2-3.

Diane Sundvik was nominated for Legislative Representative by Ron Mabry.

Nominations closed with no further nominations.

Roll call vote:	Mr. Connors	Yes
	Mr. Mabry	Yes
	Ms. Sundvik	Yes
	Mr. Valentine	No
	Mr. Galbraith	No

Motion carried 3-2.

### COMMUNICATIONS FROM PARENTS, STAFF, AND RESIDENTS

Sandra Jackson stated that she believes the reason that the LBGTQ flag is on the agenda to be banned from the school is based on fear, and she believes the school should be a safe place for all.

Lisa Peppard shared a recap of the conversations around the pride flag and offered another option besides restricting or banning flags. She suggested leaving the flag policy as it was originally written. Ms. Peppard asked the Board to reject the policy change.

Jessi Robledo urged the Board to vote no on the proposed amendments to policy 2333.

Penny Nokes asked the Board to please vote not to ban the pride flag.

James Robledo spoke against removing the pride flag.



Tina Gregory stated that she is asking the Board to stand and stop the grooming and confusion of our children. She thanked the Board for allowing religion and gay pride flags to fly in the classrooms but stated that the only flag that should fly in the classroom is the American flag.

Dan Mildon presented the Board President with a handout titled *Board of Directors: Public Comments and Communications Improvement* for each Board member. He shared his concerns with the Board about changing from the public comment period from open discussion with input from the community to allowing 30 minutes total with two minutes for each speaker. Mr. Mildon stated that he thinks the modification he presented to the Board to change the language would help the community feel like they are being communicated with.

Alliyah Jackson asked the Board not to give power to people who only feel hate. She stated that everyone in every community should be equal, and that includes the flags.

Linda Stephenson spoke about KSD volunteering opportunities. She wanted to give her perspective as a volunteer who has logged thousands of hours in various capacities over the last 13 years. In her experience, she has not felt important and valued as a KSD volunteer. Another pool of volunteers that Ms. Stephenson stated has been overlooked is the high school students. Ms. Stephenson stated that she thinks the Board needs to focus on truly making volunteers feel valued and on retaining people as volunteers.

Virginia Halden stated that the Board should vote no on the proposed policy banning certain flags. Ms. Halden added that schools should provide an environment conducive to learning, and that people learn best when they know they are accepted.

Virginia Tomlinson stated that she is speaking in support of LGBTQIA+ students and their parents. She stated that all students deserve to feel safe and supported in Kennewick public schools.

Jason Goodwin commented on opening the portal for lawsuits and litigation. He stated that if the Board allows one flag, they must allow all flags. The American Flag covers everything that people have talked about.

Mickey Beary stated that teenagers who are LGBTQ deserve to be safe and secure no matter where they live, work, or play. Mr. Beary added that assuring LGBTQ students have a safe place, free of harassment, by allowing a pride flag in the school is a small gesture of concern for these students.

Cati Banta stated that removing the pride flag would be inappropriate or biased because all deserve to feel safe and welcomed. Ms. Banta asked the Board not to remove or ban the pride flags.

Reverend Richard Matters, Pastor of St. Paul's Episcopal Church, stated that he speaks in opposition to the motion and in favor of free expression within the bounds of mutual respect and love.

## CONSENT ITEMS

Motion by Diane Sundvik to approve the consent items as presented.

Seconded by Gabe Galbraith.

Ron Mabry asked if it would be possible to add the School Board meeting dates to the calendars approved on the consent agenda.

Roll call vote:	Mr. Connors	Yes
	Mr. Mabry	Yes
	Ms. Sundvik	Yes
	Mr. Valentine	Yes
	Mr. Galbraith	Yes

Motion carried 5-0.

The consent items were as follows:

- Minutes of Regular Board Meeting November 9, 2022
- 2023 Board Legislative Priorities
- Career and Technical Education: 2022-23 KSD & Tri-Tech Skills Center Perkins Assurances
- Recommendation of Approval of Instructional Materials:
  - *Frida*, author Kristy Placido, published by Fluency Matters. This material will be used in 9-12 grade World Language.
  - *Mata la pinata*, author Kristy Placido, published by Fluency Matters. This material will be used in 9-12 grade World Language.
  - *IXL Learning*, digital. This material will be used in K-12 grade Special Education.
  - *Unique Learning Systems*, digital. This material will be used in 6-12 grade Special Education.
- Personnel Actions – Certificated, Classified, and Extracurricular
- Future School Year Calendars
- KSD-Maintenance and Operations Collective Bargaining Agreement 2022-2025
- Payroll and Vouchers Ending October 31, 2022
- Budget Status Report Ending September 30, 2022
- Resolution No. 2, 2022-2023: Cancellation of Outstanding Warrants

## SUPERINTENDENT/BOARD MEMBER REPORT

Superintendent Dr. Traci Pierce reported that the Yakama Tribal Council unanimously passed a resolution approving the district's land acknowledgment and granting the district's request for Kamiakin High School to retain the Braves mascot with the newly designed logo and imagery. Mr. Washines invited Dr. Pierce to attend the Washington State Indian Education Association Conference in April, where she will participate in a superintendent's panel. Dr. Pierce shared that Tina Brewer, Director of Professional

Learning and Assessment, will attend a Yakama Nation Education Collaborative this week.

Student Representative to the Board, London Moody, reported she attended the WSSDA Annual Conference Student Representative Network and the Superintendent Student Advisory Council meeting.

Gabe Galbraith reported he attended the WSSDA Annual Conference in Spokane and listened to Dr. Pierce on the radio. Mr. Galbraith stated that he hopes people are getting their levy questions answered, as he wants to ensure everyone has the levy information. He added that he hoped people would stick around to listen to the discussion on policy 2333. Mr. Galbraith asked Dr. Pierce if it is possible to get notifications for school closures or delays a little earlier.

Micah Valentine shared that he, too, hoped people would stick around for the discussion on the flag policy. Mr. Valentine stated that he had a nice conversation with Mrs. Alfaro, one of Kennewick School District's elementary teachers and that he attended the Amazing Shake, the WSSDA Annual Conference, and heard Dr. Pierce on the radio. He encouraged the community that if they have issues with the levy, to please communicate what those issues are so that they can be addressed.

Board Member Diane Sundvik reported that she attended two of the WSSDA Networking Hour meetings, two of the Racial Equity & Social Justice meetings, two of the Get To Know KSD meetings: Technology and Family Engagement. Ms. Sundvik shared that she attended the WSSDA Annual Conference in Spokane; two Richland School District Board Meetings; The Amazing Shake at Hawthorne Elementary School; the credit union legislative gathering, and the WSSDA Advocacy Insights meeting to prepare for the 2023 legislative session.

Ron Mabry gave a book reading reminder to Board members and suggested London Moody, Student Representative to the Board, be able to have an advisory vote. Mr. Mabry stated that the advisory vote would allow the Board to hear where the student representative stands on issues, but the vote would not count.

President Connors reported attending part of the WSSDA Annual Conference in Spokane.

## REPORTS AND DISCUSSIONS

### Delta High School

Dr. Pierce introduced Delta High School Principal K.C. Bennion, who presented the annual update on the school, a partnership among the Kennewick, Richland, and Pasco school districts. Delta is a small public high school that draws students from all three districts and incorporates science, technology, engineering, and math (STEM) into all subjects. Ms. Bennion reported that the school has an enrollment of 405 students, including 142 students from Kennewick.

### Tri-Tech Skills Center

Tri-Tech Skills Center Director Paul Randall presented the annual report on the cooperative skills center that the Kennewick School District hosts. Mr. Randall reported that the school has an enrollment of 978 students, including 321 students from Kennewick. Tri-Tech has 19 preparatory Career & Technical Education programs, ranging from autobody technology and construction trades to cosmetology, culinary arts, game design, and pre-nursing.

### 2021 – 2022 Financial Close-out

Executive Director of Business Operations Vic Roberts presented an overview of the district's finances at the end of 2021-22. He reviewed enrollment numbers, noting that the average student FTE for the 2021/2022 school year was 232 less than budgeted. Budgeted, projected, and final General Fund revenue and expenditure amounts were reviewed. Approximately \$15 million in federal ESSER funding (meant to offset pandemic losses and expenses) helped with an enrollment dip and with expenses. In 2021-22, the district used ESSER funding to add online/Endeavor High School staff, nurse/health room support, student mental health support, and to maintain staffing in elementary and middle schools during the pandemic-related enrollment decline. The district ended the year with a fund balance of \$50,845,329. Mr. Roberts reported on the 2022-23 enrollment numbers, the projected ESSER Funding use for 2022-23, and the next steps for the 2022-23 and 2023-24 budgets. He reminded the Board that ESSER dollars are one-time funding through August 31, 2024.

### Boundary Process Overview

Assistant Superintendent of Elementary Education Rob Phillips presented the background and history of the most recent boundary changes and reviewed the process for making decisions about boundary adjustments. He shared the current enrollment and capacity numbers for all the elementary schools as of October 2022. Goals for boundary adjustment were presented along with boundary pros and cons. Mr. Phillips shared a boundary process and timeline to complete the process in the 2022-23 school year to determine new boundaries to take effect in Fall 2024.

President Connors announced a five-minute break at 7:35 p.m.

The Board reconvened at 7:44 p.m.

## UNFINISHED BUSINESS

### Policy No. 2333 INSTRUCTION: Flag Exercises, First Reading

Dr. Pierce presented a draft update of Policy No. 2333, which deals with displaying flags in schools and classrooms. The Board directed Dr. Pierce and district attorney Bronson Brown to update the draft at the November 9 School Board meeting.

Motion by Ron Mabry to discuss Policy No. 2333 INSTRUCTION: Flag Exercises for first and second reading with the changes identified by the Board.

Seconded by Diane Sundvik.

Board discussion followed.

The Board suggested the following changes:

- Removing the word permanent.
- Changing the word permanent to full-time.
- Removing the first sentence (The flag of the U.S. stands as the universal and most singularly important emblem of America.) Micah Valentine stated, for the record, he feels the first sentence should be there.
- Removing the last bullet point.
- Removing the bullet point regarding multiples of the same flag.
- Changing the word cloth to material.
- Removing the last sentence.

Motion by Ron Mabry to accept Policy No. 2333 INSTRUCTION: Flag Exercises for first reading as amended.

Seconded by Gabe Galbraith.

Roll call vote:	Mr. Connors	No
	Mr. Mabry	No
	Ms. Sundvik	No
	Mr. Valentine	No
	Mr. Galbraith	No

Motion carried 0-5.

Board members asked Dr. Pierce to amend the policy by removing the first sentence and the last bullet point (No flag may be hung in a manner that causes distraction), removing the last sentence, and changing the word cloth to the word material.

Motion by Gabe Galbraith to accept Policy No. 2333 INSTRUCTION: Flag Exercises as amended for first reading.

Seconded by Ron Mabry.

Roll call vote:	Mr. Connors	Yes
	Mr. Mabry	Yes
	Ms. Sundvik	No
	Mr. Valentine	Yes
	Mr. Galbraith	Yes

Motion carried 4-1.

Mr. Mabry asked Dr. Pierce and Mr. Bronson to wordsmith the word “permanently” to see

if there is a better word to use in place of permanently.

The Board requested that Student Board Representative survey students and seek feedback from the Superintendent's Student Advisory Council members on this policy.

## NEW BUSINESS

### Levy "Against" Committee Appointment

Superintendent Dr. Pierce presented a recommendation for the Board to appoint Dallas Burt to serve on the committee to write the "against" statement for the levy for the voters' pamphlet.

Motion by Ron Mabry to approve the Board appointing the following individual to serve as the committee to write the "against" statement for the levy for the voters' pamphlet: Dallas Burt

Seconded by Gabe Galbraith.

Roll call vote:	Connors	Yes
	Mabry	Yes
	Sundvik	Yes
	Valentine	Yes
	Galbraith	Yes

Motion carried 5-0.

## NEXT MEETING AGENDA

The Board reviewed items for the next meeting agenda:

- A. Increasing community engagement and volunteerism/volunteer coordination
- B. Curriculum Cycle
- C. Future facility planning/priorities and use of space

Mr. Mabry asked that the Board discuss the student advisory vote and electric school buses.

Ms. Sundvik asked that the Board discuss having multiple student representatives on the Board.

## EXECUTIVE SESSION

President Michael Connors announced an end to the business portion of the meeting at 8:54 p.m. and moved the Board into executive session at 9:00 p.m. per RCW 42.30.110 (1) (i) to discuss a legal issue for approximately 15 minutes. Mr. Connors noted that no further formal action would be taken.

## OTHER BUSINESS AS AUTHORIZED BY LAW.

Mr. Connors reconvened the regular session of the Board at 9:00 p.m. There being no

further business, the Board adjourned at 9:00 p.m.

---

RECORDING SECRETARY

---

PRESIDENT OF THE BOARD

Approved: January 11, 2023

---

SECRETARY OF THE BOARD

KENNEWICK SCHOOL DISTRICT NO. 17  
SPECIAL SCHOOL BOARD MEETING/RETREAT  
DISTRICT ADMINISTRATION CENTER  
01-11-2023

M I N U T E S

MEMBERS PRESENT

Board Members: Michael Connors, President of the Board; Ron Mabry, Vice President of the Board; Diane Sundvik, Legislative Representative of the Board; Micah Valentine, Board Member; Gabe Galbraith, Board Member; and Dr. Traci Pierce, Superintendent and Secretary of the Board.

Cabinet Members: Dr. Doug Christensen, Associate Superintendent of Human Resources; Matt Scott, Assistant Superintendent of K-12 Education; Rob Phillips, Assistant Superintendent of Elementary Education; Alyssa St. Hilaire, Assistant Superintendent of Teaching & Learning; Vic Roberts, Executive Director of Business Operations; Robyn Chastain, Executive Director of Communications and Public Relations.

MEMBERS ABSENT

None

CABINET MEMBERS ABSENT

Ron Cone, Executive Director of Information Technology

CALL TO ORDER

President Michael Connors called the meeting to order at 5:34 p.m. and led the Pledge of Allegiance with approximately 29 online and in-person staff and guests in attendance.

SUPERINTENDENT/SCHOOL BOARD RETREAT

The purpose of the retreat is for the superintendent and School Board to conduct a semi-annual review of the district and plan for continued quality education and efficient operation of the Kennewick School District.

DISCUSSION TOPICS: The Board discussed the following topics:

- Community Engagement/Volunteerism Coordination
- Curriculum Cycle
- Future Facility Planning/Priorities/Use of Space
- Student Board Representatives
- Communication Protocols



President Connors announced a five-minute break at 7:45 p.m. The Board reconvened at 7:50 p.m.

NEXT MEETING AGENDA:

- Board Compensation
- Nutrition Services
- Staff Safety
- Policy 2333 – Flag Displays and Exercises, Second Reading

EXECUTIVE SESSION

President Michael Connors announced at 8:30 p.m. that discussion topics open to the public were concluded and moved the Board into executive session for approximately 30 minutes at 8:30 p.m. per RCW 42.30.110 (1) (g) to conduct the Superintendent/Cabinet Performance Review with no formal action of the Board to be taken.

OTHER BUSINESS AS AUTHORIZED BY LAW

There being no further business, Michael Connors adjourned the meeting at 9:00 p.m.

---

PRESIDENT OF THE BOARD

---

SECRETARY OF THE BOARD

Approved: January 25, 2023



**SOUTHRIDGE HIGH ADDITION PROJECT  
COMMISSIONING REPORT ACCEPTANCE**

**WHEREAS**, Kennewick School District No. 17 completed the addition to Southridge High School and;

**WHEREAS**, Building Commissioning was performed, and a written report was completed by Construction Services Group; and

**WHEREAS**, the Building Commissioning report was reviewed by District representatives,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Kennewick School District No. 17, Benton County, Washington, that the Building Commissioning Report for Southridge High Addition Project be accepted.

Dated this 25th Day of January 2023.

ATTEST: \_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Vice President, Board of Directors

\_\_\_\_\_  
Member of the Board of Directors

\_\_\_\_\_  
Member of the Board of Directors

\_\_\_\_\_  
Member of the Board of Directors

# Final Commissioning Report For Southridge High School Classroom Addition and HVAC Replacement

January 2023



*Figure 1. Southridge High School*



---

**Kennewick School District #17  
Southridge High School HVAC Replacement and Addition**

---

## **Table of Contents**

<b>1. INTRODUCTION</b> .....	2
<b>2. THE COMMISSIONING PROCESS</b> .....	5
<b>3. DESIGN PHASE</b> .....	8
<b>4. CONSTRUCTION</b> .....	11
<b>5. VERIFICATION, START-UP AND PRE-FUNCTIONAL TESTING</b> .....	15
<b>6. FUNCTIONAL PERFORMANCE TESTING</b> .....	18
<b>7. OPERATIONS AND MAINTENANCE</b> .....	21
<b>8. SUMMARY</b> .....	24
<b>APPENDIX A COMMISSIONING REQUIREMENTS SPECIFICATIONS</b> .....	27
<b>APPENDIX B COMMUNICATION STRUCTURES</b> .....	40
<b>APPENDIX C ROLES AND RESPONSIBILITIES</b> .....	42
<b>APPENDIX D SITE OBSERVATION REPORTS</b> .....	45
<b>APPENDIX E COMMISSIONING PROCESS ISSUES AND RESOLUTION LOG</b> .....	69

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

# 1. INTRODUCTION

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### 1. Introduction

#### 1.1 Scope of Work

The scope of work for Construction Services Group – Building Commissioning for this project included the following:

1. Development of the Commissioning Specifications for Southridge High School.
2. Development of the Installation Checklists and Functional Performance Tests (FPT's) for the project.
3. Verification during Construction that equipment and systems were installed per plans and specifications.
4. Review submittals related to the Mechanical systems of the facility.
5. Review Operations and Maintenance manuals for completeness and adequate information.
6. Oversee training of Electrical and Mechanical systems.
7. Document and track deficiencies and issues until corrected related to commissioned items.
8. Verify that the installation and startup of equipment and systems were completed.
9. Perform Functional Performance Tests on equipment and systems.
10. Retest deficient equipment and systems after corrections were made to verify functionality.
11. Prepare reports, field observations and the issues log for the final report to the School Board for acceptance of the project.

#### 1.2 Equipment / Systems Commissioned

The following is a list of equipment and systems that were commissioned:

1. Plumbing equipment – installation, functionality, quantity, training, O&M manuals, related gas fired condensing water heaters, electric water heaters, circulation pumps, water temperatures, and controls.
2. Electrical equipment – installation, functionality, quantity, lighting, training, O&M manuals, related mechanical motors, occupancy sensor function, controlled receptacles and ground fault circuit function.
3. Mechanical equipment – installation, functionality, training, O&M manuals, related mechanical systems, building automation system (BAS), seismic and vibration isolation, labeling, and other related mechanical requirements.



Figure 2. Rooftop AHU.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### 1.3 Deliverables from the Contractor

The following is a list of deliverables specified in the construction documents.

Before Functional Performance Testing can begin, the following items must be completed:

1. Completed installation checklists to be reviewed on site.
2. A list of all outstanding Mechanical, Electrical and Plumbing punch list items for equipment and systems to be commissioned.
3. Copy of Factory/Contractor start up reports for all equipment being commissioned to be reviewed on site.
4. Preliminary balance report received and approved by the Design Team and CSG
5. Copy of Controls point to point check sheets.
6. Copy of Controls calibration check sheets.
7. Complete O&M manuals approved by Design Team & CSG are on-site.
8. List of all outstanding training and schedule for completion.
9. A copy of the "Declaration of Completion" signed by the General Contractor and received by CSG.
10. In preparation for Functional Performance Testing, the General Contractor, mechanical and controls subcontractors and the Design Team review and approve the Functional Performance Tests that will be used on-site. A BAS controls coordination meeting will be held to identify any areas of concern. This will allow testing to proceed as quickly as possible.



Figure 3. RTU.

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

## **2. THE COMMISSIONING PROCESS**



---

## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

---

## 2. The Commissioning Process

### 2.1 Background and Definition

Owners have had increasing significant problems in getting buildings that meet their needs despite the fact that they hire highly qualified Architects, Engineers, and Contractors. The problem is not the people that they hire, but rather the traditional processes have become outdated for the complexities of today's buildings.

Technological advances over the past years have changed building structures and systems, but the long-established roles of the professionals involved in the procurement process have not. There is no single project team member who is responsible for ensuring the proper integration of all modern building systems and the in-depth training required for operating and maintenance personnel. The inevitable result has been an ever-increasing difficulty in attaining high quality, functional buildings that achieve the full potential of their original designs.

Experience has shown that a building that is not commissioned will cost 8 to 20 percent more to operate than a commissioned building. A 2004 report showed that, on average, the cost of performing commissioning was paid back in 4.8 years from energy savings alone. When other benefits were accounted for (from improved equipment lifetimes, reduced change orders due to early detection of problems, prevention of premature equipment breakdown by timely correction of problems, reduced operation and maintenance costs, and improved indoor environment), they essentially offset the entire cost of new-building commissioning.

In addition, the Washington State Energy Codes for non-residential buildings require commissioning for mechanical and lighting systems (see sections 1416 and 1513.7). The code states that drawing notes specify commissioning, that specifications and plans identify the equipment to be tested and the procedures to be used, that systems be tested to ensure they operate in accord with approved plans, and that a commissioning report is submitted to the owner. For complex mechanical systems, a preliminary commissioning report is to be completed prior to the building official issuing a final certificate of occupancy.

Work on the commissioning process formally began in 1982 when the American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE) formed a committee to develop a better process for ensuring functional buildings were turned over to building owners. ASHRAE knew that an increasing number of building owners were complaining about troublesome HVAC systems, poor comfort, having facilities that were too expensive to operate, and building operations staff who did not understand how to maintain or operate their new buildings.

Since its inception, the ASHRAE guideline committee has published the original standard (1989) and updated version (1996). The basis for the ASHRAE commissioning process was the outcome from industry and high technology projects that required all systems to work from day one. Today, the commissioning process includes other systems and components that have become complex and require special attention at installation, or require special training and maintenance.

<sup>1</sup> The Cost-Effectiveness of Commercial-Buildings Commissioning: A Meta-Analysis of Energy and Non- Energy Impacts in Existing Buildings and New Construction in the United States, Report Number 56637, Lawrence Berkeley National Laboratory, Portland Energy Conservation Inc., Texas A&M University Energy Systems Laboratory, December 2004.

<sup>2</sup> ASHRAE Standard 90.1-2004, the model for energy codes in many states, including a minimum level of systems commissioning as part of the completion requirements (6.7.2) for mechanical systems that are less detailed than the Washington Energy Codes.

#### 2.1.1 Definitions

The following are definitions of key terms used in this document.

**Commissioning (Cx)** – a quality process beginning during the design phase and continuing through the life of the building. The purpose behind the Cx process is to assure the School District that all building systems are installed and operating as designed.

**Commissioning Manual** – a guidebook that documents the design, construction, operation, and maintenance of a building. The manual is a living document, which will be added to throughout the life of the building.

**Design Intent** – a design goal that clearly defines the School District's criteria that must be met to have a successful project. This

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

includes all areas of design, construction, and operation ranging from material selection to system efficiency.

**High Quality** – the work is expected to be accomplished on time, has a high value for the cost, is completed right the first time, has low failure rates, and meets the School District’s design intent.

**TAB** – Testing, Adjusting, and Balancing occur after the systems in the facility have been started-up. HVAC systems are checked for sound and vibration. TAB is done by a qualified agency specializing in TAB.

### 2.2 Team Data

The key to an effective project is to ensure that there are well-defined lines of communication between all parties involved in the project. Communication is maintained throughout the project by a conscious effort of the various Team Members.

#### 2.2.1 Party Definitions:

**Commissioning Authority (CA)** – an independent authority not otherwise associated with the A/E team members or the Contractor. The CA coordinates the commissioning during construction. The CA reports directly to the School District during design.

**Project Manager (PM)** – the managing authority for the School District over the design and/or construction of the project.

**Contractor (GC)** – the general contractor for the project.

**Architect / Engineer (A/E)** – the prime consultant (architect) and sub consultants who comprise the design team dealing with mechanical and electrical systems, including theatre, kitchen, and sound consultants as required.

**The owner (School District)** – Representative established by resolution of the School Board to act for the School District and sign forms, generally the Superintendent.

To aid in improved communication, each contractor must assign one person responsible for coordination and design intent issues.



Figure 4. Lab

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

## **3. DESIGN PHASE**

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### 3. Design Phase

The design phase of a project is the most critical. During this phase the owner determines what is desired for the building and what determines a successful project. It is critical that close attention be paid to the coordination among the different designers and that all assumptions made are clearly documented. If expectations and directions are not clearly and thoroughly documented, problems will occur during construction due to ambiguity and misunderstandings.

#### 3.1 Steps of Commissioning During Design

The key Cx steps accomplished during the design phase are:

1. Develop and provide appropriate Cx specifications
2. Consolidation of available documentation
3. Develop and provide appropriate Cx Plan and Cx checklists



Figure 5. Chiller Yard



Figure 6. Chilled Water Hydronic Piping



---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

## **4. CONSTRUCTION**

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### 4. Construction

Diligence must be maintained throughout the construction process to ensure the School District's design intent that has been integrated into the construction documents is actually constructed by the contractors. To ensure quality construction is achieved, the proper tools must be provided to the contractors and continuous sampling of components is required. This includes contractor development and continuous maintenance of a detailed construction schedule, and immediate completion of installation checklists.

#### 4.1 Construction Verification

The key steps accomplished during the construction phase are:

1. Pre-construction Meeting
2. Review Plans and Specifications
3. Commissioning Scoping Meeting
4. Construction Scheduling
5. Submittal Review Process
6. Development of Equipment Installation Checklists
7. Development of O&M Manual
8. Continuous Quality Implementation
9. Construction Site Inspections
10. Review Project RFI's
11. Review Project ASI's

#### 4.2 Commissioning Scoping Meeting

Near the beginning of the project, the Commissioning Authority called for a Commissioning Scoping Meeting. The purpose of this meeting was to give instructions to the contractor on the importance of Installation checklists and how they will be used throughout the project. The need to have the checklists in place when work starts will be stressed. The Cx process was explained in detail, including startup procedures, O&M manuals, training, and closeout procedures.

#### 4.3 Submittals

Equipment submittals are submitted to the Architect and Engineering team as per the specifications listed in the Project Manual. After review and approval by the Architect and Engineers, the Commissioning Authority reviews the submittals for quality and to look for issues related to commissioning. If quality problems occur, submittals will be returned to the A/E with notes on the problems and direction for re-submittal.

#### 4.4 Development of Operations and Maintenance Manual

To complete the O&M manual in an orderly fashion, and not wait until the end of the project to throw something together, the O&M



Figure 7. Fume Hood Exhaust



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

manual is due within 45 days of submittal acceptance by the designer. Since each specification section is a different O&M manual section, the O&M manual can be completed and submitted one section at a time.

The benefit of early O&M manual completion is that it can be used throughout construction for training O&M staff and to aid in identifying system problems before they become problems. Warranty documents can be added at the conclusion of the project when they come into force. Section 7 has more details on O&M manuals.

### ***4.5 Continuous Quality Implementation***

The Commissioning Authority continuously monitored the work to ensure the process set forth during the design phase of the project was still being implemented. This was through random, statistical checking of the installation checklists, RFI's, change orders, record drawings, and schedules.

For quality to be achieved, the individual workers understood their part in the project and were willing to provide the level of quality required. Installation Checklists were used to inform and document the installation of the equipment and systems in the building. This is discussed in detail in the next section.



Figure 8. Energy Recovery RTU





---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

---

Kennewick School District #17  
Southridge High School HVAC Replacement and Addition

---

## 5. VERIFICATION, START-UP AND PRE-FUNCTIONAL TESTING

## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

#### 5. Verification, Start-up, and Pre-Functional Testing

Construction activities of the Commissioning Authority include oversight of the installation, verification of make and models, provided coordination of trades, and witnessing the startup of the equipment by the Manufacturer's representative.

Prior to the startup of some systems, the Contractor will perform pre-functional testing. These are witnessed by the Commissioning Authority. Irrigation Systems are a good example of pre-functional tests that occur prior to covering the pipe.

Piping systems are pressurized and checked for leakage.

##### 5.1 On-site Verification

During construction, the Contractor used installation checklists to ensure that the equipment was installed correctly. CSG visited the site periodically throughout construction and reported on the installation. Ductwork, piping, and other hidden components were checked prior to cover. Coordination of the various trades is always a concern. Pre-installation conferences were held to discuss the need to share tight spaces and work together to make electrical, plumbing, fire sprinklers, HVAC ductwork, and low voltage data, phone, and security systems could all be arranged in the spaces above ceilings and in walls and not interfere with the other trades working in the same areas. The Issues Log was started to report on deficiencies and corrections needed.

##### 5.2 Start-up Activities

When the equipment was ready to be started for the first time, a field representative from the manufacturer comes to the site and goes through a checklist to start the equipment. This process ensures the School District that the warranty will be in-force and valid. The Commissioning Authority witnesses the startup and looks for a well-structured review of the equipment by the representative.

As often as possible, the School District staff is asked to attend. This gives them an opportunity to visit with the manufacturer's representative and start a relationship that will be beneficial should the time come when the staff needs to call about a problem. The representative also gives out tips that are not found in the company brochures and can give insight to maintenance techniques that will profit the District's staff.

##### 5.3 Pre-functional Tests

Some systems require testing prior to start-up or during start-up. These tests look for leaks; determine if piping or ductwork systems can hold pressure, check for proper rotation of motors, and generally make sure that the equipment is ready to be started. If the equipment has been started, the tests may be to determine if the equipment is producing the desired output, temperature, or flow and pressure.



Figure 9. RTU Factory Start-Up

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

## 6. FUNCTIONAL PERFORMANCE TESTING

## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

#### 6. Functional Performance Testing

Functional Performance Tests were conducted on the mechanical, plumbing, electrical and lighting systems at Kamiakin High School. Steven Nunez and Geert Aerts with CSG Building Commissioning, along with additional staff, performed the tests.

The tests were developed to check various conditions, situations, and events that the mechanical systems will perform during the year. The tests were developed to be run on a maintenance schedule and can verify that the systems are working as designed originally. The use of statistical sampling is again used to verify that the systems are working correctly. Whenever the test is performed, different units can be selected and alternated to check all equipment over time.

##### 6.1 Other System Tests

Other systems were checked as part of the Building Occupancy requirements. These tests were performed by local jurisdictional officials and verified by the Commissioning Authority. Those tests included:

- Fire Alarm system and Fire Suppression system (Fire Marshal)
- General Building Code compliance (Building Officials)

##### 6.2 Results of Testing

Over the past year, Functional Performance Tests were conducted on the equipment and systems of the building. As deficiencies were discovered they were placed on the issues log until corrected. All tests need a rate of 90% to pass. The equipment and systems are then retested once the corrections are made to ensure that they work as designed.

Because the Contractor can only be held responsible for work provided under the construction documents, the tests are designed to check performance based on the specifications and drawings. If there are issues with the design of the system, these are addressed to the design team for correction. This work falls outside of the Contractor's work and is dealt with separately.



Figure 10. Shared Space

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

## **7. OPERATIONS AND MAINTENANCE**



## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

#### 7. Operations and Maintenance

During the Acceptance Phase of the project, training sessions were held for Kennewick School District staff. O&M manuals were completed and approved and kept on site for use during the sessions. The O&M manuals are checked for completeness and organization so that information is easily obtained. Some sections were missing and the Contractor was required to add these sections before the manuals were approved.

Undoubtedly the biggest single factor making training more important than ever before is the explosive increase in the use of microprocessors and “PCs” in modern building construction. This technology is developing so fast that vendors are barely able to understand it. Design engineers and O&M staff are guaranteed to not understand it unless good training is provided.

#### 7.1 Areas of Training

The Kennewick School District staff was trained on the following systems:

1. Plumbing Systems
  - a. Locations of clean-outs and backflow preventers.
  - b. Domestic Water System
  - c. Domestic Water Heater
  - d. Sanitary Waste System
  - e. Storm Water System
2. Mechanical and HVAC Systems
  - a. Rooftop Heat Recovery Units
  - b. Rooftop Air Handling Units
  - c. Fan Coil Units with Air Valves
  - d. Air Cooled Chillers
  - e. Hydronic Pumps and VFD's
  - f. Power Ventilators
  - g. Split System AC Units
3. Electrical
  - a. Instrumentation and Controls
  - b. Electrical Distribution
  - c. Lighting Controls
  - d. Site Lighting
  - e. Fire Alarm
4. Fire Suppression System



Figure 11. Fan Coil Units

#### 7.2 First Year of Operation

Some additional items may be identified during the early months of occupancy, before final completion. And some other items may come up during the one-year warranty period.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

The Commissioning Authority will continue to check with the staff periodically with informal consultations throughout the first year warranty period. Warranty issues will be addressed and corrected before the warranty runs out. Contractors will be notified of the issues prior to the end of the warranty, and will be responsible to make necessary corrections.



Figure 12. Chilled Water Pumps

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

## **8. SUMMARY**

---

## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

---

#### 8. Summary

The commissioning process, a quality assurance program of Construction Services Group and ESD112, made a significant positive impact on the Southridge High School Classroom Addition and HVAC Replacement projects. Various mechanical, electrical and plumbing systems have been functionally tested and any deficiencies discovered were corrected by the contractors to function per plans and specifications, or “as designed”. Through Operations and Maintenance training, the facilities staff is equipped with the skills and knowledge needed to maintain the building systems that are essential to the facility's operation. The Southridge High School construction project did present certain challenges, however, through actions taken with a collaborative approach, the entire commissioning team was able to sufficiently address and resolve them. All deficiencies and resolutions are documented and itemized in this report.

Quality is emphasized throughout the construction process. From equipment delivery to storage to installation, contractors generally followed the quality assurance plan managed by Construction Services Group that helped ensure building system and component installations were completed properly, free from construction or environmental contaminants and in new condition.

The HVAC Replacement project, which was built initially, included replacing the old Rooftop Units (RTUs) with new ones, adding two Air-Cooled, Rotary-Screw water chillers, and installing related hydronic piping, pumps, and DDC Controls. Cooling has been provided throughout the campus.

The classroom addition HVAC system consists of custom Air Handling Units and Heat Recovery Units supplying outside ventilation air directly into classrooms and lab spaces via Air Valves, delivered through Fan Coil Units by overhead ceiling diffusers, while simultaneously exhausting return air with CO<sub>2</sub> and other contaminants out of the building. Prior to exiting the building, the exhaust air is directed across plate heat exchangers that recoups energy to pre-heat incoming outside air during the winter, reducing heating capacities.

The domestic hot water system utilizes condensing natural gas water heaters to deliver tempered water to hand washes throughout the school addition on demand. A thermostatic mixing valve ensures water being delivered to hand washes safely remains at 110°F. Interior lighting controls consist of automatic daylight dimming fixtures operating off time clock schedules and occupancy sensor control. In those spaces with adequate glazing, photocells sense natural light levels and automatically adjust them to maintain minimum foot-candle levels per WAC requirements in school buildings.

Classroom occupancy sensors have been set to the Manual-On/Auto-Off function, requiring end users to turn lighting on manually. They remain on until no occupancy has been sensed for 15 minutes. Scheduled time clocks controls lighting in corridors, bathrooms, and common areas during occupied hours. During unoccupied times, common area lighting is controlled via occupancy sensors upon sensing motion in the area.

Site lighting is controlled via a photocell measuring natural light levels combined with a timed scheduled to enable fixtures on/off at dusk and dawn.

Together with CSG's quality assurance program and diligence in managing the resolution of operational issues with the HVAC system and DDC controls at Southridge High School, the Kennewick School District has provided their students and staff members with a healthy and comfortable environment that will serve the entire community for years to come.

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---



Figure 13. Weight Room Addition

---

Kennewick School District #17  
Southridge High School HVAC Replacement and Addition

---

# APPENDIX A COMMISSIONING REQUIREMENTS SPECIFICATIONS

## SECTION 01 91 00

### GENERAL COMMISSIONING REQUIREMENTS

#### PART 1 - GENERAL

##### 1.1 SUMMARY

###### A. Services Furnished

1. The purpose of commissioning is to provide the Owner assurance that the systems listed in this section (mechanical, electrical & specialty) have been installed in the prescribed manner and will operate properly to fulfill the design intent as laid out in the Contract documents. Commissioning is a systematic process intended to enhance the quality of system start-up and aid in the orderly transfer of systems to beneficial use by the Owner. Commissioning during the construction phase is intended to achieve the following specific objectives according to the Contract Documents:
  - a. Verify that applicable component equipment and systems are installed according to the manufacturer's recommendations and to industry accepted minimum standards and that they receive adequate operational checkout by installing contractors.
  - b. Verify and document proper performance of component equipment and systems with Functional Performance Tests, (FPT).
  - c. Verify that O&M documentation left on site is complete.
  - d. Verify that the Owner's operating personnel are adequately trained.

##### 1.2 ADMINISTRATIVE REQUIREMENTS

- A. General Responsibilities The Contractor verifies installation, provides scheduling and coordination of commissioning activities, performs training, starts up component equipment, performs Pre-verification testing, assists with functional performance testing, corrects deficiencies and assists with retests.
  1. Furnish labor and material to accomplish building commissioning as specified herein.
  2. The commissioning process does not take away from or reduce the responsibility of the system designers or installing contractors to provide a finished and fully functioning product.
  3. Commissioning does not relieve the Contractor of Contract obligations.
- B. The Commissioning Authority (CA), hired directly by the Owner, provides the Owner an unbiased, objective view of the systems; installation, documentation, operation, and performance. The responsibilities of the CA are indicated here for information only.
  1. The CA reviews submittals for compliance with the original design intent as reflected in the contract documents.
  2. The CA will use Facility Grid and Facility Grid app for installation checklists, Start-up, Pre-verification tests, Functional performance tests, and issues log, in addition to other project documentation. Facility Grid and Facility Grid app for issued for the project at no cost to the Contractor.
  3. The CA performs component equipment installation verification throughout the course of the project.
  4. The CA verifies completion of installation and witnesses start up of component equipment
  5. The CA develops Functional Performance Tests (FPT) for component equipment and systems listed in this section. These tests when approved will be used as Pre-verification tests by the Contractor to show that all equipment and systems are working correctly.



6. Once the Contractor has completed the Pre-verification tests, the CA, with the assistance of the contractor, performs the Functional Performance tests for the equipment and the systems designated in this section for confirmation that the Pre-verification tests are complete. The tests verify conformance to the sequence of operation and design intent as reflected in the contract documents.
7. The CA will develop and maintain an Issues log through the warranty period.

#### C. Coordination

1. The Contractor will provide overall coordination of the commissioning program as specified herein. The Commissioning process will require cooperation of the Contractor, subcontractors, vendors, Architect, CA, and Owner. The commissioning team will be comprised of the following:
  - a. Contractor
    - Subcontractors (as required by the Contractor)
  - b. Commissioning Authority (CA)
    - Consultants (as required by the CA)
  - c. Owner's Representative (s)
    - Project Manager
    - Maintenance Staff
  - d. Design Team
    - Architect
    - Mechanical consultant
    - Electrical consultant
    - Specialty consultant (s)

#### D. Scheduling

1. Integrate commissioning requirements into the Critical Path Method (CPM) master construction schedule. Commissioning scheduling is the responsibility of the Contractor.
2. In the Construction Schedule, the Contractor will schedule Commissioning Tasks. These tasks will include but are not limited to the following:
  - a. Submittals
  - b. Installation Checklists
  - c. Component equipment Start-up
  - d. System Integration
  - e. Functional Performance Testing
  - f. O&M Manuals
  - g. Training
  - h. Other tasks as required, i.e. phasing.
3. The Contractor will provide a copy of the CPM master construction schedule and updates to the CA as part of regular schedule updates and distribution.

#### E. Commissioning Meetings

1. Commissioning Kick-off Meeting: Within 90 days from Notice to Proceed, the CA will call for a Commissioning Kick-off Meeting. The purpose of this meeting is to give instructions to the contractor on the importance of construction Installation checklists. The use of Facility Grid and the Facility Grid app for completing checklists as work progresses will be discussed and access issued to each Contractor and Sub-contractor, as needed. The Commissioning process will be explained in detail, including startup procedures, O & M manuals, training, and closeout procedures.
2. Issues related to commissioning will be discussed as required during regularly scheduled Project Meetings. All Issues will be responded to through Faculty Grid.



3. The CA may require additional meetings if the commissioning process appears to be behind schedule or if there are coordination issues.

