



**DATE:** June 3, 2024

**MEMO TO:** Paras Parekh, Chair  
Planning Committee

**FROM:** Alex Ty Kovach  
Executive Director

**RECOMMENDATION:** Approve a motion to (i) release certain Committee closed session minutes, (ii) retain as confidential all other Committee closed session minutes not previously released, and (iii) delete verbatim recordings of closed sessions of meetings, in accordance with the Open Meetings Act (the “Act”), as provided in **Exhibit 1**, attached.

**STRATEGIC DIRECTIONS SUPPORTED:** Communication; Education & Outreach

**FINANCIAL DATA:** No impact.

**BACKGROUND:** The Planning Committee, in the manner required of public bodies under the Act (i) maintains written minutes of its open and closed meetings, and (ii) retains verbatim recordings of closed meetings.

#### **Closed Session Minutes**

Under the Act and the District’s Policy on Closed Meeting Minutes and Verbatim Records (the “Policy”), every six months, or as soon thereafter as practicable, the Committee meets in closed session to review its closed meeting minutes to determine if they are eligible for release 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, continue to require confidential treatment, they may be kept confidential. If the minutes no longer require confidential treatment, they will be made available for public inspection.

#### **Closed Session Verbatim Recordings**

Under the Act and the Policy, the Committee also meets in closed session every six months, or as soon thereafter as practicable, to review a list of verbatim recordings of all closed meetings for which minutes have been prepared and that occurred at least 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 if (i) minutes for that closed session have been prepared and approved and (ii) at least 18 months have passed since the closed session.

#### **Committee Review and Staff Recommendation**

The Committee met in closed session on May 6, 2024 to consider the release of its closed session minutes and the retention or deletion of verbatim recordings. Exhibit 1 identifies the closed session minutes recommended to be released and the closed session verbatim recordings recommended to be deleted based on the Committee’s review.

**REVIEW BY OTHERS:** Committee Secretary, Board Secretary, Corporate Counsel

**MOTION:** Motion to (i) approve release of the 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 the verbatim recordings of Committee closed sessions identified in Exhibit 1, all in accordance with the Open Meetings Act and the District's Policy on Closed Meeting Minutes and Verbatim Records.

**APPROVED:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_ Nays: \_\_\_\_  
 Voice Vote Majority Ayes; Nays: \_\_\_\_

**EXHIBIT 1**

**PLANNING COMMITTEE:**

June 3, 2024

CLOSED SESSION MINUTES TO BE RELEASED:

**August 28, 2023 (Partial)**

VERBATIM RECORDINGS OF CLOSED SESSIONS TO BE DELETED:

**May 2, 2022**

**June 27, 2022**

**August 1, 2022**

**August 29, 2022**

**October 31, 2022**