



AGENDA – SPECIAL MEETING

Board of Library Trustees Capital Projects Discussion | Altadena Library District
Virtual – Zoom – June 10, 2021 – 2:00 p.m.

IMPORTANT NOTICE REGARDING JUNE 10, 2021 CAPITAL PROJECTS DISCUSSION

This meeting will be 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 June 10, 2021 Meeting, please submit your comments by email 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 legislative body 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. For public comment on any non-agenda item, please plan to call at 2:00 pm.

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

II. Open Session

- a. Roll Call
- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items

III. Introductions (Informational)

- a. Nikki Winslow, District Director & Session Facilitator [Page 5](#)
- b. Board of Trustees [Page 6](#)
- c. Community Facilities District (CFD) Committee & Associates [Page 7](#)
- d. Ad-Hoc Facilities Committee & Associates [Page 8](#)

- IV. Roles & Responsibilities (Informational/Discussion)**
 - a. Review of Capital Projects Information Flow Diagram [Pages 10 & 20](#)
 - b. Review of Capital Projects Road Map [Pages 11 & 21](#)
 - c. CFD and Ad-Hoc Facilities Committee Roles & Responsibilities [Page 12](#)

- V. Timelines (Informational)**
 - a. Urban Futures, Inc. Report on Bond Issuance Schedule [Pages 14 & 22](#)
 - b. Rachlin Partners Report on Capital Projects Schedule [Pages 15 & 23](#)

- VI. Reporting & Communication Best Practices (Discussion) [Page 17](#)**

- VII. Future Meetings (Discussion) [Page 19](#)**

- VIII. Adjournment**



Altadena Library District Board of Trustee's Special Meeting



Capital Projects Discussion
Thursday, June 10, 2021 at 2:00pm



Agenda Item III Introductions

III.A. – Nikki Winslow, District Director & Session Facilitator

Goal: *To inform and coordinate the various parties involved in upcoming ALD bond sales and capital projects, to discuss and reach consensus around best practices on information flow, and to establish recurring coordination going forward as appropriate.*

III.B. – Board of Trustees

- **Katie Clark** – Board President
- **Jason Capell** – Board Secretary
- **Terry Andrues** – Trustee
- **Rushmore Cervantes** – Trustee
- **Kameelah Wilkerson** - Trustee

III.C. – CFD Committee & Associates

- **Committee:** Terry Andrues (Trustee, Committee Chair), Rushmore Cervantes (Trustee), Kim Kenne, Amy Lyford, Jim Vitale
- **ALD:** Nikki Winslow, Nicole Fabry
- **Bond and Disclosure Counsel (Best, Best and Krieger LLP):** Nora O'Brien
- **Municipal Advisor (Urban Futures):** Douglas P. Anderson, Michael Busch, Brandon Kfoury

