

URBAN ROAD MAINTENANCE DISTRICT ADVISORY COMMITTEE



Wednesday, January 19, 2022

3:45 p.m. to 5:45 p.m.

Zoom Virtual Meeting



Join online: <https://us02web.zoom.us/j/86318539966>

Online participants will be able to see and hear the proceedings. Online participants' microphones will be muted, unless they are called upon to speak/testify. Participant cameras will not be activated at any time.

Join by phone: (669) 900-6833 / **Webinar ID:** 863 1853 9966

Participants on phones will be able to hear the proceedings. Phone participants' microphones will be muted, unless they are called upon to speak/testify.

URMDAC meetings are being held virtually via Zoom until further notice.

See pages 3-4 for URMDAC's "Zoom Virtual Meeting Protocols"

MEETING AGENDA

1. Welcome, Introductions, & Approval of November 2021 Minutes..... 3:45p
2. Guest Comments 3:50p
3. Training - Public Meetings..... 3:55p
4. Election of 2022 Officers 4:30p
5. Discussion of Change of Dates for Member Terms 4:45p
6. Discussion of Change of Committee Minutes Format 5:00p
7. URMDAC Member Roundtable 5:15p
8. Meeting Wrap-Up..... 5:35p
 - Next Meeting Date
 - Next and Future Topics
9. Adjournment 5:45p

Assistive Listening Devices: Assistive Listening Devices are available for persons with impaired hearing and can be scheduled for this meeting by calling 503-846-8611 (voice) or 711 (TDD – Telecommunications Devices for the Deaf) no later than 5:00 p.m. on the Monday preceding the meeting.

Sign Language and Interpreters: The County will also upon request endeavor to arrange for the following services to be provided. Qualified sign language interpreters for persons with speech or hearing impairments; and qualified bilingual interpreters. Since these services must be scheduled with outside service providers, it is important to allow as much lead-time as possible. Please notify the County of your need by 5:00 p.m. on the Thursday preceding the meeting date by calling 503-846-8611.

If you have any questions, please contact Sherri McFall at 503-846-7615 or sherri_mcfall@co.washington.or.us.

Department of Land Use & Transportation • Operations and Maintenance Division

phone: 503-846-7623 • fax: 503-846-7620

<https://www.co.washington.or.us/urmdac>

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1. Welcome, Introductions, & Approval of November 2021 Minutes

The URMDAC Chair opens the meeting, invites participants to introduce themselves, and asks URMDAC members for a motion to approve the minutes.

2. Guest Comments

URMDAC is a board-appointed advisory committee; its meetings are open to the public. Members of the public are welcome to attend meetings and speak during the Guest Comments period, but they do not participate in the actual committee discussions. The time limit for guest comments is usually two (2) minutes per person, but the Chair can adjust that time at their discretion.

3. Training – Public Meetings

Public agency public meetings are governed by specific rules and protocols. County Counsel will offer a presentation to members outlining these rules, giving examples, and answering questions related to public meetings.

4. Election of 2022 Officers

This being the first meeting of the calendar year, members will select a *Chair* and *Vice-Chair* in accordance with Article III (B) (Memberships) of the URMDAC bylaws.

5. Discussion of Change of Dates for Member Terms

The URMDAC bylaws state member terms are January to December. Staff suggested that the terms be changed to more closely align of management of committee administrative tasks with the term dates.

6. Discussion of Change of Committee Minutes Format

The URMDAC meetings have historically been recorded as typed minutes. There have been member requests to discuss changing this to using only audio recordings as the historical record. Members will discuss the benefits and disadvantages during this time.

7. URMDAC Member Roundtable

This is an open discussion among committee members - an opportunity for members to provide general comments. Topics raised and discussed are usually not related to items already scheduled for the agenda.

8. Meeting Wrap-Up

This final agenda item is an important time to discuss outstanding action items, identify new action items from this meeting, and schedule the next meeting.

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Zoom Virtual Meeting Protocols

How to join the Zoom meeting

- Zoom meetings can be joined either by computer (via the provided Zoom meeting link) or by phone (using the provided phone number and webinar).
- We encourage URMDAC members join by computer, so members can easily see presentations in real-time.
- If joining by phone: download the Zoom application on your computer to enable video (otherwise, you will have audio only). Prior to the meeting, provide Sherri McFall the phone number you are calling from so staff can identify you when you call in (sherri_mcfall@co.washington.or.us; 503-858-7615).
- URMDAC Members: Please log in or call in early to ensure you're able to connect and communicate. The meeting will be "open" 30 minutes before the start of the meeting to resolve any technical issues. No dialog about the meeting or its content will be discussed until the meeting is called to order.
- Please enter your first and last name upon entering the meeting.
- For Panelists using the video, avoid sitting with a window behind you or near an open window (to maximize video and sound quality). Also, be aware of your attire and the appearance of the visible area around you.

General guidance:

- Zoom meeting participant roles:
- **Panelists:** URMDAC members, scheduled presenters.
- **Attendees:** Staff, guests and other members of the public (microphones will be muted/unmuted by the host; video will not be activated).
- All attendees will have video and microphones muted by default upon joining the meeting.
- Video: Panelists are asked to leave video unmuted, to help other panelists and staff see who is participating in the meeting.
- Microphones: Keep microphones muted unless speaking (you can hold down the space bar to unmute temporarily, then release the space bar to switch back to mute).
- Presentation slides will be managed by County staff; presenters should ask staff to advance slides.

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Questions/Comments from Committee members and presenters:

- To ask a question or comment, use the “raise your hand” feature in Zoom. To “raise your hand”:
 - You may need to click the “Participants” button at the bottom of the screen to open the “Participants” panel – the “raise hand” button is in lower right corner of Participants panel.
 - *9 will “raise your hand” if you are calling in via phone.
 - If all else fails, wave your hand on camera.
- Sherri McFall will monitor raised hands and coordinate with Chair Eck to call on others to speak.
- When you speak, limit background noise (typing, eating, pets, etc.) to ensure you can be heard.
- If you called in via a phone, make sure you unmute your phone.

Public comment opportunities:

- Visitors/guests/general public can observe/listen in on the meeting (as “attendees”).
- The Chair will invite staff, guests and other members of the public to introduce themselves and to ask questions. At that time, microphones will be unmuted.
- To ask questions/make comments during presentations, attendees can use the “raise hand” icon.

County staff moderator/technical team:

- Sherri McFall will be the meeting moderator and coordinate with Chair Eck.
- Michael Nemeyer (Information Technology Services, Washington County) will provide technical support for the meeting and make an audio-only recording to assist with preparing the meeting summary.