



DATE: March 31, 2025
MEMO TO: Sara Knizhnik, Chair
Operations Committee
FROM: John E. Nelson
Chief Operations Officer

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 DIRECTION SUPPORTED: Communication, Education & Outreach

FINANCIAL DATA: No impact.

BACKGROUND: The Operations Committee, as required by the Act (i) maintains written minutes of its open and closed meetings and (ii) retains verbatim recordings of closed meetings.

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, 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 shall meet 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 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 February 3, 2025 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: Committee Secretary, Board Secretary, 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 of closed sessions of meetings, 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

OPERATIONS COMMITTEE:

March 31, 2025

CLOSED SESSION MINUTES TO BE RELEASED:

2/3/2025

VERBATIM RECORDINGS OF CLOSED SESSIONS TO BE DELETED:

5/2/2022

3/6/2023