III.D. – Ad-Hoc Facilities Committee & Associates

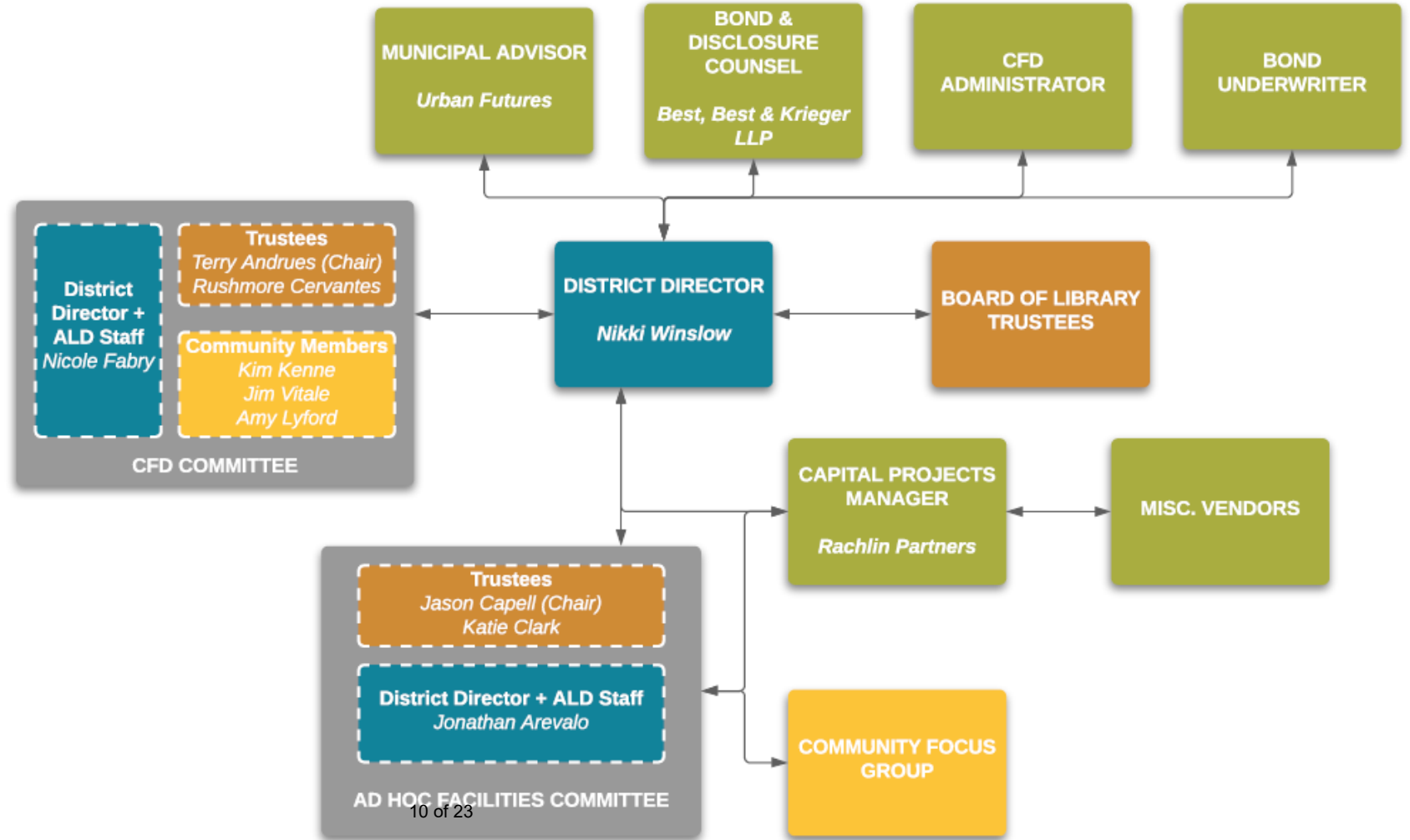
- **Committee:** Jason Capell (Trustee, Committee Chair), Katie Clark (Trustee)
- **ALD:** Nikki Winslow, Jonathan Arevalo
- **Capital Projects Management (Rachlin Partners):** Richard Ingrassia, Andrew Ulmen, Jennifer Pearson
- **Community Focus Group:** Not formed yet