### 1.3 COMPONENT EQUIPMENT & SYSTEMS TO COMMISSION

#### A. Definitions:

1. Component equipment or Component – a constituent element, as of a system, part of a mechanical or electrical complex.
2. System - A group of interacting, interrelated, or interdependent elements forming a complex whole, a condition of harmonious, orderly interaction.
3. Integrate - To make into a whole by bringing all parts together; unify. Many systems are coordinated with or integrated into other systems (fire/smoke dampers with fire alarm). Integration of component equipment into systems, and system-to-system integration will be tested as noted in the matrix

#### B. Life / Safety Systems

Critical Life Safety Systems are summarized but not limited to the following:

##### 1. Systems:

- a. Automatic fire protection systems, Division 21
- b. Emergency lighting
- c. Fire Alarm systems
- d. Elevator / wheel chair lifts
- e. Fire Doors

#### C. Mechanical Systems

Critical Mechanical systems are identified in the General Conditions, Divisions 22-23, and summarized, but not limited to, the following:

##### 1. Systems:

- a. HVAC: All HVAC systems including, but not limited to: boilers, chillers, air handling, exhaust & hydronic systems, fan coils valves & pumps.
- b. Domestic Water & DWV: All domestic water systems including, but not limited to: Water Heaters, pumps, pressure regulators, back-flow preventers, automatic flush valves, automatic faucets, and solenoid valves. All drain, waste and vent systems including interior rain leaders and storm drains
- c. Controls: The entire temperature control system including, but not limited to: Interface with all hardware devices and component equipment, programming of all specified schedules and sequences of operation, remote site interface.

##### 2. System integration as applicable

#### D. Electrical Systems

Critical Electrical systems are identified in the General Conditions, Divisions 26-28, and summarized, but not limited to, the following:

##### 1. Systems:

- a. Unit substations
- b. MCCs
- c. Panel Boards: All panel boards including, but not limited to, main & sub-switchboards (480V and 208V) on individual panels.
- d. Lighting: All lighting fixtures interior and exterior, controls for each, occupancy sensors, daylighting and harvesting controls, low voltage control system connections & interface to energy management system.
- e. VOIP/Phone/Intercom systems
- f. PA system

- g. Data
- h. Security and Security Notification Systems

1.4 QUALITY ASSURANCE

- A. The matrix below outlines required commissioning activities by system.
- B. The CA is responsible for Functional Performance Testing of the component equipment listed in this section.
- C. As noted in the matrix, testing required by the Architect’s Consultants or the Authority Having Jurisdiction (AHJ) will serve as Functional Performance Tests for those systems. The contractor will notify the CA fourteen (14) days in advance of such tests. The CA will witness testing by the Architect’s Consultants and the AHJ to assure that they are adequate to completely test the systems. If the CA is unavailable at the scheduled time and location of the activity, so note, and proceed per schedule.
  - 1. The Contactor will provide the CA with copies of the results of testing performed by others and within three (3) working days of the test. A list of corrections (if required) will be included.
  - 2. If the CA determines that the tests are not adequate to exercise all functions of the system, the CA will develop additional tests and test the system to assure the owner that the system is completely functional.

SYSTEM	Submittals	Installation Checklists	Start-up	System Integration	Pre-Verification Tests	Functional Performance Tests	Consultant/AHJ Sign off	O&M Manuals	Training
Fire/ Life / Safety Systems									
Auto fire protection systems	X	X	X	X			X	X	X
Emergency lighting	X	X	X	X			X	X	X
Fire Alarm systems	X	X	X	X			X	X	X
Fire Doors	X	X	X	X			X	X	X
HVAC systems									
HVAC	X	X	X	X	X	X	X	X	X
Domestic water system	X	X	X	X	X	X	X	X	X
Controls	X	X	X	X	X	X	X	X	X
Electrical Systems									
Unit substations	X	X	X	X			X	X	X
MCCs	X	X	X	X			X	X	X
Panel Boards/sub panels	X	X	X	X			X	X	X
Lighting	X	X	X	X	X	X	X	X	X
Lighting Controls	X	X	X	X	X	X	X	X	X
CATV	X	X	X	X			X	X	X
VOIP/Phone systems	X	X	X	X	X		X	X	X
Public Address systems	X	X	X	X			X	X	X
Data cable/MDF/IDF	X	X	X	X	X		X	X	X
Security and Notification Systems	X	X	X	X	X		X	X	X

1.5 SUBMITTALS

- A. Normal Submittals

1. The CA will receive a copy of the normal submittals for all component equipment or systems to be commissioned, (see matrix above).
2. The CA will review and approve normal Contractor submittals applicable to systems being commissioned for compliance with design intent, concurrent with the A/E reviews.
3. The CA will receive any manufacturer's installation or start-up checklists with the submittal package for any commissioned equipment.
4. The CA may request further documentation necessary for the commissioning process.
5. Contractor's responsibility for deviations in submittals from requirements of the Contract Documents is not relieved by the CA's review.

#### B. Installation Checklists

1. Contractor will utilize Installation Checklists provided through the Facility Grid app for any commissioned Division. Installation Checklists are used to track proper and complete installation, start up and system integration of each component and each system being commissioned.
  - a. The Contractor will be required to use Facility Grid Mobile app for filling out the installation checklists. Training will be available for use of the mobile app at no charge to the Contractor. The Facility Grid app allows all project participants to work on their projects in the field without internet connection. The Facility Grid app works for each of the three most popular mobile platforms: iOS, Android and Microsoft.
  - b. The Contractor will syncretize the app when the internet is available. The entries are time stamped for transparency.
2. CA will verify with Facility Grid that the Installation Checklists are being completed and if work has not progressed sufficiently, equipment started up may be delayed.

#### C. Startup Plan

1. Develop a project startup plan for all components and systems to be commissioned. Commence with component start-up after CA & Architect has approved the start-up plan and the CA has reviewed the installation checklists for completion.
2. The Contractor will witness system start-up and repair all system and component deficiencies noted during start-up.
3. The CA, the Architect's consultant (s), and / or the Owner's Representative will witness all start-up and test activities specified in this Section. The CA will designate witnesses and alternates for each activity.
4. Obtain the signature of designated witness on all data forms. If the witness is unavailable at the scheduled time and location of the activity, so note, and proceed per schedule without witness.

## **PART 2 – PRODUCTS (NOT USED)**

## **PART 3 - EXECUTION**

### **3.1 INSTALLATION CHECKLISTS**

#### **A. Installation Checklists and Installation Verification**

1. The Contractor will install all equipment in accordance with the Contract Documents. The Contractor will track, using Facility Grid and the Facility Grid app, the installation of all component equipment and systems being installed as listed in this section. Tracking will be done as the work progresses using the Installation Checklists located on the Facility Grid app for all commissioned Divisions in this Specification Set.
2. The Installation Checklists are listed for each component or system. The installation checklists will be maintained and up dated on the Facility Grid app.

3. During on-site visits, the CA will perform a quality review of the work being completed. This may include a review of the installation checklists on the Facility Grid app to ensure the work is being accomplished according to the contract documents.
4. If issues are found, the contractor will be notified of the issues and will be responsible for rechecking all components and systems affected. Once this is accomplished, the CA will re-verify the checklists for compliance with the contract documents.
  - a. The level of urgency will be indicated along with a resolution due date.
5. The actual completed installation checklists for each component being started will be available to the CA for review on the Facility Grid app. The CA will check the progress of the Installation Checklists prior to Startup and Commissioning. Startup will not proceed without the approval of the CA.
6. Minor equipment issues will be listed on the Installation checklist and a complete list of issues for all equipment to be started will be available to the CA prior to start up.
  - a. The Contractor will be responsible for completion of all work including change orders and punch list items to the satisfaction of the Owner's Representative and Architect.
7. If any work is found to be incomplete, inaccessible, incorrect, or non-functional, make note of deficiencies and correct deficiencies before system start-up work proceeds.
8. Each checklist will have a place for the person doing the checkout to sign and date each item indicating the task has been completed.

### 3.2 SYSTEM START-UP

- A. Project Start-up Plan: At least 14 days prior to start-up, submit to the Commissioning Team for review and approval, a Project start-up plan for all equipment to be commissioned, consisting of the following items:
  1. Project Name
  2. Date and time of planned start-up
  3. System and component equipment name(s)
  4. Component equipment location and ID number
  5. Participating parties
  6. A copy of the specification section and manufacturer's installation instructions describing the start-up requirements
  7. The specific sequence of operations or other specified parameters being used during the start-up process.
  8. Specific step-by-step procedures to execute the start-up, in a clear, sequential and repeatable format for each component in the system.
  9. Special cautions, alarm limits, load restrictions, etc.
  10. The Contractor will take corrective action on all system deficiencies noted and demonstrate suitable system operation.
  11. Owner's Representative and CA will physically witness start-up procedures. Contractor will obtain signature of the Owner's Representative and CA indicating successful start-up.
- B. Notify the Commissioning Team in writing seven (7) days prior to component equipment start-up with an agenda that will include the date, time, location, and anticipated duration for each piece of component equipment and/or system to be started.
- C. Provide written notice a minimum of 72 hours in advance of any changes in date, time, location, or anticipated duration of start-up activities. All participants of the Commissioning team will receive notice. Contractor will reimburse Owner for actual costs incurred by the Owner as a result of failure to provide timely notice.

### 3.3 SYSTEM INTEGRATION & PRE-VERIFICATION TESTING

- A. After successful start up of each component being commissioned, the contractor will continue to utilize Facility Grid for installation checklist and other applicable documentation to verify the integration of individual components into a fully functional system through the BAS or other means of control or automation.
- B. Perform Pre-Functional Testing. It is required that the Contractor obtain the approved Pre-verification Tests from the Facility Grid app and perform the PVTs to verify complete and correct component and system operation prior to formal FPT by the CA. Refer to 'Cost of Retesting' in Part 3 of this section.

### 3.4 SUBSTANTIAL COMPLETION

- A. General: See Division 01 for Closeout Procedures for all requirements related to Project Closeout and Substantial Completion.
- B. The CA must provide approval for Substantial Completion to the Architect before Substantial Completion can be issued.
- C. Substantial Completion in the Commissioning process requires that:
  - 1. All startup of commissioned component equipment and systems must be complete and approved
  - 2. All installation checklists are complete and approved
  - 3. Pre-Verification Tests have been completed by the Contractor.
  - 4. O&M Manuals are complete, approved, and one copy on site.
  - 5. The Training Plan is complete and approved.
  - 6. Functional Performance Testing must be scheduled, but does not need to be completed before Substantial Completion is issued.

### 3.5 FUNCTIONAL PERFORMANCE TEST PROCEDURES

- A. Objectives and Scope: Functional testing facilitates bringing the systems from a state of substantial completion to full dynamic operation. Additionally, during the testing process, areas of deficient performance are identified and corrected. A representative sample of each system will be tested in all modes of operation (seasonal, occupied, unoccupied, warm-up, cool-down, part-and full-load) where there is a specified system response. Tests will verify proper responses to standard operating modes as well as failure and alarm conditions. Specific requirements are given in other commissioned sections.
- B. Development of Test Procedures:
  - 1. Tests will be developed by the CA and will be based on the specifications and Sequence of Operations provided in these documents.
  - 2. Before the CA prepares final test procedures, the Contractor will provide to the CA all documentation and a current list of change orders affecting component equipment or systems, control sequences and parameters.
  - 3. Each subcontractor or vendor responsible for component equipment or systems being tested will provide assistance to the CA in developing the FPT procedures. This assistance will be in the form of answering questions, providing documentation, etc.
  - 4. 30 days after final submittal approval, the CA will provide a copy of the test procedures using Facility Grid to the Architect and Contractor, who will review the tests for feasibility, safety, component, and warranty protection. The contractor and Architect's Consultant will respond with approval or revisions within 2 weeks of receiving the proposed tests by using the Facility Grid app.
- C. Execution of Testing:

1. FPT begins after all component equipment and systems are started up, pre-verification tests are run, and TAB and all controls work is complete.
2. Testing may proceed on finished systems for which TAB has been completed before all building systems are finished at the discretion of the CA. CA must have a draft balance report for such systems before testing can proceed.
3. O & M Manuals will be complete, approved by the CA and on-site for reference during FPT.
4. The Owner's Witness will attend the Functional Performance Testing
5. The CA will document the results of all testing and maintain a log of all issues found.
6. Address current A/E punch-lists before testing starts.

D. Test Methods.

1. Functional performance testing and verification may be achieved by manual testing (persons manipulate the control system or component equipment and observe performance) or by monitoring the performance and analyzing the results using the control system's trend log capabilities or by stand-alone data-loggers.
2. Sampling. Multiple identical pieces of non-life-safety component equipment may be functionally tested using a sampling strategy. Significant application differences and significant sequence of operation differences in otherwise identical component equipment invalidates their common identity. A small size or capacity difference, alone, does not constitute a difference. No sampling by contractors is allowed in installation checklist or pre-verification test execution.
  - a. Sampling rates are as follow;
    - 1) If the number of identical components is three (3) or less, all components will be tested.
    - 2) If the number of identical components is greater than three (3), a twenty-five (25) percent sample will be used except, in no case will less than three (3) units be tested.
  - b. If a trend appears during testing (i.e. the same test fails on all like components) the testing will be stopped and the contractor will investigate and correct the issue. Notify the CA when ready for testing to resume. The CA will verify correction on the original sample and randomly test another sample to verify compliance.
  - c. If at any point during testing, the failures rate exceeds 10%, the CA will stop the testing and require the Contractor to perform and document a checkout and correction of the remaining units, prior to continuing with functionally testing the remaining units.
3. Acceptance Criteria For FPT
  - a. All systems and their components must pass Functional Performance Testing at a rate of 90% or higher to be acceptable.
  - b. Systems and their components with a passing rate of 90% or higher, will be deemed acceptable. The contractor will correct all deficiencies found by the testing procedures and notify the CA when repairs are complete. The failed tests will be repeated to verify proper system operation. If the system fails any testing during the second round of tests, the contractor will correct the deficiencies and the system will be retested until all tests are passed at the contractor's expense.
  - c. Systems and their components with a passing rate of less than 90% will be deemed unacceptable. The contractor will correct all deficiencies and notify the CA when repairs are complete. The system will be retested until all tests are passed at the contractor's expense.

E. Coordination and Scheduling. The Contractor will provide sufficient notice to the Owner's representative and CA to schedule FPT. This will be communicated through the Master Construction Schedule and updates thereto.

1. The Contractor will verify the FPT schedule with the CA not less than 14 days before FPT is to begin by delivering the pre-verification test results to the CA (using the Facility Grid app).

2. The Owner's witness will observe and witness the FPT of all component equipment and systems.
  3. Provide ladders, scaffolding, and staging as required to permit the CA & Owner's witness to directly access and observe the performance of the component equipment being tested.
  4. The contractor will provide experienced craftsmen with tools to assist the CA during FPT.
- F. Corrections of Minor Issues identified during testing may be made during the tests at the discretion of the Architect's consultant and/or the CA. In such cases the issue and resolution will be documented on the procedure form. The issue will be scored as a failure on the test form.
- G. Problem Solving. The Commissioning team may recommend solutions to problems found, however the burden of responsibility to solve, correct and retest problems is with the Contractor and Architect.
- H. Deferred Testing
1. If during testing, the desired results cannot be produced because of seasonal conditions, Functional Performance Testing may be deferred until the environmental conditions are satisfactory for performing the test. The Owner's Representative and the CA will determine the scheduling for deferred seasonal test.
  2. The contractor will supply labor, material and equipment as required to assist the CA with the deferred testing at no additional cost to the owner. The CA will work with the Contractor to accommodate scheduling, but no more than 14 days notice will be required to the Contractor to schedule Deferred Testing.

### 3.6 CLOSEOUT ACTIVITIES

- A. Documentation. The CA will document the results of all functional performance tests. The CA will include the completed test forms in the Commissioning final report.
- B. Issues:
1. Every effort will be made to expedite the testing process and minimize unnecessary delays, while not compromising the integrity of the procedures. However, the CA will not be pressured into overlooking deficient work or loosening acceptance criteria to satisfy scheduling or cost issues, unless there is an overriding reason to do so at the request of the Owner's representative.
  2. As tests progress and deficiencies are identified, the CA will discuss the issues with the Contractor.
    - a. When there is no dispute on the deficiency and the Contractor accepts responsibility to correct it:
      - 1) The CA documents the deficiency.
      - 2) The contractor corrects the deficiency.
      - 3) The Contractor reschedules the test and the test is repeated.
    - b. If there is a dispute about a deficiency, regarding whether it is a deficiency or who is responsible:
      - 1) The deficiency will be documented on the deficiency list with the contractor's response and a copy given to the Contractor and the Architect.
      - 2) Resolutions are made at the lowest management level possible. Other parties are brought into the discussions as needed. Final interpretive authority is with the Architect/Engineer. Final acceptance authority is with the Project Manager.
      - 3) The CA documents the resolution process.
      - 4) Once the interpretation and resolution have been decided, the appropriate party corrects the deficiency and notifies the CA. The Contractor reschedules the test and the test is repeated until satisfactory performance is achieved.

3. The Contractor will respond in writing to the Architect and CA at least as often as project meetings are being scheduled concerning the status of each outstanding issue identified during commissioning. Discussion will cover explanations of any disagreements and proposals for their resolution.
  4. The CA retains the original Issues list until the end of the project.
  5. The Contractor will not consider any required retesting by any contractor a justified reason for a claim of delay or for a time extension.
- C. Failure Due to Manufacturer Defect. If 10%, or three, whichever is greater, of identical pieces (size alone does not constitute a difference) of component equipment fail to perform to the Contract Documents (mechanically or substantively) due to manufacturing defect, not allowing it to meet its submitted performance spec, all identical units may be considered unacceptable by the Architect or Owner's representative. In such case, the Contractor will provide the Owner with the following:
1. Within one week of notification from the Architect or Owner's representative, the Contractor or manufacturer's representative will examine all other identical units making a record of the findings. The findings will be provided to the Architect, Owner's representative within two weeks of the original notice.
  2. Within two weeks of the original notification, the Contractor or manufacturer will provide a signed and dated, written explanation of the issue, cause of failures, etc. and all proposed solutions which will include full component equipment submittals. The proposed solutions will not significantly exceed the specification requirements of the original installation.
  3. The Architect or Owner's representative will determine whether a replacement of all identical units or a repair is acceptable.
  4. Two examples of the proposed solution will be installed by the Contractor and the Architect or Owner's representative will be allowed to test the installations for up to one week, upon which the Architect or Owner's representative will decide whether to accept the solution.
  5. Upon acceptance, the Contractor and/or manufacturer will replace or repair all identical items, at their expense and extend the warranty accordingly, if the original component equipment warranty had begun. The replacement/repair work will proceed with reasonable speed beginning within one week from when parts can be obtained.
- D. Approval.
1. The CA notes each satisfactorily demonstrated function on the test form. Formal approval of the functional test is made later after review by the Architect's consultant and the CA and by the Owner's Representative, if necessary. The CA recommends acceptance of testing to the Owner's representative in his final report.
- E. Non-Conformance - Cost of Retesting.
1. The cost for the Contractor to retest a pre-functional or functional test, if they are responsible for the deficiency, shall be theirs. If they are not responsible, any cost recovery for retesting costs shall be negotiated with the Architect.
  2. For a deficiency identified during Functional Performance Testing, the following shall apply:
    - a. The Commissioning Authority and/or Owner's Representative will retest the equipment, when notified by the Contractor in writing that the deficiency has been corrected. The cost for retesting will be charged to the Contractor. The amount of the charge will be deducted from the final progress payment. These charges can include lodging, meals, travel, equipment rental, and labor costs for the Commissioning Authority and/or Owners representative.
    - b. The reason that the charges are the Contractor's responsibility are as follows:
      - 1) The Contractor approved the Functional Performance tests prior to testing.



- 2) The Contractor and subcontractors performed pre-verification tests and the Contractor has run the tests to make sure the equipment functions.
  - 3) Any Design deficiencies discovered during the Contractor pre-verification test were identified and worked out with the Architect/Engineer prior to scheduling the Functional Performance tests.
- c. The retesting process will be repeated until satisfactory performance is achieved. Because the Contractor has verified that the equipment is ready for retesting, each retest is subject to a charge to the Contractor, if the test fails. It is important that the Contractor verify performance before asking for a retest.
  - d. Refer to the sampling section of Division 01 91 00, Part 3.5 for requirements for testing and retesting identical equipment.

#### F. Owner's Instruction

##### 1. Operation and Maintenance Manuals

- a. As part of the required submittals for the Contract, Contractor will submit a draft copy of the Operation and Maintenance Manuals within 90 days after normal submittals have been approved.
- b. Submit the draft document for review by the Owner's Representative, Architect, and Commissioning Authority to ensure completeness, proper written communications, and compliance with each reviewer's knowledge of the significant requirements. The CA will review O & M manuals for compliance with these specifications.
- c. Unacceptable Manuals will be returned to the Contractor for revision and resubmitted for review by the CA. The following information will be included in the O&M manuals:
  - 1) Tab labels will not be handwritten.
  - 2) The first page behind the component equipment tab will contain the name, address and telephone number of the manufacturer and installing contractor and the 24-hour number for emergency service for all component equipment in this section, identified by component equipment.
  - 3) There will be written manufacturer's data with the model and features of this installation clearly marked and edited to omit reference to products or data not applicable to this installation.
  - 4) Installation, startup and break-in instructions.
  - 5) All starting, normal shutdown, emergency shutdown, manual operation, seasonal changeover and normal operating procedures and data, including any special limitations.
  - 6) O&M and installation instructions that were shipped with the unit.
  - 7) Preventive maintenance and service procedures and schedules.
  - 8) Troubleshooting procedures.
  - 9) A parts list, edited to omit reference to items that do not apply to this installation.
  - 10) Lists of any special tools required to service or maintain the component equipment.
  - 11) Performance data, ratings and curves.
  - 12) Warranty, which clearly lists conditions to be maintained to keep warranty in effect and conditions that, would affect the validity of the warranty. (Final date to be added at completion)
  - 13) Any service contracts issued.
  - 14) Prepare written text and/or special drawings to provide necessary information, where manufacturer's standard printed data is not available and information is necessary for a proper understanding and operation and maintenance of component equipment or systems, or where it is necessary to provide additional information to supplement data included in the manual or project documents.
  - 15) Provide preventive maintenance information and include condensed typewritten excerpts from the manufacturer's written instructions for weekly, monthly, quarterly, annual, etc. maintenance.

- 16) Provide condensed operating instructions, including condensed instructions for start-up, shutdown, emergency operation, safety precautions, and unusual features and troubleshooting suggestions. Where control is clearly covered in controls description, it is not to be duplicated here.
- 17) In addition, a copy of these instructions will be clearly laminated and secured adjacent to the component equipment where it can be easily read by operating personnel. These instructions will be provided for boilers, furnaces, chillers, pumps, heat rejection component equipment, large air handling units (greater than 10 tons), heat pump systems, control system, air compressors and dryers.

#### G. Training

1. Prepare and submit for approval a training plan. Training plan will include for each training session:
  - a. Dates, start and finish times, and locations
  - b. Outline of the information to be presented
  - c. Names and qualifications of the presenters
  - d. List of texts and other materials required to support training.
2. Training materials are due 30 days before training is scheduled to begin. This will be provided for review and approval by the CA.
3. Obtain assistance from appropriate subcontractors and vendors to provide training for the Owner's operations staff as specified in all Divisions.
4. Training will be in a classroom setting with the appropriate schematics, handouts, and audio/visual training aids.
5. Host each training session.
6. Provide program overview and curriculum guidance.
7. Obtain signatures of attendees on a sign-in list.
8. Component equipment vendors provide training on the specifics of each system and philosophy, troubleshooting, and repair techniques as specified in the relevant sections of this specification.
9. Installation subcontractors provide training on peculiarities specific to this project and job specific experience as specified in the relevant sections of this specification.
10. Deferred training will follow the same outline as above.

#### H. Final Completion

1. The CA will review Contractor's records of completion of commissioning requirements. Upon receiving evidence of satisfactory completion of Final Completion requirements in Division 01, the CA will submit to the Owner a recommendation to accept Final Completion.

#### I. Exclusions

1. The Owner's Representative and CA are not responsible for construction means, methods, job safety, or any management function related to commissioning on the job site.
2. The Contractor will provide all technician services requiring tools or the use of tools to test, adjust, or otherwise bring component equipment into a full operational state.

### 3.7 DOCUMENTS REQUIRED

#### A. The General Contractor will provide the following documentation before Final Acceptance:

1. Copy of Completed Certificate of Occupancy with approval signatures of all Authority Having Jurisdiction.
  - a. Health Department
  - b. Fire Marshall
  - c. Building Inspector

### END OF SECTION 01 91 00

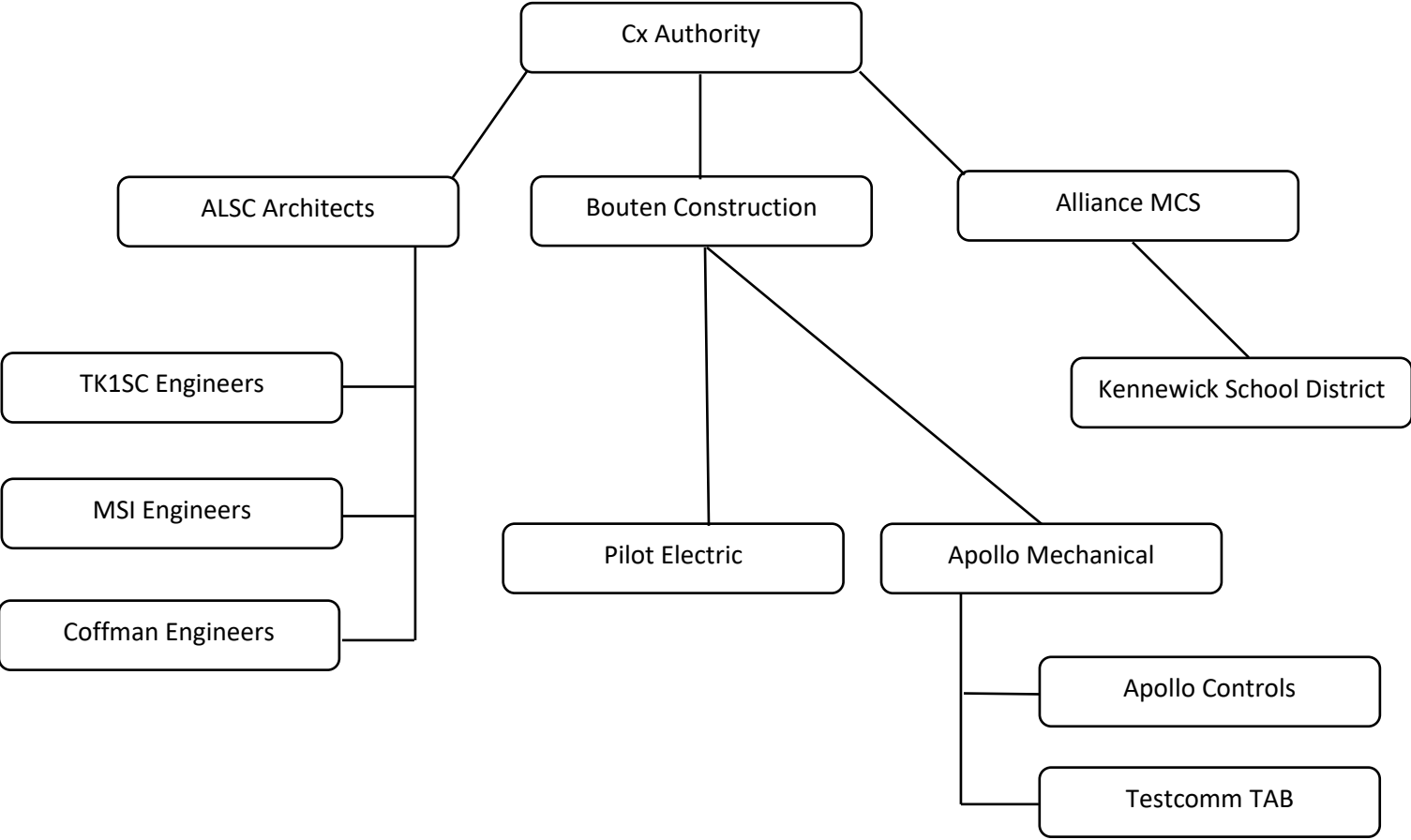
---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

# **APPENDIX B COMMUNICATION STRUCTURES**

**Commissioning Communication Structure**



---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

# **APPENDIX C ROLES AND RESPONSIBILITIES**

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### **Commissioning Team**

Steven Nunez – Lead Cx Authority  
Geert Aerts – Cx Authority  
Rick Alexander – Cx Authority

### **Contracting Team**

Brandon Gadish - Bouten Construction  
Mac McGrath - Bouten Construction  
  
Ruvim Tyutyunnik - Bouten Construction  
Spenser Means - Apollo Mechanical / Apollo Controls  
Lance Waddell - Apollo Mechanical  
Grant Rosenlund - Pilot Electric  
Cameron Weaver - Pilot Electric

### **Architect and Engineering Team**

Ken Murphy - ALSC Architects  
Kamela Potratz - ALSC Architects  
  
Danny Smith - Coffman Engineers  
  
Mike Underhill - Coffman Engineers  
Natalie Johnson - MSI Engineers  
  
Lance Hart - MSI Engineers  
  
Steve Reidy - TK1SC Engineers  
  
Nick Bruno - TK1SC Engineers

### **Owner**

Ryan Jones - Kennewick School District  
  
Earl Eastman - Alliance Management & Construction Solutions

### **Contractor's roles and responsibilities**

- Provide Necessary Documentation
- Complete Checklists & Equipment Startup
- Execute Pre-Verification Tests for;
  - Lighting Controls
  - HVAC Systems
  - DDC BAS

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

- Respond to Issues via Facility Grid
- Assist with FPT's
- Conduct Training and Provide O&M's for CSD Facilities

### **A/E Team's roles and responsibilities**

- Provide Necessary Direction to the Team
  - Issue Resolution based off:
    - Design Intent
    - Construction Documents
    - Interpretations of programming, installations and corrective measures
- Respond to Issues

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

# APPENDIX D SITE OBSERVATION REPORTS



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Construction Site Visit

Status: Completed

Reported By: Steven Nunez

Date Of Report: 07/28/2020

#### Participants

Name	Email	Company Name	Responsibility
Steven Nunez	steven.nunez@esd112.org	Educational Service District 112	Commissioning Authority
Earl Eastman	earl@alliancemcs.com	Alliance Management and Construction Solutions	Owner's Representative

#### Systems Reviewed

RTU curbs and piping.

Chilled water system piping.

Drains, vents and piping.

HVAC ductwork.

#### Purpose

Commissioning construction inspections can help ensure a quality installation for the district.

#### Observations

HVAC Replacement:

The RTU's are due for delivery this week and if wind conditions permit, may be picked and set starting on 07.30.20.

---

## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

---

The Chiller housekeeping pads have been poured and awaiting the arrival of the chillers set for 08.03.20.

Chilled water piping has been installed on the roof, most of which has been wrapped with insulation and the UV protective shielding, except for where the Victaulic fittings have been installed.

Equipment not installed yet:

- RTU's
- Chillers
- CHWP's
- CWS accessories

Drawing M-501 suggests the split coupled vertical inline chilled water pumps will be stacked over each other, however the piping installation doesn't appear to match it. Does Apollo have shop drawings for that area for CSG to review? We noted a steel plate bolted to the concrete floor and wonder how the final installation will utilize it?

New Addition:

MEP rough-ins are taking place in the Weight Room. Drain lines, sprinkler piping, domestic water lines, ductwork, and electrical installations are all in progress. All duct openings were noted as being covered from dust and debris. We did not go up on this section of the roof to see if drain openings were covered.

### Recommendations

Stored piping materials: Cap off openings of pipes being stored outside. Store on pallets kept off the ground.

New Weight room build-out: Determine whether the ends of the metal roof decking have been sealed with flexible closure strips per specifications.

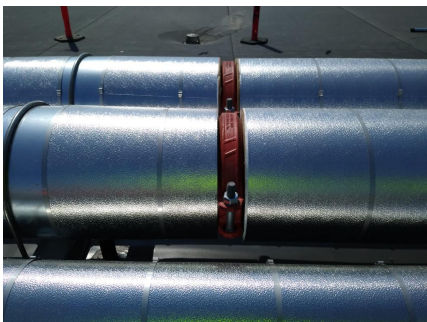
## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

Submittals for 23 09 00; CSG is awaiting the shop drawings and sequence of operations part of the DDC Controls submittals for review. Is it possible for Apollo Controls to submit only those sections pertaining to the HVAC Upgrade work now? They should be reviewed by the design team and the CA for the school district prior to being programmed. CSG also needs the reviewed sequences in order to write the functional performance tests for all RTU's and the entire chilled water system. Cx testing cannot begin without them.

### Conclusions

CSG will return in two weeks to check on MEP installation progress.

### Images





## Kennewick School District #17 Southridge High School HVAC Replacement and Addition



### **OBSERVATION: SOR-1-001**

Status: Published

#### **Description**

Piping awaiting installation has been stored out back and directly on the ground. Several sections had dirt infiltrating the pipes and fittings. A box of Victaulic fittings was left open, allowing dirt and debris to collect on the seals.

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

**Images**



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Construction Site Visit

Status: Completed

Reported By: Steven Nunez

Date Of Report: 08/12/2020

#### Participants

Name	Email	Company Name	Responsibility
Steven Nunez	steven.nunez@esd112.org	Educational Service District 112	Commissioning Authority
Spenser Mearns	spenser.mearns@apollomech.com	Apollo Mechanical	Mechanical Air & Piping

#### Systems Reviewed

RTU installations.

Chilled water system installations.

#### Purpose

Commissioning construction inspections can help ensure a quality installation for the district.

Speak with subs regarding Facility Grid application.

#### Observations

##### HVAC Replacement:

The RTU's have all been landed on their curbs and were in the process of having piping connections, ductwork connections, electrical and controls installations completed.

---

## **Kennewick School District #17 Southridge High School HVAC Replacement and Addition**

---

The chillers were both set on their housekeeping pads, had electrical connections terminated, with piping and pumps installation were in process.

Rooftop chilled water piping insulation was being installed.

RTU's 8 and 9 final duct connections were being made.

### New Addition:

Wallboard has been hung. Exposed spiral ducts have been painted. Piping has been insulated.

Area G and H rain leaders, waste and vent line stub outs were properly capped to keep dust and debris from entering them.

### **Recommendations**

MEP subs should be completing installation checklists as they complete individual system and component installations.

Temporary bridges and steps need to be built over sections of chilled water piping to reduce damage taking place to insulation and metal jackets.

### **Conclusions**

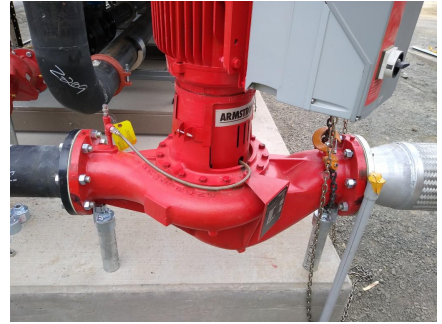
MEP installations are moving along per schedule. The final section of the housekeeping pad is slated to be poured the week of August 17th. Final piping sections and CHWP's 3, 4 & 5 to be completed in the Equipment room A138.

Apollo Mechanical stated the chillers are to be started the 24th.



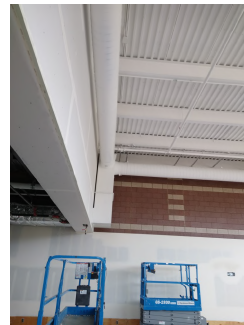
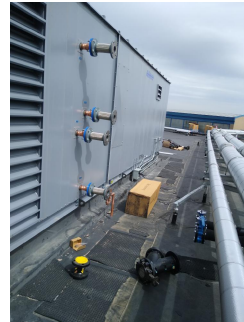
# Kennewick School District #17 Southridge High School HVAC Replacement and Addition

## Images





# Kennewick School District #17 Southridge High School HVAC Replacement and Addition



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **OBSERVATION: SOR-2-001**

Status: Published

#### Description

Damage is occurring to sections of the chilled water piping insulation and metal jackets. Will steps and foot bridges be created at various sections to allow for easy access over pipe installations? See photos of damage noted adjacent to RTU's 1 and 8.

#### Images



### **OBSERVATION: SOR-2-002**

Status: Published

#### Description

Consider adding ports in the collars of all chilled water pumps for TAB to measure pressures and flow from. Typically, a Pete's plug or a Schrader valve fitting can be installed here for the TAB contractor to use.

#### Images

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Construction Site Visit

Status: Completed

Reported By: Steven Nunez

Date Of Report: 09/30/2020

#### Participants

Name	Email	Company Name	Responsibility
Steven Nunez	steven.nunez@esd112.org	Educational Service District 112	Commissioning Authority

#### Systems Reviewed

TAB and DDC Controls status.

Lighting in the new Weights room.

#### Purpose

To determine the level of readiness of the HVAC systems for Cx functional performance testing for the HVAC Replacement work and new Weights room in Area F.

#### Observations

Met with Tristan, the TAB tech from Testcomm who had just finished pulling unit data off the RTU's. CSG questioned how they would be establishing total airflow quantities at the RTU's and if duct traverses would be performed. He stated he was planning on determining fan airflows using a velgrid to measure face velocities on filter racks.

We mentioned we would verify airflows with Testcomm in person to assure accuracy as the TAB report will help the district determine whether the existing VAV airflow stations are still holding their calibration.

Tristan mentioned he had actually re-calibrated them when the district replaced controls a few years ago.

Jason with Apollo Controls was not present in person to discuss progress with programming. Ruvim conferenced him in via cell phone. He verbally confirmed some questions CSG had regarding their sequences of operations for the RTU's.

---

## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

---

Steel and masonry walls were being erected in areas G and H.

#### Recommendations

Provide all HVAC and mechanical equipment manufacturer's start-up documents.

Complete pre verification tests for the RTU's and chilled water system on Facility Grid.

Complete the electrical sections for all installation checklists on Facility Grid.

#### Conclusions

Tristan planned on completing air TAB by week's end but did not state when hydronics would be completed. He did not provide a date when a preliminary TAB report would be provided.

Jason confirmed RTU's 1, 2, 3 & 9 would have freeze protection not shown on their controls diagrams.

He also confirmed "there is no schedule writing to the existing VAV boxes, therefore, the boxes do not go unoccupied." This was in response to determining the amount of VAV boxes required to be opened for the RTU to properly function at the lowest possible fan speeds during a night low limit even.

Apollo also confirmed no temperature sensors had been located in between the chilled and heating water coils as part of the de-humidification sequence for RTU's 4, 8 & 10. Ruvim mentioned Steve Reidy will be making a site visit on Tuesday, Oct 6th and we all determined a brief conference call would be a good idea to have. Ruvim will be setting up the call.

Lighting controls would be scheduled in the Weights room sometime the week of October 5th.



# Kennewick School District #17 Southridge High School HVAC Replacement and Addition

## Images



---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### **Construction Site Visit**

Status: Completed

Reported By: Steven Nunez

Date Of Report: 10/30/2020

#### Participants

#### Systems Reviewed

DDC Controls status.

Lighting controls in new Weights room.

#### Purpose

Attempted functional performance testing based off contractor notification.

#### Observations

##### HVAC Replacement Project

Communications problems continue to affect the completion of the DDC system. FPT's have yet to start while Apollo Controls investigates the problem with the existing comm lines. They are unable to communicate with the chilled water system and two RTU's. Graphics have not yet been completed for the DDC system as a whole. CSG will be checking in with Jason in the next week for an update.

TAB work was being performed in the new Weights room. CSG has not been provided with a preliminary TAB report for review. Once reviewed, and the graphics are completed, we will perform TAB verification on site with the balancer.

Lighting controls work was thought to have been scheduled in the new Weight room for this week but, as of Tuesday the 28th, it had not yet been completed and was not ready for testing and verification.

##### New Construction

DWV and plumbing rough-ins have begun in Areas H and G.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Recommendations

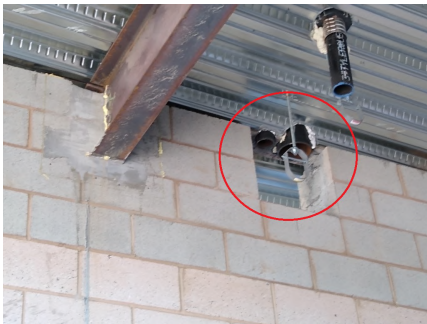
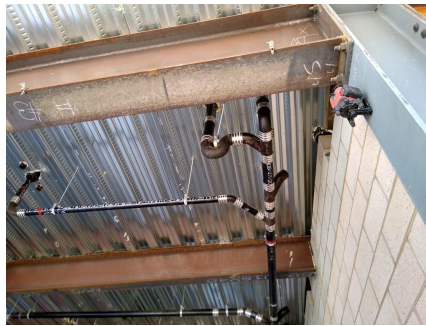
Once Jason has established reliable comm with the DDC system and new RTU's/ CWS, complete a PVT for each like kind of sequence of operation to determine the level of readiness for FPT's on site with CSG. RTU-1 was completed and revealed it had failed a majority of the test.

Once Testcomm provides a preliminary copy of the TAB report for review, we will consider scheduling TAB verification.

