



MINUTES

Board of Library Trustees

Community Facilities District (CFD) Committee | Altadena Library District

Virtual – Zoom – January 7, 2021 – 3:00 p.m.

IMPORTANT NOTICE REGARDING JANUARY 7, 2021 CFD COMMITTEE MEETING

This meeting is being conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the January 7, 2021 Community Facilities District (CFD) Committee Meeting, please submit your comments by email or electronically to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment.

Email and Electronic Comments will be submitted to the standing committee and shall become part of the record of the meeting.

If you wish to make public comment during the live meeting, you can call in to (626) 798-0833 ext. 118, during the corresponding item of the agenda.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x118 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

I. Call to order

Trustee Andruess called the meeting to order at 3:02 p.m. Trustee Cervantes inquired about the process of allowing public comment and discussion with Trustee Andruess and Director Winslow. Director Winslow requested adding Open Session items to the future agendas, including Reordering and Adoption of the Agenda. Administrative Assistant Natalya Romo explained that her understanding of public comment in Standing Committees can only be related to Agenda items and that comments regarding Non-Agenda items is not permitted. Trustee Andruess asked that we review this for future Agendas.

II. Roll Call

Trustee Andruess called roll. Trustee Cervantes was also present.

III. **New Business**

a. Scope and duties of CFD Committee **(Information)**

Trustee Andruess opened up a conversation about research he had done on State of California Government Code 53600.3. He emphasized the role of the members of the CFD Committee and their fiduciary responsibility with the public funds that will be collected and dispersed through the CFD. He then discussed the organizational chart as it relates to their work as an Advisory Committee to the Board of Trustees. Trustee Cervantes had questions about the timeline of the bond issuance process. Director Winslow responded that the next steps are hiring a Registered Municipal Advisor, CFD Administrator and Bond Counsel. Her and the staff were working on writing the RFPs for these roles and hope to bring them back to the CFD Committee for review at their February 10, 2021 meeting and take it to the full Board for approval on February 22, 2021. Lastly, Trustee Andruess made a suggestion that the finances being overseen by the CFD Committee be tracked separately in the budget once this funding starts flowing in.

**Public Comment was received about this item by Joe Crowley. The call was taken following Item III.c. at approximately 3:43 p.m. He wanted to note that in addition to what was discussed that there was no discussion of an RFP for a Bond Underwriter and suggested that this be added to the list of RFPs to post along with the other ones discussed during this item.

b. Call for Additional Committee Member(s) **(Information)**

Trustee Andruess recommended that the CFD Committee do a call for additional community members, either 1 or 3, so that there be an uneven number of members for voting purposes. Director Winslow laid out the process of posting the call for members on the website and on social media, with the hope of bringing the applications to the CFD later that month and installing them for the February CFD Meeting. It was pointed out that additional members would have to be submitted to the full Board of Trustees so it was agreed that the potential candidates would be presented to the CFD Committee on February 10, they would select their recommended additional members and present that to the Board of Trustees on February 22.

c. Calendar of Meetings **(Action)**

Trustee Andruess presented the calendar, which has the CFD Committee meeting on the 2nd Wednesday of each month at 3:00 p.m. Trustee Cervantes agreed with the schedule. Both agreed that there may be months that need to be cancelled depending on if there is business to address.

Moved by Trustee Andruess to approve the Calendar of Meetings. Second by Trustee Cervantes. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Cervantes: Aye

d. Formation of CFD Working Group **(Information)**

Trustee Andruess reviewed the list of consultants that the District needs to contract with as well as the staff members that will be supporting the CFD Committee work.

IV. **Announcements & Planning**

a. Proposed Future Agenda Items

Trustee Cervantes offered having the Review of the RFPs. Also, a suggestion of an action item to vote on members of the "CFD Working Group" or whatever the name of this team would be. Director Winslow will also add an action item to vote on additional member(s).

V. Adjournment

Trustee Cervantes moved to adjourn the meeting at 3:55 p.m.