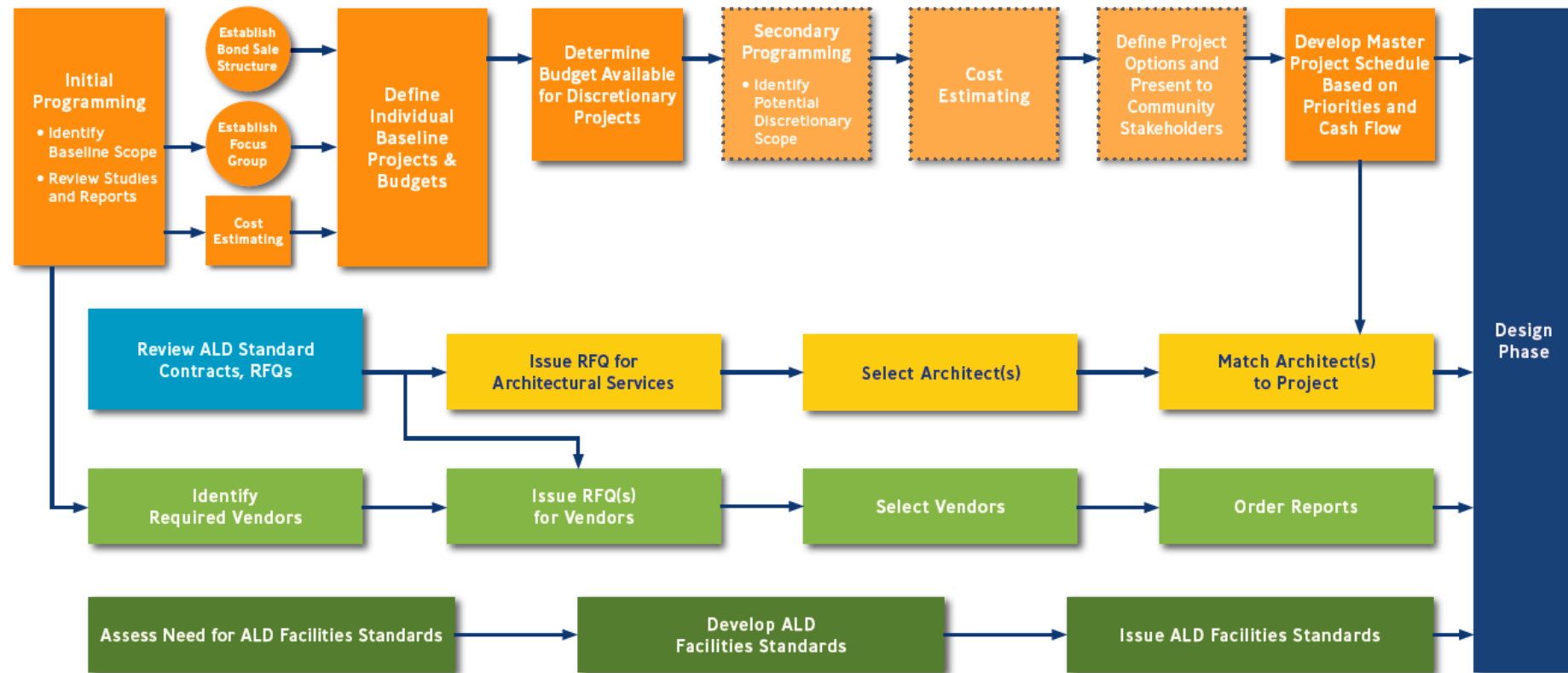
Agenda Item IV

Roles & Responsibilities

IV.A. – Review of Capital Programs Information Flow



IV.B. – Review of Capital Programs Project Road Map



IV.C. CFD and Ad-Hoc Facilities Committee Roles and Responsibilities

- What are the core responsibilities for each committee (the CFD Committee and the Ad-Hoc Facilities Committee)?
- What role does each committee have in relationship to the Board of Trustees?
- What role does each committee have in relationship to the other committee?
- Is there any potential overlap of scope or other questions that we can clarify now?
- Do we foresee any potential obstacles that we can plan for or discuss now?

An architectural rendering of a modern, single-story building with a long, low profile and a flat roof. The building is surrounded by lush tropical landscaping, including several tall palm trees and other greenery. In the foreground, a paved walkway leads towards the building, with a few stylized human figures walking. To the right, a classic car is parked. The sky is a clear, light blue with a few birds flying. The entire scene is overlaid with a semi-transparent orange filter.