### Conclusions

The HVAC Replacement project was not ready for on site FPT's.

### Images





---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

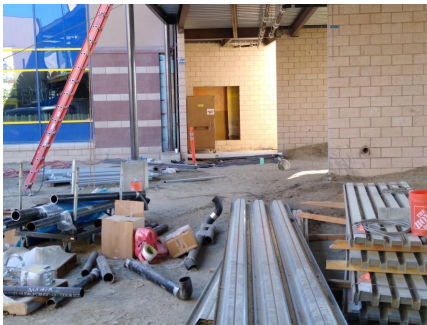
**OBSERVATION: SOR-4-001**

Status: Published

**Description**

Keep stored MEP materials for installation protected so that dirt and sand cannot enter them prior to installation.

**Images**



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Construction Site Visit

Status: Not Started

Reported By: Steven Nunez

Date Of Report: 02/23/2021

Participants

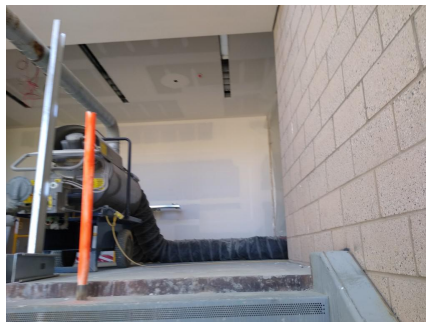
### Systems Reviewed

MEP installations.

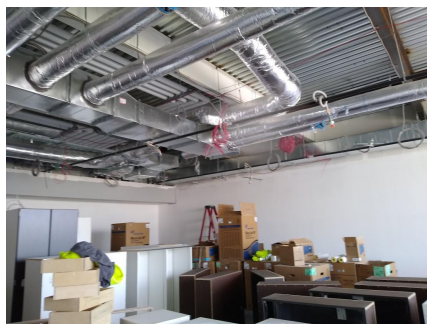
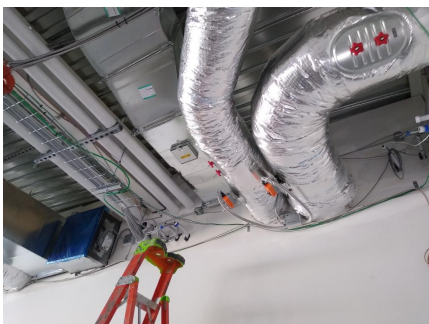
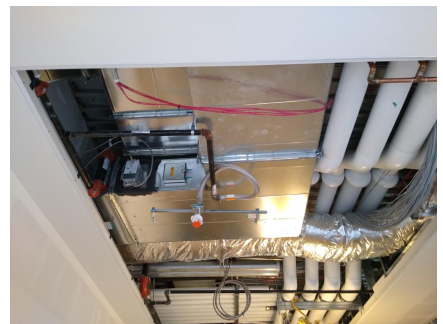
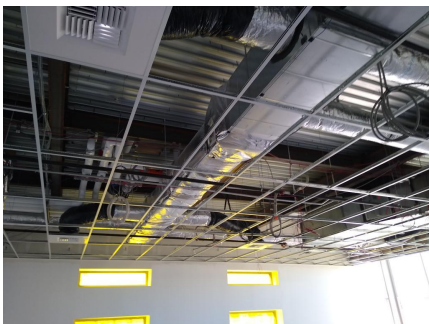
### Purpose

Promote quality MEP installations.

### Images



# Kennewick School District #17 Southridge High School HVAC Replacement and Addition





**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**



---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### **Construction Site Visit**

Status: Completed

Reported By: Steven Nunez

Date Of Report: 04/15/2021

#### Participants

#### **Systems Reviewed**

MEP installations.

#### **Purpose**

CSG's quality assurance plan is in place to promote quality MEP installations.

#### **Observations**

1<sup>st</sup> Floor – SPED Classroom ductwork had any openings adequately covered and protected from construction debris. Piping is insulated. Wallboard is hung. Wire has been pulled to panelboards. Masonry work in progress through breezeway.

2<sup>nd</sup> floor fan coil units had ductwork connections completed in mechanical rooms. Line voltage wiring was pulled to control panels. Transformers and panelboards have feeders and wire pulled. J Boxes had fire alarm wiring pulled.

Wallboard looked complete. Ceiling grid was installed in the south end Biology Science rooms and HVAC trim is installed. Ductwork openings in the Chemistry Science rooms remained covered until ceiling grid and trim is installed. Ductwork was staged for installation on fume hoods.

#### **Recommendations**

Installation checklists are being completed.

If there are any questions regarding facility grid, have them reach out to me.

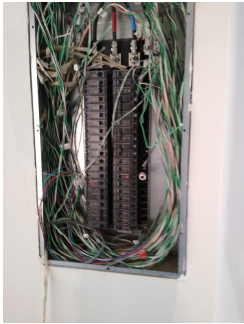
#### **Conclusions**

MEP installations look good. CSG will make another visit in approximately 4 weeks.

Has Apollo Control's final DDC Controls submittal package for the New Addition been approved? If so, can a copy of the shop drawings and written sequences be forwarded to CSG?

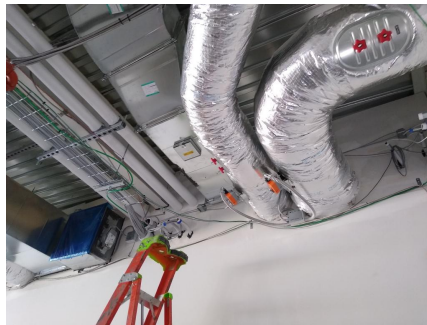
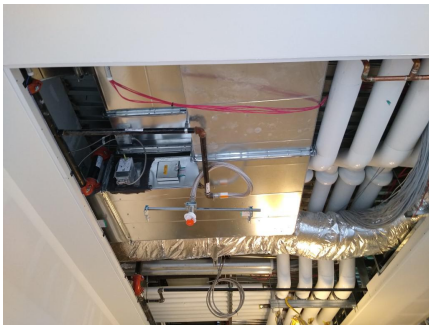
# Kennewick School District #17 Southridge High School HVAC Replacement and Addition

## Images





# Kennewick School District #17 Southridge High School HVAC Replacement and Addition



---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

# **APPENDIX E COMMISSIONING PROCESS ISSUES AND RESOLUTION LOG**



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 13**

Priority: High

Status: Closed

Subtask: FPT-1 - RTU-01 (RTU 1, 2, 3)

Code: FPT-1-007

Asset: RTU-01

Resolution Due: 04/26/2021

Reported On: 01/19/2021

Reported By: Geert Aerts

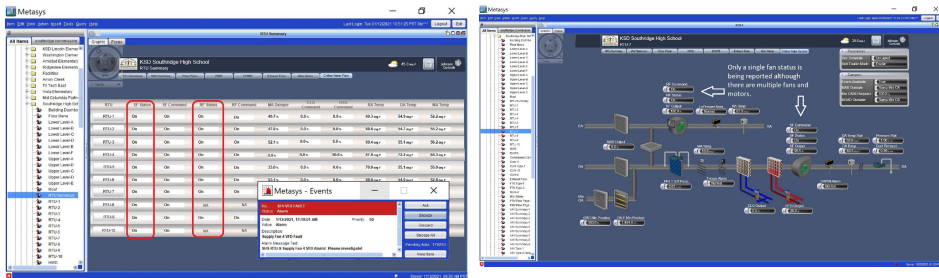
### Issue Description

DDC RTU Graphics -- Individual fan statuses are not being reported on the DDC front end graphics. There is no way to tell from the graphics or the quick view page that any individual fans have failed, except for the alarm message pop up windows. The end user cannot see the status of each fan separately although status is being monitored separately at each fan motor VFD.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Images



### Responses

Response by Spenser Mearns, 04/26/2021 11:23 AM PDT

RTU graphics complete.

Response by Spenser Mearns, 04/22/2021 10:14 AM PDT

Graphics to be complete by the end of April.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Response by Steven Nunez, 02/15/2021 01:46 PM PST

Jason stated he has pulled in all statuses from all VFD's already.

Some upgrades in head end have been done and all graphics have been moved back to default.

The district had to roll back to a previous software version and ended up losing all updated graphics.

The district will look into whether a newer version can be found so that all new graphics can be replaced. Ryan said facilities was already looking into this as they had a district-wide outage.

---

### **ISSUE #: 15**

Priority: High

Status: Closed

Subtask:

Code: GI-007

Asset: DDC System

Resolution Due: 04/05/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### **Issue Description**

DDC Controls for all VAV RTU's -- No Reset of the Offset between the Return Fan and the Supply Fan is programmed, as required in the sequence of operations. Only a fixed offset is programmed using an arbitrary value in the meantime. Building pressure is not being displayed on the DDC graphics at each RTU.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### **Responses**

Response by Spenser Mearns, 04/05/2021 11:32 AM PDT

Per Jason W. - AMC agreed to change offsets to design, if any further tweaks or verification were required that would have to be completed by a different party. We did agree in the meeting that resetting the offset would be a mistake and could cause too much hunting in the fan control PIDs.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Response by Steven Nunez, 02/15/2021 01:53 PM PST

Once Jason has programmed the Return fan tracking we can examine how the building pressure reacts.

Utilize the present programming as is already in place.

Jason to determine what the fan offsets need to be in order to maintain the ,02" space pressure and then maintain that offset as supply fan speeds change.

---

### **ISSUE #: 17**

Priority: High

Status: Closed

Subtask:

Code: GI-009

Asset: DDC System

Resolution Due: 04/05/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### **Issue Description**

DDC Controls for all VAV RTU's -- Supply air temperature control is not programmed to reset per the sequence of operations: "If the number of sat reset requests is >10, decrease sat setpoint by 0.5F every 2 mins. If the number of sat requests <5, increase sat setpoint by 0.5F every 5 minutes."

It is presently operating off the single worst zone temperature and utilizing the supply air temp program already residing in the existing NAE for the original RTU's

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### **Responses**

Response by Spenser Mearns, 04/05/2021 11:32 AM PDT

Per Jason W. - Issue is now complete.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Response by Steven Nunez, 02/15/2021 02:00 PM PST

Temp stated the reset is based on a single zone feedback. (Old programming. ) This district's expectations are that the contract documents are followed as closely as possible. CSG and Steve Reidy agree that future energy code requirements will be necessary to have this programming in place.

Jason was directed to provide the updated programming for static pressure reset control as outlined in the design sequence of operations.

---

### **ISSUE #: 23**

Priority: High

Status: Closed

Subtask: FPT-1 - RTU-01 (RTU 1, 2, 3)

Code: FPT-1-009

Asset: RTU-01

Resolution Due: 05/26/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### **Issue Description**

RTU-1 RETURN FAN ALARMS -- The return fan VFD has continually been found in alarm. The VFD displays Fault code 3210 DC link overvoltage. No return air is being provided from this space, affecting performance as well as ventilation.

Individual fan failures are not being displayed on the fan graphics. Only pop up alarm windows which number 186,840 when last checked, indicating they are not reviewed or meaningful to an end user.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

**Images**



**Responses**

**Response by Spenser Mearns, 05/26/2021 07:27 AM PDT**

Firmware upgrade completed as of 5/25/21.

**Response by Spenser Mearns, 04/19/2021 11:59 AM PDT**

Issue ticket opened with ABB. Hope to have the firmware update in hand and installed by end of April.

**Response by Steven Nunez, 02/15/2021 02:11 PM PST**

Spenser awaiting firmware update for these ABB drives.

ETA's unknown as of now but he stated he will seek one today.

**ISSUE #: 33**

Priority: High

Status: Closed

Subtask: FPT-2 - RTU-02 (RTU 1, 2, 3)

Code: FPT-2-004

Asset: RTU-02

Resolution Due: 05/25/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Issue Description

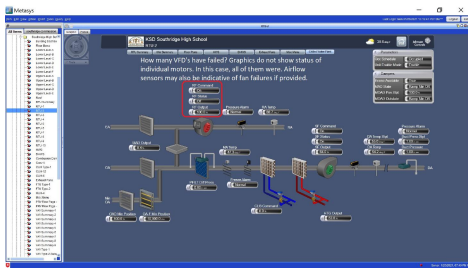
RTU-2 RETURN FAN ALARMS -- The return fan VFD has continually been in alarm. The VFD displays Fault code 3210 DC link overvoltage. No return air is provided from this space, affecting performance as well as ventilation.

Individual fan failures are not being displayed on the fan graphics. Only pop up alarm windows which number 186,840 when last checked, indicating they are not reviewed or meaningful to an end user.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Images



### Responses

Response by Spenser Mearns, 05/26/2021 07:26 AM PDT

Firmware upgrade completed as of 5/25/21.

Response by Spenser Mearns, 04/19/2021 11:59 AM PDT

Issue ticket opened with ABB. Hope to have the firmware update in hand and installed by end of April.

Response by Steven Nunez, 02/15/2021 03:22 PM PST

RF VFD Alarms -- Spenser awaiting firmware update for these ABB drives.

ETA's unknown as of now but he stated he will seek one today.

DDC Graphics -- Jason stated he has pulled in all statuses from all VFD's already.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Some upgrades in head end have been done and all graphics have been moved back to default.

The district had to roll back to a previous software version and ended up losing all updated graphics.

The district will look into whether a newer version can be found so that all new graphics can be replaced. Ryan said facilities was already looking into this as they had a district-wide outage.

---

### **ISSUE #: 38**

Priority: High

Status: Closed

Subtask: FPT-7 - RTU-07 ( RTU 5,6,7)

Code: FPT-7-001

Asset: RTU-07

Resolution Due: 05/25/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### **Issue Description**

RTU-7 SUPPLY and RETURN FAN ALARMS -- Both Supply and Return fan VFD's have continually been found in alarm. The VFD displays Fault code 73F0 (over frequency) which may be caused by a fan speed imbalance as set by TAB contractor. It may be that the supply fan is inducing the return fan to "over spin". No return air is provided from this space, affecting performance as well as ventilation.

Individual fan failures are not being displayed on the fan graphics. Only pop up alarm windows which number 186,840 when last checked, indicating they are not reviewed or meaningful to an end user.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Images



### Responses

Response by Spenser Mearns, 05/26/2021 07:26 AM PDT

Firmware update complete as of 5/25/21

Response by Spenser Mearns, 04/19/2021 12:00 PM PDT

Issue ticket opened with ABB. Hope to have the firmware update in hand and installed by end of April.

Response by Steven Nunez, 02/15/2021 03:33 PM PST

VFD's:

Spenser awaiting firmware update for these ABB drives.

ETA's unknown as of now but he stated he will seek one today.

Controls graphics issues

Jason stated he has pulled in all statuses from all VFD's already.

Some upgrades in head end have been done and all graphics have been moved back to default.

The district had to roll back to a previous software version and ended up losing all updated graphics.

The district will look into whether a newer version can be found so that all new graphics can be replaced. Ryan said facilities was already looking into this as they had a district-wide outage.



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 40**

Priority: High

Status: Closed

Subtask: FPT-9 - RTU-09 (RTU 9)

Code: FPT-9-001

Asset: RTU-09

Resolution Due: 05/26/2021

Reported On: 01/27/2021

Reported By: Steven Nunez

### **Issue Description**

RTU-9 SUPPLY and RETURN FAN ALARMS -- Both Supply and Return fan VFD's have continually been found in alarm. The SF VFD displays Fault code 73F0 (over frequency) which may be caused by a fan speed imbalance as set by TAB contractor. It may be that the supply fan is inducing the return fan to "over spin".

The RF VFD displays a fault code of 7122 (motor overload) across all drives. No return air is provided from this space, affecting performance as well as ventilation.

Individual fan failures are not being displayed on the fan graphics. Only pop up alarm windows which number 186,840 when last checked, indicating they are not reviewed or meaningful to an end user.

### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### **Images**



### **Responses**

Response by Spenser Mearns, 05/26/2021 07:25 AM PDT

Firmware update complete as of 5/25/21

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Response by Spenser Mearns, 04/19/2021 12:00 PM PDT

Issue ticket opened with ABB. Hope to have the firmware update in hand and installed by end of April.

Response by Steven Nunez, 02/15/2021 03:37 PM PST

VFD's:

Spenser awaiting firmware update for these ABB drives.

ETA's unknown as of now but he stated he will seek one today.

Controls graphics issues

Jason stated he has pulled in all statuses from all VFD's already.

Some upgrades in head end have been done and all graphics have been moved back to default.

The district had to roll back to a previous software version and ended up losing all updated graphics.

The district will look into whether a newer version can be found so that all new graphics can be replaced. Ryan said facilities was already looking into this as they had a district-wide outage.

---

### **ISSUE #: 59**

Priority: High

Status: Closed

Subtask:

Code: GI-032

Asset: RTU-G1

Resolution Due: 09/13/2021

Reported On: 08/24/2021

Reported By: Geert Aerts

#### **Issue Description**

Freeze Protection Sequence of Operations -- Not programmed. When MAT (mixed air temperature) is <30F, close dampers and open hot water valve 20%. This represents the 2nd stage of freeze control per design.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Responses

Response by Spenser Mearns, 09/13/2021 09:18 AM PDT

Completed on 8/23/21 per Jason W.

### **ISSUE #: 60**

Priority: High

Status: Closed

Subtask:

Code: GI-033

Asset: Heat Recovery Unit

Resolution Due: 10/19/2021

Reported On: 08/24/2021

Reported By: Geert Aerts

### Issue Description

Mechanical freeze-stats in HRUs are not capable of being set to 20F per design. They are 34F to 80F freeze-stats and need to be replaced.

RTU's should be verified and replaced if needed.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Images



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Responses

Response by Spenser Mearns, 10/22/2021 01:58 PM PDT

Completed per Eric Johnson on 10/19/21.

Response by Spenser Mearns, 08/30/2021 01:09 PM PDT

New freeze stats have been ordered and will be installed.

### **ISSUE #: 61**

Priority: High

Status: Closed

Subtask:

Code: GI-034

Asset: Fan Coil Unit

Resolution Due: 09/03/2021

Reported On: 08/24/2021

Reported By: Geert Aerts

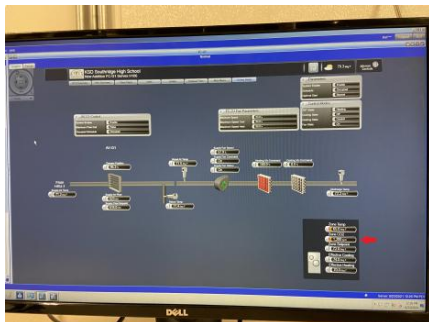
### Issue Description

No CO2 setpoint is provided for any Fan Coil Unit graphics. Recommend showing the CO2 PPM min and max set points so that AV damper position commands correlate with the reading.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Images



---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Responses

Response by Spenser Mearns, 09/13/2021 11:04 AM PDT

Work completed 9/3/21 per Jason W.

---

## **ISSUE #: 62**

Priority: High

Status: Closed

Subtask:

Code: GI-035

Asset: Fan Coil Unit

Resolution Due: 09/03/2021

Reported On: 08/24/2021

Reported By: Geert Aerts

### Issue Description

No CO2 alarm has been provided for Fan Coil Unit graphics per the sequence of operations.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Responses

Response by Spenser Mearns, 09/13/2021 11:05 AM PDT

Work completed on 9/3/21 per Jason W

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### **ISSUE #: 63**

Priority: High  
Status: Closed  
Subtask:  
Code: GI-036  
Asset: Fan Coil Unit

Resolution Due: 08/23/2021  
Reported On: 08/24/2021  
Reported By: Geert Aerts

#### **Issue Description**

Sequence of Operations Programming -- The first stage "economizer" cooling sequence has not been programmed for the Fan Coil Units.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### **Responses**

Response by Spenser Mearns, 09/13/2021 09:19 AM PDT

Completed on 8/23/21 per Jason W

---

### **ISSUE #: 64**

Priority: High  
Status: Closed  
Subtask:  
Code: GI-037  
Asset: Fan Coil Unit

Resolution Due: 08/23/2022  
Reported On: 08/24/2021  
Reported By: Geert Aerts

#### **Issue Description**

Sequence of Operations Programming -- Only two CFM setpoints have been programmed for Fan Coil Unit AV control. The Design sequence references three; Min OSA, Code OSA and Max/MUA CFM. The AV modulates between the Min and Code OSA values based off CO2 PPM level readings. It will modulate to Max/MUA for economizing and make-up airflow when additional room exhaust fans are energized.

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Responses**

Response by Spenser Mearns, 09/13/2021 09:19 AM PDT

Completed on 8/23/21 per Jason W

---

**ISSUE #: 65**

Priority: High  
Status: Closed  
Subtask:  
Code: GI-038  
Asset:

Resolution Due: 09/15/2021  
Reported On: 08/24/2021  
Reported By: Geert Aerts

**Issue Description**

Purge Exhaust Fan switch for room H209 is cross-connected with controller to room G211.

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Responses**

Response by Spenser Mearns, 09/20/2021 08:17 AM PDT

Completed by Eric J 9/15/21

---

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### **ISSUE #: 66**

Priority: High  
Status: Closed  
Subtask:  
Code: GI-039  
Asset:

Resolution Due: 08/23/2021  
Reported On: 08/24/2021  
Reported By: Geert Aerts

#### **Issue Description**

Building schedule is set by Apollo to 4am to 9pm. With optimal start, this can become 1am to 9pm. Apollo states they will change schedule to one appropriate for a school of 7am to 5pm. With optimal start, this will become 4am to 5pm. We suggest setting it the same as the existing schedule already being maintained.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### **Responses**

Response by Spenser Mearns, 09/13/2021 09:20 AM PDT

Completed on 8/23/21 per Jason W

---

### **ISSUE #: 67**

Priority: High  
Status: Closed  
Subtask:  
Code: GI-040  
Asset:

Resolution Due: 08/23/2021  
Reported On: 08/24/2021  
Reported By: Geert Aerts

#### **Issue Description**

Current Unoccupied temperature set points are set too close to Occupied temperature set points, at 61F to 82F. Apollo states will change to appropriate 55F to 85F.



---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Responses

Response by Spenser Mearns, 09/13/2021 09:20 AM PDT

Completed on 8/23/21 per Jason W

---

## **ISSUE #: 68**

Priority: High  
Status: Closed  
Subtask:  
Code: GI-041  
Asset:

Resolution Due: 08/23/2021  
Reported On: 08/24/2021  
Reported By: Geert Aerts

### Issue Description

Room thermostats have not been programmed to allow end users to achieve temporary unoccupied overrides at night or weekends.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Responses

Response by Spenser Mearns, 09/13/2021 10:12 AM PDT

Completed on 8/23/21 per Jason W

---

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### **ISSUE #: 69**

Priority: High  
Status: Closed  
Subtask:  
Code: GI-042  
Asset:

Resolution Due: 09/13/2021  
Reported On: 08/24/2021  
Reported By: Geert Aerts

#### **Issue Description**

EF-G1 and soffit fans need labels on graphics to inform district which fans serve which space as well as sensor/soffit location.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### **Images**



#### **Responses**

Response by Spenser Mearns, 09/13/2021 11:05 AM PDT

Work completed on 9/3/21 per Jason W

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

**ISSUE #: 71**

Priority: High  
Status: Closed  
Subtask:  
Code: GI-044  
Asset: Fan Coil Unit

Resolution Due: 09/03/2021  
Reported On: 08/24/2021  
Reported By: Geert Aerts

**Issue Description**

No indication on Fan Coil Unit graphics that a temporary unoccupied override has been enabled by end user.

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Responses**

Response by Spenser Mearns, 09/13/2021 11:05 AM PDT

Work completed on 9/3/21 per Jason W

---

**ISSUE #: 72**

Priority: High  
Status: Closed  
Subtask:  
Code: GI-045  
Asset:

Resolution Due: 09/13/2021  
Reported On: 08/24/2021  
Reported By: Geert Aerts

**Issue Description**

Heating water and chilled water pipes are not insulated at clamps at FCs (see photo). The metal clamps drain heat from the heating water pipes and cold from the chilled water pipes. Piping needs to be continuously insulated per spec.

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Images**



**Responses**

Response by Spenser Mearns, 09/13/2021 10:14 AM PDT

Work completed per Hudson Bay

**ISSUE #: 73**

Priority: High  
Status: Closed  
Subtask:  
Code: GI-046  
Asset:

Resolution Due: 09/13/2021  
Reported On: 08/24/2021  
Reported By: Geert Aerts

**Issue Description**

Plastic pressure tubing for flow stations for rooftop equipment is exposed to full sunlight and needs to be UV rated or covered (see photo). Otherwise it will crack, affecting the airflow reading which could result in poor ventilation for students.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Images



### Responses

Response by Spenser Mearns, 09/13/2021 10:15 AM PDT

These have been covered to be protected from the sun.

---

## **ISSUE #: 74**

Priority: High

Status: Closed

Subtask:

Code: GI-047

Asset: Heat Recovery Unit

Resolution Due: 09/14/2021

Reported On: 08/26/2021

Reported By: Geert Aerts

### Issue Description

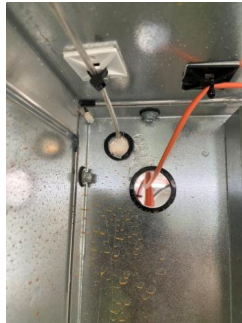
HRU openings for low-voltage cabling are not all air-sealed with silicone (some are, but not all) (see photos). This allows airflow to bleed from high to low pressure cabinet sections.

**Kennewick School District #17  
Southridge High School HVAC Replacement and Addition**

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Images**



**Responses**

Response by Spenser Mearns, 09/13/2021 10:15 AM PDT

These have been sealed.

**ISSUE #: 75**

Priority: High  
Status: Closed  
Subtask:  
Code: GI-048  
Asset: RTU-F1

Resolution Due: 09/13/2021  
Reported On: 08/24/2021  
Reported By: Geert Aerts

**Issue Description**

RTU-F1 thermostat needs to be switched out to the correct model per Jason.

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

---

## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

---

#### Responses

Response by Spenser Mearns, 09/13/2021 10:20 AM PDT

This stat has been changed out.

---

### **ISSUE #: 76**

Priority: High

Status: Closed

Subtask: FPT-12 - BAS -- HVAC Controls (BAS -- DDC Controls)

Code: FPT-12-001

Asset: BAS -- HVAC Controls

Resolution Due: 11/11/2021

Reported On: 08/24/2021

Reported By: Geert Aerts

#### Issue Description

EF-G1 is loud at 50% fan speed and very loud at the 100% speed setting. This will have a negative effect on the learning process. Recommend decibel levels are documented to ensure this space meets WAC guidelines.

#### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### Responses

Response by Spenser Mearns, 11/11/2021 09:12 AM PST

Noise appears to be the VFD running that is mounted to the fan above the ceiling. Talking to the occupants of the space the noise is not noticeable to them.

Response by Spenser Mearns, 09/20/2021 12:25 PM PDT

Fan is noticeable but also right above ceiling. Are any complaints being made about the noise?

---

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

**ISSUE #: 80**

Priority: High

Status: Closed

Subtask: FPT-12 - BAS -- HVAC Controls (BAS -- DDC  
Controls)

Code: FPT-12-005

Asset: BAS -- HVAC Controls

Resolution Due: 08/23/2021

Reported On: 08/23/2021

Reported By: Steven Nunez

**Issue Description**

Verify FCU-G1 AV Damper Moves to Max OSA Ventilation Position -- FCU-G1 AV damper failed to move to max OSA Ventilation Position when EF-G1 goes to 100%. Programming incomplete.

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Responses**

Response by Spenser Mearns, 09/13/2021 10:22 AM PDT

Work completed on 8/23/21 per Jason W

**ISSUE #: 81**

Priority: High

Status: Closed

Subtask: FPT-12 - BAS -- HVAC Controls (BAS -- DDC  
Controls)

Code: FPT-12-006

Asset: BAS -- HVAC Controls

Resolution Due: 07/08/2022

Reported On: 08/23/2021

Reported By: Steven Nunez

**Issue Description**

EF-H4 Control: BAS Initiates Occupied and Unoccupied Mode -- No comm ; unable to test.



---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Assigned To

Owner's Representative: Earl Eastman (Alliance Management and Construction Solutions)

---

## **ISSUE #: 82**

Priority: High

Resolution Due: 09/13/2021

Status: Closed

Reported On: 08/23/2021

Subtask: FPT-12 - BAS -- HVAC Controls (BAS -- DDC  
Controls)

Reported By: Steven Nunez

Code: FPT-12-007

Asset: BAS -- HVAC Controls

### Issue Description

Freeze Protection EF Control: During Unoccupied Mode; Verify FC's G3 thru G7, H1 thru H-4 are Enabled On in Full Recirc Mode (Controlled to Occupied Temps) when soffit temperature sensor reports <40F. Programming was not in place to test.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Responses

Response by Spenser Mearns, 09/13/2021 10:23 AM PDT

Work completed on 8/23/21 per Jason W

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 1**

Priority: Medium

Status: Closed

Subtask: FPT-1 - RTU-01 (RTU 1, 2, 3)

Code: FPT-1-001

Asset: RTU-01

Resolution Due: 09/13/2021

Reported On: 01/19/2021

Reported By: Geert Aerts

### **Issue Description**

RTU-1 OUTSIDE AIR FLOW VOLUME -- Fluctuations noted on the MicroTrans airflow sensor displays inside the units and on trends. The sensor displayed fluctuations from 2700 – 5100 in a period of approximately 30 seconds while inside the unit with the doors closed. Trends for the same period showed OSA airflows between 8,954-10,993 cfm. The following day we noted the OSA min volume was only at 7500. When the OSA minimum damper is set to a fixed damper position, why are there fluctuations? If wind is affecting it, are the airflow sensors placement installed per the manufacturer's recommendations?

### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical), Andy Brasher (Apollo Mechanical), Lance Waddell (Apollo Mechanical), Steven Borley (Apollo Mechanical)

### **Images**



### **Responses**

Response by Spenser Mearns, 09/13/2021 10:26 AM PDT

2 feet added to the intake duct work to try and stabilize the reading. Please note that the OSA is not controlled by this AFMS but by a setpoint determined by TAB. These AFMS are for reference only.

---

## **Kennewick School District #17 Southridge High School HVAC Replacement and Addition**

---

**Response by Steven Nunez, 08/27/2021 01:24 PM PDT**

Airflow pick-up tubes are typically installed where there is some protection against wind and rain.

There is room between the factory intake shroud and the damper assembly.

Other indoor options should be explored because it is often windy in the Tri Cities and the ventilation air flow will not be properly controlled on those days. The district must be able to provide the minimum rates of ventilation air, if not more, due to Covid-19 concerns. Constant hunting of the damper due to severe fluctuations at the airflow station will also lead to increased energy consumption.

**Response by Spenser Mearns, 04/01/2021 02:44 PM PDT**

Through trend data it was determined that the major fluctuations were on windy days. Days with moderate to no wind saw very little fluctuation.

**Response by Steven Nunez, 02/15/2021 03:10 PM PST**

Tristan - The units were all tested at 100% OSA, so the flow stations were calibrated in that mode. Is wind affecting this?

Spenser stated the install behind the damper need 3-4 times the length of the ductwork. In front it only has to be half the duct length. Maybe is there a screen that can be installed? Spenser to review if there are screening options available to help limit fluctuations at the airflow sensors tubes.

Jason: DDC looking at 0% -100% outputs for calibration.

Apollo controls needs to verify the displayed CFM matches the outputs on the local sensors.

Apollo Controls to verify sensor calibrated settings are being brought forward to the DDC graphics. In question is whether the 0-10 v signals the DDC controls is reading include any calibration to the actual flow sensor as performed by Testcomm.

The result CSG is looking for is that both the sensor reading and the flow displayed at the DDC graphics are identical.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 2**

Priority: Medium

Status: Closed

Subtask: FPT-1 - RTU-01 (RTU 1, 2, 3)

Code: FPT-1-002

Asset: Air Handling Unit-Plenum

Resolution Due: 11/11/2021

Reported On: 01/19/2021

Reported By: Geert Aerts

### **Issue Description**

Outside Air flow stations located within all RTU's read -30F. Do they need to be calibrated to provide accurate measurements?

### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### **Images**



### **Responses**

**Response by Spenser Mearns, 11/11/2021 09:25 AM PST**

This can not be removed from the display as this comes from the factory this way. If this is something that needs wired up then Apollo needs direction to do it.

**Response by Steven Nunez, 08/27/2021 01:28 PM PDT**

They are being incorrectly displayed on the meter. If not in scope of work, they should be removed from the display.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

**Response by Spenser Mearns, 08/19/2021 02:24 PM PDT**

Temperature sensors were not provide for AFMS displays in the scope of work. If this is desired to be provided Apollo needs direction to do so as this was not called for in the documents.

**Response by Steven Nunez, 08/18/2021 03:48 PM PDT**

Are LED dispalys on the flow stations still showing the temperature as -30F? Do we know why? Apollo stated they would check to see if the display can be removed altogether since it is not reporting correctly.

**Response by Tristan Smith, 02/15/2021 02:33 PM PST**

This is not a TAB issue.

**Response by Steven Nunez, 02/15/2021 11:32 AM PST**

Ryan to ask facilities whether this is an issue.

Apollo says there might be an option to remove it from display.

---

### **ISSUE #: 3**

Priority: Medium

Status: Closed

Subtask: FPT-1 - RTU-01 (RTU 1, 2, 3)

Code: FPT-1-003

Asset: Air Handling Unit-Plenum

Resolution Due: 08/05/2021

Reported On: 01/19/2021

Reported By: Geert Aerts

#### **Issue Description**

The RTU dirty filter alarm setpoints have not been determined. The DDC programmer is waiting for those values for all RTU's.

At what pressure drop across the filters will fan performance start being affected?

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Responses

#### Response by Steven Nunez, 01/05/2023 01:03 PM PST

08 05.21 -- CSG was notified by Apollo the dirty filter set points have been entered into DDC graphics per Steve Reidy's recommendation.

#### Response by Steven Reidy, 04/01/2021 04:09 PM PDT

the AHU manufactured allow for 1.0 in. SP in the fan static pressure calculations. We would recommend that the filter alarm values be set to 0.75 in. SP.

#### Response by Steven Nunez, 02/15/2021 01:30 PM PST

Testcomm - needs to know at what operational range or what VFD range to test the units at.

Alarm parameters are adjustable on DDC graphical displays,

Steve Reidy to get back to us with what those set points might be.

Then facilities can adjust as operational realities become known with more runtime.

---

## **ISSUE #: 4**

Priority: Medium

Status: Closed

Subtask: FPT-1 - RTU-01 (RTU 1, 2, 3)

Code: FPT-1-004

Asset: Air Handling Unit-Plenum

Resolution Due: 01/13/2023

Reported On: 01/19/2021

Reported By: Geert Aerts

### Issue Description

Balancer needs to determine minimum duct static pressure set points for all VAV RTU's for the controls programmer so that the lowest possible fan speeds are attained while all terminal units are at their minimum airflow set points.

The minimum duct static pressure set points for the variable volume supply fans have not been established per sheet M-603 that states the following: "The supply duct static pressure setpoint shall be reset between a minimum and maximum as determined by the TAB contractor."

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Assigned To

TAB Contractor: Jerry Ensminger (TESTCOMM, LLC), Tristan Smith (TESTCOMM, LLC)

### Responses

Response by Steven Nunez, 01/13/2023 12:36 PM PST

Updated TAB report has been submitted with previously noted missing or incorrect operating data.

Response by Tristan Smith, 01/03/2023 05:36 PM PST

Completed Tab Report

Response by Steven Nunez, 08/18/2021 03:51 PM PDT

Has this work been completed?

Response by Spenser Mearns, 04/22/2021 09:24 AM PDT

Work to be completed when Testcomm is back onsite beginning of June to TAB the New Addition.

Response by Steven Nunez, 02/15/2021 01:51 PM PST

Testcomm and Apollo Controls to work together to determine these settings.

With all TU's at minimum CFM set points and the furthest TU dampers open between 90-100% what is the min supply fan speeds and associated duct static pressure? That becomes the low end supply duct DP set point.

---

## **ISSUE #: 5**

Priority: Medium

Status: Closed

Subtask: FPT-1 - RTU-01 (RTU 1, 2, 3)

Code: FPT-1-005

Asset: RTU-01

Resolution Due: 01/13/2023

Reported On: 01/19/2021

Reported By: Geert Aerts



---

## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

---

#### Issue Description

Balancer needs to determine the minimum chilled water loop pressure setpoint so that pumps can operate at their lowest speeds and still deliver the minimum required flows per the design sequence of operations.

#### Assigned To

TAB Contractor: Jerry Ensminger (TESTCOMM, LLC), Tristan Smith (TESTCOMM, LLC)

#### Responses

Response by Steven Nunez, 01/13/2023 12:38 PM PST

Updated TAB report has been submitted with previously noted missing or incorrect operating data.

Response by Tristan Smith, 01/03/2023 05:37 PM PST

Completed tab report.

Response by Steven Nunez, 08/18/2021 03:52 PM PDT

Has this work been completed?

Response by Spenser Mearns, 04/22/2021 09:24 AM PDT

Work to be completed when Testcomm is back onsite beginning of June to TAB the New Addition.

Response by Steven Nunez, 02/15/2021 01:36 PM PST

Steve Reidy said to just open 3 ways and determine what the minimum pressure set point may be.

Contractors are asking if there were 3-ways?

Steve said his control diagrams reflect 3-ways at RTUs 9 and 10 with GPM's called out for each.

Steve thinks 200 GPM at the pump should be a reasonable flow set point. Whatever the dp is reading at this point becomes the minimum set point.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### **ISSUE #: 6**

Priority: Medium

Status: Closed

Subtask: FPT-1 - RTU-01 (RTU 1, 2, 3)

Code: FPT-1-006

Asset: Air Handling Unit-Plenum

Resolution Due: 01/13/2023

Reported On: 01/19/2021

Reported By: Geert Aerts

### **Issue Description**

Balancer needs to determine the final return fan offsets for all VAV RTU's in order to meet the designed sequence of operations setpoint of maintaining a +0.02" building pressure set point.

### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### **Responses**

**Response by Steven Nunez, 01/13/2023 12:38 PM PST**

Updated TAB report has been submitted with previously noted missing or incorrect operating data.

**Response by Spenser Mearns, 01/03/2023 11:29 AM PST**

Completed per final TAB report.

**Response by Steven Nunez, 08/18/2021 03:55 PM PDT**

Was the return fan tracking programming completed?

**Response by Spenser Mearns, 04/05/2021 11:28 AM PDT**

Per Jason W. - We agreed to change setpoint to values reflected on design drawings-if tweaks were needed or needed to be verified that would come from some one else.

**Response by Steven Nunez, 02/15/2021 01:38 PM PST**

Once Jason has programmed the Return fan tracking we can examine how the building pressure reacts.

Utilize the present programming as is already in place.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Jason to determine what the fan offsets need to be in order to maintain the ,02" space pressure and then maintain that offset as supply fan speeds change.

---

### **ISSUE #: 7**

Priority: Medium

Status: Closed

Subtask:

Code: GI-001

Asset: Air Handling Unit-Plenum

Resolution Due: 02/15/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### **Issue Description**

TAB Return Fan Airflows -- By what method were return fan airflows established? Were they by duct traverses measured below the RTU's? Vel-grid readings suggest they may have been measured at the return duct openings within the RF plenums which are often too turbulent to provide accurate measurements. To be verified with TAB contractor at next site visit. Note: listed return duct sizes on TAB report do not match openings listed in RTU submittal data.

#### **Assigned To**

TAB Contractor: Jerry Ensminger (TESTCOMM, LLC)

#### **Responses**

**Response by Steven Nunez, 02/15/2021 12:03 PM PST**

Return air readings were accomplished on the discharge side of the fan louvers.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### **ISSUE #: 8**

Priority: Medium

Status: Closed

Subtask:

Code: GI-002

Asset:

Resolution Due: 01/13/2023

Reported On: 01/25/2021

Reported By: Steven Nunez

#### **Issue Description**

TAB RTU-08 Supply Fan speed -- SF rpm's not provided in TAB report. All other supply fans identified via VFD's. Can the same be provided for this fan?

#### **Assigned To**

TAB Contractor: Jerry Ensminger (TESTCOMM, LLC), Tristan Smith (TESTCOMM, LLC)

#### **Responses**

**Response by Steven Nunez, 01/13/2023 12:39 PM PST**

Updated TAB report has been submitted with previously noted missing or incorrect operating data.

**Response by Tristan Smith, 01/03/2023 05:37 PM PST**

Completed TAB Report

**Response by Steven Nunez, 08/18/2021 03:56 PM PDT**

Was this work completed?

**Response by Spenser Mearns, 04/22/2021 09:25 AM PDT**

Work to be completed when Testcomm is back onsite beginning of June to TAB the New Addition.

