



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

~ MINUTES ~

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

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); 1st by Kristin Herzog; 2nd 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 3rd 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.