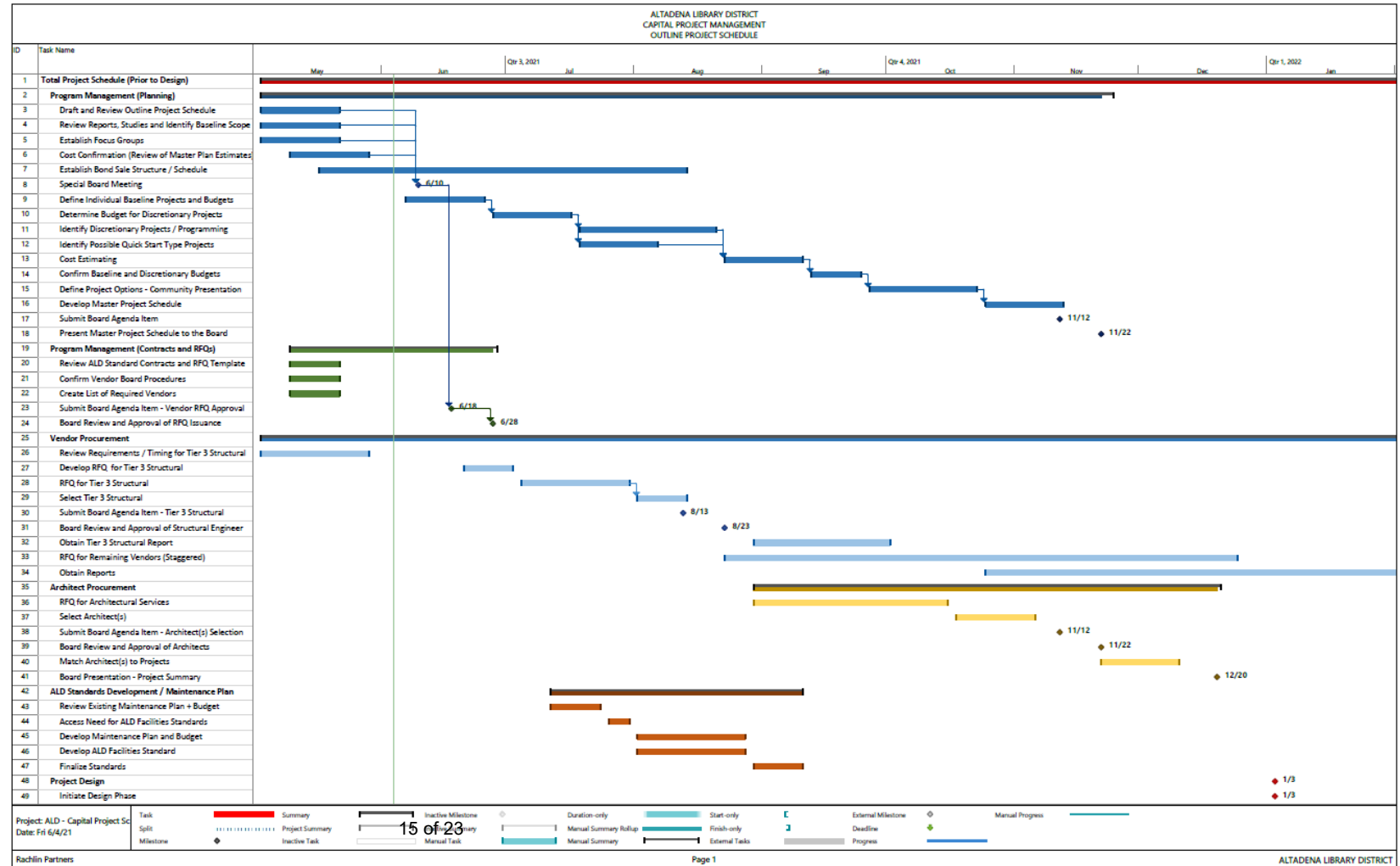
Agenda Item V Timelines

V.A. – Urban Futures, Inc. Report on Bond Issuance Schedule

Preliminary Financing Schedule

Date	Activity
June 28, 2021	Underwriter and CFD Administrator Selections Approved
Week of July 19 th	Initial draft of legal documents distributed
Week of August 2 nd	Initial draft of Preliminary Official Statement (POS) distributed
Week of August 16 th	Revised draft of POS and legal documents distributed
Week of August 23 rd	Draft Credit Rating Presentation distributed
Week of September 13 th	Presentation of Rating Agency
September 27 th	Board Meeting to approve CFD Bond Issuance
Week of October 11 th	Bond pre-pricing and pricing
Week of October 25 th	Bond pre-closing and closing

V.B. – Rachlin Partners Report on Capital Projects Schedule



A stylized illustration of a tropical campus scene. In the foreground, a paved walkway leads towards a long, low building with a covered walkway. Several palm trees and other tropical plants are scattered throughout the scene. In the background, more trees and a clear sky with a few birds are visible. The overall color palette is warm and natural, with greens, browns, and blues. The text is overlaid in a large, white, sans-serif font.