**Response by Steven Nunez, 02/15/2021 01:43 PM PST**

Testcomm to update TAB report with missing data.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 9**

Priority: Medium  
 Status: Closed  
 Subtask:  
 Code: GI-003  
 Asset:

Resolution Due: 01/13/2023  
 Reported On: 01/25/2021  
 Reported By: Steven Nunez

### **Issue Description**

TAB CWP's 1-2 -- The report lists the impeller size as 10" with a final TDH of 80.9' which is 60% higher than the 9.5" impeller and 50.7' listed in the Armstrong submittal data. With such a high head, we might expect the water flow to be much lower than the designed rate across the chiller. Verification will need to be performed once seasonal temperatures are appropriate to ensure adequate flows are present during high demand on the chiller. This will likely occur after the HS Addition build-out is completed.

### **Assigned To**

TAB Contractor: Jerry Ensminger (TESTCOMM, LLC), Tristan Smith (TESTCOMM, LLC)

### **Images**



### **Responses**

**Response by Steven Nunez, 01/13/2023 12:42 PM PST**

Updated TAB report has been submitted with previously noted missing or incorrect operating data.

**Response by Tristan Smith, 01/03/2023 05:39 PM PST**

Completed TAB Report

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Response by Steven Nunez, 08/18/2021 03:58 PM PDT

Was this work completed?

Response by Spenser Mearns, 04/22/2021 09:25 AM PDT

Work to be completed when Testcomm is back onsite beginning of June to TAB the New Addition.

Response by Steven Nunez, 02/15/2021 01:41 PM PST

To be verified with TAB contractor on site once new build-out has been completed.

---

### **ISSUE #: 10**

Priority: Medium

Status: Closed

Subtask:

Code: GI-004

Asset:

Resolution Due: 01/13/2023

Reported On: 01/25/2021

Reported By: Steven Nunez

#### **Issue Description**

TAB report CWP's 3-5 flow totals -- Actual pump flows are listed as 385 GPM which is 59% of design. We would expect the total system head to be lower than design until the rest of the system is built out with the HS Addition. There could be a potential lack of flow as more of the piping system is built out. To be verified with TAB contractor during next site visit.

#### **Assigned To**

TAB Contractor: Jerry Ensminger (TESTCOMM, LLC), Tristan Smith (TESTCOMM, LLC)

#### **Responses**

Response by Steven Nunez, 01/13/2023 12:43 PM PST

Updated TAB report has been submitted with previously noted missing or incorrect operating data.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Response by Tristan Smith, 01/03/2023 05:39 PM PST

Completed TAB report

Response by Steven Nunez, 08/18/2021 03:58 PM PDT

Was this work completed?

Response by Spenser Mearns, 04/22/2021 09:25 AM PDT

Work to be completed when Testcomm is back onsite beginning of June to TAB the New Addition.

Response by Steven Nunez, 02/15/2021 01:43 PM PST

To be verified with TAB contractor on site once new build-out has been completed.

---

### **ISSUE #: 11**

Priority: Medium

Status: Closed

Subtask:

Code: GI-005

Asset:

Resolution Due: 01/13/2023

Reported On: 01/25/2021

Reported By: Steven Nunez

#### **Issue Description**

TAB CWP's 3-5 notes -- TAB report indicates there was no means to establish pump flows although pressure gauges and manifolds are installed. How were the block-off and TDH test pressures measured? The preferred method of establishing flow would be to plot block-off and operating pressure drops on the manufacturer's pump curves to determine impeller size and flow. The curve included in the TAB report is for a Series 4300 0610-015.0 pump. The submittal data and pump ID tag lists them as a Series 4300 0608-015.0.

#### **Assigned To**

TAB Contractor: Jerry Ensminger (TESTCOMM, LLC), Tristan Smith (TESTCOMM, LLC)

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Responses

Response by Steven Nunez, 01/13/2023 12:47 PM PST

Updated TAB report has been submitted with previously noted missing or incorrect operating data.

Response by Tristan Smith, 01/03/2023 05:39 PM PST

Completed TAB report

Response by Steven Nunez, 08/18/2021 03:59 PM PDT

Was this work completed?

Response by Spenser Mearns, 04/22/2021 10:13 AM PDT

Work to be completed when Testcomm is back onsite beginning of June to TAB the New Addition.

Response by Steven Nunez, 02/15/2021 01:44 PM PST

To be verified with TAB contractor on site once new build-out has been completed.

---

## **ISSUE #: 12**

Priority: Medium

Status: Closed

Subtask:

Code: GI-006

Asset:

Resolution Due: 01/13/2023

Reported On: 01/25/2021

Reported By: Steven Nunez

### Issue Description

TAB report CWP's 3-5 impeller size listed -- TAB report lists impeller size as a 10" but the submittal data and pump ID tag indicates it being 8.19". The pump curve included in the TAB report is likely for a 10" impeller. Verify the correct pump curve is being used to determine water flows.

### Assigned To

TAB Contractor: Jerry Ensminger (TESTCOMM, LLC), Tristan Smith (TESTCOMM, LLC)

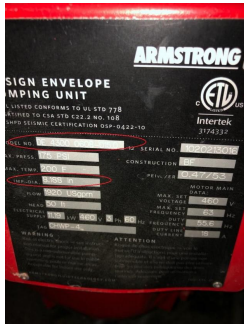


---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Images



### Responses

Response by Steven Nunez, 01/13/2023 12:49 PM PST

Updated TAB report has been submitted with previously noted missing or incorrect operating data.

Response by Tristan Smith, 01/03/2023 05:39 PM PST

Completed TAB report

Response by Steven Nunez, 08/18/2021 04:00 PM PDT

Was this work completed?

Response by Spenser Mearns, 04/22/2021 10:14 AM PDT

Work to be completed when Testcomm is back onsite beginning of June to TAB the New Addition.

Response by Steven Nunez, 02/15/2021 01:44 PM PST

To be verified with TAB contractor on site once new build-out has been completed.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 14**

Priority: Medium

Status: Closed

Subtask: FPT-1 - RTU-01 (RTU 1, 2, 3)

Code: FPT-1-008

Asset: RTU-01

Resolution Due: 04/26/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

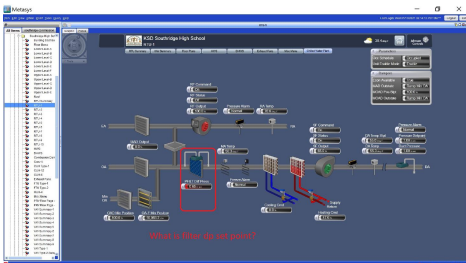
### **Issue Description**

All RTU FILTER DIFFERENTIAL PRESSURE -- No differential pressure setpoint is provided at any RTU DDC graphic for the end user to compare to actual filter drop conditions. What is the tripping set point for these filters? Was it determined by the TAB contractor?

### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### **Images**



### **Responses**

**Response by Spenser Mearns, 04/26/2021 11:24 AM PDT**

RTU graphics complete.

**Response by Spenser Mearns, 04/22/2021 10:19 AM PDT**

Graphics to be complete by the end of April.

**Response by Steven Nunez, 02/15/2021 01:48 PM PST**

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Jason stated graphics have already been added.

Some upgrades in head end have been done and all graphics have been moved back to default.

The district had to roll back to a previous software version and ended up losing all updated graphics.

The district will look into whether a newer version can be found so that all new graphics can be replaced. Ryan said facilities was already looking into this as they had a district-wide outage.

---

### **ISSUE #: 16**

Priority: Medium

Status: Closed

Subtask:

Code: GI-008

Asset: DDC System

Resolution Due: 04/05/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### **Issue Description**

DDC Controls for all VAV RTU's -- Static Pressure Reset is not programmed, as required in the sequence of operations: "Verify as the Number of Requests is > 10, Supply Static Pressure Setpoint Increases by .05" W.C. every 2 Mins. Verify as the Number of Requests is < 5, Supply Static Pressure Setpoint Decreases by .05" W.C. every 5 Mins."

It is presently operating off the existing single duct pressure set point program already residing in the existing NAE for the original RTU's

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### **Responses**

Response by Spenser Mearns, 04/05/2021 11:31 AM PDT

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Per Jason W. - This is completed as requested. The increment is 0.1.

Response by Steven Nunez, 02/15/2021 01:55 PM PST

Jason stated the increase is working ok. Decrease is not. His opinion is that the system would function better off a hard reset instead of a reading every 2 minutes.

Jason will put this new sequence forward in writing for Steve's review.

---

### **ISSUE #: 18**

Priority: Medium

Status: Closed

Subtask:

Code: GI-010

Asset: DDC System

Resolution Due: 04/05/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### **Issue Description**

DDC Controls for all RTU's -- Freeze protection mode is not programmed per the design sequence of operations.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### **Responses**

Response by Spenser Mearns, 04/05/2021 11:33 AM PDT

Per Jason W. - There really is no "freeze protection" mode outlined in the seq, to be responsible we placed a mixed air low limit sequence in the controller for the AHUs.

Response by Steven Nunez, 02/15/2021 02:02 PM PST

Jason will provide a Freeze Protection Mode sequence for Steve's review that will provide a shutdown of the fan prior to tripping the mechanical freeze stats and after the presently programmed low limit defined parameters have been surpassed.

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

---

**ISSUE #: 19**

Priority: Medium

Status: Closed

Subtask:

Code: GI-011

Asset: DDC System

Resolution Due: 06/13/2022

Reported On: 01/18/2021

Reported By: Steven Nunez

---

**Issue Description**

DDC Controls for all RTU's -- Unoccupied Override Mode (zone control) is not programmed as outlined in the design sequence of operations. Override buttons are present on thermostats throughout the existing school; however, these are presently not programmed to function in the DDC system. Does the District desire for the occupants to be able to use the temporary override buttons to enable heat/cooling and/or ventilation for 60 minutes (adjustable) during unoccupied times? Is there a District standard at other schools? Only the gyms appear to have wall sensors with no override buttons.

---

**Assigned To**

Mechanical Air &amp; Piping: Spenser Mearns (Apollo Mechanical)

---

**Responses****Response by Spenser Mearns, 06/13/2022 07:35 AM PDT**

Complete per Jeff L 6/13/22

**Response by Steven Nunez, 05/24/2022 05:16 PM PDT**

03.31.22 -- The RTU list was provided to Apollo by tk1sc.

**Response by Steven Nunez, 05/24/2022 05:15 PM PDT**

03.21.22 -- Steve Reidy provided the following direction to Apollo via email: "I threw out the idea of using the terminal units serving the corridor areas to maintain the minimum volume for the AHU fans on an after hours call for operation. The idea is that the classroom plus the corridor units would put the systems in a stable position during this mode of operation. The single zone units are just a straightforward minimum fan setting already in the

---

## **Kennewick School District #17 Southridge High School HVAC Replacement and Addition**

---

programming setpoints.

As long as this is acceptable we can make TU lists for each AHU."

**Response by Spenser Mearns, 08/19/2021 02:28 PM PDT**

Work can not be completed due to wireless system being down. Apollo has also never been provided a list of VAV's required to have this program.

**Response by Steven Nunez, 08/18/2021 04:06 PM PDT**

Was this work completed?

**Response by Steven Reidy, 04/01/2021 04:16 PM PDT**

the minimum number of terminal units is to be equal to 25% of the fan design flow rate. In the Override mode, the terminal units commanded on with the override needs to be supplemented with terminal units in the same system to equal 25%. It's at the owners discretion to list these terminal units based on the importance level of the spaces served for school operations.

**Response by Steven Nunez, 02/15/2021 02:04 PM PST**

Steve Reidy to provide the minimum number of TU's to open for an unoccupied override event (that should also be carried over for night low limit programming) to allow for a simple solution to the proposed minimum fan speed control sequence.

---

### **ISSUE #: 20**

Priority: Medium

Status: Closed

Subtask:

Code: GI-012

Asset: DDC System

Resolution Due: 04/01/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Issue Description

DDC Controls for all RTU's -- Pre-Occupancy Purge is not programmed in the DDC system, as required in the Sequence of Operations. There seems to be confusion in setting the schedule to a very early 5 AM start on top of the DDC system optimum-start programming, which enables the school as early as 3 AM (2 hrs before 5 AM). This appears too early and wastes energy that is not needed to get the building up to temperature 2-3 hours prior to the time occupants arrive. Because the building is already starting too early, pre-occupancy purge may not be needed, and in fact, the scheduled start time appears to need to be aligned more with actual occupancy. Is there a District standard for pre-occupancy purge?

### Assigned To

Mechanical Engineer: Steven Reidy (tk1sc Engineers)

### Responses

Response by Steven Reidy, 04/01/2021 04:18 PM PDT

Pre Occupancy purge is to be deleted from the requirements, the optimal start sequence accomplishes the goal of this operation.

Response by Steven Nunez, 02/15/2021 02:06 PM PST

Steve to move the Pre-Purge sequence to a post occupancy purge mode. This includes operating the RTU's in a post-ventilation mode for an adjustable period of time prior to moving to unoccupied mode, but after normal occupied hours.

Jason asked for formal direction.

---

## **ISSUE #: 21**

Priority: Medium

Status: Closed

Subtask:

Code: GI-013

Asset: DDC System

Resolution Due: 02/16/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

---

## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

---

#### Issue Description

DDC Controls -- Chilled water loop temperature control reset is not programmed per the sequence of operations: "If the cooling loop signal (from SAT setpoint deviation) is >80%, send 0 requests. If the cooling loop signal is >90%, send 1 request. If the SAT exceeds the setpoint by 2°F for 2 mins, send 2 requests. If the SAT exceeds the setpoint by 4°F for 2 mins, send 3 requests."

It is presently operating off the following simple reset schedule:  
When any single cooling coil valve position is:  
100% = 42°F  
0% = 46°F

#### Assigned To

Controls Contractor: Jeff Lakey (Apollo Mechanical)

#### Responses

Response by Steven Nunez, 02/16/2021 07:01 AM PST

Already completed per Jason.

---

## **ISSUE #: 22**

Priority: Medium

Status: Closed

Subtask:

Code: GI-014

Asset: DDC System

Resolution Due: 02/15/2021

Reported On: 01/18/2021

Reported By: Steven Nunez



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Issue Description

DDC Controls – The minimum OSA dampers are set as a two-position damper and only opens to a single damper position pre-set by the TAB contractor to meet the design minimum OSA airflow.

CSG questions if the minimum CFMs might drift over time and become inaccurate. Should the Min OSA damper be switched over to a modulating damper to control to the design Min CFMs, per the airflow station at that location, to accommodate for any inaccuracies over time? Should the TAB contractor determine if the Min outside CFMs could be affected if air filters become loaded and the supply fan speed doesn't increase to accommodate?

Should the constant volume RTU supply CFMs be controlled by the supply fan airflow sensor or by duct static pressure as on page M604? We don't typically see constant volume systems driven by duct pressure.

Also, there is a need for an alarm if minimum OSA CFMs fall below design minimum due a damper failure, etc.

### Assigned To

Commissioning Authority: Steven Nunez (Educational Service District 112)

### Responses

#### Response by Steven Nunez, 02/15/2021 02:08 PM PST

Steve stated the return damper shall modulate in order to control minimum airflow through the min OSA damper. The Min OSA damper shall remain as a two-position damper. The economizing damper shall remain as Jason has programmed; to modulate for mixed air temperature control.

#### Response by Steven Reidy, 02/05/2021 04:03 PM PST

The airflow measuring stations output could be used to provide an alarm condition for low outside air flow. this is completely possible within the abilities of the system, programming would need to be added as this is not included in the current sequence of operations.

#### Response by Steven Reidy, 02/05/2021 03:59 PM PST

The control sequence of operations requests that the duct static pressure sensor control the supply fan volume based on a duct static pressure setpoint from the TAB contractor. This method of fan speed control will keep the supply volume at the scheduled values. The AHU is supplied with airflow measuring stations at the supply fan and the outside air louver. These sensors will monitor the AHU supply air and outside air volumes. The supply fan airflow measuring station could be used for the control of the supply fan volume, both methods will result in the same outcome.

#### Response by Steven Reidy, 02/05/2021 01:22 PM PST

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

The sequence of operation asks for the minimum outside damper to be opened when in Occupied mode (2 position). The sequence asks for the return air damper to modulate to maintain the scheduled minimum outside air value. Airflow measuring station is shown on the outside air damper to accomplish this sequence.

MINIMUM OUTSIDE AIR VENTILATION - ECONOMIZER DISABLED  
WHEN IN THE OCCUPIED MODE AND WHEN ECONOMIZER IS DISABLED, THE CONTROLLER SHALL OPEN THE  
DEDICATED MINIMUM OUTSIDE AIR DAMPER AND MODULATE THE RETURN AIR DAMPER TO ACHIEVE THE MINIMUM  
OUTSIDE AIR SETPOINT (SEE EQUIPMENT SCHEDULES FOR THE AIR QUANTITY).

### **ISSUE #: 24**

Priority: Medium

Status: Closed

Subtask:

Code: GI-015

Asset: HVAC- Air Side

Resolution Due: 04/26/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### **Issue Description**

Supply and Return fan airflow sensors -- Supply and return airflows were not being displayed on the DDC graphics at all RTU's per drawings M-603 and M-604. Apollo Controls programmer stated no airflow sensors were provided. Was there a change in the sequence? Were the airflow sensors deleted for all new RTU's?

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical), Andy Brasher (Apollo Mechanical), Lance Waddell (Apollo Mechanical), Steven Borley (Apollo Mechanical)

#### **Responses**

**Response by Spenser Mearns, 04/26/2021 11:24 AM PDT**

RTU graphics complete.

**Response by Spenser Mearns, 04/19/2021 12:05 PM PDT**

Graphics work in progress. This should be completed by the end of April.

**Response by Steven Nunez, 02/15/2021 02:52 PM PST**

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Spenser, were airflow sensors provided for all RTU fans?

---

### **ISSUE #: 25**

Priority: Medium

Status: Closed

Subtask:

Code: GI-016

Asset: DDC System

Resolution Due: 04/26/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### **Issue Description**

DDC Controls -- Building pressurization reading and associated set point is not being displayed on the DDC graphics at any RTU per drawings M-603 and M-604.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### **Responses**

**Response by Spenser Mearns, 04/26/2021 11:25 AM PDT**

RTU graphics complete.

**Response by Spenser Mearns, 04/22/2021 10:19 AM PDT**

Graphics to be complete by the end of April.

**Response by Steven Nunez, 02/15/2021 02:54 PM PST**

Jason stated graphics have already been added.

Some upgrades in head end have been done and all graphics have been moved back to default.

The district had to roll back to a previous software version and ended up losing all updated graphics.

---

---

## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

---

The district will look into whether a newer version can be found so that all new graphics can be replaced. Ryan said facilities was already looking into this as they had a district-wide outage.

---

### **ISSUE #: 26**

Priority: Medium

Status: Closed

Subtask:

Code: GI-017

Asset: DDC System

Resolution Due: 01/12/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### Issue Description

DDC Controls – RTUs 1, 7 and 8 were running 24/7/365 due to a night low limit temperature mapping issue. This seems to have been corrected on 1/12/21.

Please add an alarm so that if equipment continues to run beyond the schedule, an end user would be made aware of fans improperly running.

#### Assigned To

Controls Contractor: Jeff Lakey (Apollo Mechanical)

---

### **ISSUE #: 27**

Priority: Medium

Status: Closed

Subtask:

Code: GI-018

Asset: Building Systems Sign Offs

Resolution Due: 01/29/2021

Reported On: 01/11/2021

Reported By: Steven Nunez

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Issue Description

Are existing duct smoke detectors reconnected to the new RTU's to be tested by the fire alarm installers or control contractors to verify shutdown?

Note #5 on sheet M-6.03 and M-6.04 indicates FLS to furnish and supply control module, installed by mechanical for VFD emergency shutdown.

### Assigned To

Owner: Ryan Jones (Kennewick School District #17)

### Responses

#### Response by Steven Nunez, 01/29/2021 11:33 AM PST

After discussing with the Kennewick school district facilities team and the project manager, it was determined that the district would be addressing the duct smoke detectors through its annual preventative maintenance program. It was determined through earlier project scope discussion with the design team that the contractors would not be responsible for any fire smoke dampers operations or ensuring that existing duct smoke detectors were operable.

#### Response by Steven Nunez, 01/25/2021 05:52 PM PST

01.11.21 -- Ruvim responded to our inquiry with the following statement via email: "I know for a fact we did this test with the RTU for the weight room addition as it was part of a new addition & an extension of the fire alarm system. (I was there when they used the smoke device to test it during the final fire alarm test for the weight room)

As far as the HVAC replacement RTU's go however, It does not sound like there was any sort of final fire alarm test due to it being a unplug & plug with swapping out the existing RTU's for new ones. "

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### **ISSUE #: 28**

Priority: Medium

Status: Closed

Subtask:

Code: GI-019

Asset: DDC System

Resolution Due: 04/05/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### Issue Description

DDC Controls -- RTUs 3 and 5 are running 24/7/365 due to a zone temperature reading 0°F. This has not been corrected.

An alarm is needed for zone temperatures out of range and failed thermostats.

#### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### Responses

Response by Spenser Mearns, 04/05/2021 11:38 AM PDT

Per Jason W. - These AHUs are not running 24/7.

Response by Steven Nunez, 02/15/2021 02:58 PM PST

Jason, is there an update to this issue?

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 29**

Priority: Medium

Status: Closed

Subtask:

Code: GI-020

Asset: Air Handling Unit-Plenum

Resolution Due: 04/05/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

### **Issue Description**

TAB – A large discrepancy between the RTU minimum outside air flow station reading at the unit and at the DDC graphics. Also large fluctuations in the RTU air flow station over a span of 30 seconds.

Some MicroTrans airflow sensors were displaying an error message stating the input was beyond operating range selected. (RTU-9)

It is undetermined whether design OSA airflows are being delivered accurately.

This will need to be verified in person with Testcomm who was not on site for TAB verification.

### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

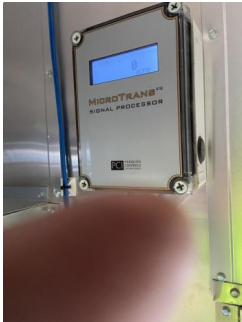
### **Images**



---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---



### Responses

#### Response by Spenser Mearns, 04/05/2021 11:47 AM PDT

Per Jason W. - Value shown on the DDC graphics via the 0-10vdc signal was calibrated by Testcomm. Apollo will cover display in the unit to limit any confusion.

#### Response by Steven Nunez, 02/15/2021 03:08 PM PST

Apollo Controls to verify sensor calibrated settings are being brought forward to the DDC graphics. In question is whether the 0-10 v signals the DDC controls is reading include any calibration to the actual flow sensor as performed by Testcomm.

The result CSG is looking for is that both the sensor reading and the flow displayed at the DDC graphics are identical.

---

## **ISSUE #: 30**

Priority: Medium

Status: Closed

Subtask: FPT-2 - RTU-02 (RTU 1, 2, 3)

Code: FPT-2-001

Asset: RTU-02

Resolution Due: 04/01/2021

Reported On: 01/18/2021

Reported By: Steven Nunez



---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Issue Description

RTU-2 OUTSIDE AIR FLOW VOLUME -- Fluctuations noted on the MicroTrans airflow sensor displays inside the units and on trends. The sensor displayed fluctuations from 2000 – 5000cfm in a period of approximately 30 seconds while inside the unit with the doors closed. Trends for the same period showed OSA airflows more than double this (between 10,989-10,991 cfm). The following day we noted the OSA min volume fluctuated between 7,193-10,869 cfm. Design is 10,000cfm. When the OSA minimum damper is set to a fixed damper position, why are there fluctuations? If wind is affecting it, are the airflow sensors placement installed per the manufacturer's recommendations to help mitigate it?

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical), Andy Brasher (Apollo Mechanical), Lance Waddell (Apollo Mechanical), Steven Borley (Apollo Mechanical)

### Responses

#### Response by Spenser Mearns, 04/01/2021 03:53 PM PDT

Trend data shows major fluctuations occurred on windy days. Days with moderate to no wind had little to no fluctuations.

#### Response by Steven Nunez, 02/15/2021 03:26 PM PST

Tristan - The units were tested at 100% OSA, so the flow stations were calibrated in that mode. Is wind affecting this?

Spenser stated the install behind the damper need 3-4 times the length of the ductwork. In front, it only has to be half the duct length. Maybe is there a screen that can be installed? Spenser to review if there are screening options available to help limit fluctuations at the airflow sensors tubes.

Jason: DDC looking at 0% -100% outputs for calibration.  
Apollo controls needs to verify the displayed CFM matches the outputs on the local sensors.

Apollo Controls to verify sensor calibrated settings are being brought forward to the DDC graphics. In question is whether the 0-10 v signals the DDC controls is reading include any calibration to the actual flow sensor as performed by Testcomm.

The result CSG is looking for is that both the sensor reading and the flow displayed at the DDC graphics are identical.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 31**

Priority: Medium

Status: Closed

Subtask: FPT-2 - RTU-02 (RTU 1, 2, 3)

Code: FPT-2-002

Asset: RTU-02

Resolution Due: 04/02/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

### **Issue Description**

RTU-2 FILTER DIFFERENTIAL PRESSURE -- DDC graphics always display the pressure drop across the filters as 0.0" which isn't possible with the fans running.

### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### **Images**



### **Responses**

**Response by Spenser Mearns, 04/05/2021 11:48 AM PDT**

Issue correct by Apollo controls tech 4/2/21.

**Response by Steven Nunez, 02/15/2021 03:17 PM PST**

Jason, do you have an update for what was causing the filter dp to remain at 0.0" with the fans running?

Has this been corrected?

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 32**

Priority: Medium

Status: Closed

Subtask: FPT-2 - RTU-02 (RTU 1, 2, 3)

Code: FPT-2-003

Asset: RTU-02

Resolution Due: 04/29/2021

Reported On: 01/11/2021

Reported By: Steven Nunez

### **Issue Description**

RTU-2 coil plenums were dirty (dirt or sand on the floor) and should be cleaned out before coils become fouled.

### **Assigned To**

General Contractor: Brandon Potts (Bouten Construction), Brandon Gadish (Bouten Construction), Heather Dunton (Bouten Construction)

### **Images**



### **Responses**

**Response by Brandon Potts, 04/29/2022 08:00 AM PDT**

These were cleaned prior to demobilization

**Response by Steven Nunez, 08/26/2021 05:34 PM PDT**

CSG inspected the coil sections and no change could be seen. The same dust lines the bottom of the cabinet section and coil.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

Response by Steven Nunez, 02/15/2021 03:18 PM PST

Bouten stated they would have the fan sections cleaned.

Response by Spenser Mearns, 02/01/2021 12:03 PM PST

All units were vacuumed out and wiped down by our controls team after there install at the beginning of September. This buildup is due to the blowing dust this area frequently has.

### **ISSUE #: 34**

Priority: Medium

Status: Closed

Subtask: FPT-1 - RTU-01 (RTU 1, 2, 3)

Code: FPT-1-010

Asset: RTU-01

Resolution Due: 04/29/2021

Reported On: 01/11/2021

Reported By: Steven Nunez

### **Issue Description**

RTU-1 coil plenums were dirty (sand or dirt on floor) and should be cleaned out before coils become fouled.

### **Assigned To**

General Contractor: Brandon Potts (Bouten Construction), Brandon Gadish (Bouten Construction), Heather Dunton (Bouten Construction)

### **Images**



---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Responses

Response by Brandon Potts, 04/29/2022 08:00 AM PDT

These were cleaned prior to demobilization

Response by Steven Nunez, 08/26/2021 05:35 PM PDT

CSG inspected the coil sections and no change could be seen. The same dust lines the bottom of the cabinet section and coil.

Response by Steven Nunez, 02/15/2021 03:19 PM PST

Bouten stated they would have the fan sections cleaned.

Response by Spenser Mearns, 02/01/2021 12:03 PM PST

All units were vacuumed out and wiped down by our controls team after there install at the beginning of September. This buildup is due to the blowing dust this area frequently has.

---

### **ISSUE #: 35**

Priority: Medium

Status: Closed

Subtask: FPT-3 - RTU-03 (RTU 1, 2, 3)

Code: FPT-3-001

Asset: RTU-03

Resolution Due: 04/05/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

### Issue Description

RTU-3 OUTSIDE AIR FLOW VOLUME -- Fluctuations noted on the MicroTrans airflow sensor displays inside the units and on trends. The sensor displayed fluctuations from 1900-4000 in a period of approximately 30 seconds while inside the unit with the doors closed. Trends for the same period showed OSA airflows between 4,914-6100 cfm. The following day we noted the OSA min volume fluctuated between 4,714-7800 cfm. Design is 10,000 cfm. When the OSA minimum damper is set to a fixed damper position, why are there fluctuations? If wind is affecting it, are the airflow sensors placement installed per the manufacturer's recommendations to help mitigate it? The set up is the same as RTU's 1 & 2. See photos there.

---

## Kennewick School District #17

### Southridge High School HVAC Replacement and Addition

---

#### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### Responses

##### Response by Spenser Mearns, 04/05/2021 11:50 AM PDT

Through trend data it has been determined that these fluctuations are only seen on windy days. Days with little to no wind show little to no fluctuation.

##### Response by Steven Nunez, 02/15/2021 03:25 PM PST

Tristan - The units were tested at 100% OSA, so the flow stations were calibrated in that mode. Is wind affecting this?

Spenser stated the install behind the damper need 3-4 times the length of the ductwork. In front, it only has to be half the duct length. Maybe is there a screen that can be installed? Spenser to review if there are screening options available to help limit fluctuations at the airflow sensors tubes.

Jason: DDC looking at 0% -100% outputs for calibration.  
Apollo controls needs to verify the displayed CFM matches the outputs on the local sensors.

Apollo Controls to verify sensor calibrated settings are being brought forward to the DDC graphics. In question is whether the 0-10 v signals the DDC controls is reading include any calibration to the actual flow sensor as performed by Testcomm.

The result CSG is looking for is that both the sensor reading and the flow displayed at the DDC graphics are identical.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 36**

Priority: Medium

Status: Closed

Subtask: FPT-4 - RTU-04 ( RTU 4)

Code: FPT-4-001

Asset: RTU-04

Resolution Due: 05/26/2021

Reported On: 01/12/2021

Reported By: Steven Nunez

### **Issue Description**

Piping penetrations through cabinets in RTU-4 have not been sealed properly.

### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### **Images**



### **Responses**

Response by Spenser Mearns, 05/27/2021 08:37 AM PDT

Completed 5/26/21.

Response by Spenser Mearns, 05/27/2021 08:36 AM PDT

Completed 5/26/21.

Response by Spenser Mearns, 04/19/2021 12:02 PM PDT

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Punchlist item will be taken care of after install of new addition is complete. This should occur by the middle of May.

Response by Steven Nunez, 02/15/2021 03:28 PM PST

Spenser stated he would have the pipe penetrations sealed over the coming two weeks.

---

### **ISSUE #: 37**

Priority: Medium

Status: Closed

Subtask: FPT-5 - RTU-05 ( RTU 5,6,7)

Code: FPT-5-001

Asset: RTU-05

Resolution Due: 05/26/2021

Reported On: 01/25/2021

Reported By: Steven Nunez

#### **Issue Description**

Piping penetrations through cabinets in RTU-5 have not been sealed properly.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### **Images**





---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Responses

Response by Spenser Mearns, 05/27/2021 08:36 AM PDT

Completed 5/26/21.

Response by Spenser Mearns, 04/19/2021 12:02 PM PDT

Punchlist item will be taken care of after install of new addition is complete. This should occur by the middle of May.

Response by Steven Nunez, 02/15/2021 03:31 PM PST

Spenser stated he would have the pipe penetrations sealed over the coming two weeks.

---

## **ISSUE #: 39**

Priority: Medium

Status: Closed

Subtask: FPT-7 - RTU-07 ( RTU 5,6,7)

Code: FPT-7-002

Asset: RTU-07

Resolution Due: 04/29/2021

Reported On: 01/27/2021

Reported By: Steven Nunez

### Issue Description

RTU-7 coil plenums were dirty (sand or dirt on floor) and should be cleaned out before coils become fouled.

### Assigned To

General Contractor: Brandon Potts (Bouten Construction), Brandon Gadish (Bouten Construction), Heather Dunton (Bouten Construction)

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Images



### Responses

**Response by Brandon Potts, 04/29/2022 08:00 AM PDT**

These were cleaned prior to demobilization

**Response by Steven Nunez, 08/26/2021 05:36 PM PDT**

CSG inspected the coil sections and no change could be seen. The same dust lines the bottom of the cabinet section and coil.

**Response by Steven Nunez, 02/15/2021 03:34 PM PST**

Bouten to clean up cabinets.

**Response by Spenser Mearns, 02/01/2021 12:06 PM PST**

All units were vacuumed out and wiped down by our controls team after there install at the beginning of September. This buildup is due to the blowing dust this area frequently has.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 41**

Priority: Medium

Status: Closed

Subtask: FPT-9 - RTU-09 (RTU 9)

Code: FPT-9-002

Asset: RTU-09

Resolution Due: 03/31/2021

Reported On: 01/27/2021

Reported By: Steven Nunez

### **Issue Description**

RTU-09 chilled water piping jackets were not secure, allowing the insulation to become wet. New insulation should be installed when dry and secure the jacket properly.

### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### **Images**



### **Responses**

**Response by Spenser Mearns, 03/31/2021 12:48 PM PDT**

Insulation repaired on 3/31/21.

**Response by Steven Nunez, 02/15/2021 03:43 PM PST**

Spenser stated he would have all missing jackets replaced once it dries out so that he can also replace the insulation.

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

**ISSUE #: 42**

Priority: Medium  
Status: Closed  
Subtask: FPT-10 - RTU-10 ( RTU 8, 10)  
Code: FPT-10-001  
Asset: RTU-10

Resolution Due: 03/31/2021  
Reported On: 01/12/2021  
Reported By: Steven Nunez

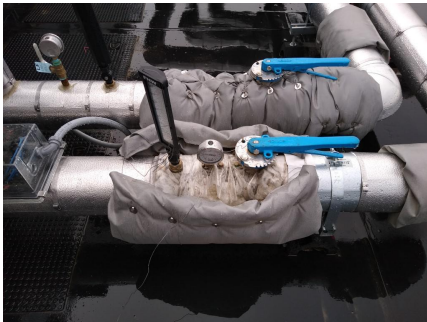
**Issue Description**

RTU-10 chilled water piping jackets were not secure, allowing the insulation to become wet. New insulation should be installed when dry and secure the jacket properly.

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Images**



**Responses**

Response by Spenser Mearns, 03/31/2021 12:47 PM PDT

Insulation repaired on 3/31/21.

Response by Steven Nunez, 02/15/2021 03:44 PM PST

Spenser stated he would have all missing jackets replaced once it dries out so that he can also replace the insulation.

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

**ISSUE #: 45**

Priority: Medium  
Status: Closed  
Subtask:  
Code: GI-022  
Asset:

Resolution Due: 03/30/2021  
Reported On: 01/12/2021  
Reported By: Steven Nunez

**Issue Description**

The hydronic main line expansion fittings have not been insulated or jacketed.

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Images**



**Responses**

Response by Spenser Mearns, 03/31/2021 12:46 PM PDT

Insulation complete on 3/31/21.

Response by Steven Nunez, 02/15/2021 03:48 PM PST

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Spenser stated he would have all missing jackets replaced once it dries out so that he can also replace the insulation.

---

### **ISSUE #: 46**

Priority: Medium

Status: Closed

Subtask: FPT-10 - RTU-10 ( RTU 8, 10)

Code: FPT-10-002

Asset: RTU-10

Resolution Due: 04/05/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

#### **Issue Description**

RTU-10 OUTSIDE AIR FLOW VOLUME -- Fluctuations noted on the MicroTrans airflow sensor displays inside the units and on trends. The sensor displayed fluctuations from 1475-1500 in a period of approximately 30 seconds while inside the unit with the doors closed. Design is 1,500 cfm. Graphics displayed 1,260 cfm.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### **Responses**

##### **Response by Spenser Mearns, 04/05/2021 11:51 AM PDT**

Per Jason W. - Value shown on the DDC graphics via the 0-10vdc signal was calibrated by Testcomm. Apollo will cover display in the unit to limit any confusion.

##### **Response by Steven Nunez, 02/15/2021 03:58 PM PST**

Tristan - The units were tested at 100% OSA, so the flow stations were calibrated in that mode.

Jason: DDC looking at 0% -100% outputs for calibration.

Apollo controls needs to verify the displayed CFM matches the outputs on the local sensors.

Apollo Controls to verify sensor calibrated settings are being brought forward to the DDC graphics. In question is whether the 0-10 v signals the DDC controls is reading include any calibration to the actual flow sensor as

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

performed by Testcomm.

The result CSG is looking for is that both the sensor reading and the flow displayed at the DDC graphics are identical.

---

### **ISSUE #: 48**

Priority: Medium

Status: Closed

Subtask:

Code: GI-024

Asset:

Resolution Due: 03/31/2021

Reported On: 01/12/2021

Reported By: Steven Nunez

#### **Issue Description**

RT-F1 bird screen was removed from the outside air intake and laying on the ground.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical), Andy Brasher (Apollo Mechanical), Lance Waddell (Apollo Mechanical), Steven Borley (Apollo Mechanical)

#### **Images**



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Responses

Response by Spenser Mearns, 03/31/2021 07:51 AM PDT

Birdscreen is installed behind the damper inside the unit. The item laying on the unit was just metal grating not a birdscreen.

Response by Steven Nunez, 02/15/2021 03:52 PM PST

Spenser stated he would have the birdscreen re-installed.

### **ISSUE #: 51**

Priority: Medium

Status: Closed

Subtask: FPT-5 - RTU-05 ( RTU 5,6,7)

Code: FPT-5-002

Asset: RTU-05

Resolution Due: 04/05/2021

Reported On: 01/18/2021

Reported By: Steven Nunez

### Issue Description

RTU-5 OUTSIDE AIR FLOW VOLUME -- Fluctuations noted on the MicroTrans airflow sensor displays inside the units and on trends. The sensor displayed fluctuations from 3000-4200 in a period of approximately 30 seconds. The Min OSA volume was always displayed on the graphics as 5493 cfm.

Need to verify with TAB and Apollo Controls .

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Responses

Response by Spenser Mearns, 04/05/2021 11:52 AM PDT

Per Jason W. - Value shown on the DDC graphics via the 0-10vdc signal was calibrated by Testcomm. Apollo will cover display in the unit to limit any confusion.



---

## **Kennewick School District #17 Southridge High School HVAC Replacement and Addition**

---

**Response by Steven Nunez, 02/15/2021 03:56 PM PST**

Tristan - The units were tested at 100% OSA, so the flow stations were calibrated in that mode.

Jason: DDC looking at 0% -100% outputs for calibration.

Apollo controls needs to verify the displayed CFM matches the outputs on the local sensors.

Apollo Controls to verify sensor calibrated settings are being brought forward to the DDC graphics. In question is whether the 0-10 v signals the DDC controls is reading include any calibration to the actual flow sensor as performed by Testcomm.

The result CSG is looking for is that both the sensor reading and the flow displayed at the DDC graphics are identical.

---

### **ISSUE #: 52**

Priority: Medium

Status: Closed

Subtask: FPT-9 - RTU-09 (RTU 9)

Code: FPT-9-004

Asset: RTU-09

Resolution Due: 06/13/2022

Reported On: 01/19/2021

Reported By: Geert Aerts

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Issue Description

The heat recovery sequence appears to be incomplete,. If followed as presently programmed, almost no heat recovery will occur.

The heat recovery per the current sequence only runs when the mixed air temperature is below 45F or above 78F. A temperature below 45F is quite an extreme temperature for mixed air, so heat recovery will ever occur in winter. In fact, the mixed air will never get below 45F because there is a built-in Johnson Controls mixed air low limit sequence that prevents this.

The mixed air will not often be above 78F since return air mixed with minimum outside air will not frequently be above this. The only time the economizer damper or heat recovery OSA damper would be open would be for economizing which should be locked out whenever OSAT is greater than RAT.

Apollo has inappropriately been calling outside air "mixed air" and labeling outside air dampers as "mixed air" dampers on the graphics for all the units. So if the sequence changes the words "mixed air" to outside air, heat recovery could work more often if additional sequences are implemented to control the dampers and CO2.

If the heat recovery damper was part of a demand controlled ventilation strategy, it could work. There is presently no CO2 control programming in place. Gyms have the most varied occupancy of any space in a school, and need to have CO2 control for high occupancy events such as games, for occupant health, and for utility cost control.

There are three outside air dampers in this unit, the small min OSA damper (1,500 cfm) with the airflow station, large economizer OSA damper (35,000 cfm) & medium-sized heat recovery OSA damper (9,700 cfm). There is no sequence on how and when to switch from one damper to another to achieve heat recovery, including closing the min OSA damper when heat recovery is desired. Also, the return air damper needs to modulate based on the position of either the economizer damper or the heat recovery damper, or both.

