



**DATE:** August 30, 2021

**MEMO TO:** Terry Wilke, Chair  
Planning Committee

**FROM:** Alex Ty Kovach  
Executive Director

**RECOMMENDATION:** Approve a motion to (i) release Committee closed session minutes, (ii) retain as confidential all other Committee closed session minutes not previously released, and (iii) delete Verbatim Recordings in accordance with The Open Meetings Act (the “Act”) and the District’s Policy on Closed Meeting Minutes and Verbatim Records (the “Policy”), as provided in Exhibit 1, attached.

**STRATEGIC DIRECTION SUPPORTED:** Communication, Education & Outreach

**FINANCIAL DATA:** No impact.

**BACKGROUND:** The Planning Committee maintains written minutes of its open and closed meetings in the manner required of all public bodies under the Act. The Committee also retains verbatim recordings of closed meetings as required by the Act.

Under the Act and the Policy, not less than twice each year, the Committee meets in closed session to review its closed meeting minutes to determine if they should be released to the public. In its review, the Committee, with the benefit of staff’s recommendation, determines if the minutes contain information that continues to require confidential treatment. If written minutes, or portions thereof, require confidential treatment to protect the public interest or the privacy of an individual, they may be kept confidential. If the minutes no longer require confidential treatment, they may be made available for public inspection.

Also, the Act and the Policy require that the Committee meet not less than twice a year to review a list of verbatim recordings of all closed meetings for which minutes have been prepared and that occurred 18 months previously, to determine if the recordings should be retained, released, deleted, or destroyed. Under the Act, a verbatim recording of a closed session may be destroyed or deleted only if (i) minutes for that closed session have been prepared and approved and (ii) at least 18 months have passed since the closed session.

The Committee met in closed session on August 2, 2021 to consider the release of its closed session minutes and the retention or deletion of verbatim recordings. Exhibit 1 identifies the minutes to be released and the verbatim recordings to be deleted based on those considerations.

**REVIEW BY OTHERS:** Board Secretary, Chief Operations Officer, Corporate Counsel

**MOTION:** to (i) approve release of Committee closed session minutes, or portions thereof, as provided in Exhibit 1, and find that such minutes, or portions thereof, no longer require confidential treatment, (ii) retain as confidential all other Committee closed session minutes, or portions thereof, not previously released, and find that the need for confidentiality still exists as to such minutes or portions and (iii) delete verbatim recordings, all in accordance with the Open Meetings Act and the District’s Policy on Closed Meeting Minutes and Verbatim Records, and as provided in Exhibit 1.

**APPROVED:**

Date: \_\_\_\_\_ ☐ Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

☐ Voice Vote Majority Ayes; Nays: \_\_\_\_\_

## **EXHIBIT 1**

### **PLANNING COMMITTEE:**

August 30, 2021

### **CLOSED SESSION MINUTES TO BE RELEASED:**

March 2, 2020- Partial

### **VERBATIM RECORDINGS OF CLOSED SESSIONS TO BE ERASED:**

October 1, 2018  
November 5, 2018  
January 17, 2019  
February 4, 2019  
March 4, 2019  
April 1, 2019  
May 6, 2019  
June 3, 2019  
June 24, 2019  
August 26, 2019  
September 23, 2019  
November 4, 2019  
December 2, 2019  
January 6, 2020