Agenda Item VI Reporting & Communication Best Practices

VI – Reporting & Communication Best Practices

- What information would be helpful to see in a board report on a monthly basis from each committee?
- What are major points of interest or important priorities that you'd like to be informed about?
- If you have a concern, question, or issue, what's the appropriate channel of communication to follow?

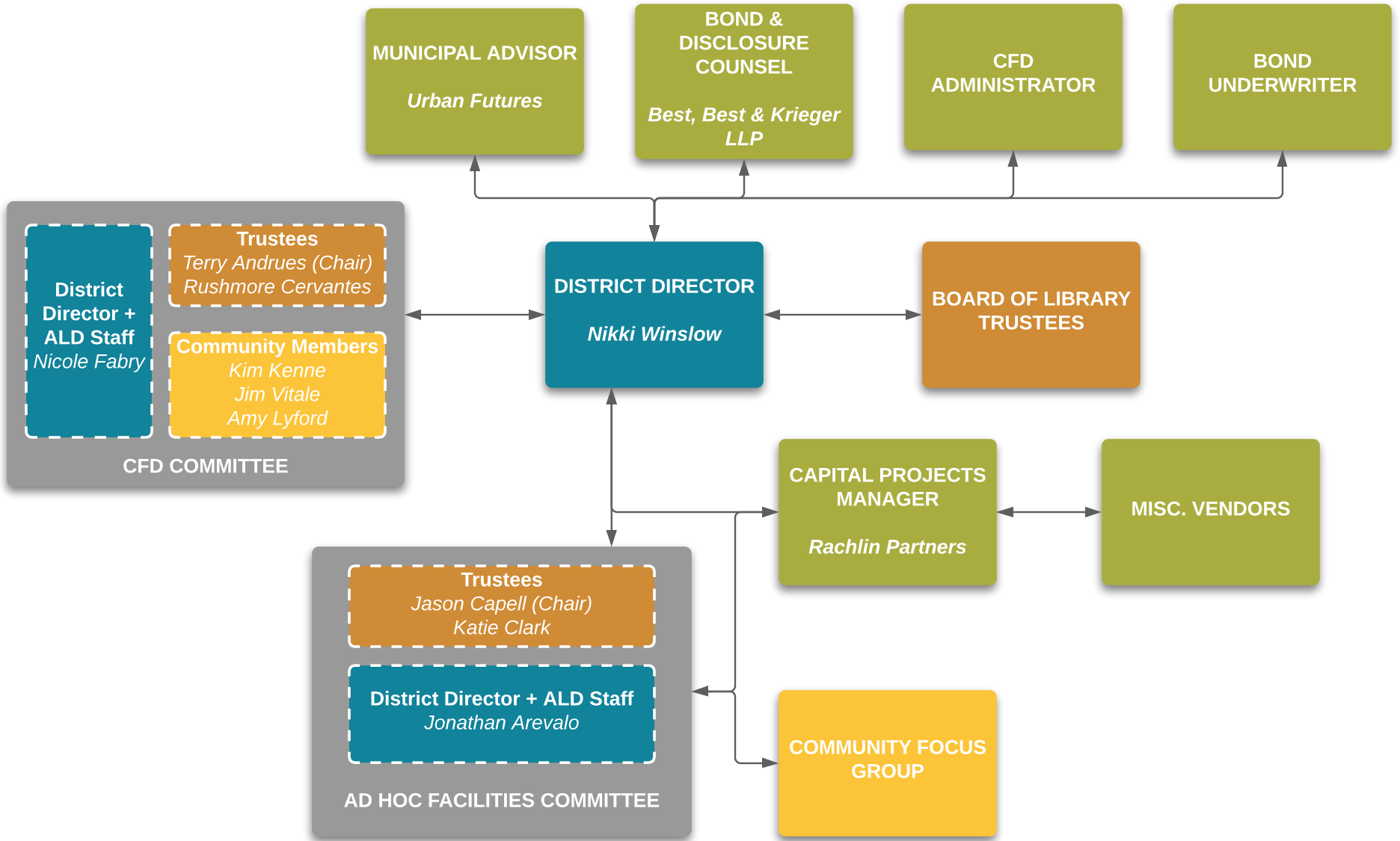
A vintage-style illustration of a tropical resort building with palm trees, a car, and people walking. The scene is set in a lush, green environment with various tropical plants and trees. A long, low building with a covered walkway is the central focus. In the foreground, a classic car is parked on the right, and a couple is walking on the left. The sky is blue with a few birds flying. The overall color palette is warm and nostalgic, with a yellowish-green tint.