Please provide clear direction on CO2 sensing, damper sequencing and pump start/stop temperatures so that the heat recovery function will work to recover heat, save the District utility costs and ensure occupant health and comfort.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Responses

Response by Spenser Mearns, 06/13/2022 07:35 AM PDT

Complete per Jeff L 6/13/22

Response by Spenser Mearns, 08/19/2021 02:29 PM PDT

---

## **Kennewick School District #17 Southridge High School HVAC Replacement and Addition**

---

Apollo will update the sequence per Steve Reidy's comments once the wireless system is back online.

**Response by Steven Nunez, 08/18/2021 04:15 PM PDT**

Did contractors provide designers with an RFI for the heat recovery sequence?

**Response by Spenser Mearns, 08/13/2021 10:19 AM PDT**

Apollo is requesting that the sequence be provided by the engineer.

**Response by Steven Nunez, 08/05/2021 12:53 PM PDT**

Does Apollo Controls have a sequence of operations for how the added CO2 will be programmed for both RTU-9 which has heat recovery and for the other three single zone RTU's?

**Response by Steven Nunez, 02/15/2021 04:02 PM PST**

Looking to get prices from contractors to add CO2 sensors and associated control to four RTU's.

One of which, RTU-9 is absolutely necessary in order to operate heat recovery. The other 3 are useful for energy savings and should be strongly considered.

**Response by Steven Reidy, 02/05/2021 04:07 PM PST**

Adjust the heat recovery temperatures to operate below 65F and above 78F. The system should be disabled above 68F and below 75F.

Adding CO2 sensing was discussed with KSD staff at the time of design, the proposed addition was not approved. We agree that CO2 sensing in the gymnasium make good sense for this area. It was assumed that the existing controls sequence would modulate OSA and RA dampers. Documentation for this was not available at the time of design.

---

## **Kennewick School District #17 Southridge High School HVAC Replacement and Addition**

---

### **ISSUE #: 53**

Priority: Medium

Status: Closed

Subtask: FPT-9 - RTU-09 (RTU 9)

Code: FPT-9-005

Asset: RTU-09

Resolution Due: 04/26/2021

Reported On: 01/19/2021

Reported By: Geert Aerts

#### **Issue Description**

DDC graphics are incorrect for RTU-9 heat recovery coil, damper and duct locations.

The runaround coil is not physically located on the minimum OSA damper as depicted, but on a third OSA damper that lists its airflow as 9,700 cfm on the submittals.

The 9,700 cfm OSA damper should be shown on the outside of the runaround coil.

The exhaust damper should be shown in between the exhaust fan and the exhaust air runaround coil.

The economizer OSA damper is mislabeled as "mixed air damper".

There is an extra EA / RA damper section being shown at the bottom of the graphic. What is this for?

No Return Air temperature displayed.

The second return air path and mixed air damper near the bottom is not connected to the other return air path to the right of the return fan. Please draw this as it actually is in the unit.

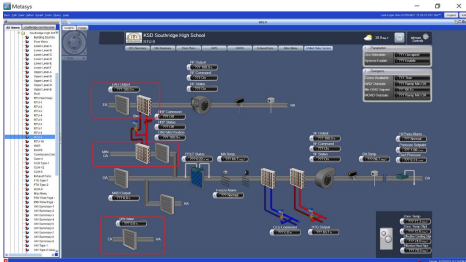
If there is to be demand controlled ventilation sequencing, CO2 is not being displayed.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Images



### Responses

Response by Spenser Mearns, 04/26/2021 11:25 AM PDT

RTU graphics complete.

Response by Spenser Mearns, 04/22/2021 10:19 AM PDT

Graphics to be complete by the end of April.

Response by Steven Nunez, 02/15/2021 04:03 PM PST

Jason stated graphics have already been added.

Some upgrades in head end have been done and all graphics have been moved back to default.

The district had to roll back to a previous software version and ended up losing all updated graphics.

The district will look into whether a newer version can be found so that all new graphics can be replaced. Ryan said facilities was already looking into this as they had a district-wide outage.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### **ISSUE #: 55**

Priority: Medium

Status: Closed

Subtask:

Code: GI-028

Asset: DDC System

Resolution Due: 06/13/2022

Reported On: 01/28/2021

Reported By: Geert Aerts

#### **Issue Description**

RTU-4, 8 and 10 have no CO2 control shown on the graphics per the sequence of operations. Demand controlled ventilation was to be supplied on constant volume RTU's.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### **Responses**

**Response by Spenser Mearns, 06/13/2022 07:36 AM PDT**

Complete per Jeff L 6/13/22

**Response by Spenser Mearns, 08/19/2021 02:29 PM PDT**

Work will be completed once wireless controls is back online.

**Response by Steven Nunez, 08/05/2021 12:56 PM PDT**

Does Apollo Controls have a sequence of operations for how the added CO2 will be programmed for the three single zone RTU's?

**Response by Steven Nunez, 03/30/2021 11:44 AM PDT**

03.12.21 - Ruvim sent the following via email: "The CO2 sensors ROM is going to be roughly 1,500 per unit. Looking at Issue #55 & the note by Steven Nunez, RTU's 4, 8, & 10 will possibly need the CO2 sensors. If a formal price is desired, please confirm which units are to be included in the price. "

On 03.16.21 -- Steve Reidy provided the following response via email: "The units that are single zone units are the candidates for the CO2 controls"

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Response by Steven Nunez, 02/15/2021 04:05 PM PST

Looking to get prices from contractors to add CO2 sensors and associated control to four RTU's.

One of which, RTU-9 is absolutely necessary in order to operate heat recovery. The other 3 are useful for energy savings and should be strongly considered.

### Response by Steven Reidy, 02/05/2021 01:11 PM PST

the CO2 sensors were removed from the diagrams for budgetary reasons prior to the project bidding. the sequences were nto updated to reflect this.

Upon discussions in CX meeting on 2-5-2021, attached is the sequence intended for the alternate to add the CO2 sensors. I would be suggested that each air handling system would have wall mounted temperature sensors with integral CO2 sensing capabilities.

MINIMUM OUTSIDE AIR VENTILATION - DEMAND CONTROLLED VENTILATION (RTU-4,8,9,10)  
DURING OCCUPIED MODE, DEMAND VENTILATION CONTROLS SHALL MONITOR SPACES WITH CO2 SENSORS. THE DEMAND VENTILATION CONTROLS SHALL FIRST INCREASE ZONE MINIMUM AIRFLOW TO SATISFY VENTILATION REQUIREMENTS, AND THEN INCREASE THE OUTDOOR AIR RATE AT THE AIR HANDLER AS DESCRIBED IN THE FOLLOWING SEQUENCE:

- AT THE AIR HANDLER LEVEL, IF THE VAV ZONE HAS REACHED ITS COOLING SETPOINT MAXIMUM AIRFLOW FOR 10 MINUTES, AND THE CO2 IS ABOVE SETPOINT, THEN INCREASE THE MINIMUM OUTDOOR AIR RATE TO THE DEMAND CONTROL VENTILATION SETPOINT AIRFLOW (SEE EQUIPMENT SCHEDULE).
- WHEN THE VAV ZONE REQUESTING DCV OUTSIDE AIR HAS DROPPED BELOW THE CO2 SETPOINT FOR 5 MINUTES, THE CONTROLLER SHALL MODULATE THE RETURN AIR DAMPER TO ACHIEVE THE MINIMUM OUTSIDE AIRFLOW SETPOINT (SEE EQUIPMENT SCHEDULE SHEET FOR THE MINIMUM AND DEMAND CONTROL VENTILATION OUTSIDE AIRFLOW SETTINGS).

## **ISSUE #: 70**

Priority: Medium

Status: Closed

Subtask:

Code: GI-043

Asset:

Resolution Due: 09/13/2021

Reported On: 08/24/2021

Reported By: Geert Aerts

### Issue Description

AV-G1 and AV-G2 supply ducts are not insulated.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Images



### Responses

Response by Spenser Mearns, 09/13/2021 10:13 AM PDT

Work complete per Hudson Bay

## **ISSUE #: 83**

Priority: Medium

Status: Closed

Subtask: FPT-12 - BAS -- HVAC Controls (BAS -- DDC Controls)

Code: FPT-12-008

Asset: BAS -- HVAC Controls

Resolution Due: 03/02/2022

Reported On: 08/23/2021

Reported By: Steven Nunez

### Issue Description

Verify Ceiling Fan is On during Occupied Schedule -- Ceiling fan doesn't work when connected to com bus. Vendor has been notified.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Responses

Response by Spenser Mearns, 03/03/2022 11:30 AM PST

Worked completed per Jeff L on 3/2/22

Response by Spenser Mearns, 09/20/2021 09:08 AM PDT

Ceiling fan is operational. The protonode installed for Bacnet communication was malfunctioning. Fan is functional but Apollo is troubleshooting to get fan status shown on DDC.

### **ISSUE #: 43**

Priority: Low

Status: Closed

Subtask: FPT-9 - RTU-09 (RTU 9)

Code: FPT-9-003

Asset: RTU-09

Resolution Due: 03/31/2021

Reported On: 01/12/2021

Reported By: Steven Nunez

### Issue Description

RTU-9 there is an open electrical box with exposed wiring that requires a cover.

### Assigned To

Electrical Contractor: Cameron Weaver (Pilot Electric), Grant Rosenlund (Pilot Electric)

### Images



---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

**Responses**

Response by Steven Nunez, 03/30/2021 11:52 AM PDT

02.16.21 -- Ruvim notified CSG that Pilot Electric determined the open electrical enclosures were theirs and covered them. Photos were not provided and CSG will verify at next site visit.

Response by Steven Nunez, 03/30/2021 11:50 AM PDT

02.16.21 -- Ruvim notified CSG that Pilot Electric determined the open electrical enclosures were theirs and covered them. No photos were provided and CSG will verify at next site visit.

Response by Steven Nunez, 02/15/2021 03:46 PM PST

Spenser stated they would review which boxes are open to see if it's theirs.

Response by Spenser Mearns, 02/01/2021 12:07 PM PST

Forward to the electrical contractor.

---

**ISSUE #: 44**

Priority: Low

Status: Closed

Subtask:

Code: GI-021

Asset:

Resolution Due: 03/30/2021

Reported On: 01/12/2021

Reported By: Steven Nunez

**Issue Description**

RT F-1 -- There is an open electrical box with exposed wiring that requires a cover.

**Assigned To**

Electrical Contractor: Cameron Weaver (Pilot Electric), Grant Rosenlund (Pilot Electric)

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Images



### Responses

Response by Steven Nunez, 03/30/2021 11:54 AM PDT

02.16.21 -- Ruvim notified CSG that Pilot Electric determined the open electrical enclosures were theirs and covered them. Photos were not provided and CSG will verify at next site visit.

Response by Steven Nunez, 02/15/2021 03:47 PM PST

Spenser stated they would review which boxes are open to see if it's theirs.

Response by Spenser Mearns, 02/01/2021 12:08 PM PST

Forward to the electrical contractor.

## **ISSUE #: 47**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-023  
Asset:

Resolution Due: 05/26/2021  
Reported On: 01/12/2021  
Reported By: Steven Nunez

### Issue Description

RT-F1 hydronic main lines have not been labeled.

---

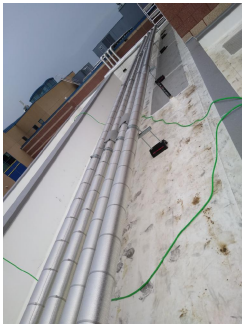
## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical), Andy Brasher (Apollo Mechanical), Lance Waddell (Apollo Mechanical), Steven Borley (Apollo Mechanical)

### Images



### Responses

Response by Spenser Mearns, 05/27/2021 08:36 AM PDT

Completed 5/26/21.

Response by Spenser Mearns, 04/01/2021 03:58 PM PDT

Main lines will be labeled once rough-in of the new addition is complete. Apollo was waiting for a dryer climate before install of labels.

Response by Steven Nunez, 02/15/2021 03:51 PM PST

Spenser, when will all piping labeling be completed?

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

**ISSUE #: 49**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-025  
Asset:

Resolution Due: 08/13/2021  
Reported On: 01/18/2021  
Reported By: Steven Nunez

**Issue Description**

RT-F1 serving the new Weight room was running with the OSA damper closed 100%. This unit is not currently on the DDC controls, so if there are any occupants in the space, they won't have minimum outside air.

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Responses**

**Response by Spenser Mearns, 08/13/2021 10:16 AM PDT**

RTU-F1 is under control and is under normal operation.

**Response by Spenser Mearns, 04/19/2021 12:04 PM PDT**

This will be completed with the completion of controls on the New Addition.

**Response by Steven Nunez, 02/15/2021 03:53 PM PST**

Jason stated this is not under control yet.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 50**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-026  
Asset:

Resolution Due: 05/26/2021  
Reported On: 01/18/2021  
Reported By: Steven Nunez

### **Issue Description**

Chillers have several security grates that have not been installed yet.

### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical), Andy Brasher (Apollo Mechanical), Lance Waddell (Apollo Mechanical), Steven Borley (Apollo Mechanical)

### **Images**



### **Responses**

Response by Spenser Mearns, 05/27/2021 08:36 AM PDT

Completed 5/26/21.

Response by Spenser Mearns, 04/19/2021 12:03 PM PDT

Punchlist item will be taken care of after install of new addition is complete. This should occur by the middle of May.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

Response by Steven Nunez, 02/15/2021 03:54 PM PST

Spenser, please provide an update for the grating to be installed on both chillers.

### **ISSUE #: 54**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-027  
Asset:

Resolution Due: 01/29/2021  
Reported On: 01/27/2021  
Reported By: Steven Nunez

### **Issue Description**

There are several light switches that have been installed upside down when compared to most others. When switched up, lights are sometime turned on, sometimes they are turned off. The district facilities staff wishes for them to all be identical from one RTU to another. In some cases, the switches are factory identified and stamped with an On/Off ID and on others, a magic marker has been used.

### **Assigned To**

Electrical Contractor: Cameron Weaver (Pilot Electric), Grant Rosenlund (Pilot Electric)

### **Images**



---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---



### Responses

Response by Cameron Weaver, 01/29/2021 04:20 PM PST

The RTU's came with pre wired light switches. Pilot did not have any work associated with the light switches. However, we did confirm that the light switches that appear upside down are 3 way type switches that operate up or down based on the position of the switch on the other end of the 3 way.

---

### **ISSUE #: 56**

Priority: Low

Status: Closed

Subtask:

Code: GI-029

Asset: DDC System

Resolution Due: 04/19/2021

Reported On: 01/20/2021

Reported By: Steven Nunez

### Issue Description

There are various DDC points that trends have not been set up to capture. To evaluate performance, discharge air temp set points, duct pressure set points, and chilled water loop differential pressure set points need to be trendable. The school district requires them to enhance their diagnostic ability.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Responses

Response by Spenser Mearns, 04/19/2021 12:07 PM PDT

This has been added to the DDC system.

Response by Steven Nunez, 02/15/2021 04:06 PM PST

Jason, have you added the requested points for trending?

### **ISSUE #: 57**

Priority: Low

Status: Closed

Subtask:

Code: GI-030

Asset:

Resolution Due: 04/29/2021

Reported On: 08/26/2021

Reported By: Steven Nunez

### Issue Description

Rooftop hydronic piping -- much of the UV wrapping has been damaged by walking on piping instead of using bridges. In some cases, the shields have become detached, exposing the insulation below.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Images



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Responses

Response by Brandon Potts, 04/29/2022 07:38 AM PDT

This work has been complete by Apollo but was in Bouten's court.

### **ISSUE #: 58**

Priority: Low

Status: Closed

Subtask:

Code: GI-031

Asset:

Resolution Due: 09/13/2021

Reported On: 08/26/2021

Reported By: Steven Nunez

### Issue Description

The domestic hot water mixing valve in the lower level mechanical room has sections that are not insulated.

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Images



### Responses

Response by Spenser Mearns, 09/13/2021 09:17 AM PDT

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

Completed per Hudson Bay

---

### **ISSUE #: 77**

Priority: Low

Status: Closed

Subtask: FPT-12 - BAS -- HVAC Controls (BAS -- DDC Controls)

Code: FPT-12-002

Asset: BAS -- HVAC Controls

Resolution Due: 09/03/2021

Reported On: 08/23/2021

Reported By: Steven Nunez

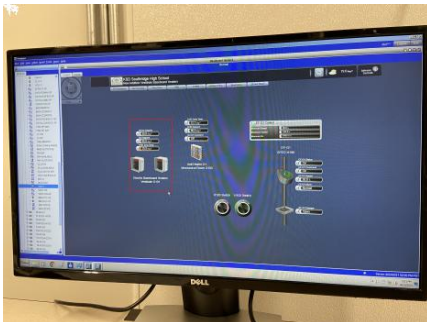
#### Issue Description

Verify Electric baseboard Heaters are Controlled by Occupied and Unoccupied Modes -- BB F-1 and BB F-2 are not represented on graphics. There is no clear representation on the graphics for when the heater has been energized.

#### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

#### Images



#### Responses

Response by Spenser Mearns, 09/13/2021 11:06 AM PDT

Work completed on 9/3/21 per Jason W

---

---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

---

**ISSUE #: 78**

Priority: Low

Status: Closed

Subtask: FPT-12 - BAS -- HVAC Controls (BAS -- DDC  
Controls)

Code: FPT-12-003

Asset: BAS -- HVAC Controls

Resolution Due: 01/05/2023

Reported On: 08/23/2021

Reported By: Steven Nunez

**Issue Description**

Electric Baseboard Heater Control Occupied Mode: Maintain Space Temp of 65F (ADJ) -- the heater failed to energize. Contactor in custodian closet could be heard pulling in. Possible electrical issue? Was heat detected during start-up?

**Assigned To**

General Contractor: Heather Dunton (Bouten Construction)

**Responses****Response by Heather Dunton, 01/05/2023 07:15 AM PST**

This was closed in 2021. HD

**Response by Spenser Mearns, 09/13/2021 10:21 AM PDT**

Need electrical review on this item.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---

### **ISSUE #: 79**

Priority: Low

Status: Closed

Subtask: FPT-12 - BAS -- HVAC Controls (BAS -- DDC  
Controls)

Code: FPT-12-004

Asset: BAS -- HVAC Controls

Resolution Due: 01/05/2023

Reported On: 08/23/2021

Reported By: Steven Nunez

#### **Issue Description**

Electric Unit Heater Control: Verify Heater is ON when Space Temp Drops Below 60F -- Fan did not energize on even though the RIB LED indicated it was receiving an enable signal. Possible electrical issue? Was this noted as working during start-up?

#### **Assigned To**

General Contractor: Heather Dunton (Bouten Construction)

#### **Responses**

Response by Heather Dunton, 01/05/2023 07:16 AM PST

This was completed in 2021. HD

Response by Spenser Mearns, 09/13/2021 10:21 AM PDT

Need electrical review on this one.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 84**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-049  
Asset:

Resolution Due: 04/29/2022  
Reported On: 08/24/2021  
Reported By: Steven Nunez

### **Issue Description**

Science Fume Hood: located in G211, the sash on the hood is damaged.

Most every hood's local airflow monitor / alarm station has not been set up for end users.

Who is responsible?

### **Assigned To**

General Contractor: Brandon Potts (Bouten Construction), Brandon Gadish (Bouten Construction), Heather Dunton (Bouten Construction)

### **Images**



### **Responses**

Response by Brandon Potts, 04/29/2022 07:39 AM PDT

This work has been complete by Apollo.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 85**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-050  
Asset: FC-G5

Resolution Due: 01/11/2023  
Reported On: 08/24/2021  
Reported By: Steven Nunez

### **Issue Description**

FC-G5 ductwork is missing the duct smoke detector.

### **Assigned To**

General Contractor: Heather Dunton (Bouten Construction)

### **Images**



### **Responses**

**Response by Heather Dunton, 01/11/2023 08:06 AM PST**

Response from Evco:

Per NFPA 90A 6.4.2.1 Smoke Detectors for use in air distribution systems shall be located as follows:  
1. Downstream of the air filters and ahead of any branch connections in air supply systems having a capacity greater than 944L/sec (2000 ft<sup>3</sup>/min)

FC-G5 Enviro-Tec Model VDD unit size 30 Supply CFM is equal to 2,000 not greater than. No duct is required. Apollo needs to seal the holes.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

NFPA 90A STATES

6.4.2.1 Smoke detectors listed for use in air distribution systems shall be located as follows:

- (1) Downstream of the air filters and ahead of any branch connections in air supply systems having a capacity greater than 944 L/sec (2000 ft<sup>3</sup>/min)

THIS IS FROM MECHANICAL DRAWINGS

REF	MFR	MODEL	UNIT SIZE	CONFIGURATION	SUPPLY CFM
EG01	ENVIRO-TEC	V06	30	VERTICAL	1,475
EG02	ENVIRO-TEC	V06	30	VERTICAL	1,400
EG03	ENVIRO-TEC	V06	30	VERTICAL	2,200
EG04	ENVIRO-TEC	V06	30	VERTICAL	2,400
EG05	ENVIRO-TEC	V06	30	VERTICAL	2,000
EG06	ENVIRO-TEC	V06	30	VERTICAL	2,100

**Response by Spenser Mearns, 06/13/2022 07:37 AM PDT**

Apollo has not yet been provided a duct smoke detector to install.

**Response by Spenser Mearns, 09/20/2021 12:26 PM PDT**

Trying to engage Pilot on this issue. Apollo only installs fire smoke detectors and does not provide them.

### **ISSUE #: 86**

Priority: Low  
 Status: Closed  
 Subtask:  
 Code: GI-051  
 Asset: RTU-G1

Resolution Due: 09/13/2021  
 Reported On: 08/24/2021  
 Reported By: Steven Nunez

#### **Issue Description**

RT-G1 relief hood shroud has not been completely fastened to the cabinet.

#### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)



## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Images



### Responses

Response by Spenser Mearns, 09/13/2021 10:24 AM PDT

Work completed per Rick F.

## **ISSUE #: 87**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-052  
Asset:

Resolution Due: 09/13/2021  
Reported On: 08/24/2021  
Reported By: Steven Nunez

### Issue Description

RTU airflow station installation is causing unstable outside airflow readings. This is similar to the problem we have witnessed on the Replacement Project RTU installations that are contributing to unstable airflow readings and ventilation control.

CSG recommends MSI review New Addition installations.

Does the present installation meet the manufacturer's best practices? CSG does not typically see airflow stations installed where there is no protection from wind or the elements.

Being so highly exposed to the wind, damper and ventilation air will continuously hunt, reducing the lifecycle of the actuator and contributing to poor energy performance while driving up energy costs.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Assigned To

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### Images



### Responses

Response by Spenser Mearns, 09/13/2021 10:26 AM PDT

2 feet added to the intake duct work to try and stabilize the reading. Please note that the OSA is not controlled by this AFMS but by a setpoint determined by TAB. These AFMS are for reference only.

## **ISSUE #: 88**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-053  
Asset: HRU-2

Resolution Due: 09/20/2021  
Reported On: 08/24/2021  
Reported By: Steven Nunez

### Issue Description

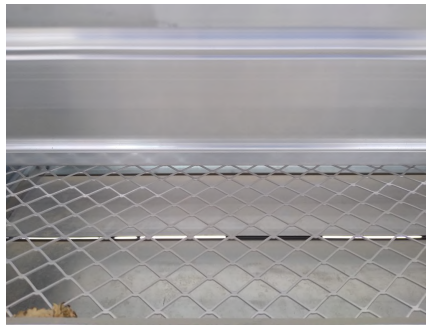
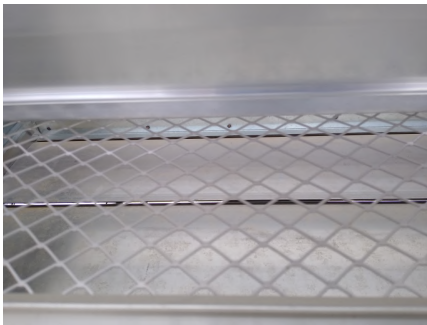
HRU-2 OSA damper does not provide a tight seal when closed for unoccupied mode. Openings will lead to OSA infiltration. CSG recommends adjusting the damper assembly to ensure tight closure when closed.

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Images**



**Responses**

Response by Spenser Mearns, 09/20/2021 12:23 PM PDT

Dampers corrected to close 100 percent.



Response by Spenser Mearns, 09/20/2021 08:50 AM PDT

Working with supplier on next step in troubleshooting/replacement of dampers.

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

**ISSUE #: 89**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-054  
Asset: RTU-F1

Resolution Due: 09/13/2021  
Reported On: 08/24/2021  
Reported By: Steven Nunez

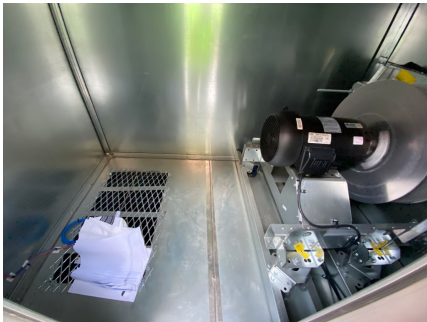
**Issue Description**

RTU-F1 had debris in air plenums that should be cleared.

**Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

**Images**



**Responses**

Response by Spenser Mearns, 09/13/2021 11:00 AM PDT

This debris has been cleared per Rick F.

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### **ISSUE #: 90**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-055  
Asset: RTU-G1

Resolution Due: 09/20/2021  
Reported On: 08/24/2021  
Reported By: Steven Nunez

### **Issue Description**

RTU-G1; relief damper assembly does not provide a tight seal when commanded closed. Adjust assembly so that it is sealed tightly with a closed command during unoccupied mode.

### **Assigned To**

Mechanical Air & Piping: Spenser Mearns (Apollo Mechanical)

### **Images**



### **Responses**

Response by Spenser Mearns, 09/20/2021 12:24 PM PDT

Damper corrected to close 100 percent.

---

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

---



Response by Spenser Mearns, 09/20/2021 08:50 AM PDT

Working with supplier on next step in troubleshooting/replacement of dampers.

---

### **ISSUE #: 91**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-056  
Asset:

Resolution Due: 08/20/2021  
Reported On: 08/23/2021  
Reported By: Steven Nunez

#### **Issue Description**

Lighting -- the light levels in room G207 only measure 19.4 foot candles and is much too dim for a science prep room. Adjust trim settings to allow for light levels above 35 F.C.

#### **Assigned To**

Electrical Contractor: Cameron Weaver (Pilot Electric), Grant Rosenlund (Pilot Electric)

## Kennewick School District #17 Southridge High School HVAC Replacement and Addition

### Images



### **ISSUE #: 92**

Priority: Low  
Status: Closed  
Subtask:  
Code: GI-057  
Asset:

Resolution Due: 01/05/2023  
Reported On: 08/23/2021  
Reported By: Steven Nunez

### Issue Description

Lighting -- the fixtures in G213 do not have lenses installed. The first fixture appears to have LED's that do not illuminate.

### Assigned To

General Contractor: Heather Dunton (Bouten Construction)

### Images



---

**Kennewick School District #17**  
**Southridge High School HVAC Replacement and Addition**

---

**Responses**

Response by Heather Dunton, 01/05/2023 07:17 AM PST

Closed in 2021.



**CERTIFICATED PERSONNEL  
ELECTIONS, LEAVES OF ABSENCE, TRANSFERS AND TERMINATIONS**

**Exhibit A:** Lists new employment contracts, requests for leaves of absence, and terminations which have occurred for certificated employees since the last meeting of the Board of Directors.

**DATE: Wednesday, January 25, 2023**

**EXHIBIT A**

<i>Name</i>	<i>School</i>	<i>Position</i>	<i>Justification</i>	<i>FTE</i>	<i>Date</i>
<b>NEW POSITIONS</b>					
<b>REHIRE</b>					
<b>REPLACEMENT</b>	Eleanor Ard	Amistad	Teacher - Elem	Gregory's resig/Uribe move	1.0 NON Eff. 1/4/23
<b>LEAVE OF ABSENCE</b>	McKala Hamby	Cascade	Teacher - Elem	Personal LOA - Correction	1.0 Eff. 2/10 to 3/10/23
	Emma Rosenau	Lincoln	Counselor	Personal LOA	1.0 Eff. 4/14/23
	Jessica Kramer	Washington	Teacher - Elem	Personal LOA	1.0 Eff. 2/20 thru eoy
	Courtney Zabriskie	KeHS	Teacher - HS	Personal LOA	1.0 Eff. 5/10/22
	Shelby Romm	Westgate	Teacher - Elem	Personal LOA	1.0 Eff. 3/7 to 4/18/23
	Heidi Lambdin	Edison	Teacher - Elem	Amending LOA request from .50 to .40	0.6 Eff. 1/17 thru 3/17/22
	Jacquelynn Hendrin	Southgate	Teacher - Elem	Personal LOA	1.0 Eff. 2/8 thru 2/28/23
	Taylor Mearns	Westgate	Teacher - Elem	Personal LOA	1.0 Eff. 5/24 thru end of year
<b>LEAVE OF ABSENCE REPLACEMENT</b>					
<b>RETIREMENTS</b>	Valerie Feth	KaHS	Teacher - HS		1.0 8/31/2022
	Lori McCord	HMS	Principal		1.0 6/30/2023
	Kathleen Armitage	KDC	Coordinator		1.0 8/24/2023
	Craig Miller	Hawthorne	Principal		1.0 6/30/2023
<b>RESIGNATIONS</b>	Kim Lembeck	Washington	Principal		1.0 6/30/2023
	Mark Douglass	Amistad	Teacher - Elem		1.0 Eff. 1/17/23
<b>IN DISTRICT TRANSFERS</b>					

**CLASSIFIED PERSONNEL  
ELECTIONS, LEAVES OF ABSENCE AND TERMINATIONS**

**EXHIBIT B:** Lists new employment personnel actions and terminations for classified employees that have occurred since the last meeting of the Board of Directors

**DATE: January 25, 2023**

**EXHIBIT B**

	<i>Name</i>	<i>School</i>	<i>Position</i>	<i>Justification</i>	<i>Hours</i>	<i>Date</i>
<b>NEW POSITONS</b>	Abbie Drake-Spier	Cottonwood	Para/SS/LifeSkills	Program Need	6.5	1/4/2023
	Erika Folta	Amon Creek	Para/SS/Autism/Resource Room	Program Need	6.5	1/4/2023
	Hope Rossiter	Desert Hills	Para/FP/BE	Program Need	6.0	1/4/2023
	Kristina Soggie	Washington	Para/FP/Transitional Kindergarten/Temporary	Program Need	5.0	1/17/2023
	Kristina Edwards	Cottonwood	Para/SS/LifeSkills	Program Need	6.5	1/23/2023
	Michelle McFadden	District-Wide	Temporary Health Room Personnel	Program Need	6.0	1/4/2023
	Alexandra Karlsson	Washington	Para/SS/Autism 1-1	Program Need	6.5	1/25/2023
	Marisol Martinez	District-Wide	Temporary Health Room Personnel	Program Need	6.0	1/4/2023
	Kayla Sullins	District-Wide	Temporary Health Room Personnel	Program Need	6.0	1/4/2023
	Katie Zorich	District-Wide	Temporary Health Room Personnel	Program Need	6.0	1/10/2023
	Lucero Molina	District-Wide	Temporary Health Room Personnel	Program Need	6.0	1/10/2023
<b>REPLACEMENT</b>	Salma Aguilar-Alvarez	JJC	Para/Day Reporting GED	Replaces Shannon Meadors	5.0	1/4/2023
	Jennifer Doran	Lincoln	Para/SS/Autism Classroom	Replaces Selah Bennett	6.5	12/19/2022
	Natalia Olvera-Vargas	Lincoln	Para/SS/Autism Classroom	Replaces Janel Hendricks	6.5	12/19/2022
	Mekinna Redman	Sunset View	Para/SS/Tier II Autism	Replaces Jessica Garcia	6.0	12/16/2022
	Jeffrey Kern	Highlands	Para/FP/BE	Replaces Marielle Dupaquier	6.0	1/4/2023
	Heajeong Axelson	Desert Hills	Kitchen Manager	Replaces D'Anna Smith	6.75	1/4/2023
	Christian Ruesga	Transportation	Mechanical Journeyman	Replaces Kody Mars	8.0	1/3/2023

**CLASSIFIED PERSONNEL  
ELECTIONS, LEAVES OF ABSENCE AND TERMINATIONS**

<b>REPLACEMENT CONT.</b>	Ryan Sims	Transportation	Mechanical Journeyman	Replaces Angel Gutierrez	8.0	1/9/2023
	Paweh Wah	ECEAP	Para/ECEAP	Replaces Yadira Gutierrez Ruiz	8.0	1/4/2023
	Miriam Byerly	Transportation	Bus Attendant		3.75	1/5/2023
	Candace Bersosa	Amistad	Para/SS/LifeSkills	Replaces Megan Gray	6.5	1/11/2023
	Nathalie Garza	Amon Creek	Para/SS/Autism Classroom	Replaces Claudia Jimenez	6.5	1/25/2023
	Ward Miller	Transportation	Bus Driver		4.25	1/17/2023
	Hayden Wonders	Fuerza/Highlands	Cook	Replaces Lourdes Bell	6.00	1/23/2023
	Yesenia Madrigal	Horse Heaven Hills/Chinook	Middle School Secretary/ Bilingual	Replaces Mariela Mercado	8.0	1/19/2023
<b>REHIRE</b>	Jill Shelby	Ridge View	Para/BE	Replaces Laurie Legard	2.75	1/24/2023
<b>RESIGNATION</b>	Elizabeth Salas	Chinook	Para/SS/LifeSkills 1-1		6.5	12/16/2022
	Alessandro Llamas Ibarra	Special Services	Intervention Paraeducator		6.5	1/18/2023
	Sonja Young	Special Services	Intervention Paraeducator		6.5	1/13/2023
	Roy Angel Lopez	IT	Help Desk/Field Tech		8.0	1/3/2023
	Nathaniel Parker	Transportation	Bus Driver	To sub driver	3.92	1/12/2023
	Jennifer Campos Hernandez	Fuerza	Para/FP/BE/Bilingual		6.5	1/4/2023
	Tori Perez	Kennewick	Athletic Trainer		6.0	1/10/2023
	Anna Medrano	Vista	Para/FP/LAP	To sub para	5.17	1/20/2023
	Kathryn Orren	Sunset View	Para/SS/Tier II Autism		6.0	1/10/2023
	Abbie Drake-Spier	Cottonwood	Para/SS/LifeSkills		6.5	1/11/2023
	Jason Valencia	ECEAP	Para/ECEAP		8.0	1/26/2023
	Joy Pretty	Transportation	Bus Driver		5.0	1/20/2023
	Laura Satter	Southridge	Cook	To sub NS worker	6.0	2/2/2023
	Saira Alvarado-Chavez	Chinook	Para/ISS/Safety		7.0	1/26/2023
	Lara Ward	Hawthorne	Para/SS/LifeSkills	To sub para	6.5	1/20/2023
	Sarah Hogan	Transportation	Bus Attendant	To sub driver		
	Anita Rawlings	Transportation	Bus Driver		6.4	1/20/2023

**CLASSIFIED PERSONNEL  
ELECTIONS, LEAVES OF ABSENCE AND TERMINATIONS**

<b>LEAVE OF ABSENCE</b>	Brandon Searls	Kamiakin	Para/SS/Resource Room	To student teach	6.0	1/4/2023
	Yesenia Chavez	Federal Programs	McKinney-Vento & Foster Care Coordinator	Until 8/11/2023	8.0	3/29/2023
<b>RESIGNED FROM LOA</b>	Zayry Ramos	Eastgate	Para/FP/Bilingual		7.0	1/4/2023
	Rosalba Morales Solaita	N/A	Para/FP/Bilingual	To sub teach	N/A	1/6/2023
	Esther Serrano	ECEAP	Early Learning Coach		8.0	1/31/2023
<b>LAYOFF</b>						
<b>RETIREMENT</b>	Karin Oney	Transportation	Bus Driver		7.3	3/10/2023
	Shirley Jackson	Business Office	Accounts Payable Secretary		8.0	6/30/2023
<b>RETURN FROM LOA</b>						
<b>TERMINATION</b>						

## EXTRACURRICULAR ELECTIONS, LEAVES OF ABSENCE AND TERMINATIONS

**Exhibit C:** Lists new employment contracts and terminations that have occurred for supplemental contracts since the last meeting of the Board of Directors.

