



SPECIAL MEETING - MINUTES

Board of Library Trustees

Community Facilities District (CFD) Committee | Altadena Library District

Virtual – Zoom – March 25, 2021 – 4:00 p.m.

IMPORTANT NOTICE REGARDING MARCH 25, 2021 CFD COMMITTEE SPECIAL 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 March 25, 2021 Community Facilities District (CFD) Committee Special 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 4:00 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 Andruess called the meeting to order at 4:07pm.

II. Open Session

a. Roll Call

Trustee Andruess called roll call. Trustee Cervantes and Member Vitale, responded as present. Quorum was confirmed.

b. Approval/Reordering of Agenda Items

No adjustments were made.

- c. Adoption of Agenda
Moved by Trustee Cervantes to adopt the Agenda.
Seconded by Member Vitale.
Roll Call Vote:
Trustee Cervantes: Aye
Member Kenne: Not Present
Member Lyford: Not Present
Member Vitale: Aye
Trustee Andruess: Aye

- d. Public Comment on Non-Agenda Items
No public comment made.

III. **Consent Calendar**

The Community Facilities District (CFD) Committee hereby approves the items and recommended actions in the Consent Calendar listed below:

- Moved by Member Vitale to approve the Consent Calendar.**
Seconded by Trustee Cervantes. Trustee Andruess opened floor for discussion.
No discussion ensued.
Roll Call Vote:
Trustee Cervantes: Aye
Member Kenne: Not Present
Member Lyford: Not Present
Member Vitale: Aye
Trustee Andruess: Aye

- a. Approval of Minutes – Regular Meeting held March 10, 2021

IV. **Unfinished Business**

- a. None

V. **New Business**

- a. Municipal Advisory RFP Review Process (Discussion)
Trustee Andruess opened the committee discussion regarding the Municipal Advisory Services and Bond & Disclosure Counsel Services RFPs. District Director Nikki Winslow introduced Cindy Byerrum, from Eide Bailly, our Altadena Library District Accountant and Thomas Vandiver, from Dentons, a Bond & Disclosure Attorney. Director Winslow went over the differences between these RFPs to the Capital Project Management RFP in terms of evaluation. She mentioned that Mr. Vandiver review the RFPs and evaluation criteria and suggested that the received proposals be weighted scoring of 100 points. Director Winslow went over the projected timeline for the RFPs and the review process and contingency plan. The current team for review of Municipal Advisory RFPs include: Trustee Cervantes, Member Kenne, Director Winslow, Administrative Services Manager Nicole Fabry, Thomas Vandiver, and Cindy Byerrum.

The committee then discussed the proposal scoring criteria and provided edits and recommendations for both Municipal Advisory Services and Bond & Disclosure Counsel RFPs. The edits and recommendations included:

- Creating threshold evaluation criteria – yes or no criteria that would inform whether application continues review process;



- Reorganizing point values for remaining criteria – Weight of each criteria like pricing schedule, experience, understanding services required, etc.; and
- Finalized criteria language and evaluation intent.

No action taken. The committee directed staff to move forward with edits to the review process and continue coordinating the review of the RFPs.

- b. Bond & Disclosure Counsel RFP Review Process (Discussion)
Item discussion was conducted in unison with item V.a. since the criteria had some overlap.

No action taken. The committee directed staff to move forward with edits to the review process and continue coordinating the review of the RFPs.

VI. Announcements & Planning

- a. Proposed Future Agenda Items

VII. Adjournment

- a. Adjourn
Member Vitale moved to adjourn the meeting at 5:10pm.