

DATE: October 6, 2025

MEMO TO: Paul Frank, Chair
Planning Committee

FROM: Alex Ty Kovach
Executive Director

RECOMMENDATION: Approve a motion to (i) release certain Planning Committee (“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 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 whether the minutes contain information that continues to require confidential treatment. If written minutes, or portions thereof, continue to require confidential treatment, they are 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 or destroyed. Under the Act, the Committee may approve the destruction of a verbatim recording of a closed session 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 August 25, 2025 to consider the release of its closed session minutes and the retention or destruction 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 partial release of the February 3, 2025 and May 5, 2025 Committee closed session minutes as provided in Exhibit 1, and find that the specified portions of such minutes 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 thereof, 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:

October 6, 2025

CLOSED SESSION MINUTES TO BE RELEASED:

<u>Meeting Date</u>	<u>Full or Partial Release</u>
February 3, 2025	Partial
May 5, 2025	Partial

VERBATIM RECORDINGS OF CLOSED SESSIONS TO BE DELETED:

- August 28, 2023
- November 6, 2023
- December 4, 2023
- January 8, 2024
- February 5, 2024