**BOARD MEETING DATE: Wednesday, January 25, 2023**

### EXHIBIT C SUPPLEMENTAL CONTRACTS ELECTIONS AND TERMINATIONS

	<i>NAME</i>	<i>SCHOOL</i>	<i>POSITION</i>	<i>JUSTIFICATION</i>	<i>HOURS</i>	<i>DATE</i>
<b>NEW POSITIONS</b>						2022-2023 Sc Yr
<b>REPLACEMENTS</b>						
	Sara McMullin	Chinook MS	Assist Girls Basketball	Replaces Scott Stiles		2022-2023 Sc Yr
	Jaid Harris	Chinook MS	Head Girlos Basketball	Replaces Tim Bisson		2022-2023 Sc Yr
	Knyaw Shee	Kennewick HS	Assist Boys Wrestling	Replaces Eddy Mendoza (.5 FTE)		2022-2023 Sc Yr
	Brent Mattson	Horse Heaven Hills	Asst Girls Basketball	Replaces Reilyn Davis		2022-2023 Sc Yr
	Cyle DeLeon	Desert Hills MS	Assist Wrestling	Rehire		2022-2023 Sc Yr
	Dave Wensveen	Highlands MS	Asst Girls Basketball	Replaces Seth Powers – one year LOA (Emer Hire)		2022-2023 Sc Yr
	Jonathan Murbach	Kamiakin HS	Assist Tracck & Field	Replaces Joyce Donais		2022-2023 Sc Yr
	Hunter Durham	Park MS	Assist Girls Basketball	Open Position		2022-2023 Sc Yr
	Frederick Olsen, Jr	Kamiakin HS	Asst Boys Soccer	Replaces Damian Magana		2022-2023 Sc Yr
	Ethan Miller	Southridge HS	Asst Tennis	Replaces Ross Ramsey		2022-2023 Sc Yr
	April Bergez	Kamiakin HS	Assistant Softball	Replaces Maddie Harrell – (.5 FTE)		2022-2023 Sc Yr
	Susan Taber	Horse Heaven Hills	Assistant Girls BB	Emegency Hire – (.5 FTE) P. Williamson - LOA		2022-2023 Sc Yr
	Emma Murillo	Horse Heaven Hills	Assistant Girls BB	Emergency Hie – (.5 FTE) P. Williamson - LOA		2022-2023 Sc Yr
	Josue Silverio	Kamiakin HS	Asst Boys Soccer	Replaces Ben Wagar		2022-2023 Sc Yr
	Lisa Masrtin	Kennewick HS	Asst Track & Field	Replaces Tiara Harley		2022-2023 Sc Yr
	Jennille Schab	Kennewick HS	Assistant Softball	Replaces Tim Bisson		2022-2023 Sc Yr
	Orbie Gillam	Kennewick HS	Head Girls Soccer	Replaces Orbie Gillam – Emerg Hire		2023-2024 Sc Yr

<b>LEAVE OF ABSENCE</b>	<i>NAME</i>	<i>SCHOOL</i>	<i>POSITION</i>	<i>COMMENTS</i>	<i>DATE</i>
					2022-2023 Sc Yr
<b>RESIGNATIONS</b>	<i>NAME</i>	<i>SCHOOL</i>	<i>POSITION</i>	<i>COMMENTS</i>	
	Ty Cronenwett	KENNEWICK HS	Assistant Football	Resigned	2023-2024 Sc Yr
	Eryn Nelson	Kennewick HS	Assisant Softball	Resigned	2022-2023 Sc Yr
	Tiara Harley	Kennewick HS	Assistant Track	Resigned	2022-2023 Sc Yr
	Shawn Harper	Kennewick HS	Assistant Football	Resigned	2023-2024 Sc Yr
	Emily Otto	Southridge HS	Head Volleyball	Resigned	2023-2024 Sc Yr
	Madison Harrell	Kamiakin HS	Assistant Softball	Resigned	2022-2023 Sc Yr
	Tim Bisson	Kennewick HS	Assistant Softball	Resigned	2022-2023 Sc Yr
	Ben Wagar	Kamiakin HS	Assistant Boys Soccer	Resigned	2022-2023 Sc Yr
	Stephanie Galbraith	Kamiakin HS	Head Swim	Resigned	2023-2024 Sc Yr
	Kelsie Taylor	Kamiakin HS	Track and Field	Resigned	2022-2023 Sc Yr

**KENNEWICK SCHOOL DISTRICT #17**  
**Regular Board Meeting**  
**1/25/2023**

**WARRANT REGISTEF**      **Dated: 11/01/22 - 11/30/22**

Warrant Type	Date	Numbers	Amount	Totals
General	11/7/2022	392952	4,609.91	
	11/16/2022	392953-393093	1,415,564.84	
	11/30/2022	393094-393185	946,648.20	
	11/30/2022	393186-393226	3,359,128.01	
<b>Total Accounts Payable Warrants</b>				<b>5,725,950.96</b>
	11/3/2022	Fed Tax Wire/B/C	52.86	
	11/7/2022	P/R Dir Dep Wire	4,609.91	
	11/16/2022	A/P EFT	12,993.35	
	11/16/2022	Capital One	61,148.79	
	11/25/2022	Wire BMO	890,910.27	
	11/25/2022	Use Tax	2,675.87	
	11/30/2022	A/P EFT	22,971.42	
	11/30/2022	Capital One	29,704.08	
	11/30/2022	P/R Dir Dep Wire	10,263,591.38	
	11/30/2022	Fed Tax Wire/B/C	3,576,918.17	
	11/30/2022	Child Supp wire	5,330.49	
	11/30/2022	D Of R Wire	3,112,006.65	
<b>Total Wire - Benton County</b>				<b>17,982,913.24</b>
	11/2/2022	702463-702464	310.61	
	11/3/2022	702465	324.36	
	11/30/2022	702466-702489	49,573.19	
<b>Total Payroll General Warrants</b>				<b>50,208.16</b>
Capital Projects	<u>Date</u>			
	11/16/2022	12813-12819	1,942,315.84	
	11/25/2022	re BMO/DoR/Capital C	46.20	
	11/30/2022	12811-12812	1,440.98	
<b>Total Capital Projects Warrants</b>				<b>1,943,803.02</b>
ASB	<u>Date</u>			
	11/16/2022	65442-65459	8,289.72	
	11/25/2022	Wire BMO/DoR/EFT/C	128,187.12	
	11/30/2022	65460-65481	39,548.57	
<b>Total ASB Warrants</b>				<b>176,025.41</b>
Transportation/Vehicle	<u>Date</u>			
	<b>Total Transportation/Vehicle Warrants</b>			
Self Ins Wkrs Comp	<u>Date</u>			
	11/16/2022	1120	14,933.63	
	11/25/2022	Wire BMO/DoR/EFT	1,336.50	
	11/30/2022	1121-1122	26,318.00	
<b>Total Self Ins Wkrs Comp/Dental Fund</b>				<b>42,588.13</b>
<b>Total Warrants Issued</b>			<b>25,921,488.92</b>	<b>25,921,488.92</b>

^ 1/20/2023

KENNEWICK SCHOOL DISTRICT #17  
Regular Board Meeting  
1/25/2023

WARRANT REGISTEF      Dated: 12/01/22 - 12/31/22

Warrant Type	Date	Numbers	Amount	Totals
General	12/12/2022	393227	31,462.50	
	12/19/2022	393228-393387	1,449,154.30	
	12/30/2022	393388-393427	3,379,147.92	
<b>Total Accounts Payable Warrants</b>				<b>4,859,764.72</b>
	12/5/2022	Fed Tax Wire/B/C	370.60	
	12/19/2022	A/P EFT	21,677.69	
	12/19/2022	Capital One	69,452.37	
	12/27/2022	Wire BMO	357,828.45	
	12/27/2022	Use Tax	1,126.62	
	12/30/2022	Capital One	4,103.20	
	12/30/2022	Child Supp wire	5,134.50	
	12/30/2022	D Of R Wire	3,058,404.62	
	12/30/2022	P/R Dir Dep Wire	10,085,193.33	
	12/30/2022	Fed Tax Wire/B/C	3,462,097.78	
<b>Total Wire - Benton County</b>				<b>17,065,389.16</b>
	12/1/2022	702490	326.68	
	12/5/2022	702491-702495	1,978.79	
	12/13/2022	702496	425.72	
	12/30/2022	702497-702517	46,903.39	
<b>Total Payroll General Warrants</b>				<b>49,634.58</b>
Capital Projects	<u>Date</u>			
	12/19/2022	12821-12829	3,182,175.27	
<b>Total Capital Projects Warrants</b>				<b>3,182,175.27</b>
ASB	<u>Date</u>			
	12/19/2022	65482-65516	40,869.82	
	12/27/2022	Wire BMO/DoR/EFT/C	96,773.00	
<b>Total ASB Warrants</b>				<b>137,642.82</b>
Transportation/Vehicle	<u>Date</u>			
<b>Total Transportation/Vehicle Warrants</b>				<b>0.00</b>
Self Ins Wkrs Comp	<u>Date</u>			
	12/19/2022	1123	35,707.19	
	12/27/2022	Wire BMO/DoR/EFT	207.00	
<b>Total Self Ins Wkrs Comp/Dental Fund</b>				<b>35,914.19</b>
<b>Total Warrants Issued</b>			<b>25,330,520.74</b>	<b>25,330,520.74</b>

^ 1/20/2023



To: Kennewick School Board Members

From: Brandon Lord, Fiscal Officer

Re: Budget Status Report

Attached are the Budget Status Reports through, October 31, 2022

	<b>BUDGET</b>		<b>PERCENTAGE TO BUDGET</b>
<b>GENERAL FUND</b>			
Revenues	285,409,700.00	48,831,952.81	0.17
Expenditures	291,856,427.00	80,982,690.07	0.28
<b>CAPITAL PROJECTS FUND</b>			
Revenues	13,653,600.00	2,003,722.92	0.15
Expenditures	24,053,600.00	2,279,979.77	0.09
<b>DEBT SERVICE FUND</b>			
Revenues	17,183,190.00	6,625,714.50	0.39
Expenditures	17,975,000.00	0.00	0.00
<b>ASSOCIATED STUDENT BODY FUND</b>			
Revenues	1,908,609.00	694,443.53	0.36
Expenditures	2,096,252.00	310,884.89	0.15
<b>SELF-INSURED WORKERS COMP / DENTAL FUND BALANCE</b>			
Revenues	1,350,000.00	12,977.49	0.01
Expenditures	2,118,500.00	187,352.11	0.09
<b>TRANSPORTATION VEHICLE FUND</b>			
Revenues	803,000.00	728.59	0.00
Expenditures	950,000.00	0.00	0.00



**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 10/31/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
1000	Local Revenues	8,126,545.00	6,534,258.57	6,910,004.19	0.00	1,216,540.81	14.96
2000	Local State Non-Tax	2,131,314.00	239,760.20	431,971.30	0.00	1,699,342.70	79.73
3000	State Revenues	178,467,093.00	15,215,739.30	30,870,692.99	0.00	147,596,400.01	82.70
4000	State Revenues Special Purpose	51,842,785.00	4,596,143.27	8,850,735.41	0.00	42,992,049.59	82.92
5000	Federal Revenues	0.00	0.00	0.00	0.00	0.00	0.00
6000	Other Revenue	43,818,330.00	1,215,820.15	1,599,416.67	0.00	42,218,913.33	96.34
7000	Sale of Bonds	604,464.00	133,320.00	133,320.00	0.00	471,144.00	77.94
8000	Sale of Property & Equipment	279,003.00	22,848.84	35,812.25	0.00	243,190.75	87.16
<b>Total Revenues/Other Fin. Sources</b>		<b>285,269,534.00</b>	<b>27,957,890.33</b>	<b>48,831,952.81</b>	<b>0.00</b>	<b>236,437,581.19</b>	<b>82.88</b>
<b>B. Expenditures</b>							
00	Not Applicable	0.00	0.00	0.00	0.00	0.00	0.00
01	Basic Education	157,421,307.00	12,947,054.39	26,765,401.11	4,441,798.12	126,214,107.77	80.17
02	Alternative Learning Exp	3,494,963.00	210,316.70	430,594.94	13,319.11	3,051,048.95	87.29
03	Dropout Reengagement	390,500.00	71,386.43	71,386.43	322,733.60	-3,620.03	0.92
10	TBD	0.00	0.00	0.00	0.00	0.00	0.00
11	Federal Stimulus	0.00	0.00	0.00	0.00	0.00	0.00
12	TBD	0.00	139,363.52	279,801.15	9,377.18	-289,178.33	0.00*
13	Fiscal Stabilization	5,469,092.00	249,816.54	548,225.77	99,860.60	4,821,005.63	88.15
14	IDEA Stimulus	0.00	53,784.54	128,784.54	1,121,215.46	-1,250,000.00	0.00*
18	Mckinney Vento	0.00	0.00	0.00	0.00	0.00	0.00
19	ARRA	0.00	0.00	337.79	0.00	-337.79	0.00*
21	Special Education State	27,995,328.00	2,605,199.63	5,100,843.25	523,018.33	22,371,466.42	79.91
22	SPED St Inf/Toddlers	0.00	0.00	0.00	0.00	0.00	0.00
23	SPED-ARP-IDEA	614,742.00	19,659.18	59,718.75	188,076.95	366,946.30	59.69
24	Special Education Supp Fed	3,492,410.00	250,809.63	503,056.70	1,018,906.89	1,970,446.41	56.42
29	Special Education Other	16,467.00	717.31	717.31	0.00	15,749.69	95.64
31	Vocational Basic State	8,686,629.00	774,566.81	1,590,871.60	609,290.08	6,486,467.32	74.67
34	Vocational M S	1,436,249.00	91,683.39	199,267.33	9,125.85	1,227,855.82	85.49
38	Vocational Federal	118,380.00	12,673.48	24,041.68	5,000.00	89,338.32	75.46
39	Vocational Other	41,072.00	2,789.65	6,043.09	0.00	35,028.91	85.28
45	Skills Center Basic State	5,649,674.00	437,760.41	888,970.85	473,630.55	4,287,072.60	75.88

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 10/31/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
46	Skills Center Federal	84,428.00	10,232.18	11,024.68	0.00	73,403.32	86.94
51	Disadvantaged Fed	7,050,777.00	558,057.47	1,129,229.33	182,832.70	5,738,714.97	81.39
52	School Improvement Fed	1,056,911.00	38,347.13	189,092.32	48,902.10	818,916.58	77.48
53	Migrant Federal	2,059,781.00	184,500.40	377,215.90	28,835.80	1,653,729.30	80.28
55	Learning Assistance	10,512,388.00	836,224.09	1,748,600.20	584,467.55	8,179,320.25	77.80
56	Inst. Center & Homes Delin	550,295.00	40,775.62	86,141.51	811.21	463,342.28	84.19
57	Inst Neglected & Delinq	0.00	0.00	0.00	0.00	0.00	0.00
58	Special & Pilot Programs State	1,800,457.00	5,831.58	30,349.23	0.00	1,770,107.77	98.31
59	St Institution Co Jail	40,245.00	1,892.84	4,067.92	0.00	36,177.08	89.89
64	Limited English Porficiency	415,281.00	15,075.04	32,512.53	0.00	382,768.47	92.17
65	Transitional Bilingual State	3,956,349.00	305,399.39	632,541.69	15,908.62	3,307,898.69	83.60
66	Student Achievement	0.00	0.00	0.00	0.00	0.00	0.00
73	Summer School	54,165.00	0.00	0.00	0.00	54,165.00	100.00
74	Highly Capable	521,028.00	40,297.51	89,551.83	1,588.28	429,887.89	82.50
75	Flexible Education State	0.00	0.00	0.00	0.00	0.00	0.00
79	Instructional Programs Other	1,978,133.00	20,131.15	33,599.71	305,441.86	1,639,091.43	82.86
86	Community Schools	201,486.00	11,874.32	23,649.22	0.00	177,836.78	88.26
88	Day Care	2,730,089.00	227,176.78	423,291.26	100,710.30	2,206,087.44	80.80
89	Other Community Service	111,270.00	1,068.21	3,345.91	66,306.00	41,618.09	37.40
97	Districtwide Support	31,105,714.00	2,643,929.39	6,313,464.17	2,607,412.36	22,184,837.47	71.32
98	Food Services	11,202,781.00	1,058,818.16	1,382,092.12	4,072,279.98	5,748,408.90	51.31
99	Pupil Transportation	10,100,255.00	844,150.69	1,874,858.25	500,786.91	7,724,609.84	76.47
Total Expenditures		300,358,646.00	24,711,363.56	50,982,690.07	17,351,636.39	232,024,319.54	77.24
C. Other Fin. Uses Trans. Out (GL 536)		0.00	0.00	0.00			
D. Other Financing Uses (GL535)							
E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)		-15,089,112.00	3,246,526.77	-2,150,737.26		4,413,261.65	0.00
F. Total Beginning Fund Balance		0.00		50,845,329.10			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 10/31/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	%
					Remaining	
G. GL 898 Prior Year Adjustments (+ or -)						
H. Total Ending Fund Balance (E + F + OR - G)	-15,089,112.00		48,694,591.84			
I. Ending Fund Balance Accounts						
GL 810 Restricted for Other Items	0.00		0.00			
GL 821 Rest for C/O of Restricted Rev	0.00		998,791.01			
GL 825 Restricted Skill Centers	0.00		550,738.00			
GL 828 Restricted C/O Food Service	0.00		0.00			
GL 831 Restricted Emp Comp Absences	0.00		0.00			
GL 840 Nonsp Fd Bal Inventory/Prepaid	0.00		1,026,174.15			
GL 862 Restricted from Levy Proceeds	0.00		0.00			
GL 863 Restricted from State Proceeds	0.00		0.00			
GL 870 Committed to Other Purposes	0.00		0.00			
GL 872 Committed To Economic Stabiliz	0.00		0.00			
GL 875 Assigned to Contingencies	0.00		35,059,542.94			
GL 884 Assigned to Capital Projects	0.00		1,500,000.00			
GL 888 Assigned to Other Purposes	0.00		1,210,083.00			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 891 Unassigned Minimum Fd Bal Poli	0.00		10,500,000.00			
GL 890 Unreserved/ Fund Balance	-15,089,112.00		-2,150,737.26			
	-15,089,112.00		48,694,591.84			

\* Zero budget with charges against it.

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by Activity**

FISCAL YEAR: 2023

REPORT DATE: 10/31/2022

Activity		Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
000	Not Applicable	0.00	0.00	0.00	0.00
011	Board Of Directors	8,558.05	287,500.00	44,000.00	234,941.95
012	Superintendent Office	63,577.45	464,512.00	0.00	400,934.55
013	Business Office	268,350.43	1,757,411.00	112,536.43	1,376,524.14
014	Human Resources	181,120.02	1,216,038.00	128,575.06	906,342.92
015	Public Relations	77,657.66	585,150.00	61,500.00	445,992.34
021	Supervision	922,787.00	6,190,086.00	68,028.11	5,199,270.89
022	Learning Resources	1,051,499.52	5,172,299.00	4,865.75	4,115,933.73
023	Principals	2,983,508.04	18,351,452.00	26,482.92	15,341,461.04
024	Counseling	1,682,008.84	9,476,714.00	1,367,805.96	6,426,899.20
025	Pupil Mgnt & Safety	641,077.71	4,103,702.00	602,995.85	2,859,628.44
026	Health Services	1,760,113.44	11,053,749.00	573,101.49	8,720,534.07
027	Teaching	29,850,820.23	177,326,075.00	6,549,866.10	140,925,388.67
028	Extra Curricular	900,139.78	3,905,732.00	281,316.87	2,724,275.35
031	Professional Development	1,043,421.22	8,019,106.00	328,452.62	6,647,232.16
032	Inst Technology Equip	286,903.83	1,491,422.00	183,631.03	1,020,887.14
033	Curriculum	201,862.65	1,186,410.00	55,022.63	929,524.72
034	Professonal Learning State	0.00	2,061,738.00	0.00	2,061,738.00
041	Food Service Supervision	111,935.55	1,012,837.00	592,968.22	307,933.23
042	Food	353,742.88	3,355,954.00	2,988,400.77	13,810.35
043	Commodities	0.00	700,239.00	0.00	700,239.00
044	Food Service Operations	918,691.39	6,199,727.00	535,080.99	4,745,954.62
049	Transfers	0.00	0.00	0.00	0.00
051	Transportation Supervision	146,346.61	921,274.00	3,509.06	771,418.33
052	Transportation Operations	1,105,530.59	6,780,414.00	377,475.85	5,297,407.56
053	Transportation Maintenance	110,034.78	900,130.00	119,802.00	670,293.22
054	Transportation Maintenance	0.00	0.00	0.00	0.00
055	Transportation Maintenance	4,646.93	0.00	0.00	-4,646.93
056	Transportation Insurance	260,016.34	290,000.00	0.00	29,983.66
058	TBD	0.00	0.00	0.00	0.00
059	Transfers	-44,633.08	-318,920.00	0.00	-274,286.92
061	Maintenance Supervision	97,316.43	825,565.00	0.00	728,248.57
062	Maintenance Grounds	255,253.59	2,247,559.00	188,093.65	1,804,211.76
063	Operations Buildings	1,113,465.94	7,029,876.00	0.00	5,916,410.06
064	Maintenance Of Bldg & Equip	853,869.71	4,881,416.00	1,005,135.78	3,022,410.51
065	Utilities	543,821.92	3,750,750.00	4,312.61	3,202,615.47
067	Bldg Security	-58,756.71	95,000.00	98,756.71	55,000.00

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by Activity**

FISCAL YEAR: 2023

REPORT DATE: 10/31/2022

Activity	Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
068 Insurance	2,545,725.92	2,781,900.00	0.00	236,174.08
072 Data Processing	531,409.49	4,843,259.00	861,758.96	3,450,090.55
073 Printing	72,308.98	372,691.00	95,826.85	204,555.17
074 Warehouse	109,792.83	663,921.00	2,163.86	551,964.31
075 Motor Pool	27,014.57	331,577.00	90,170.26	214,392.17
083 Interest	0.00	6,500.00	0.00	6,500.00
091 Public Activities	1,749.54	37,881.00	0.00	36,131.46
<b>Total:</b>	<b>50,982,690.07</b>	<b>300,358,646.00</b>	<b>17,351,636.39</b>	<b>232,024,319.54</b>

**Report Selection:**

GLK\_KEY\_MSTR.[glk\_grp\_part01] = '01'

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by State Object**

FISCAL YEAR: 2023

REPORT DATE: 10/31/2022

State Object	Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
0 Debit Transfer	84,376.47	472,620.00	0.00	388,243.53
1 Credit Transfer	-84,376.47	-472,720.00	0.00	-388,343.53
2 Certificated Salaries	24,302,678.61	140,100,869.00	0.00	115,798,190.39
3 Classified Salaries	7,361,194.80	47,915,231.00	0.00	40,554,036.20
4 Benefits & PR Taxes	11,859,734.70	73,052,029.00	0.00	61,192,294.30
5 Supplies	1,877,958.66	11,723,760.00	2,062,511.31	7,783,290.03
7 Contract Services	5,590,558.11	26,124,647.00	14,657,709.47	5,876,379.42
8 Travel	33,445.94	760,772.00	2,000.00	725,326.06
9 Capital Outlay	-42,880.75	681,438.00	629,415.61	94,903.14
<b>Total:</b>	<b>50,982,690.07</b>	<b>300,358,646.00</b>	<b>17,351,636.39</b>	<b>232,024,319.54</b>

Report Selection:

GLK\_KEY\_MSTR.[glk\_grp\_part01] = '01'

**Kennewick SD #17**  
**Budget Status - Capital Projects Fund**

Location 000

Report Date: 10/31/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>						
1000 Local Revenues	4,238,750.00	1,440,764.76	1,523,783.48	0.00	2,714,966.52	64.05
2000 Local State Non-Tax	500,000.00	86,114.02	168,323.46	0.00	331,676.54	66.33
4000 State Revenues Special Purpose	7,000,000.00	0.00	311,615.98	0.00	6,688,384.02	95.54
7000 Sale of Bonds	0.00	0.00	0.00	0.00	0.00	0.00
9000 Long-Term Financing	0.00	0.00	0.00	0.00	0.00	0.00
9999 Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues/Other Fin. Sources</b>	<b>11,738,750.00</b>	<b>1,526,878.78</b>	<b>2,003,722.92</b>	<b>0.00</b>	<b>9,735,027.08</b>	<b>82.93</b>
<b>B. Expenditures</b>						
10 - Sites	2,000,000.00	0.00	0.00	0.00	2,000,000.00	100.00
20 - Buildings	33,150,000.00	1,475,614.10	2,279,979.77	32,833,361.20	-1,963,340.97	5.92
30 - Equipment	9,100,000.00	-3,873,908.74	0.00	276,764.73	8,823,235.27	96.95
<b>Total Expenditures</b>	<b>44,250,000.00</b>	<b>-2,398,294.64</b>	<b>2,279,979.77</b>	<b>33,110,125.93</b>	<b>8,859,894.30</b>	<b>20.02</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>						
<b>D. Other Financing Uses (GL535)</b>						
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>						
	-32,511,250.00	3,925,173.42	-276,256.85		875,132.78	0.00
<b>F. Total Beginning Fund Balance</b>						
	0.00		54,493,048.99			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>						
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>						
	-32,511,250.00		54,216,792.14			
<b>I. Ending Fund Balance Accounts</b>						
GL 810 Restricted for Other Items	0.00		0.00			
GL 825 Restricted Skill Centers	0.00		0.00			
GL 861 Restricted from Bond Proceeds	0.00		22,462,004.10			

\* Zero budget with charges against it.

**Kennewick SD #17**

**Budget Status - Capital Projects Fund**

Location 000

Report Date: 10/31/2022

	<b>Budget</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Balance</b>	<b>% Remaining</b>
GL 862 Restricted from Levy Proceeds	0.00		647,904.19			
GL 863 Restricted from State Proceeds	0.00		23,069,270.36			
GL 888 Assigned to Other Purposes	0.00		11,704,409.62			
GL 889 Assigned to Fund Purposes	0.00		8,313,870.34			
GL 890 Unreserved/ Fund Balance	-32,511,250.00		-11,980,666.47			

\* Zero budget with charges against it.



**Kennewick SD #17**  
**Budget Status - Debt Service Fund**

Location 000

Report Date: 10/31/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>						
1000 Local Revenues	17,310,000.00	6,265,198.71	6,625,714.50	0.00	10,684,285.50	61.72
9000 Long-Term Financing	0.00	0.00	0.00	0.00	0.00	0.00
9999 Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues/Other Fin. Sources</b>	<b>17,310,000.00</b>	<b>6,265,198.71</b>	<b>6,625,714.50</b>	<b>0.00</b>	<b>10,684,285.50</b>	<b>61.72</b>
<b>B. Expenditures</b>						
92 .	7,000,000.00	0.00	0.00	0.00	7,000,000.00	100.00
11 Debt Principal	9,360,000.00	0.00	0.00	0.00	9,360,000.00	100.00
<b>Total Expenditures</b>	<b>16,360,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,360,000.00</b>	<b>100.00</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>						
<b>D. Other Financing Uses (GL535)</b>						
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>						
	950,000.00	6,265,198.71	6,625,714.50		-5,675,714.50	597.44
<b>F. Total Beginning Fund Balance</b>						
	0.00		7,873,180.97			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>						
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>						
	950,000.00		14,498,895.47			
<b>I. Ending Fund Balance Accounts</b>						
GL 810 Restricted for Other Items	0.00		0.00			
GL 830 Restricted Debt Service	0.00		7,873,180.97			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 890 Unreserved/ Fund Balance	950,000.00		6,625,714.50			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - ASB Fund**

Location 000

Report Date: 10/31/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
		0.00	0.00	0.00	0.00	0.00	0.00
100	General Student Body	645,000.00	101,297.73	311,742.20	0.00	333,257.80	51.66
200	Athletics	445,000.00	56,656.10	197,548.47	0.00	247,451.53	55.60
300	Classes	50,000.00	529.00	1,129.00	0.00	48,871.00	97.74
400	Clubs	570,000.00	85,006.52	174,482.75	0.00	395,517.25	69.38
600	Private Moneys	50,000.00	8,178.41	9,541.11	0.00	40,458.89	80.91
Total Revenues/Other Fin. Sources		1,760,000.00	251,667.76	694,443.53	0.00	1,065,556.47	60.54
<b>B. Expenditures</b>							
100	General Student Body	570,000.00	32,040.37	65,765.43	48,344.41	455,890.16	79.98
200	Athletics	705,000.00	61,955.90	132,313.00	28,474.54	544,212.46	77.19
300	Classes	51,000.00	207.78	380.83	0.00	50,619.17	99.25
400	Clubs	650,000.00	28,097.53	101,566.13	27,349.65	521,084.22	80.16
600	Private Moneys	67,000.00	8,848.58	10,859.50	0.00	56,140.50	83.79
Total Expenditures		2,043,000.00	131,150.16	310,884.89	104,168.60	1,627,946.51	79.68
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>		-283,000.00	120,517.60	383,558.64		-562,390.04	0.00
<b>F. Total Beginning Fund Balance</b>		0.00		1,664,727.22			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		-283,000.00		2,048,285.86			
<b>I. Ending Fund Balance Accounts GL 810 Restricted for Other Items</b>		0.00		0.00			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - ASB Fund**

Location 000

Report Date: 10/31/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
GL 819 Restricted to Fund Purpose	0.00		1,664,727.22			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 890 Unreserved/ Fund Balance	-283,000.00		2,048,285.86			
	-283,000.00		3,713,013.08			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - Self Insurance**

Location 000

Report Date: 10/31/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
1000	Local Revenues	0.00	0.00	0.00	0.00	0.00	0.00
2000	Local State Non-Tax	1,450,000.00	7,497.84	12,977.49	0.00	1,437,022.51	99.10
Total Revenues/Other Fin. Sources		1,450,000.00	7,497.84	12,977.49	0.00	1,437,022.51	99.10
<b>B. Expenditures</b>							
97	Districtwide Support	2,175,000.00	41,297.16	187,352.11	0.00	1,987,647.89	91.38
Total Expenditures		2,175,000.00	41,297.16	187,352.11	0.00	1,987,647.89	91.38
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>		-725,000.00	-33,799.32	-174,374.62		-550,625.38	0.00
<b>F. Total Beginning Fund Balance</b>		0.00		4,930,004.02			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		-725,000.00		4,755,629.40			
<b>I. Ending Fund Balance Accounts</b>							
	GL 889 Assigned to Fund Purposes	0.00		4,930,004.02			
	GL 890 Unreserved/ Fund Balance	-725,000.00		-174,374.62			
		-725,000.00		4,755,629.40			

\* Zero budget with charges against it.

**Kennewick SD #17**

**Budget Status - Transportation Fund**

Report Date: 10/31/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
2000	Local State Non-Tax	3,000.00	366.16	728.59	0.00	2,271.41	75.71
4000	State Revenues Special Purpose	870,000.00	0.00	0.00	0.00	870,000.00	100.00
9999	Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues/Other Fin. Sources		873,000.00	366.16	728.59	0.00	872,271.41	99.91
<b>B. Expenditures</b>							
99	Pupil Transport	0.00	0.00	0.00	0.00	0.00	0.00
99	Pupil Transport Equipmt Purc	1,085,000.00	0.00	0.00	1,994,882.54	-909,882.54	83.86
Total Expenditures		1,085,000.00	0.00	0.00	1,994,882.54	-909,882.54	83.86
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>		-212,000.00	366.16	728.59		1,782,153.95	0.00
<b>F. Total Beginning Fund Balance</b>		0.00		240,204.83			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		-212,000.00		240,933.42			
<b>I. Ending Fund Balance Accounts</b>							
	GL 810 Restricted for Other Items	0.00		0.00			
	GL 819 Restricted to Fund Purpose	0.00		240,204.83			
	GL 889 Assigned to Fund Purposes	0.00		0.00			
	GL 890 Unreserved/ Fund Balance	-212,000.00		728.59			

\* Zero budget with charges against it.



To: Kennewick School Board Members

From: Brandon Lord, Fiscal Officer

Re: Budget Status Report

Attached are the Budget Status Reports through, November 30, 2022

	BUDGET		PERCENTAGE TO BUDGET
<b>GENERAL FUND</b>			
Revenues	285,409,700.00	64,894,503.81	0.23
Expenditures	291,856,427.00	74,915,790.20	0.26
<b>CAPITAL PROJECTS FUND</b>			
Revenues	13,653,600.00	2,234,055.79	0.16
Expenditures	24,053,600.00	4,123,761.59	0.17
<b>DEBT SERVICE FUND</b>			
Revenues	17,183,190.00	7,234,903.94	0.42
Expenditures	17,975,000.00	0.00	0.00
<b>ASSOCIATED STUDENT BODY FUND</b>			
Revenues	1,908,609.00	794,800.02	0.42
Expenditures	2,096,252.00	483,182.19	0.23
<b>SELF-INSURED WORKERS COMP / DENTAL FUND BALANCE</b>			
Revenues	1,350,000.00	21,038.36	0.02
Expenditures	2,118,500.00	229,940.24	0.11
<b>TRANSPORTATION VEHICLE FUND</b>			
Revenues	803,000.00	1,129.74	0.00
Expenditures	950,000.00	0.00	0.00

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 11/30/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
1000	Local Revenues	8,126,545.00	635,493.84	7,545,498.03	0.00	581,046.97	7.14
2000	Local State Non-Tax	2,131,314.00	122,691.02	554,662.32	0.00	1,576,651.68	73.97
3000	State Revenues	178,467,093.00	11,181,591.93	42,052,284.92	0.00	136,414,808.08	76.43
4000	State Revenues Special Purpose	51,842,785.00	2,856,022.27	11,706,757.68	0.00	40,136,027.32	77.41
5000	Federal Revenues	0.00	0.00	0.00	0.00	0.00	0.00
6000	Other Revenue	43,818,330.00	1,258,967.61	2,858,384.28	0.00	40,959,945.72	93.47
7000	Sale of Bonds	604,464.00	0.00	133,320.00	0.00	471,144.00	77.94
8000	Sale of Property & Equipment	279,003.00	7,784.33	43,596.58	0.00	235,406.42	84.37
<b>Total Revenues/Other Fin. Sources</b>		<b>285,269,534.00</b>	<b>16,062,551.00</b>	<b>64,894,503.81</b>	<b>0.00</b>	<b>220,375,030.19</b>	<b>77.25</b>
<b>B. Expenditures</b>							
00	Not Applicable	0.00	0.00	0.00	0.00	0.00	0.00
01	Basic Education	157,421,307.00	12,343,015.86	39,108,416.97	4,147,033.97	114,165,856.06	72.52
02	Alternative Learning Exp	3,494,963.00	195,760.86	626,355.80	13,123.49	2,855,483.71	81.70
03	Dropout Reengagement	390,500.00	27,801.60	99,188.03	294,932.00	-3,620.03	0.92
10	TBD	0.00	0.00	0.00	0.00	0.00	0.00
11	Federal Stimulus	0.00	0.00	0.00	0.00	0.00	0.00
12	TBD	0.00	13,975.88	293,777.03	9,377.18	-303,154.21	0.00*
13	Fiscal Stabilization	5,469,092.00	759,794.48	1,308,020.25	35,644.33	4,125,427.42	75.43
14	IDEA Stimulus	0.00	109,404.01	238,188.55	1,013,573.24	-1,251,761.79	0.00*
18	Mckinney Vento	0.00	0.00	0.00	0.00	0.00	0.00
19	ARRA	0.00	0.00	337.79	0.00	-337.79	0.00*
21	Special Education State	27,995,328.00	2,570,259.47	7,671,102.72	465,790.18	19,858,435.10	70.93
22	SPED St Inf/Toddlers	0.00	0.00	0.00	0.00	0.00	0.00
23	SPED-ARP-IDEA	614,742.00	21,323.64	81,042.39	188,076.95	345,622.66	56.22
24	Special Education Supp Fed	3,492,410.00	236,893.55	739,950.25	1,108,991.19	1,643,468.56	47.05
29	Special Education Other	16,467.00	687.42	1,404.73	0.00	15,062.27	91.46
31	Vocational Basic State	8,686,629.00	868,099.25	2,458,970.85	544,943.35	5,682,714.80	65.41
34	Vocational M S	1,436,249.00	97,479.11	296,746.44	5,101.63	1,134,400.93	78.98
38	Vocational Federal	118,380.00	9,490.80	33,532.48	26,893.49	57,954.03	48.95
39	Vocational Other	41,072.00	2,689.44	8,732.53	0.00	32,339.47	78.73
45	Skills Center Basic State	5,649,674.00	513,272.54	1,402,243.39	358,436.40	3,888,994.21	68.83

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 11/30/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
46	Skills Center Federal	84,428.00	23,558.27	34,582.95	0.00	49,845.05	59.03
51	Disadvantaged Fed	7,050,777.00	465,030.89	1,594,260.22	167,355.37	5,289,161.41	75.01
52	School Improvement Fed	1,056,911.00	34,135.12	223,227.44	46,327.10	787,356.46	74.49
53	Migrant Federal	2,059,781.00	153,763.75	530,979.65	28,753.99	1,500,047.36	72.82
55	Learning Assistance	10,512,388.00	826,179.32	2,574,779.52	514,718.73	7,422,889.75	70.61
56	Inst. Center & Homes Delin	550,295.00	40,332.07	126,473.58	787.85	423,033.57	76.87
57	Inst Neglected & Delinq	0.00	0.00	0.00	0.00	0.00	0.00
58	Special & Pilot Programs State	1,800,457.00	2,536.90	32,886.13	0.00	1,767,570.87	98.17
59	St Institution Co Jail	40,245.00	2,657.57	6,725.49	0.00	33,519.51	83.28
64	Limited English Porficiency	415,281.00	12,851.81	45,364.34	0.00	369,916.66	89.07
65	Transitional Bilingual State	3,956,349.00	376,778.69	1,009,320.38	15,112.64	2,931,915.98	74.10
66	Student Achievement	0.00	0.00	0.00	0.00	0.00	0.00
73	Summer School	54,165.00	0.00	0.00	0.00	54,165.00	100.00
74	Highly Capable	521,028.00	38,910.88	128,462.71	1,588.28	390,977.01	75.03
75	Flexible Education State	0.00	0.00	0.00	0.00	0.00	0.00
79	Instructional Programs Other	1,978,133.00	30,150.80	63,750.51	286,926.03	1,627,456.46	82.27
86	Community Schools	201,486.00	11,973.69	35,622.91	0.00	165,863.09	82.31
88	Day Care	2,730,089.00	225,975.63	649,266.89	122,741.11	1,958,081.00	71.72
89	Other Community Service	111,270.00	25,586.98	28,932.89	66,306.00	16,031.11	14.40
97	Districtwide Support	31,105,714.00	2,084,870.01	8,398,334.18	2,524,437.36	20,182,942.46	64.88
98	Food Services	11,202,781.00	982,009.08	2,364,101.20	3,548,034.18	5,290,645.62	47.22
99	Pupil Transportation	10,100,255.00	825,850.76	2,700,709.01	363,673.66	7,035,872.33	69.66
Total Expenditures		300,358,646.00	23,933,100.13	74,915,790.20	15,898,679.70	209,544,176.10	69.76
C. Other Fin. Uses Trans. Out (GL 536)		0.00	0.00	0.00			
D. Other Financing Uses (GL535)							
E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)		-15,089,112.00	-7,870,549.13	-10,021,286.39		10,830,854.09	0.00
F. Total Beginning Fund Balance		0.00		50,845,329.10			

\* Zero budget with charges against it.



**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 11/30/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	%
						Remaining
G. GL 898 Prior Year Adjustments (+ or -)						
H. Total Ending Fund Balance (E + F + OR - G)	-15,089,112.00		40,824,042.71			
I. Ending Fund Balance Accounts						
GL 810 Restricted for Other Items	0.00		0.00			
GL 821 Rest for C/O of Restricted Rev	0.00		998,791.01			
GL 825 Restricted Skill Centers	0.00		550,738.00			
GL 828 Restricted C/O Food Service	0.00		0.00			
GL 831 Restricted Emp Comp Absences	0.00		0.00			
GL 840 Nonsp Fd Bal Inventory/Prepaid	0.00		1,026,174.15			
GL 862 Restricted from Levy Proceeds	0.00		0.00			
GL 863 Restricted from State Proceeds	0.00		0.00			
GL 870 Committed to Other Purposes	0.00		0.00			
GL 872 Committed To Economic Stabiliz	0.00		0.00			
GL 875 Assigned to Contingencies	0.00		35,059,542.94			
GL 884 Assigned to Capital Projects	0.00		1,500,000.00			
GL 888 Assigned to Other Purposes	0.00		1,210,083.00			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 891 Unassigned Minimum Fd Bal Poli	0.00		10,500,000.00			
GL 890 Unreserved/ Fund Balance	-15,089,112.00		-10,021,286.39			
	-15,089,112.00		40,824,042.71			

\* Zero budget with charges against it.

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by Activity**

FISCAL YEAR: 2023

REPORT DATE: 11/30/2022

Activity	Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
000 Not Applicable	0.00	0.00	0.00	0.00
011 Board Of Directors	23,779.33	287,500.00	36,000.00	227,720.67
012 Superintendent Office	96,579.81	464,512.00	0.00	367,932.19
013 Business Office	398,521.75	1,757,411.00	111,576.96	1,247,312.29
014 Human Resources	269,870.07	1,216,038.00	126,747.82	819,420.11
015 Public Relations	113,895.85	585,150.00	61,500.00	409,754.15
021 Supervision	1,422,607.73	6,190,086.00	67,046.91	4,700,431.36
022 Learning Resources	1,459,573.37	5,172,299.00	4,971.35	3,707,754.28
023 Principals	4,475,267.77	18,351,452.00	21,008.97	13,855,175.26
024 Counseling	2,421,681.23	9,476,714.00	1,234,826.74	5,820,206.03
025 Pupil Mgnt & Safety	1,057,028.73	4,103,702.00	529,563.40	2,517,109.87
026 Health Services	2,611,625.48	11,053,749.00	511,202.94	7,930,920.58
027 Teaching	44,048,052.04	177,326,075.00	6,309,587.09	126,968,435.87
028 Extra Curricular	1,360,967.20	3,905,732.00	230,490.10	2,314,274.70
031 Professional Development	1,442,540.28	8,019,106.00	318,676.69	6,257,889.03
032 Inst Technology Equip	739,769.79	1,491,422.00	130,301.75	621,350.46
033 Curriculum	258,610.82	1,186,410.00	42,075.98	885,723.20
034 Professonal Learning State	0.00	2,061,738.00	0.00	2,061,738.00
041 Food Service Supervision	221,889.02	1,012,837.00	530,399.05	260,548.93
042 Food	754,815.47	3,355,954.00	2,587,328.18	13,810.35
043 Commodities	0.00	700,239.00	0.00	700,239.00
044 Food Service Operations	1,393,240.41	6,199,727.00	474,476.95	4,332,009.64
049 Transfers	-3,566.00	0.00	0.00	3,566.00
051 Transportation Supervision	216,444.39	921,274.00	2,645.39	702,184.22
052 Transportation Operations	1,710,384.28	6,780,414.00	261,958.63	4,808,071.09
053 Transportation Maintenance	173,677.78	900,130.00	99,069.64	627,382.58
054 Transportation Maintenance	0.00	0.00	0.00	0.00
055 Transportation Maintenance	0.00	0.00	0.00	0.00
056 Transportation Insurance	260,016.34	290,000.00	0.00	29,983.66
058 TBD	0.00	0.00	0.00	0.00
059 Transfers	-90,502.91	-318,920.00	0.00	-228,417.09
061 Maintenance Supervision	145,782.82	825,565.00	0.00	679,782.18
062 Maintenance Grounds	361,449.22	2,247,559.00	180,566.18	1,705,543.60
063 Operations Buildings	1,640,318.49	7,029,876.00	0.00	5,389,557.51
064 Maintenance Of Bldg & Equip	1,258,743.62	4,881,416.00	998,567.10	2,624,105.28
065 Utilities	795,181.01	3,750,750.00	1,528.00	2,954,040.99
067 Bldg Security	-39,252.69	95,000.00	79,266.31	54,986.38

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by Activity**

FISCAL YEAR: 2023

REPORT DATE: 11/30/2022

Activity	Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
068 Insurance	2,549,751.38	2,781,900.00	0.00	232,148.62
072 Data Processing	1,072,776.51	4,843,259.00	784,287.18	2,986,195.31
073 Printing	90,577.44	372,691.00	86,176.11	195,937.45
074 Warehouse	160,033.15	663,921.00	2,163.86	501,723.99
075 Motor Pool	39,790.49	331,577.00	74,670.42	217,116.09
083 Interest	0.00	6,500.00	0.00	6,500.00
091 Public Activities	3,868.73	37,881.00	0.00	34,012.27
<b>Total:</b>	<b>74,915,790.20</b>	<b>300,358,646.00</b>	<b>15,898,679.70</b>	<b>209,544,176.10</b>

**Report Selection:**

GLK\_KEY\_MSTR.[glk\_grp\_part01] = '01'

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by State Object**

FISCAL YEAR: 2023

REPORT DATE: 11/30/2022

State Object	Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
0 Debit Transfer	148,730.20	472,620.00	0.00	323,889.80
1 Credit Transfer	-148,730.20	-472,720.00	0.00	-323,989.80
2 Certificated Salaries	35,538,843.97	140,100,869.00	0.00	104,562,025.03
3 Classified Salaries	11,005,419.11	47,915,231.00	0.00	36,909,811.89
4 Benefits & PR Taxes	17,573,988.71	73,052,029.00	0.00	55,478,040.29
5 Supplies	3,161,863.67	11,723,760.00	1,661,783.47	6,900,112.86
7 Contract Services	7,532,995.55	26,124,647.00	13,605,045.82	4,986,605.63
8 Travel	67,476.92	760,772.00	2,434.80	690,860.28
9 Capital Outlay	35,202.27	681,438.00	629,415.61	16,820.12
<b>Total:</b>	<b>74,915,790.20</b>	<b>300,358,646.00</b>	<b>15,898,679.70</b>	<b>209,544,176.10</b>

**Report Selection:**

GLK\_KEY\_MSTR.[glk\_grp\_part01] = '01'

**Kennewick SD #17**  
**Budget Status - Capital Projects Fund**

Location 000

Report Date: 11/30/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>						
1000 Local Revenues	4,238,750.00	140,231.05	1,664,014.53	0.00	2,574,735.47	60.74
2000 Local State Non-Tax	500,000.00	90,101.82	258,425.28	0.00	241,574.72	48.31
4000 State Revenues Special Purpose	7,000,000.00	0.00	311,615.98	0.00	6,688,384.02	95.54
7000 Sale of Bonds	0.00	0.00	0.00	0.00	0.00	0.00
9000 Long-Term Financing	0.00	0.00	0.00	0.00	0.00	0.00
9999 Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues/Other Fin. Sources</b>	<b>11,738,750.00</b>	<b>230,332.87</b>	<b>2,234,055.79</b>	<b>0.00</b>	<b>9,504,694.21</b>	<b>80.96</b>
<b>B. Expenditures</b>						
10 - Sites	2,000,000.00	0.00	0.00	0.00	2,000,000.00	100.00
20 - Buildings	33,150,000.00	1,843,781.82	4,123,761.59	30,918,075.43	-1,891,837.02	5.70
30 - Equipment	9,100,000.00	0.00	0.00	276,764.73	8,823,235.27	96.95
<b>Total Expenditures</b>	<b>44,250,000.00</b>	<b>1,843,781.82</b>	<b>4,123,761.59</b>	<b>31,194,840.16</b>	<b>8,931,398.25</b>	<b>20.18</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>						
<b>D. Other Financing Uses (GL535)</b>						
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>						
	-32,511,250.00	-1,613,448.95	-1,889,705.80		573,295.96	0.00
<b>F. Total Beginning Fund Balance</b>						
	0.00		54,493,048.99			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>						
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>						
	-32,511,250.00		52,603,343.19			
<b>I. Ending Fund Balance Accounts</b>						
GL 810 Restricted for Other Items	0.00		0.00			
GL 825 Restricted Skill Centers	0.00		0.00			
GL 861 Restricted from Bond Proceeds	0.00		22,462,004.10			

\* Zero budget with charges against it.