Agenda Item VII Future Meetings

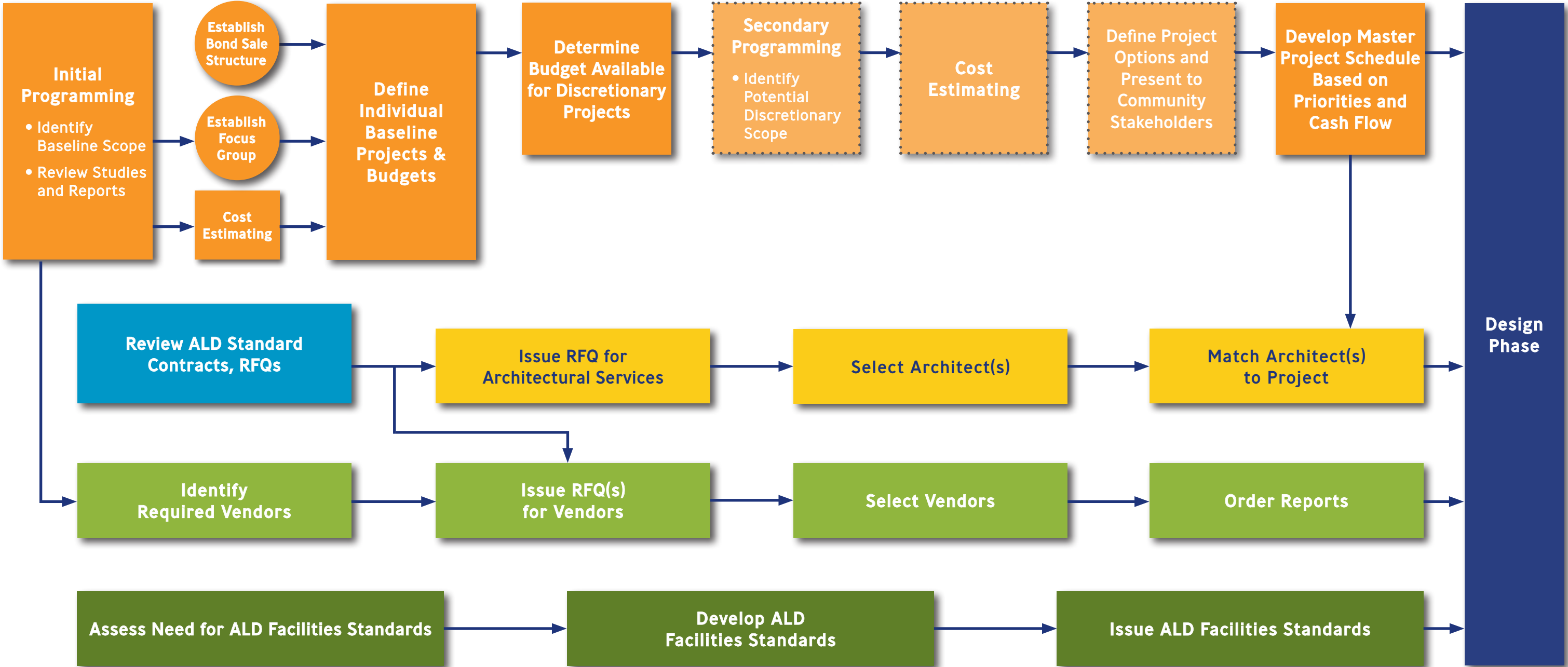
VII. – Future Meetings

- How often or frequently do these joint meetings need to take place?
 - Quarterly? Every Six months? On an as-needed basis?
- How much time do we anticipate is needed for these meetings?
- Can the meetings be scheduled, or should they be scheduled as special meetings?

