

  
WOODSIDE ELEMENTARY SCHOOL DISTRICT  
CITIZENS BOND (MEASURE E) OVERSIGHT COMMITTEE

~ MINUTES ~

1:00-2:30p.m. • May 16, 2025 • Wildcats

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I. Establish Quorum / Call to Order & Roll Call

The meeting was called to order at 1:06pm

Members: (1) Bill Marr; (2) Christina Hengehold; (3) Beth Nash; (5) Steve Humphrey; (6) Elizabeth Hobson; (7) Kristin Herzog

CPM: Tim Doane: Principal Director, Budget & Accounting; Vanessa Rodriguez, Senior Project/Program Manager

Auditor: Paul Pham: Chavan & Associates

District: Hanwool Kim, WESD CBO; Michelle Ahlstrom

II. Approval of Agenda (ALL 6 MEMBERS APPROVED)

III. Approval of Unofficial Minutes

Motion by XX; Second by XXX (5 MEMBERS APPROVED, 1 ABSTAIN since not present at January meeting)

Note: Incorrect spelling of Ms. Herzog first name (Kristin) and Mr. Humphrey's last name (Humphrey)

IV. Public Comments for Non-Agenda Items

No comments.

V. Public Comments for Agenda Items

No comments.

VI. Committee Member Discussion / Action Items

6.1. Election of Officers

6.1.1. Nomination and vote to elect Elizabeth Hobson as Chair

Motion by Kristen Herzog; Second by Bill Marr

(ALL 6 MEMBERS APPROVED)

6.1.2. Nomination & vote to elect Steve Humphrey as Vice Chair

Motion by Elizabeth Hobson; second by Steve Humphrey

(ALL 6 MEMBERS APPROVED)

6.2 Performance and Financial Audits — Presented by Chavan & Associates

Paul reviewed the audit report; explained the process of the audit for the construction bond; 2 requirements: audit and the oversight committee; reviewed balance sheet, expenditures and changes, the bond issuance; report found no exceptions, all good conditions; unmodified funding; Action = (ALL 6 MEMBERS APPROVED); 1<sup>st</sup> by Kristin Herzog; 2<sup>nd</sup> by Steve Humphrey



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### 6.3 Reports

#### 6.3.1 Measure E Bond Program Update

Vanessa Rodriguez from CPM reviewed the status of the Measure Bond program as of May 2025:

##### Overview of Measure E Bond Program

Review of the Measure E projects; \$35M bond, focus on new construction, campus modernization, updating infrastructure and safety improvement; Pre-Construction includes updating fire alarm and drinking fountains; Current projects: Classroom 15, TK/K building replacement

##### Financial Summary

Currently committed to \$4.15M; spent to date: 1.36M; balance = \$35.4M

##### Construction Updates

Creek Embankment stabilization — currently under interagency review and managing requests as they are received

TK/K Building replacement —finalizing the design and budget, tracking schedule milestones and preparing for upcoming summer '25 construction

Classroom 15 — work in progress with mechanical, electrical and drywall; upcoming inspections

Schedule Overview — reviewed the schedule for all the projects; phasing

##### Challenges & Mitigation

Dealt with some utility conflicts and unknown, DSA approval delays, limited summer construction window and maintaining safety measures; increased coordination with Rodan, clear communication with district

Next Steps — finalizing TK/K design and budget, confirm phasing options, execute construction contracts, schedule milestone and preparing for summer '25 construction

#### 6.3.2. Measure E Bond Financial Update

Tim Doane from CPM reviewed the fiscal period, major projects and budgets; comparing the budget to the committee to the expenditures; committee cost summary; summary of cash balances; specific budgeting for each project and where we are at this point in time; showed the budget modification detail log; decreased funding allocation to the amphitheatre upgrades; artificial turf and natural grass fields updates, creek embankment stabilization, playground equipment and shade structure, list of modernization and renovation by classroom and the TK/Kinder building construction.

### 6.4 Presentation to Woodside School Board Discussion

  
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Members Hengehold & Humphrey will plan to meet with CBO Kim the week of May 19 to work on the CBOC presentation for the June 3<sup>rd</sup> board meeting.

**VII. Future Business**

**7.1. New agenda items for next meeting**

We discussed continuing with 2 meetings per school year; late January and mid-May to correspond with budget timing; will be much more to discuss next year once the TK/K building construction is underway.

**XIII. ADJOURNMENT:** The meeting was adjourned by Chair Hobson at 2:19 p.m.