**Kennewick SD #17**

**Budget Status - Capital Projects Fund**

Location 000

Report Date: 11/30/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	%
						Remaining
GL 862 Restricted from Levy Proceeds	0.00		647,904.19			
GL 863 Restricted from State Proceeds	0.00		23,069,270.36			
GL 888 Assigned to Other Purposes	0.00		11,704,409.62			
GL 889 Assigned to Fund Purposes	0.00		8,313,870.34			
GL 890 Unreserved/ Fund Balance	-32,511,250.00		-13,594,115.42			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - Debt Service Fund**

Location 000

Report Date: 11/30/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>						
1000 Local Revenues	17,310,000.00	609,189.44	7,234,903.94	0.00	10,075,096.06	58.20
9000 Long-Term Financing	0.00	0.00	0.00	0.00	0.00	0.00
9999 Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues/Other Fin. Sources</b>	<b>17,310,000.00</b>	<b>609,189.44</b>	<b>7,234,903.94</b>	<b>0.00</b>	<b>10,075,096.06</b>	<b>58.20</b>
<b>B. Expenditures</b>						
92	7,000,000.00	0.00	0.00	0.00	7,000,000.00	100.00
11 Debt Principal	9,360,000.00	0.00	0.00	0.00	9,360,000.00	100.00
<b>Total Expenditures</b>	<b>16,360,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,360,000.00</b>	<b>100.00</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>						
<b>D. Other Financing Uses (GL535)</b>						
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>						
	950,000.00	609,189.44	7,234,903.94		-6,284,903.94	661.56
<b>F. Total Beginning Fund Balance</b>						
	0.00		7,873,180.97			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>						
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>						
	950,000.00		15,108,084.91			
<b>I. Ending Fund Balance Accounts</b>						
GL 810 Restricted for Other Items	0.00		0.00			
GL 830 Restricted Debt Service	0.00		7,873,180.97			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 890 Unreserved/ Fund Balance	950,000.00		7,234,903.94			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - ASB Fund**

Location 000

Report Date: 11/30/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
		0.00	0.00	0.00	0.00	0.00	0.00
100	General Student Body	645,000.00	45,568.14	357,310.34	0.00	287,689.66	44.60
200	Athletics	445,000.00	13,564.60	211,113.07	0.00	233,886.93	52.55
300	Classes	50,000.00	372.38	1,501.38	0.00	48,498.62	97.00
400	Clubs	570,000.00	40,551.37	215,034.12	0.00	354,965.88	62.27
600	Private Moneys	50,000.00	300.00	9,841.11	0.00	40,158.89	80.31
Total Revenues/Other Fin. Sources		1,760,000.00	100,356.49	794,800.02	0.00	965,199.98	54.84
<b>B. Expenditures</b>							
100	General Student Body	570,000.00	64,938.89	130,704.32	48,780.15	390,515.53	68.51
200	Athletics	705,000.00	31,726.42	164,039.42	28,474.54	512,486.04	72.69
300	Classes	51,000.00	5,560.63	5,941.46	0.00	45,058.54	88.35
400	Clubs	650,000.00	69,980.34	171,546.47	23,638.12	454,815.41	69.97
600	Private Moneys	67,000.00	91.02	10,950.52	0.00	56,049.48	83.65
Total Expenditures		2,043,000.00	172,297.30	483,182.19	100,892.81	1,458,925.00	71.41
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>		-283,000.00	-71,940.81	311,617.83		-493,725.02	0.00
<b>F. Total Beginning Fund Balance</b>		0.00		1,664,727.22			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		-283,000.00		1,976,345.05			
<b>I. Ending Fund Balance Accounts GL 810 Restricted for Other Items</b>		0.00		0.00			

\* Zero budget with charges against it.



**Kennewick SD #17**  
**Budget Status - ASB Fund**

Location 000

Report Date: 11/30/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
GL 819 Restricted to Fund Purpose	0.00		1,664,727.22			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 890 Unreserved/ Fund Balance	-283,000.00		1,976,345.05			
	-283,000.00		3,641,072.27			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - Self Insurance**

Location 000

Report Date: 11/30/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>						
1000 Local Revenues	0.00	0.00	0.00	0.00	0.00	0.00
2000 Local State Non-Tax	1,450,000.00	8,060.87	21,038.36	0.00	1,428,961.64	98.54
Total Revenues/Other Fin. Sources	1,450,000.00	8,060.87	21,038.36	0.00	1,428,961.64	98.54
<b>B. Expenditures</b>						
97 Districtwide Support	2,175,000.00	42,588.13	229,940.24	0.00	1,945,059.76	89.42
Total Expenditures	2,175,000.00	42,588.13	229,940.24	0.00	1,945,059.76	89.42
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>						
<b>D. Other Financing Uses (GL535)</b>						
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>						
	-725,000.00	-34,527.26	-208,901.88		-516,098.12	0.00
<b>F. Total Beginning Fund Balance</b>						
	0.00		4,930,004.02			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>						
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>						
	-725,000.00		4,721,102.14			
<b>I. Ending Fund Balance Accounts</b>						
GL 889 Assigned to Fund Purposes	0.00		4,930,004.02			
GL 890 Unreserved/ Fund Balance	-725,000.00		-208,901.88			
	-725,000.00		4,721,102.14			

\* Zero budget with charges against it.

**Kennewick SD #17**

**Budget Status - Transportation Fund**

Report Date: 11/30/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
2000	Local State Non-Tax	3,000.00	401.15	1,129.74	0.00	1,870.26	62.34
4000	State Revenues Special Purpose	870,000.00	0.00	0.00	0.00	870,000.00	100.00
9999	Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues/Other Fin. Sources		873,000.00	401.15	1,129.74	0.00	871,870.26	99.87
<b>B. Expenditures</b>							
99	Pupil Transport	0.00	0.00	0.00	0.00	0.00	0.00
99	Pupil Transport Equipmt Purc	1,085,000.00	0.00	0.00	1,994,882.54	-909,882.54	83.86
Total Expenditures		1,085,000.00	0.00	0.00	1,994,882.54	-909,882.54	83.86
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>		-212,000.00	401.15	1,129.74		1,781,752.80	0.00
<b>F. Total Beginning Fund Balance</b>		0.00		240,204.83			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		-212,000.00		241,334.57			
<b>I. Ending Fund Balance Accounts</b>							
	GL 810 Restricted for Other Items	0.00		0.00			
	GL 819 Restricted to Fund Purpose	0.00		240,204.83			
	GL 889 Assigned to Fund Purposes	0.00		0.00			
	GL 890 Unreserved/ Fund Balance	-212,000.00		1,129.74			

\* Zero budget with charges against it.



To: Kennewick School Board Members

From: Brandon Lord, Fiscal Officer

Re: Budget Status Report

Attached are the Budget Status Reports through, December 31, 2022

	<b>BUDGET</b>		<b>PERCENTAGE TO BUDGET</b>
<b>GENERAL FUND</b>			
Revenues	285,409,700.00	87,556,505.03	0.31
Expenditures	291,856,427.00	96,974,865.49	0.33
<b>CAPITAL PROJECTS FUND</b>			
Revenues	13,653,600.00	4,097,757.30	0.30
Expenditures	24,053,600.00	7,305,936.86	0.30
<b>DEBT SERVICE FUND</b>			
Revenues	17,183,190.00	7,313,279.62	0.43
Expenditures	17,975,000.00	12,932,937.51	0.72
<b>ASSOCIATED STUDENT BODY FUND</b>			
Revenues	1,908,609.00	910,652.54	0.48
Expenditures	2,096,252.00	617,046.69	0.29
<b>SELF-INSURED WORKERS COMP / DENTAL FUND BALANCE</b>			
Revenues	1,350,000.00	30,124.98	0.02
Expenditures	2,118,500.00	265,872.44	0.13
<b>TRANSPORTATION VEHICLE FUND</b>			
Revenues	803,000.00	1,589.52	0.00
Expenditures	950,000.00	0.00	0.00

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 12/30/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
1000	Local Revenues	8,126,545.00	81,264.02	7,626,762.05	0.00	499,782.95	6.15
2000	Local State Non-Tax	2,131,314.00	195,961.02	750,623.34	0.00	1,380,690.66	64.78
3000	State Revenues	178,467,093.00	15,943,772.32	57,996,057.24	0.00	120,471,035.76	67.50
4000	State Revenues Special Purpose	51,842,785.00	4,498,383.62	16,205,141.30	0.00	35,637,643.70	68.74
5000	Federal Revenues	0.00	0.00	0.00	0.00	0.00	0.00
6000	Other Revenue	43,818,330.00	1,864,715.54	4,723,099.82	0.00	39,095,230.18	89.22
7000	Sale of Bonds	604,464.00	10,072.37	143,392.37	0.00	461,071.63	76.27
8000	Sale of Property & Equipment	279,003.00	67,832.33	111,428.91	0.00	167,574.09	60.06
<b>Total Revenues/Other Fin. Sources</b>		<b>285,269,534.00</b>	<b>22,662,001.22</b>	<b>87,556,505.03</b>	<b>0.00</b>	<b>197,713,028.97</b>	<b>69.30</b>
<b>B. Expenditures</b>							
00	Not Applicable	0.00	0.00	0.00	0.00	0.00	0.00
01	Basic Education	157,421,307.00	11,468,497.91	50,576,914.88	4,159,181.07	102,685,211.05	65.22
02	Alternative Learning Exp	3,494,963.00	181,458.04	807,813.84	10,085.32	2,677,063.84	76.59
03	Dropout Reengagement	390,500.00	42,426.52	141,614.55	438,073.48	-189,188.03	48.44
10	TBD	0.00	0.00	0.00	0.00	0.00	0.00
11	Federal Stimulus	0.00	0.00	0.00	0.00	0.00	0.00
12	TBD	0.00	-226,189.77	67,587.26	9,377.18	-76,964.44	0.00*
13	Fiscal Stabilization	5,469,092.00	855,749.04	2,163,769.29	191,884.14	3,113,438.57	56.92
14	IDEA Stimulus	0.00	57,311.11	295,499.66	959,768.62	-1,255,268.28	0.00*
18	Mckinney Vento	0.00	0.00	0.00	0.00	0.00	0.00
19	ARRA	0.00	-337.79	0.00	0.00	0.00	0.00
21	Special Education State	27,995,328.00	2,511,213.43	10,182,316.15	419,352.02	17,393,659.83	62.13
22	SPED St Inf/Toddlers	0.00	0.00	0.00	0.00	0.00	0.00
23	SPED-ARP-IDEA	614,742.00	28,113.06	109,155.45	188,076.95	317,509.60	51.64
24	Special Education Supp Fed	3,492,410.00	354,930.39	1,094,880.64	1,016,876.87	1,380,652.49	39.53
29	Special Education Other	16,467.00	179.33	1,584.06	0.00	14,882.94	90.38
31	Vocational Basic State	8,686,629.00	565,981.74	3,024,952.59	539,617.20	5,122,059.21	58.96
34	Vocational M S	1,436,249.00	92,217.24	388,963.68	5,018.56	1,042,266.76	72.56
38	Vocational Federal	118,380.00	6,806.66	40,339.14	26,893.49	51,147.37	43.20
39	Vocational Other	41,072.00	18,784.46	27,516.99	0.00	13,555.01	33.00
45	Skills Center Basic State	5,649,674.00	358,795.25	1,761,038.64	335,839.19	3,552,796.17	62.88

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 12/30/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
46	Skills Center Federal	84,428.00	2,448.58	37,031.53	0.00	47,396.47	56.13
51	Disadvantaged Fed	7,050,777.00	570,145.89	2,164,406.11	148,025.88	4,738,345.01	67.20
52	School Improvement Fed	1,056,911.00	24,436.50	247,663.94	41,827.10	767,419.96	72.60
53	Migrant Federal	2,059,781.00	146,353.54	677,333.19	28,753.99	1,353,693.82	65.72
55	Learning Assistance	10,512,388.00	738,232.96	3,313,012.48	437,851.73	6,761,523.79	64.31
56	Inst. Center & Homes Delin	550,295.00	41,966.18	168,439.76	787.85	381,067.39	69.24
57	Inst Neglected & Delinq	0.00	0.00	0.00	0.00	0.00	0.00
58	Special & Pilot Programs State	1,800,457.00	6,993.76	39,879.89	0.00	1,760,577.11	97.78
59	St Institution Co Jail	40,245.00	2,215.85	8,941.34	0.00	31,303.66	77.78
64	Limited English Porficiency	415,281.00	15,489.02	60,853.36	0.00	354,427.64	85.34
65	Transitional Bilingual State	3,956,349.00	299,583.30	1,308,903.68	12,112.64	2,635,332.68	66.61
66	Student Achievement	0.00	0.00	0.00	0.00	0.00	0.00
73	Summer School	54,165.00	0.00	0.00	0.00	54,165.00	100.00
74	Highly Capable	521,028.00	47,336.28	175,798.99	1,588.28	343,640.73	65.95
75	Flexible Education State	0.00	125.43	125.43	0.00	-125.43	0.00*
79	Instructional Programs Other	1,978,133.00	78,606.56	142,357.07	250,852.45	1,584,923.48	80.12
86	Community Schools	201,486.00	13,141.69	48,764.60	0.00	152,721.40	75.79
88	Day Care	2,730,089.00	211,925.54	861,192.43	119,689.33	1,749,207.24	64.07
89	Other Community Service	111,270.00	1,676.81	30,609.70	66,306.00	14,354.30	12.90
97	Districtwide Support	31,105,714.00	1,915,686.10	10,314,020.28	2,539,285.10	18,252,408.62	58.67
98	Food Services	11,202,781.00	853,614.05	3,217,715.25	3,164,117.67	4,820,948.08	43.03
99	Pupil Transportation	10,100,255.00	773,160.63	3,473,869.64	301,006.25	6,325,379.11	62.62
Total Expenditures		300,358,646.00	22,059,075.29	96,974,865.49	15,412,248.36	187,971,532.15	62.58
C. Other Fin. Uses Trans. Out (GL 536)		0.00	0.00	0.00			
D. Other Financing Uses (GL535)							
E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)		-15,089,112.00	602,925.93	-9,418,360.46		9,741,496.82	0.00
F. Total Beginning Fund Balance		0.00		50,845,329.10			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 12/30/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
G. GL 898 Prior Year Adjustments (+ or -)						
H. Total Ending Fund Balance (E + F + OR - G)	-15,089,112.00		41,426,968.64			
I. Ending Fund Balance Accounts						
GL 810 Restricted for Other Items	0.00		0.00			
GL 821 Rest for C/O of Restricted Rev	0.00		998,791.01			
GL 825 Restricted Skill Centers	0.00		550,738.00			
GL 828 Restricted C/O Food Service	0.00		0.00			
GL 831 Restricted Emp Comp Absences	0.00		0.00			
GL 840 Nonsp Fd Bal Inventory/Prepaid	0.00		1,026,174.15			
GL 862 Restricted from Levy Proceeds	0.00		0.00			
GL 863 Restricted from State Proceeds	0.00		0.00			
GL 870 Committed to Other Purposes	0.00		0.00			
GL 872 Committed To Economic Stabiliz	0.00		0.00			
GL 875 Assigned to Contingencies	0.00		35,059,542.94			
GL 884 Assigned to Capital Projects	0.00		1,500,000.00			
GL 888 Assigned to Other Purposes	0.00		1,210,083.00			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 891 Unassigned Minimum Fd Bal Poli	0.00		10,500,000.00			
GL 890 Unreserved/ Fund Balance	-15,089,112.00		-9,418,360.46			
	-15,089,112.00		41,426,968.64			

\* Zero budget with charges against it.

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by Activity**

FISCAL YEAR: 2023

REPORT DATE: 12/31/2022

Activity		Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
000	Not Applicable	0.00	0.00	0.00	0.00
011	Board Of Directors	35,569.25	287,500.00	52,000.00	199,930.75
012	Superintendent Office	130,916.62	464,512.00	0.00	333,595.38
013	Business Office	518,153.34	1,757,411.00	114,323.48	1,124,934.18
014	Human Resources	358,891.37	1,216,038.00	125,105.70	732,040.93
015	Public Relations	151,866.51	585,150.00	61,500.00	371,783.49
021	Supervision	1,912,323.94	6,190,086.00	70,926.99	4,206,835.07
022	Learning Resources	1,865,247.75	5,172,299.00	6,995.55	3,300,055.70
023	Principals	5,872,387.98	18,351,452.00	18,408.97	12,460,655.05
024	Counseling	3,203,954.36	9,476,714.00	1,111,355.12	5,161,404.52
025	Pupil Mgnt & Safety	1,401,480.85	4,103,702.00	529,563.40	2,172,657.75
026	Health Services	3,431,844.52	11,053,749.00	457,915.58	7,163,988.90
027	Teaching	57,477,660.08	177,326,075.00	6,318,623.92	113,529,791.00
028	Extra Curricular	1,820,972.80	3,905,732.00	204,277.19	1,880,482.01
031	Professional Development	1,783,353.46	8,019,106.00	280,375.96	5,955,376.58
032	Inst Technology Equip	706,024.66	1,491,422.00	131,556.88	653,840.46
033	Curriculum	318,437.88	1,186,410.00	214,162.31	653,809.81
034	Professonal Learning State	0.00	2,061,738.00	0.00	2,061,738.00
041	Food Service Supervision	305,524.82	1,012,837.00	475,771.28	231,540.90
042	Food	1,094,311.12	3,355,954.00	2,247,832.53	13,810.35
043	Commodities	0.00	700,239.00	0.00	700,239.00
044	Food Service Operations	1,828,061.01	6,199,727.00	484,683.86	3,886,982.13
049	Transfers	-7,904.00	0.00	0.00	7,904.00
051	Transportation Supervision	285,690.49	921,274.00	2,645.39	632,938.12
052	Transportation Operations	2,219,020.00	6,780,414.00	213,861.00	4,347,533.00
053	Transportation Maintenance	233,675.77	900,130.00	84,499.86	581,954.37
054	Transportation Maintenance	0.00	0.00	0.00	0.00
055	Transportation Maintenance	0.00	0.00	0.00	0.00
056	Transportation Insurance	260,016.34	290,000.00	0.00	29,983.66
058	TBD	0.00	0.00	0.00	0.00
059	Transfers	-107,650.11	-318,920.00	0.00	-211,269.89
061	Maintenance Supervision	194,566.38	825,565.00	0.00	630,998.62
062	Maintenance Grounds	481,745.72	2,247,559.00	173,840.48	1,591,972.80
063	Operations Buildings	2,251,157.17	7,029,876.00	0.00	4,778,718.83
064	Maintenance Of Bldg & Equip	1,651,190.82	4,881,416.00	971,380.08	2,258,845.10
065	Utilities	1,061,878.08	3,750,750.00	0.00	2,688,871.92
067	Bldg Security	-18,495.12	95,000.00	58,514.74	54,980.38



**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by Activity**

FISCAL YEAR: 2023

REPORT DATE: 12/31/2022

Activity		Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
068	Insurance	2,549,751.38	2,781,900.00	0.00	232,148.62
072	Data Processing	1,297,994.01	4,843,259.00	852,925.85	2,692,339.14
073	Printing	122,128.33	372,691.00	78,526.89	172,035.78
074	Warehouse	216,537.19	663,921.00	1,799.61	445,584.20
075	Motor Pool	59,553.55	331,577.00	68,875.74	203,147.71
083	Interest	0.00	6,500.00	0.00	6,500.00
091	Public Activities	7,027.17	37,881.00	0.00	30,853.83
<b>Total:</b>		<b>96,974,865.49</b>	<b>300,358,646.00</b>	<b>15,412,248.36</b>	<b>187,971,532.15</b>

**Report Selection:**

GLK\_KEY\_MSTR.[glk\_grp\_part01] = '01'

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by State Object**

FISCAL YEAR: 2023

REPORT DATE: 12/31/2022

State Object	Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
0 Debit Transfer	184,841.56	472,620.00	0.00	287,778.44
1 Credit Transfer	-184,841.56	-472,720.00	0.00	-287,878.44
2 Certificated Salaries	46,331,263.87	140,100,869.00	0.00	93,769,605.13
3 Classified Salaries	14,796,730.48	47,915,231.00	0.00	33,118,500.52
4 Benefits & PR Taxes	23,221,933.12	73,052,029.00	0.00	49,830,095.88
5 Supplies	3,655,958.86	11,723,760.00	1,521,818.01	6,545,983.13
7 Contract Services	8,906,503.70	26,124,647.00	13,212,365.65	4,005,777.65
8 Travel	92,482.60	760,772.00	2,000.00	666,289.40
9 Capital Outlay	-30,007.14	681,438.00	676,064.70	35,380.44
<b>Total:</b>	<b>96,974,865.49</b>	<b>300,358,646.00</b>	<b>15,412,248.36</b>	<b>187,971,532.14</b>

**Report Selection:**

GLK\_KEY\_MSTR.[glk\_grp\_part01] = '01'

**Kennewick SD #17**  
**Budget Status - Capital Projects Fund**

Location 000

Report Date: 12/31/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>						
1000 Local Revenues	4,238,750.00	18,172.80	1,682,187.33	0.00	2,556,562.67	60.31
2000 Local State Non-Tax	500,000.00	102,018.51	360,443.79	0.00	139,556.21	27.91
4000 State Revenues Special Purpose	7,000,000.00	1,743,510.20	2,055,126.18	0.00	4,944,873.82	70.64
7000 Sale of Bonds	0.00	0.00	0.00	0.00	0.00	0.00
9000 Long-Term Financing	0.00	0.00	0.00	0.00	0.00	0.00
9999 Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues/Other Fin. Sources</b>	<b>11,738,750.00</b>	<b>1,863,701.51</b>	<b>4,097,757.30</b>	<b>0.00</b>	<b>7,640,992.70</b>	<b>65.09</b>
<b>B. Expenditures</b>						
10 - Sites	2,000,000.00	0.00	0.00	0.00	2,000,000.00	100.00
20 - Buildings	33,150,000.00	3,182,175.27	7,305,936.86	27,713,153.43	-1,869,090.29	5.63
30 - Equipment	9,100,000.00	0.00	0.00	276,764.73	8,823,235.27	96.95
<b>Total Expenditures</b>	<b>44,250,000.00</b>	<b>3,182,175.27</b>	<b>7,305,936.86</b>	<b>27,989,918.16</b>	<b>8,954,144.98</b>	<b>20.23</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>						
<b>D. Other Financing Uses (GL535)</b>						
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>						
	-32,511,250.00	-1,318,473.76	-3,208,179.56		-1,313,152.28	0.00
<b>F. Total Beginning Fund Balance</b>						
	0.00		54,493,048.99			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>						
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>						
	-32,511,250.00		51,284,869.43			
<b>I. Ending Fund Balance Accounts</b>						
GL 810 Restricted for Other Items	0.00		0.00			
GL 825 Restricted Skill Centers	0.00		0.00			
GL 861 Restricted from Bond Proceeds	0.00		22,462,004.10			

\* Zero budget with charges against it.

**Kennewick SD #17**

**Budget Status - Capital Projects Fund**

**Location 000**

**Report Date: 12/31/2022**

	<b>Budget</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Balance</b>	<b>% Remaining</b>
GL 862 Restricted from Levy Proceeds	0.00		647,904.19			
GL 863 Restricted from State Proceeds	0.00		23,069,270.36			
GL 888 Assigned to Other Purposes	0.00		11,704,409.62			
GL 889 Assigned to Fund Purposes	0.00		8,313,870.34			
GL 890 Unreserved/ Fund Balance	-32,511,250.00		-14,912,589.18			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - Debt Service Fund**

Location 000

Report Date: 12/31/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>						
1000 Local Revenues	17,310,000.00	78,375.68	7,313,279.62	0.00	9,996,720.38	57.75
9000 Long-Term Financing	0.00	0.00	0.00	0.00	0.00	0.00
9999 Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues/Other Fin. Sources</b>	<b>17,310,000.00</b>	<b>78,375.68</b>	<b>7,313,279.62</b>	<b>0.00</b>	<b>9,996,720.38</b>	<b>57.75</b>
<b>B. Expenditures</b>						
92	7,000,000.00	3,572,937.51	3,572,937.51	0.00	3,427,062.49	48.95
11 Debt Principal	9,360,000.00	9,360,000.00	9,360,000.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>16,360,000.00</b>	<b>12,932,937.51</b>	<b>12,932,937.51</b>	<b>0.00</b>	<b>3,427,062.49</b>	<b>20.94</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>						
<b>D. Other Financing Uses (GL535)</b>						
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>						
	950,000.00	-12,854,561.83	-5,619,657.89		6,569,657.89	691.54
<b>F. Total Beginning Fund Balance</b>						
	0.00		7,873,180.97			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>						
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>						
	950,000.00		2,253,523.08			
<b>I. Ending Fund Balance Accounts</b>						
GL 810 Restricted for Other Items	0.00		0.00			
GL 830 Restricted Debt Service	0.00		7,873,180.97			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 890 Unreserved/ Fund Balance	950,000.00		-5,619,657.89			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - ASB Fund**

Location 000

Report Date: 12/31/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
		0.00	0.00	0.00	0.00	0.00	0.00
100	General Student Body	645,000.00	32,374.33	389,684.67	0.00	255,315.33	39.58
200	Athletics	445,000.00	59,156.22	270,269.29	0.00	174,730.71	39.26
300	Classes	50,000.00	1,706.76	3,208.14	0.00	46,791.86	93.58
400	Clubs	570,000.00	22,465.21	237,499.33	0.00	332,500.67	58.33
600	Private Moneys	50,000.00	150.00	9,991.11	0.00	40,008.89	80.01
Total Revenues/Other Fin. Sources		1,760,000.00	115,852.52	910,652.54	0.00	849,347.46	48.25
<b>B. Expenditures</b>							
100	General Student Body	570,000.00	52,849.75	183,554.07	47,776.58	338,669.35	59.41
200	Athletics	705,000.00	44,997.95	209,037.37	32,076.33	463,886.30	65.79
300	Classes	51,000.00	395.40	6,336.86	0.00	44,663.14	87.57
400	Clubs	650,000.00	35,621.40	207,167.87	24,806.33	418,025.80	64.31
600	Private Moneys	67,000.00	0.00	10,950.52	0.00	56,049.48	83.65
Total Expenditures		2,043,000.00	133,864.50	617,046.69	104,659.24	1,321,294.07	64.67
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>		-283,000.00	-18,011.98	293,605.85		-471,946.61	0.00
<b>F. Total Beginning Fund Balance</b>		0.00		1,664,727.22			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		-283,000.00		1,958,333.07			
<b>I. Ending Fund Balance Accounts GL 810 Restricted for Other Items</b>		0.00		0.00			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - ASB Fund**

Location 000

Report Date: 12/31/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
GL 819 Restricted to Fund Purpose	0.00		1,664,727.22			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 890 Unreserved/ Fund Balance	-283,000.00		1,958,333.07			
	-283,000.00		3,623,060.29			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - Self Insurance**

Location 000

Report Date: 12/31/2022

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>						
1000 Local Revenues	0.00	0.00	0.00	0.00	0.00	0.00
2000 Local State Non-Tax	1,450,000.00	9,086.62	30,124.98	0.00	1,419,875.02	97.92
<b>Total Revenues/Other Fin. Sources</b>	<b>1,450,000.00</b>	<b>9,086.62</b>	<b>30,124.98</b>	<b>0.00</b>	<b>1,419,875.02</b>	<b>97.92</b>
<b>B. Expenditures</b>						
97 Districtwide Support	2,175,000.00	35,932.20	265,872.44	0.00	1,909,127.56	87.77
<b>Total Expenditures</b>	<b>2,175,000.00</b>	<b>35,932.20</b>	<b>265,872.44</b>	<b>0.00</b>	<b>1,909,127.56</b>	<b>87.77</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>						
<b>D. Other Financing Uses (GL535)</b>						
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>						
	-725,000.00	-26,845.58	-235,747.46		-489,252.54	0.00
<b>F. Total Beginning Fund Balance</b>						
	0.00		4,930,004.02			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>						
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>						
	-725,000.00		4,694,256.56			
<b>I. Ending Fund Balance Accounts</b>						
GL 889 Assigned to Fund Purposes	0.00		4,930,004.02			
GL 890 Unreserved/ Fund Balance	-725,000.00		-235,747.46			
	-725,000.00		4,694,256.56			

\* Zero budget with charges against it.



**Kennewick SD #17**

**Budget Status - Transportation Fund**

Report Date: 12/31/2022

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
2000	Local State Non-Tax	3,000.00	459.78	1,589.52	0.00	1,410.48	47.01
4000	State Revenues Special Purpose	870,000.00	0.00	0.00	0.00	870,000.00	100.00
9999	Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues/Other Fin. Sources		873,000.00	459.78	1,589.52	0.00	871,410.48	99.81
<b>B. Expenditures</b>							
99	Pupil Transport	0.00	0.00	0.00	0.00	0.00	0.00
99	Pupil Transport Equipmt Purc	1,085,000.00	0.00	0.00	1,994,882.54	-909,882.54	83.86
Total Expenditures		1,085,000.00	0.00	0.00	1,994,882.54	-909,882.54	83.86
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>		-212,000.00	459.78	1,589.52		1,781,293.02	0.00
<b>F. Total Beginning Fund Balance</b>		0.00		240,204.83			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		-212,000.00		241,794.35			
<b>I. Ending Fund Balance Accounts</b>							
	GL 810 Restricted for Other Items	0.00		0.00			
	GL 819 Restricted to Fund Purpose	0.00		240,204.83			
	GL 889 Assigned to Fund Purposes	0.00		0.00			
	GL 890 Unreserved/ Fund Balance	-212,000.00		1,589.52			

\* Zero budget with charges against it.



Kennewick School District No. 17

---

**Teaching and Learning Department**

1000 W 4th Ave  
Kennewick, WA 99336  
Phone: (509) 222-6423  
FAX: (509) 585-3046

TO: Dr. Traci Pierce, Superintendent  
Kennewick School District Board of Directions

FROM: Alyssa St. Hilaire  
Assistant Superintendent

SUBJECT: Recommendation of Instructional Materials

DATE: January 20, 2023

---

In compliance with Kennewick School District Policy #2310, the following instructional material has gone through the approval process for the district and is now presented to the Kennewick School District Board of Directors for final approval and adoption. The materials have completed the review process involving faculty, parent/community members, and district level curriculum advisory committee, district level instructional material committee and the Assistant Superintendent of Teaching and Learning/Secondary.

Please see attached table for recommendations for Board approval:

A handwritten signature in blue ink that reads "Alyssa St. Hilaire". The signature is fluid and cursive, with a long horizontal stroke at the end.

Alyssa St. Hilaire  
Assistant Superintendent of Teaching and Learning

**Instructional Materials Committee**

**December 15, 2022**

4:00 p.m. – 5:35 p.m.

**Attendance:** Matt Scott, Kristi Lakey, Chad, Foltz, Linda Stephenson, Allison Dabler, Jeff Pieros, Carla Zoerb, Gayle Hane, Jessica Robledo, Nick Nelson, Leslie Sievers, and Rhonda Pratt

**Absent:** Alyssa St. Hilaire, Yvette Jaramillo, Tina Brewers, Elida Alvarez, Amanda Brown, Nesreen Hassan, Jeff Joggerst, and Madge Peterson

Title	Author	Publisher	Format	Date Published	Grade Level	Description	Action by IMC
(SPED) STAR Autism Support	Arick, Loos, Falco, Krug	STAR Autism Support	Digital	2004	All Grades	Core Curriculum	Recommended for approval
Tentative: Protect Human Trafficking Prevention Education and Training	Ashlie Bryant Co-Founder & CEO	3 Strands Global Foundation	Digital	2022	5 <sup>th</sup> -12 <sup>th</sup> grades	Core Curriculum	Recommended for approval

**Instructional Materials Committee**

**January 19, 2023**

4:03 p.m. – 5:28 p.m.

**Attendance:** Alyssa St. Hilaire, Kristi Lakey, Tina Brewer, Carla Zoerb, Chad Foltz, Elida Alvarez, Linda Stephenson, Gayle Hane, Jessica Robledo, Rhonda Pratt, Amanda Brown, Nick Nelson, and Allison Dabler

**Absent:** Jeff Pieros, Yvette Jaramillo (resigned from committee 1/19/2023) Madge Peterson, Leslie Sievers

Title	Author	Publisher	Format	Date Published	Grade Level	Description	Action by IMC
Casa dividida	Chris Mercer	TPRS Books	Book	2017	High School, 9-12	Historical Fiction	Recommended for approval
Yanga	Chris Mercer	Chris Mercer Books	Book	2020	High School, 9-12	Historical Fiction	Recommended for approval
Los sobrevivientes	Bryan Kandel	TPRS	Book	2017	High School, 9-12	Historical Fiction	Recommended for approval



Brian Leavitt, Director of Student Services  
1000 W. 4<sup>th</sup> Avenue • KENNEWICK, WA 99336  
P: (509) 222-5004 • F: (509) 222-5053  
[Brian.Leavitt@ksd.org](mailto:Brian.Leavitt@ksd.org) • [www.ksd.org](http://www.ksd.org)

January 2023

Kennewick School District Board of Directors

**RE: FOREIGN EXCHANGE AGENCIES AND COORDINATORS FOR 2023-2024 SCHOOL YEAR**

Below is a list of the Foreign Exchange Service Agencies who have returned their Intent to Place forms for foreign exchange students for the 2023-2024 school year. Also attached is a list of the program coordinators.

- Council on International Education Exchange (CIEE)
- EF High School Exchange Year
- International Student Exchange (ISE)
- PAX-Program of Academic Exchange
- STS Foundation

The above programs are listed as approved programs with the Council for Standards of International Educational Travel and Exchange Programs (CSIET). We have sent the Kennewick School District Board Policy and Administrative Regulation for the Foreign Exchange Program to the respective coordinators.

Please approve the above list for the Kennewick School District Foreign Exchange Program for the 2023-2024 school year.

Brian Leavitt, Director of Student Services

cc: Traci Pierce, Superintendent  
Matt Scott, Assistant Superintendent of Secondary Education  
Rhonda Pratt, Director of Secondary Education  
Chris Chelin, Principal, Kamiakin High School  
Ron King, Principal, Kennewick High School  
Ron Williamson, Principal, Southridge High School

Attachment

Council on International Education Exchange (CIEE)

Contact Person: Nichole Hernandez

Local Rep: Amber Farley

EF High School Exchange Year

Contact Persons: Pat & Mara Schneider

Local Rep: Caren Wheeler

International Student Exchange (ISE)

Contact Person: Gayle Criteser

Local Rep: Bill Martens

PAX-Program of Academic Exchange

Contact Person: Kristine Garrison

Local Rep: Heidi Bell

STS Foundation

Contact Person: Amanda Garcia

Local Rep: Emily Tubberville



# Annual Report 2021-2022

Nutrition Services  
Department



# Agenda

- **Office Team Introductions**
- **What's for Dinner?**
- **Student Feedback**
- **USDA Requirements**
- **Meal Service Summary**
- **2021-2022 Revenue and Expenses**
- **Meal Count Comparisons**
- **CEP**
- **Future Chef**

# Meet our office team

- Melani Tackett – Admin Assistant
- Brandi Barajas – Field Supervisor
- Mandi Kinsey – Application Processor
- Audrey Branham – Field Supervisor
- Lisa Garrison – Admin Assistant
- Cori McFadden – Assistant Director
- Christine Benson - Director





# What's for dinner?



- All students are ready for their future
- Green Pesole - Fall Soup Winner
- Coffee Shop
- Chef LuAnne Wiles, Chef Luis Alcaarez, and Catering Supervisor Aubree Kulmus

# Student Feedback

All students are  
safe, known, and  
valued.

High School  
Superintendent  
Advisory Group  
October 12<sup>th</sup>

Legacy High School  
September 21<sup>st</sup>  
October 24<sup>th</sup>  
December 24<sup>th</sup>

Chinook Middle  
School – Captured  
Survey  
November 8<sup>th</sup>-10<sup>th</sup>

Elementary Schools  
Vote and Be Heard  
November 10<sup>th</sup>



# Student Feedback Questions

1. Outside of school, what foods do you like? Dislike?
2. When you eat at school, what makes you decide to do so?
3. How do you want us to communicate about the menu/choices for lunch or breakfast?
4. What do you like about the food service at your school?
5. What do you dislike about the food service at your school?
6. What are some nutritious foods and beverages that students would like to buy at school?
7. If you could add one thing in the list of food/beverage items sold, what would it be?
8. What can you tell us about the customer service from the cafeteria staff?
9. If you were in charge of food service and could do one thing different, what would that be?
10. Is there anything else you would like us to know about the food service at your school?



# Student Responses

## What do students like about our service?

- Customer Service
- Convenient
- Choices
- Speed of service
- Free

## What do students want?

- Variety – fruits and veg
- Nutrition information
- Accommodate students with allergies
- Breakfast after the Bell

## What do students dislike?

- Crowds
- Line control
- Garbage

# USDA Requirements

Innovative, Proactive, and Accountable

- Primero Edge Software
- OSPI Spring Administrative Review

Food Components	Grade K - 5	Grade 6 - 8	Grade 9 - 12
<b>Milk</b>	5 cups/week (1 cup daily)	5 cups/week (1 cup daily)	5 cups/week (1 cup daily)
<b>Meat or Meat Alternates</b> -Daily/ Weekly Minimum	8 oz equivalent/week (1 oz daily minimum)	9 oz equivalent/week (1 oz daily minimum)	10 oz equivalent/week (2 oz daily minimum)
<b>Vegetables (total)</b> -Daily/ Weekly Minimum	3¾ cups/week (¾ cup daily minimum)	3¾ cups/week (¾ cup daily minimum)	5 cups/week (1 cup daily minimum)
<i>Dark Green Subgroup</i>	½ cup/wk	½ cup/wk	½ cup/wk
<i>Red / Orange Subgroup</i>	¾ cup/wk	¾ cup/wk	1¼ cup/wk
<i>Legumes Subgroup</i>	½ cup/wk	½ cup/wk	½ cup/wk
<i>Starchy Subgroup</i>	½ cup/wk	½ cup/wk	½ cup/wk
<i>Other Subgroup</i>	½ cup/wk	½ cup/wk	¾ cup/wk
<b>Fruits</b> -Daily/ Weekly Minimum	2½ cups/week (½ cup daily minimum)	2½ cups/week (½ cup daily minimum)	5 cups/week (1 cup daily minimum)
<b>Grains / Breads</b> -Weekly minimum- maximum** -At least half of all grains must be whole-grain rich***	8-9 oz equivalent/week** (1 oz daily minimum)	8-10 oz equivalent/week** (1 oz daily minimum)	10-12 oz equivalent/week** (2 oz daily minimum)
<b>Minimum – Maximum Calories (kcal)</b> -Weekly average	550 – 650	600 – 700	750 - 850
<b>Saturated Fat</b> (% of total calories) -Weekly average	<10%	<10%	<10%
<b>Sodium*</b> -Weekly average	≤1230 mg*	≤1360 mg*	≤1420 mg*
<b>Trans Fat</b>	0 grams / serving	0 grams / serving	0 grams / serving

\*Sodium targets decrease in SY 24-25

\*\*Staying within the maximums helps with dietary specifications, but are not required.

