



MINUTES

Board of Library Trustees
Community Facilities District (CFD) Committee | Altadena Library District
Virtual – Zoom – February 10, 2021 – 3:00 p.m.

IMPORTANT NOTICE REGARDING FEBRUARY 10, 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 February 10, 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. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 3:00 p.m.

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 x 103 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 Terry Andrues called the meeting to order at 3:03pm.

II. Roll Call

Trustee Andrues called roll call. Trustee Cervantes responded as present.

III. Public Comment on Non-Agenda Items

No public comment.

IV. New Business

a. Review and Approval of RFP for Municipal Advisor (Action)

Trustee Andrues opened discussion regarding the RFP for Municipal Advisor stating

that he thought it was a solid RFP. Trustee Andruess has noticed that in other RFPs or municipal advisory services documents, the title for the Municipal Advisor often states “certified” or “registered”. Trustee Andruess requested that District staff confirm whether it is a real term that the District should be working under. Trustee Andruess asked about the timeline for RFP review. District Director, Nikki Winslow, responded that the tentative timeline for review is available but may change once staff confirms whether potential candidate interviews require an open meeting. Trustee Cervantes added that District staff may be able to conduct the background checks and interviews and report to the committee. Director Winslow mentioned that there may be minor, non-substantive edits to the RFP when presented to the Altadena Library District (ALD) Board of Trustees as feedback was provided by an external consultant after the publication of the RFP for this committee meeting. Trustee Cervantes thought the RFP was ready to present to the ALD Board of Trustees.

Moved by Trustee Cervantes to approve the RFP for Municipal Advisor and RFP for Bond Counsel as to form for ALD Board of Trustees consideration. Second by Trustee Andruess. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Cervantes: Aye

- b. Review and Approval of RFP for Bond Counsel (Action)
Action and discussion of this item was conducted in Item IV.a.
- c. Review and Recommendation of Additional Committee Members (Action)
Trustee Andruess opened the discussion by describing the committee’s role and responsibilities of the CFD Committee. He explained that the committee is subject to the Brown Act and serves as an advisory standing committee to the ALD Board of Trustees. The committee will be responsible for raising capital for the CFD and creating policies related to the CFD for ALD Board of Trustees to review and approve. Initially, the committee meeting will be scheduled every second Wednesday because the committee anticipates being busy this first year but may meet less frequently in the future. Trustee Cervantes mentioned that with the passing of Measure Z there is expectations that ALD Board of Trustees, with the help and guidance of the CFD Committee, rehabilitate the libraries in a fiscally responsible and timely manner. Additionally, he mentioned that the committee will function as the financial oversight of ALD capital improvement projects.

Trustee Andruess allowed participants that would like to be considered for a committee member position a total of 3 minutes to provide a statement of why they would like to join the CFD Committee. District Director Winslow mentioned that one committee member applications was withdrawn. The remaining applicants introduced themselves, their qualifications and interests in serving the committee. After the presentations, Trustee Andruess opened discussion with the committee about whether they would add either one or three additional committee members. Since there were four qualified candidates, the committee agreed that three additional committee members would be appropriate to support the CFD Committee work and ensures the committee has an odd number of committee members. The committee agreed to recommend to the ALD Board of Trustees the following three candidates for the CFD Committee: James Vitale, Amy Lyford, and Kim Kenne. These individuals will be contacted by District staff to move forward with training and information on the CFD Committee, once approved.

V. Announcements & Planning



a. Proposed Future Agenda Items

Trustee Cervantes reminded staff to add RFP review timeline and process on the agenda for next meeting. Trustee Andruess reminded the committee to submit any additional agenda items to him or District staff before the following meeting.

VI. Adjournment

Trustee Andruess moved to adjourn the meeting at 3:37pm.