INFORMATION FLOW DIAGRAM



CAPITAL PROJECTS MANAGEMENT





Altadena Library District

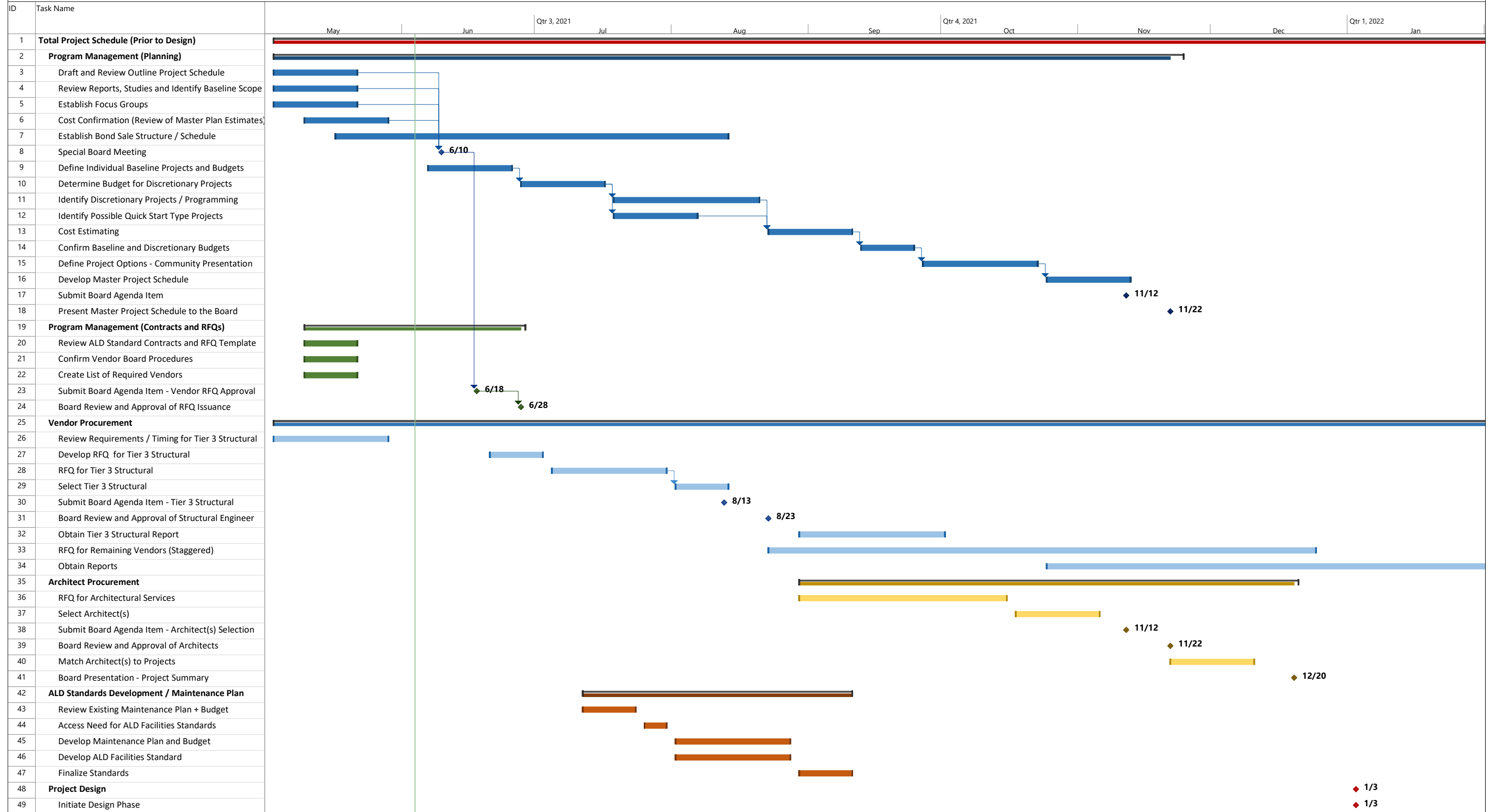
CFD No. 2020-1

Special Tax Bonds, Issue of 2021

Preliminary Financing Schedule

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ALTADENA LIBRARY DISTRICT
CAPITAL PROJECT MANAGEMENT
OUTLINE PROJECT SCHEDULE



Project: ALD - Capital Project Sc Date: Fri 6/4/21	Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
	Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
	Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	