\*\*\*Child Nutrition Services encourages 80% or more of all grains be whole-grain rich.



# USDA Requirements

Be able to identify a reimbursable meal.

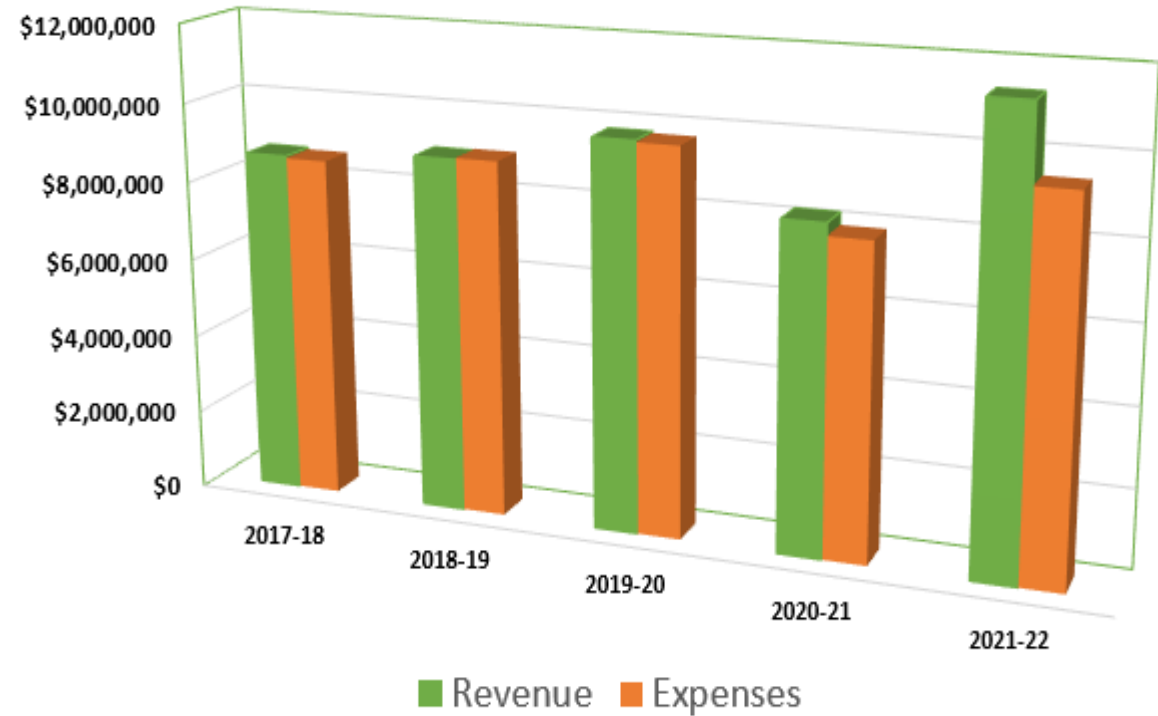


# Meal Service: 2021-2022

- **No-cost meal waiver under the Seamless Summer Option**
- **Fall – Modified service model – Serve Only**
- **Spring – Full-service model – Offer vs. Serve**
- **3M total meals**

# Revenue and Expenses

Food Service Program Financial Trend  
By School Year





## School Year Meal Program Average Daily Participation (ADP) Comparison

- SY 2020-2021 started virtually, moved to hybrid, then in person in late Spring
- SY 2021-2022 all students returned to school. No cost meals for all students

School Year	2020-2021		2021-2022	
	# of meals	ADP	# of meals	ADP
Lunch	1,112,872	6,546	1,783,282	10,368
Breakfast	981,757	5,775	1,070,315	6,223
Snacks	0	0	3,111	18
Supper	8,019	47	109,149	635
Equivalent Meals	724	4	16,542	96
<b>Total Meals</b>	<b>2,103,372</b>	<b>12,372</b>	<b>2,982,399</b>	<b>17,340</b>

## Summer Program Average Daily Participation (ADP) Revenue Comparison

- Summer 20/21 – multiple day meal kits served
- Summer 21/22 – breakfast and lunch served at 23 sites

Summer	2020-2021		2021-2022	
	# of meals	ADP	# of meals	ADP
Lunch	71,867	1,633	26,911	708
Breakfast	69,212	1,573	14,231	375
<b>Total Meals</b>	<b>141,079</b>	<b>3,206</b>	<b>41,142</b>	<b>1,083</b>
	<b>Total Revenue</b>	<b>Revenue/Day</b>	<b>Total Revenue</b>	<b>Revenue/Day</b>
Summer Lunch\$	\$304,997	\$7,820	\$120,763	\$3,178
Summer Breakfast\$	\$167,203	\$4,287	\$36,360	\$957
<b>Total Summer Revenue</b>	<b>\$472,200</b>	<b>\$12,107</b>	<b>\$157,123</b>	<b>\$4,135</b>



# Community Eligibility Provision (CEP)

- CEP for all schools if district has at least 40% of students directly certified (Basic Food, Temporary Assistance Needy Families, Foster, Homeless, Migrant)
- KSD was 51.65%
- SY22/23 – no cost breakfast and lunch for all students
- Approved for 4 years
- CEP is funded primarily through federal funds with some state funding
  - Statewide CEP participation significantly increased
  - Shortfall in state CEP funding – legislature expected to increase program funding during current session
- Reapply in June 2023





# Future Chef 2023

- 4<sup>th</sup> and 5<sup>th</sup> graders
- March 3, 2023 @ Tri Tech Skill Center
- Healthy side dish
- Looking for judges

# Questions?



# 2023 Staff Safety Report

Mollie Lütz

Safety & Loss Prevention Specialist

January 25, 2023



# Staff Goal

## All staff members are safe, respected and valued professionals



- > *Working in safe and positive environments.*
- > *Valued for their diversity and recognized for their unique contributions as educators, support staff and administrators.*
- > *Members of high-functioning collaborative teams who use data to plan, improve, and innovate.*
- > *Provided opportunities to learn and grow and held to high standards for professionalism and performance.*

# Presentation Focus

## Performance Indicators & Targets

- **≥95%** of staff have completed Safe Schools by December 31
- The number of Labor & Industries (L&O) claims filed each year is **≤3.0%** of the total number of employees
- The “time loss” L&I claims are **≤10.0%**



# Claims & Loss

The background features a series of overlapping, wavy, horizontal bands in shades of blue. The top band is a dark navy blue, followed by a medium blue band, and a light blue band at the bottom. The waves create a sense of movement and depth.

# Who Pays Claims & Employee Time Loss?

- The District collects premiums from employees and manages program premiums and expenditures/claims to ensure the program has adequate cash reserves to fund expected and outstanding claims
- Quarterly payments/assessments are made to Labor & Industries (L&I) for statewide program administration
- Other costs include:
  - Third Party Claims Administrator Services
  - Safety program related costs, equipment, supplies, training, etc.
  - Employee claims (doctor visits/physical therapy/equipment/etc.) and time loss (lost wages)

# Presentation Focus

## Performance Indicators & Targets

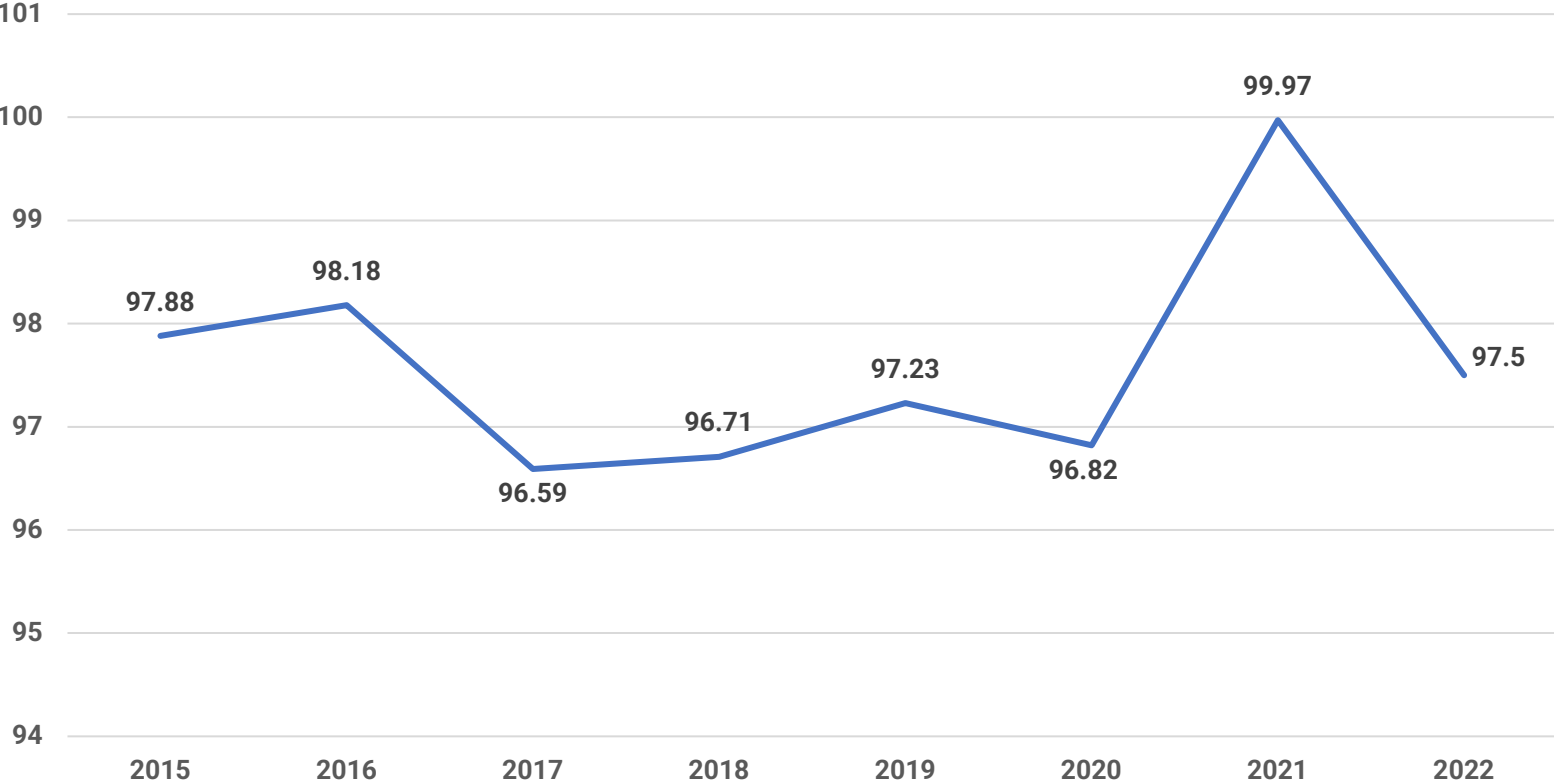
- **≥95%** of staff have completed Safe Schools by December 31
- The number of Labor & Industries (L&I) claims filed each year is **≤3.0%** of the total number of employees
- The “time loss” L&I claims are **≤10.0%**

# Safe Schools Training Modules

Course
Bloodborne Pathogen Exposure Prevention (Refresher (Washington))
Bullying: Recognition & Response (Refresher)
Caduceus Telemedicine~ reporting an injury at work (Custom)
Child Abuse & Neglect (Policy)
Computer Use Form (2313 F-1) (Custom)
Discrimination & Harassment (Policy 5150) (Policy)
General Rules of Staff Responsibility and Conduct (Policy 5270) (Policy)
Maintaining Professional Staff-Student Boundaries (Policy 5276) (Policy)
Managing Difficult Behaviors (Full Course)
Right to Know Hazard Communication (Policy)
Sexual Harassment (Custom)
Slips, Trips and Falls (Full Course (Teachers and Admin))
Social Media Policy (5278) (Custom)
Students Experiencing Homelessness: Awareness and Understanding (Full Course)
What Every Employee Must Be Told (Full Course (Washington))

**97.50% of all District Employees Have Completed Required Training on Time**

Safe Schools Completions all Employees



# Presentation Focus

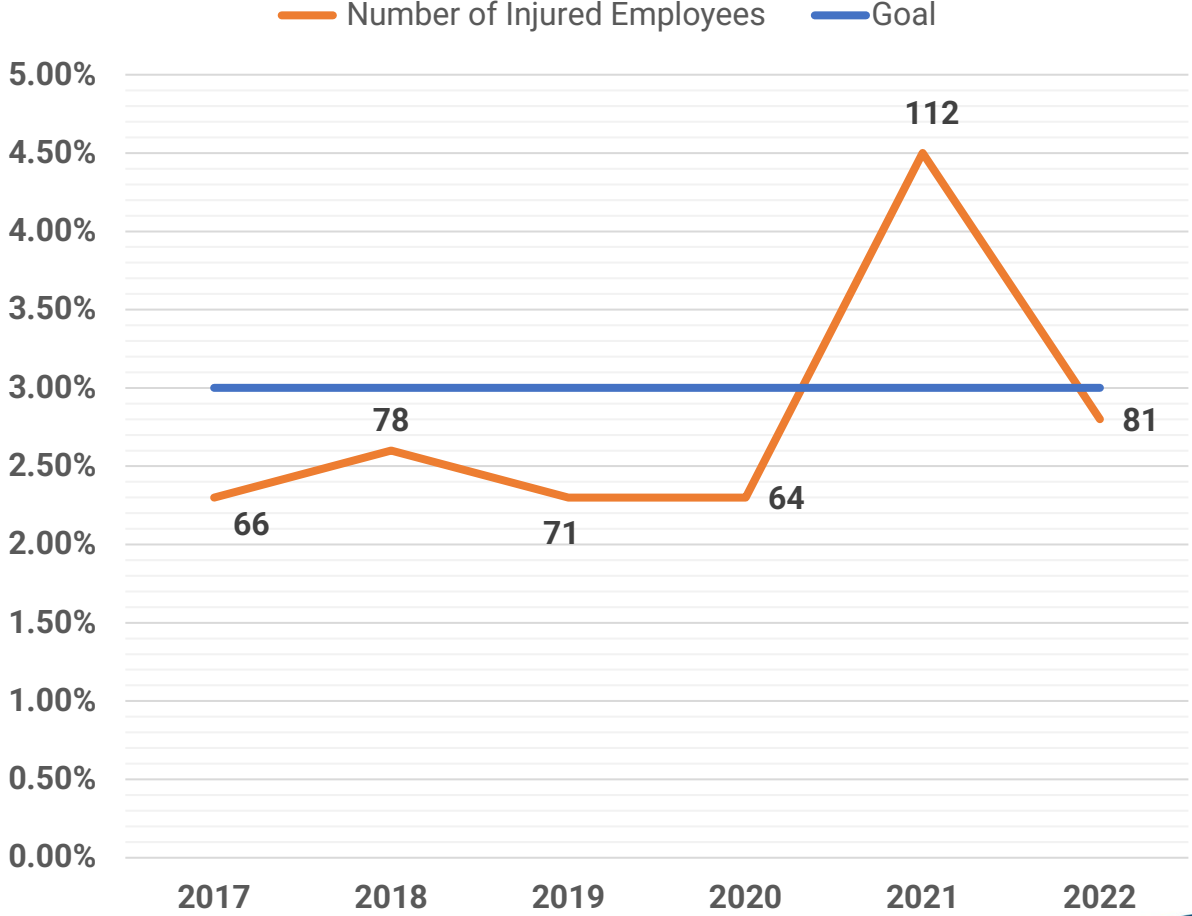
## Performance Indicators & Targets

- $\geq 95\%$  of staff have completed Safe Schools by December 31
- The number of Labor & Industries (L&I) claims filed each year is  $\leq 3.0\%$  of the total number of employees
- The “time loss” L&I claims are  $\leq 10.0\%$

# Total Claims Filed

- A best practice indicator is that 3% or less of your workforce will file a claim each year
- Accepted claims are an indicator of frequency in injuries

# Percent of Staff Filing Claims





# Who was Injured?

	Teachers, Administrators & Secretaries	Para- Educators	Food Service	Coaches/ Casual	Transportation	M&O	Total
2015	20	7	1	0	8	10	46
2016	23	20	3	1	5	7	59
2017	25	16	4	4	8	9	66
2018	23	32	2	2	6	13	78
2019	22	21	5	0	8	15	71
2020	11	26	11	2	7	7	64
2021	40	43	8	0	9	12	112
2022	27	34	3	1	5	11	81

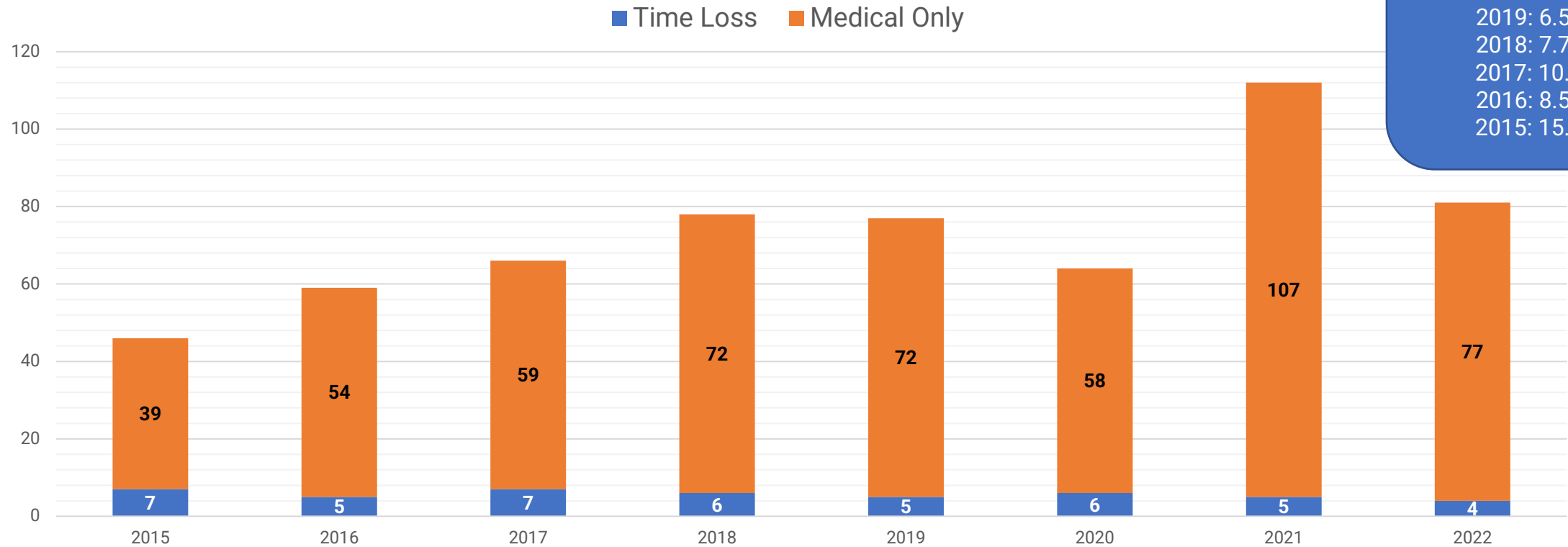
# Presentation Focus

## Performance Indicators & Targets

- **≥95%** of staff have completed Safe Schools by December 31
- The number of Labor & Industries (L&I) claims filed each year is **≤3.0%** of the total number of employees
- The “time loss” L&I claims are **≤10.0%**

# Time Loss & Medical Only Claims

Best practice is  
80% Medical only  
20% time loss  
2022: 4.9%  
2021: 4.5%  
2020: 9.4%  
2019: 6.5%  
2018: 7.7%  
2017: 10.6%  
2016: 8.5%  
2015: 15.2%





Questions?

## INSTRUCTION

### Flag Displays and Exercises

The flag of the United States and the flag of the state shall be prominently installed, displayed and maintained in schools. A United States flag being in good condition shall be displayed during school hours at every school site and in every school classroom. Flag exercises shall be conducted in each school on a minimum of once per day, including but not limited to the opening of all school assemblies. Students not reciting the Pledge of Allegiance shall maintain a respectful silence.

### Flags Other Than the United States Flag

A flag is defined as, “a piece of material, usually rectangular, of distinctive color and design, used as a symbol, standard, signal, or emblem.” When permanently displaying flags other than the United States flag in schools, the following restrictions apply:

- No flag larger than the United States flag may be displayed.
- No flag may be hung higher than the United States flag.
- Multiples of the same flag may not be displayed.
- Flags may not be used to cover a window.

Legal Reference:     [RCW 28A.230.140](#)   United States flag--Procurement, display, exercises--National Anthem.  
                          [RCW 1.20.015](#)        Display of national and state flags.

Adopted: April 28, 1993

Revised: July 12, 2006

Revised: December 14, 2022

## INSTRUCTION

### Flag Displays and Exercises

~~The flag of the U.S. stands as the universal and most singularly important emblem of America. (Note: Board wanted to discuss)~~ The flag of the United States and the flag of the state shall be prominently installed, displayed and maintained in schools. A United States flag being in good condition shall be displayed during school hours at every school site and in every school classroom. Flag exercises shall be conducted in each school on a minimum of once per day, including but not limited to the opening of all school assemblies. Students not reciting the Pledge of Allegiance shall maintain a respectful silence.

### Flags Other Than the United States Flag

A flag is defined as, “a piece of **material** cloth, usually rectangular, of distinctive color and design, used as a symbol, standard, signal, or emblem.” When **permanently** displaying flags other than the United States flag in schools, the following restrictions apply:

- No flag larger than the United States flag may be displayed.
- No flag may be hung higher than the United States flag.
- **Multiples** of the same flag may not be displayed.
- Flags may not be used to cover a window.
- ~~No flag may be hung in a manner that causes distraction. (NOTE: Board needs to discuss this as it is subjective)~~

~~In addition, no posters or other signage may be used like a flag to signal or attract attention. (NOTE: Board needs to discuss this as it is subjective)~~

Legal Reference:     [RCW 28A.230.140](#)   United States flag--Procurement, display, exercises--National Anthem.  
                              [RCW 1.20.015](#)            Display of national and state flags.

Adopted: April 28, 1993

Revised: July 12, 2006

Revised: December 14, 2022

### Board Discussion

Regarding flag displays:

- More prominent
- Larger
- Hung higher
- Hung over a window or hang multiple flags of the same flags
- Hung in a manner that causes distraction (eg hung over windows, having multiple flags (many of the same flags)
- Should be done as committee? Board not prepared to discuss
- Would like to discuss changes
- After definition - or something used like a flag to signal or attract attention (i.e. posters)
- First sentence: The flag of the U.S. stands as the universal and most singularly important emblem of America
- Wording to include permanent displays
- Subjective parts/wording need to be considered
- Community needs to see the draft in full to be able to comment/time to do it correctly/legally
- Bronson stated that policy needs to not be subjective so it can be enforced
- Bring back updated draft for first reading
- Be sure to add legal references
- Note the items that are ambiguous
- Draft something that is close to a finished product

## INSTRUCTION

### Flag Displays and Exercises

The flag of the United States and the flag of the state shall be prominently installed, displayed and maintained in schools. A United States flag being in good condition shall be displayed during school hours at every school site and in every school classroom. Flag exercises shall be conducted in each school on a minimum of once per day, including but not limited to the opening of all school assemblies. Students not reciting the Pledge of Allegiance shall maintain a respectful silence.

### Flags Other Than the United States Flag

A flag is defined as, “a piece of material, usually rectangular, of distinctive color and design, used as a symbol, standard, signal, or emblem.” When displaying flags other than the United States flag in schools on a full-time basis, the following restrictions apply:

- No flag larger than the United States flag may be displayed.
- No flag may be hung higher than the United States flag.
- No more than one copy of the same flag may be displayed.

Flags may not be used to cover a window.

Legal Reference:     [RCW 28A.230.140](#)   United States flag--Procurement, display, exercises--National Anthem.  
                          [RCW 1.20.015](#)       Display of national and state flags.

Adopted: April 28, 1993

Amended: July 12, 2006

Amended: January 25, 2023



# Student Feedback

Policy 2333 – Flag Displays and Exercises

January 25, 2023



# Student Feedback Gathered

- Superintendent's Student Advisory Council
- High School Student Survey

The background features several overlapping, wavy bands of green in various shades, creating a dynamic, organic feel. The text is centered within the middle band.

# **Feedback from Superintendent's Student Advisory Council**

## Feedback From Superintendent's Student Advisory Council - January 11, 2023

Students reviewed draft policy 2333 – Flag Displays and Exercises and provided feedback:

- Should have something that states that any flag that promotes hate or gangs, etc. are not allowed.
- Freedom of expression and speech. Any flag that is in class should be allowed if it meets requirements.
- Most current flags are up high in classrooms and the American flag is on whiteboard. Seems unnecessary to make other flags smaller and lower.
- Should be further discussion about multiples of a flag. If you have a poster with all the flags then you can't display another replica?
- Current flags are small so having something larger is common.
- All our flags are small, so any other flag is usually larger.
- This shouldn't apply to college flags.
- Different flags of different countries should be able to be put anywhere. There is very little space below the American flag.
- Still should not have flags with hate speech or inappropriate images.
- Pride flags are fine. I think it is insulting for everyone who has fought for our country to have their flag displayed lower than another flag.
- Teachers should have a right to decorate their classroom as they want.

- Not all people agree with the pride flag, so they don't want their children to see it. It is like promoting religion. Religion is a personal belief is like the pride flag which is a personal belief. I see how some parents wouldn't want the pride flag.
- How is it different to post a pride flag because of who you are and posting a cross because of who you are? How can you distinguish the two are different when they are similar?
- Why would someone be offended by religion or pride flag?
- Why can you put up one and not the other if you are proud about them?
- It should be comfortable for everyone. I know we are going to have to deal with things the rest of our life that make us uncomfortable, but school should be neutral.
- Times have changed. When asked about gender there are more options.
- People see this as all or nothing. You either need to allow everything or you shouldn't. You can't limit personal expression for one thing then not another.
- If you take it away for one group of students because they don't feel comfortable, you are making it uncomfortable for those that want to see it.
- There are so many different religions, and the pride flag is about acceptance of all.
- A classroom must be a safe place and it doesn't come from a piece of material. It would be like always pushing UW and you have a WSU kid. It is more about the adults making it a safe place.
- School should be about learning first. Can we just get a larger American flag then they can have larger other flags? This policy is neutral. The more we add to it, the more specific it becomes, and the more people will be unhappy.

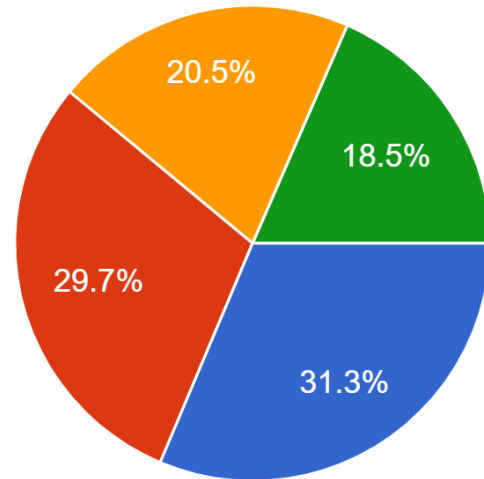
The background consists of several overlapping, wavy bands of green in various shades, ranging from a light lime green to a dark forest green. The bands flow across the page, creating a sense of movement and depth. The text is centered within the darker green bands.

# **Feedback from High School Student Survey**

# Student Survey Data

Grade

1,359 responses

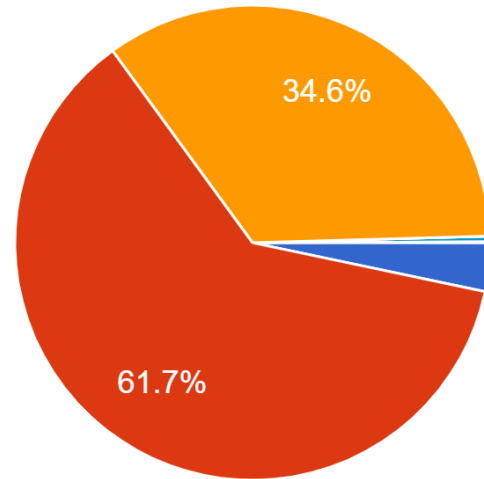


- Freshman
- Sophomore
- Junior
- Senior

# Student Survey Data

School

1,359 responses



- Southridge
- Kamiakin
- Kennewick
- Phoenix
- Legacy
- MCP
- Endeavor
- Deer Park



# Student Survey Data

*What types of signage (flags, posters & displays) do you believe **are** appropriate in school environments (select all that apply)?*

*1,359 responses*

- College signage – 1204 (88.6%)
- Sports signage – 1211 (89.1%)
- Curriculum based signage – 939 (69.1%)
- Social Movement signage – 644 (47.4%)
- Extracurricular activities signage – 937 (68.9%)
- Political signage – 242 (17.8%)
- International (states, countries, nations) – 1061 (78.1%)
- *Write-in:* Pride flags – 71 (1%)

# Student Survey Data

*What types of signage (flags, posters & displays) do you believe are **not** appropriate in school environments (select all that apply)?*

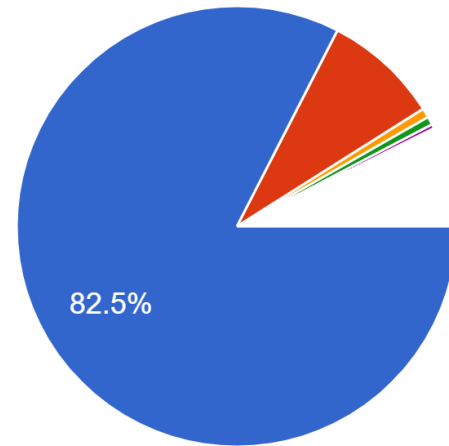
*1,359 responses*

- Political signage – 978 (72.0%)
- Social Movement signage – 474 (34.9%)
- Extracurricular activities signage – 118 (8.7%)
- Curriculum based signage – 98 (7.2%)
- International (states, countries, nations) – 96 (7.1%)
- Sports signage – 48 (3.5%)
- College signage – 44 (3.2%)
- *Write-in:* None – 27 (2%)
- *Write-in:* Pride Flags – 14 (1%)
- *Write-in:* Confederate flag – 3 (0.1%)

# Student Survey Data

Do you believe signage (flags, posters, displays) based on, or tied to district approved curriculum should be allowed or not allowed?

1,318 responses



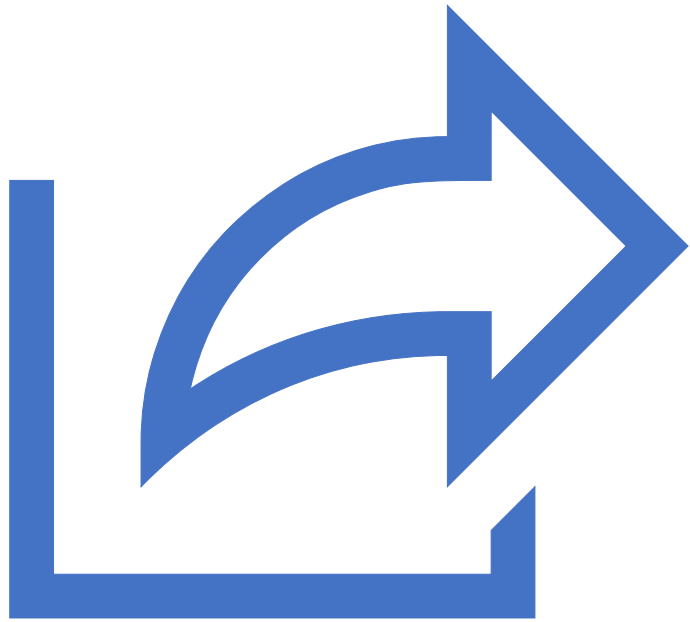
- Allowed
- Not allowed
- idk
- I dont know
- Depends
- i dont know
- I don't care

# Student Survey Data

**Do you have any comments or concerns on the draft policy?**

**No: 601**

**Other/Comments: 254**



# Curriculum Adoption Cycle Revision

Kennewick School Board

January 25, 2023

# Current Ten Year Cycle

Curriculum Focus	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029-30	2030-31
<u>Health and Fitness</u>				Review/Pre Planning	Evaluate & Adopt	Implement						
K-5 ELA					Review/Pre Planning	Evaluate & Adopt	Implement					
<u>6-12 Math</u>						Review/Pre Planning	Evaluate & Adopt	Implement				
<u>K-5 Math</u>							Review/Pre Planning	Evaluate & Adopt	Implement			
<u>K-12 Science</u>								Review/Pre Planning	Evaluate & Adopt K-12	Implement		
<u>6-12 Social Studies</u>	Implement								Review/Pre Planning	Evaluate & Adopt	Implement	
<u>K-5 Social Studies</u>	Implement									Review/Pre Planning	Evaluate & Adopt	Implement
<u>6-12 ELA</u>	Review/Pre Planning	Evaluate & Adopt	Implement								Review/Pre Planning	Evaluate & Adopt
<u>World Languages</u>		Review/Pre Planning	Evaluate & Adopt	Implement								Review/Pre Planning
<u>The Arts (Visual and Performing)</u>			Review/Pre Planning	Evaluate & Adopt	Implement							

# Proposed Additional Curricula Areas

---

Splitting Health and Fitness

---

K-5 Dual Language

---

6-8 Dual Language

---

Online Learning

---

Splitting science K-5 and 6-12





Propose  
moving K-5  
math up by 3  
years

Arts and Dual 6-8 Adoptions are  
smaller adoptions

Current instructional materials for  
K-5 math are not getting expected  
learning outcomes

Access to ESSR Recovery Funds  
through the end of 2024



## Additional Considerations

OSPI will be making math instructional material recommendations by the end of this school year

Hire a Math TOSA to specifically focus on K-5 math instructional materials adoptions and use ESSR funds through 2024 to fund

STEM Coordinator is currently vacant due to Levy Failure

# Recommendation

The Board adopts the updated curriculum cycle, with modification to K-5 math, as presented.

## **BOARD OF DIRECTORS**

### Student Representatives to the Board of Directors

The Board of Directors recognizes the value of student representation on the Board so that student voice and input is included in the Board's work. The school district will annually seat two student representatives: one representative and one representative-elect. Student representatives will communicate with other district students and receive their input and perspectives.

Student representatives on the Board are expected to attend all Board meetings. The student members will contribute to Board discussion by providing student insight and perspective, serving as a liaison with other established student groups, and reporting to students about the work of the Board and district activities.

Student representatives will not attend executive sessions or hold board offices. The student representative seated on the dais will provide the Board with advisory votes on agenda items as follows: immediately before the Board votes on an agenda item, the student representatives will be asked to provide their advisory vote – whether pro, con, or abstain.

Adopted: January 27, 2010

Amended: January 25, 2023

## **BOARD OF DIRECTORS**

### Student Representatives to the Board of Directors

#### Qualifications for Application

1. Students must be in grade 11 when applying for the position of student representative and grade 10 when applying for the position of student representative-elect.
2. Students must meet the academic standards for participation in athletics or other student activities and maintain proper academic standing throughout their terms.
3. The Students will be expected to maintain personal standards of behavior appropriate to participation in student activities.
4. Students must be willing to articulate student opinion to the Board of Directors.

#### Term of Office

1. The representative shall be selected in the spring of the year for the following year by a vote of the Board of Directors upon recommendation by the interview committee.
2. The term of office for student representative will be for one school year, beginning in July and concluding in June. The term of office for student representative-elect will be for two years (one year as representative-elect, and one year as student representative).
3. In the event of a vacancy of student representative during the school year, the student representative-elect will be appointed representative. In the event of a vacancy of student representative-elect, a student will be selected from qualified applicants not previously selected to serve the remaining term of the school year.

#### Application Process

1. Students will submit a complete student representative application to the assistant superintendent of K-12. .
2. Students must obtain approval signatures from their parents and their high school principal.
3. Students must submit three letters of references, at least two from teachers or administrators.
4. Selected applicants will be interviewed by a team consisting of some or all of the following: one or more members of the Board, the superintendent, the assistant superintendent of K-12, , the departing student representative, and other selected participants.

#### Removal

1. Student representatives serve at the discretion of the Board of Directors.
2. The Board may remove a student representative for failure to fulfill assigned responsibilities or for behaviors that the Board deems unacceptable or embarrassing to the school district.

#### Responsibilities of the Student Representative

The student representatives will:

1. Adhere to all the rules and regulations pertaining to Board members.
2. Attend regular School Board business meetings.
3. Review the Board of Directors Board packet and reading materials prior to all regular Board meetings.

4. Participate in discussion at regular open meetings of the Board when applicable
5. Provide reports to the Board as requested.
6. Report Board deliberations and actions to their respective high school as applicable.
7. Help orient the new student representatives for the following year.

Responsibilities of the Superintendent and the Board of Directors

The superintendent and the Board of Directors will:

1. Establish a liaison for the student representatives. This liaison will be the superintendent. .  
This liaison will meet with the student representatives prior to Board Meetings, as needed, to answer questions about Board procedures and business.
2. Meet with the student representatives at the beginning of the school year to review expectations, responsibilities, and participation.
3. Meet with the student representatives quarterly to assess the experience and plan for future activities.
4. Assist the student representatives in preparing for reports to the Board.

Adopted: January 27, 2010

Amended: January 25, 2023

**BOARD OF DIRECTORS**

Student Representative to the Board of Directors

KENNEWICK SCHOOL DISTRICT

Application for Student Representative to the Kennewick School Board

Name \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ Grade 10, 11 \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please describe your educational and career goals.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please include a current resume and on a separate sheet of paper, please explain in 250 words or less why you would like to serve as the student representative to the Kennewick Board of Directors.

List two high school staff members and one other adult as references who could speak on your behalf.

Name \_\_\_\_\_ Position \_\_\_\_\_ Email \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit the completed application, resume, and letters of recommendation to your High School Principal's Office by April 15.



## **BOARD OF DIRECTORS**

### Board Member Compensation

If authorized by Board resolution, at a regularly scheduled meeting, each Board member may receive compensation of fifty dollars per day or portion thereof for attending Board meetings and for performing other services on behalf of the school district, not to exceed four thousand eight hundred dollars per year. Such compensation will come from locally collected excess levy funds available for that purpose and will not cause the state to incur any present or future funding obligation.

Board members may waive all or any portion of their compensation for any month or months during their term of office, by a written waiver filed with the district. The waiver may be filed any time after the director's election and before the date on which the compensation would otherwise be paid. The waiver will specify the month or period of months for which it is made.

Since the directors of a school district are municipal officers who fix their own compensation, they may not increase their own compensation during their current terms of office pursuant to Article 30, Section 1, and Article 11, Section 8 of the State Constitution.

The compensation provided in this section will be in addition to any reimbursement for expenses paid to such directors by the school district.

Adopted: June 10, 1992  
Revised: July 12, 2006  
Amended: January 25, 2023

Legal Reference

[RCW 28A.343.400](#)

Compensation - Waiver

**BOARD OF DIRECTORS**

**WAIVER OF COMPENSATION**

I, \_\_\_\_\_ waive compensation \$ \_\_\_\_\_ (may be all or part of \$50) for attendance at Board meetings or participation in other Board-approved activities for the following period:

\_\_\_\_\_  
(Specify month or period of months)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Resolution No. 4  
2022 - 2023**

**BOARD MEMBER COMPENSATION**

**WHEREAS**, Chapter 28A.343.400 RCW authorizes local school boards to receive compensation of fifty dollars per day or portion thereof for attending board meetings and for performing other services on behalf of the school district, not to exceed four thousand eight hundred dollars per year; and

**WHEREAS**, RCW 28A.343.400 specifies that the district's Board of Directors must authorize the provision of such compensation at a regularly scheduled meeting; and

**WHEREAS**, RCW 28A.343.400 specifies that each director may choose to waive all or any portion of the compensation allowable under the law;

**NOW, THEREFORE BE IT RESOLVED**, that the Kennewick School District Board of Directors authorizes Kennewick School Board members to individually determine whether to receive or waive compensation as allowable by law.

Adopted and approved this 25th day of January 2023.

ATTEST: \_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Vice President, Board of Directors

\_\_\_\_\_  
Member of the Board of Directors

\_\_\_\_\_  
Member of the Board of Directors

\_\_\_\_\_  
Member of the Board of Directors