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)

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
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

- Review ALO Standard Contracts, RFQs
- Assess Need for ALO Facilities Standards
- Issue RFO for Architectural Services
- Identify Required Vendors
- Issue RFO(s) for Vendors
- Select Architecture
- Select Vendors
- Order Reports
- Develop ALD Facilities Standards
- Issue ALD Facilities Standards
- Design Phase
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?
Agenda Item V
Timelines
### Preliminary Financing Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>June 28, 2021</td>
<td>Underwriter and CFD Administrator Selections Approved</td>
</tr>
<tr>
<td>Week of July 19th</td>
<td>Initial draft of legal documents distributed</td>
</tr>
<tr>
<td>Week of August 2nd</td>
<td>Initial draft of Preliminary Official Statement (POS) distributed</td>
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<tr>
<td>Week of August 16th</td>
<td>Revised draft of POS and legal documents distributed</td>
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<tr>
<td>Week of August 23rd</td>
<td>Draft Credit Rating Presentation distributed</td>
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<td>Presentation of Rating Agency</td>
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<td>Board Meeting to approve CFD Bond Issuance</td>
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<td>Bond pre-pricing and pricing</td>
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<td>Bond pre-closing and closing</td>
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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?
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?
Altadena Library District

CFD No. 2020-1

Special Tax Bonds, Issue of 2021

Preliminary Financing Schedule

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