



MINUTES – SPECIAL MEETING

Board of Library Trustees

Community Facilities District (CFD) Committee | Altadena Library District

Virtual – Zoom – June 15, 2021 – 4:00 p.m.

IMPORTANT NOTICE REGARDING JUNE 15, 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 June 15, 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. 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 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 Andruess called the meeting to order at 4:15 pm.

II. Open Session

a. Roll Call

Trustee Andruess called roll call. Trustee 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: Not Present**
 - 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:

- Moved by Trustee Lyford to approve the Consent Calendar.**
Seconded by Member Kenne.
Roll Call Vote:
 - Trustee Cervantes: Not Present**
 - Member Kenne: Aye**
 - Member Lyford: Aye**
 - Member Vitale: Not Present**
 - Trustee Andruess: Aye****Motion passed.**

- a. Approval of Minutes – Regular Meeting held May 12, 2021

IV. **Unfinished Business**

- a. None

V. **New Business**

- a. Review and Approval of Work Group's Bond Underwriting Services RFP Findings and Recommendation to be presented to the Board of Trustees for final approval
(Action)
District Director, Nikki Winslow, provided an overview of the Work Group's Bond Underwriting Services RFP review process. She noted that the Work Group came to a consensus that the top choice was Hilltop Securities and requests the committee vote to recommend to the Board of Trustees that they allow the Director to contract with them for Bond Underwriting Services. Trustee Andruess mentioned that the workgroup came to consensus and recommendation primarily due to price of the proposal and quality of work the firm was willing to provide. The committee discussed what a green bond is as Hilltop Securities brought up in their proposal.
Moved by Trustee Lyford to recommend approval of Hilltop Securities as the vendor for this position.
Seconded by Member Kenne.
Roll Call Vote:
 - Trustee Cervantes: Not Present**
 - Member Kenne: Aye**
 - Member Lyford: Aye**



Member Vitale: Not Present
Trustee Andruess: Aye
Motion passed.

- b. Review and Approval of Work Group's CFD Administration Services RFP Findings and Recommendation to be presented to the Board of Trustees for final approval
(Action)

District Director, Nikki Winslow, provided an overview of the Work Group's CFD Administration Services RFP review process. She noted that the Work Group came to a consensus that the top choice was NBS as they demonstrated a strong understanding of the work and are knowledgeable of the District due to their work with the District on Measure A and the formation of the CFD. The Work Group requested the committee vote to recommend to the Board of Trustees that they allow the Director to contract with them for CFD Administration Services. The committee discussed the pricing of the proposals and stated that NBS had the second lowest proposal price of the proposals received.

Moved by Trustee Lyford to recommend approval of NBS as the District's CFD Administrator to the Board of Trustees.

Seconded by Member Kenne.

Roll Call Vote:

Trustee Cervantes: Not Present

Member Kenne: Aye

Member Lyford: Aye

Member Vitale: Not Present

Trustee Andruess: Aye

Motion passed.

VI. Announcements & Planning

- a. Proposed Future Agenda Items

District Director Winslow mentioned that the next regular meeting will have a discussion and debrief of the June 10th Special Meeting and discussion of committee roles and procedures documents.

VII. Adjournment

- a. Adjourn

Meeting adjourned at 4:49 pm.