



MINUTES

Board of Library Trustees
Community Facilities District (CFD) Committee | Altadena Library District
Virtual – Zoom – May 12, 2021 – 3:00 p.m.

IMPORTANT NOTICE REGARDING MAY 12, 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 May 12, 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 3:05pm.

II. Open Session

a. Roll Call

Trustee Andruess called roll call. Trustee Cervantes and Member Kenne, responded as present. Quorum was confirmed. Member Lyford joined at 3:15pm.

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.**
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 – Regular Meeting held April 14, 2021

IV. **Unfinished Business**

- a. None

V. **New Business**

- a. Introduction and Discussion of Community Facilities District next steps with Municipal Advisors – Urban Futures, Inc., and Bond & Disclosure Counsel – Best, Best, and Krieger **(Informational)**

District Director Nikki Winslow introduced the District's recently hired Municipal Advisor, Doug Anderson from Urban Futures, Inc. and Bond & Disclosure Counsel, Nora O'Brien from Best, Best, and Krieger. Mr. Anderson provided an overview of the bond process. Doug Anderson provided an overview of the Bond Issuance Process. He mentioned that we will pick a Bond Underwriter that will support the process and they will be responsible for selling the bonds. He estimated having the bonds available for sale to the community sometime in September or October. Lastly, he mentioned that he and the Bond Underwriter will be checking the rates to make sure we speed up the process if there are significant increases.

Ms. O'Brien provided a legal overview of the bond issuance process, specifically on updates on government codes governing the CFD formation and process. She mentioned that as the bonds are administered the Board will need to approve resolutions that will be drafted by the Bond & Disclosure Counsel.



Mr. Anderson and Nikki worked on a Tax Consultant RFP to prepare some of the reports required by the District and are working on procuring a bank for the CFD. The District has a comfortable schedule but can speed up the process if necessary. The only current deadline for the District is to make sure it has a Debt Policy before the bond issuance. This can be done a couple of weeks before the bond issuance and will be taken care of by BB&K, our Bond & Disclosure Counsel.

- b. Review and Recommendation of Bond Underwriting Services RFP for Board of Trustees final approval **(Action)**

District Director Winslow provided an overview and opened discussion for the item. The committee discussed the details of the Bond Underwriting Services RFP and ask Doug Anderson some clarifying questions on the scope of work, logistics and timeline.

Moved by Trustee Cervantes to recommend to the Board of Trustees to allow for the posting of the Bond Underwriting Services RFP.

Seconded by Member Kenne.

Roll Call Vote:

Trustee Cervantes: Aye

Member Kenne: Aye

Member Lyford: Aye

Member Vitale: Not Present

Trustee Andruess: Aye

Motion passed.

- c. Review and Recommendation of Community Facilities District Administrative Services RFP for Board of Trustees final approval **(Action)**

District Director Winslow provided an overview and opened discussion for the item. The committee discussed the details of the Community Facilities District Administration Services RFP. The Committee discussed and requested a special meeting to review and approve RFP scoring criteria for both RFPs.

Moved by Trustee Cervantes to recommend to the Board of Trustees to allow for the posting of the Bond Underwriting Services RFP.

Seconded by Member Kenne.

Roll Call Vote:

Trustee Cervantes: Aye

Member Kenne: Aye

Member Lyford: Aye

Member Vitale: Not Present

Trustee Andruess: Aye

Motion passed.

VI. Announcements & Planning

- a. Proposed Future Agenda Items

VII. Adjournment

- a. Adjourn
Meeting adjourned at 3:58 pm.