



## MINUTES – SPECIAL MEETING

Board of Library Trustees  
Community Facilities District (CFD) Committee | Altadena Library District  
Virtual – Zoom – May 25, 2021 – 4:00 p.m.

### IMPORTANT NOTICE REGARDING MAY 25, 2021 CFD COMMITTEE SPECIAL 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 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](mailto:hello@altadenalibrary.org). Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://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 Andrues called the meeting to order at 4:04 pm.

#### II. Open Session

##### a. Roll Call

Trustee Andrues called roll call. Trustee Cervantes, Member Lyford, 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 Lyford to adopt the Agenda.**  
**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.**

- 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:

- a. None

### **IV. Unfinished Business**

- a. Discussion of Bond Underwriting Services RFP Review Process **(Informational)**  
Trustee Andruess introduced the purpose of the special meeting and allowed District Director Nikki Winslow to provide an overview of the agenda item. The Bond Underwriting Services RFP was posted with Board approval on BidNet. The RFP will close on June 8<sup>th</sup>. The committee reviewed the scoring criteria for the Bond Underwriting Services RFP and updated in real-time. After the committee agreed on the evaluation criteria, they discussed the weighted point distribution with a particular emphasis on the cost of the proposal. The committee came to a consensus and provided direction to the District to set-up a scoring team.
- b. Discussion of CFD Administration Services RFP Review Process **(Informational)**  
Director Winslow provided an overview of the agenda item. The CFD Administration Services RFP was posted with Board approval on BidNet. The RFP will close on June 8<sup>th</sup>. The committee reviewed the scoring criteria for the CFD Administration Services RFP and updated in real-time. The committee agreed on the criteria and total points per criteria and proceed to discuss the scoring team composition.
- c. Discussion of June 10, 2021 Special Board of Trustees Meeting with CFD and Ad-Hoc Facilities Committees **(Informational)**  
Director Winslow mentioned that the Special Board of Trustees Meeting scheduled for June 10<sup>th</sup> will be an introductory meeting with the groups and stakeholders in the Capital Projects and Bond Issuance processes for the Community Facilities District. The committee suggested a couple of agenda items and discussed the need for transparency and communication in the bond issuance and capital projects processes.

### **V. New Business**

- a. None

### **VI. Announcements & Planning**

- a. Proposed Future Agenda Items



Director Winslow mentioned that the committee include the development of guiding principles or bylaws at a future meeting.

**VII. Adjournment**

a. Adjourn

Meeting adjourned at 5:05 pm.