



## AGENDA

Board of Library Trustees  
Community Facilities District (CFD) Committee | Altadena Library District  
Virtual – Zoom – February 9, 2022 – 3:00 p.m.

### IMPORTANT NOTICE REGARDING FEBRUARY 9, 2022 CFD COMMITTEE MEETING

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 and Altadena Library District Board of Trustees' Resolution 2021-05. 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 February 9, 2022 Community Facilities District (CFD) Committee 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](mailto:hello@altadenalibrary.org) with the subject line: "Public Comment". Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment). If you wish to make your public comment during the live meeting, please state so in your email or select "Yes – I want to provide this comment in real-time and need the Zoom link" in the online form.

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

If you are unable to submit via email or the online, 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 3:00 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 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

#### II. Open Session

- a. Roll Call
- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items

**III. Consent Calendar**

The Community Facilities District (CFD) Committee hereby approves the items and recommended actions in the Consent Calendar listed below:

- a. Approval of Minutes – Regular Meeting held October 13, 2021 [Pages 3-5](#)

**IV. Special Presentation**

- a. None

**V. Unfinished Business**

- a. None

**VI. New Business**

- a. Update regarding ALD's Community Facilities District (CFD) Bond Issuance Process and Next Steps **(Informational)** [Pages 6-10](#)

**VII. Announcements & Planning**

- a. Proposed Future Agenda Items

**VIII. Adjournment**

- a. Adjourn



## MINUTES

Board of Library Trustees  
Community Facilities District (CFD) Committee | Altadena Library District  
Virtual – Zoom – October 13, 2021 – 3:00 p.m.

### IMPORTANT NOTICE REGARDING OCTOBER 13, 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 and Altadena Library District Board of Trustees' Resolution 2021-05. 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 October 13, 2021 Community Facilities District (CFD) Committee 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](mailto:hello@altadenalibrary.org) with the subject line: "Public Comment". Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment). If you wish to make your public comment during the live meeting, please state so in your email or select "Yes – I want to provide this comment in real-time and need the Zoom link" in the online form.

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

If you are unable to submit via email or the online, 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 3:00 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 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 3:02 pm.

#### II. Open Session

##### a. Roll Call

Trustee Andruess called roll call. Trustee Cervantes and Member Kenne responded as present. Member Lyford and Member Vitale were not present. Quorum was confirmed.

Member Vitale joined the meeting late at 3:35 pm

- b. Approval/Reordering of Agenda Items  
No adjustments were made.
- c. Adoption of Agenda  
**Moved by Member 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 Andrues: Aye  
Motion passed.**
- d. Public Comment on Non-Agenda Items  
No public comment was made.

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

The Community Facilities District (CFD) Committee hereby approves the items and recommended actions in the Consent Calendar listed below:

- a. Approval of Minutes – Regular Meeting held August 11, 2021

- IV. **Special Presentation**  
a. None

- V. **Unfinished Business**  
a. None

- VI. **New Business**  
a. Review and Discussion regarding ALD's Draft Bond Issuance Documents  
**(Informational):**
  - i. Resolution of Issuance
  - ii. Fiscal Agent Agreement
  - iii. Preliminary Official Statement with Continuing Disclosure Agreement
  - iv. Bond Purchase Agreement.

District Director introduced the agenda item and Nora O'Brien, ALD's Bond and Disclosure Counsel, provided additional information regarding the documents presented in the agenda package. The committee discussed and asked questions. No action was taken.



**VII. Announcements & Planning**

- a. Proposed Future Agenda Items

**VIII. Adjournment**

- a. Adjourn  
Trustee Andruess adjourned the meeting at 3:57 pm.

# Altadena Library District

Community Facilities District No. 2020-1



## CFD Bond Issuance Process – Next Steps

February 9, 2022

# PRESENTATION OVERVIEW

---

- Activities to date
- Next Steps
- Bonds available to District Residents/Owners
- Bond Closing

# BOND ISSUANCE PROCESS

---

## 1. Initial Steps **(Completed)**

- Select Finance Team Members
- Prepare
  - Draft Bond documents
  - Preliminary official statement
- Solicit Bond Rating and Bond insurance (if necessary)

## 2. Legislative Body Adopts Resolutions Approving **(Completed)**

- Bond documents
- Bond purchase contract
- Continuing disclosure agreement
- Preliminary Official Statement **(Posted February 4<sup>th</sup> )**



# BOND ISSUANCE PROCESS (CONT.)

---

## 3. Rating Process, Bond Sale

- Rating Received = **AA-**
- Price, terms, and maturity schedule finalized (Feb. 16<sup>th</sup>)
- Bond purchase contracts signed (Feb. 17<sup>th</sup>)
- Official Statement finalized (week of Feb. 21<sup>st</sup>)
- Closing date set (scheduled for March 3<sup>rd</sup>)

## 4. Bond Closing

- Agreements executed and delivered (week of Feb. 21<sup>st</sup>)
- Bond purchase price wired from Underwriter to Fiscal Agent (March 3<sup>rd</sup>)
- Bonds released to purchasers (March 3<sup>rd</sup>)
- \$24 Million available for Library Improvements (March 3<sup>rd</sup>)

# CFD BONDS AVAILABLE FOR PURCHASE BY DISTRICT RESIDENTS AND PROPERTY OWNERS

---

1. Hilltop Securities will give preference the morning of bond sale (March 17<sup>th</sup>) to residents and property owners within the District wishing to purchase the District's CFD Bonds
  - Interested bond buyers will need to set up an account with Hilltop Securities (suggest doing so before March 17<sup>th</sup> )
  - Interested bond buyers may contact Hilltop Securities as follows, to set up the account and purchase CFD Bonds of the District:

Contact: Rose Thompson  
Hilltop Securities Inc.  
(214) 859-9466