



MINUTES

Board of Library Trustees
Community Facilities District (CFD) Committee | Altadena Library District
Virtual – Zoom – April 14, 2021 – 3:00 p.m.

IMPORTANT NOTICE REGARDING APRIL 14, 2021 CFD COMMITTEE MEETING

This meeting was 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 April 14, 2021 Community Facilities District (CFD) Committee Regular 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 Andruess called the meeting to order at 4:04pm.

II. Open Session

a. Roll Call

Trustee Andruess called roll call. Trustee Cervantes and Member Kenne, 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 Kenne.
Roll Call Vote:
 - Trustee Cervantes: Aye**
 - Member Kenne: Aye**
 - Member Lyford: Not Present**
 - Member Vitale: Not Present**
 - Trustee Andruess: Aye****Motion passed.**

- d. Public Comment on Non-Agenda Items
No public comment was 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 Cervantes to approve the Consent Calendar with correction to Member Kenne's last name in previous meeting's meeting.

Seconded by Trustee Kenne.

Roll Call Vote:

- Trustee Cervantes: Aye**
- Member Kenne: Aye**
- Member Lyford: Not Present**
- Member Vitale: Not Present**
- Trustee Andruess: Aye**

Motion passed.

- a. Approval of Minutes – Special Meeting held March 25, 2021

IV. **Unfinished Business**

- a. None

V. **New Business**

- a. Review and Approval of Work Group's Municipal Advisory Services RFP Findings and Recommendation to be presented to Board of Trustees for final approval.

(Action)

District Director, Nikki Winslow, provided an overview of the Work Group's Municipal Advisory Services RFP review process. She noted that the Work Group came to a consensus for the top three firms and decided to move forward with interviewing the top three firms to help the Work Group provide the best recommendation to the CFD Committee. Trustee Cervantes noted that the Work Group agreed that the interviews truly helped distinguish the firms from a group of great candidates. Trustee Cervantes also mentioned that although the Altadena Library District certainly is cost-conscious that pricing was not weighted heavily and that the recommendation for Urban Futures, Inc. not only was the most appropriate choice but also the most cost-friendly choice as well.

The committee continued discussion regarding the Work Group's recommendation and concluded that Urban Futures, Inc. was the firm that was most confident about community engagement and demonstrated that they understand the Altadena



community's engagement and investment in the libraries. They were the only firm to mention giving the community an opportunity to purchase the bonds.

Moved by Trustee Cervantes to approve the recommendation of Urban Futures, Inc. as the Municipal Advisory Services vendor to the full board next week.

Seconded by Member Kenne.

Roll Call Vote:

Trustee Cervantes: Aye
Member Kenne: Aye
Member Lyford: Not Present
Member Vitale: Not Present
Trustee Andruess: Aye

Motion passed.

- b. Review and Approval of Work Group's Bond & Disclosure Counsel RFP Findings and Recommendation to be presented to Board of Trustees for final approval. **(Action)** District Director, Nikki Winslow, provided an overview of the Work Group's Bond & Disclosure Counsel RFP review process. The Work Group reviewed the proposals and, based on their scores and the group's discussion, agreed that Best, Best & Krieger (BBK) was the best candidate by a substantial amount and that this RFP did not require interviews. If the Board of Trustees, decides to move forward with BBK, it may require us to hire another firm for oversight since BBK is currently the district's General Counsel.

The committee also discussed price and noted that BBK's rate was lower than the other firms. Additionally, the committee noted that cost lowers if there are multiple bond issuances however, the decision on how many bond issuances would be a Board decision using the guidance and advise of the Municipal Advisor.

Moved by Trustee Cervantes to approve the recommendation of Best, Best & Krieger to serve as our Bond & Disclosure Counsel vendor, with the possibility that the Board of Trustees might hire additional legal services to review their pronouncements moving forward to the full board next week.

Seconded by Member Kenne.

Roll Call Vote:

Trustee Cervantes: Aye
Member Kenne: Aye
Member Lyford: Not Present
Member Vitale: Not Present
Trustee Andruess: Aye

Motion passed.

VI. Announcements & Planning

- a. Proposed Future Agenda Items

VII. Adjournment

- a. Adjourn
Meeting adjourned 3:42pm.