



# RURAL ROADS OPERATIONS AND MAINTENANCE ADVISORY COMMITTEE MEETING

**Thursday, November 4, 2021**  
**7:30 a.m. to 9:30 a.m.**

**Join online:** <https://us02web.zoom.us/j/84286153505>

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:** (346) 248-7799 / **Webinar ID:** 842 8615 3505

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

RROMAC meetings are virtual via Zoom until further notice. See pages 3-4 for RROMAC’s “Zoom Virtual Meeting Protocols”

## MEETING AGENDA

- 1. Welcome, Introductions, & Approval of September 2021 Minutes ..... 7:30 a.m.
- 2. Guest Comments..... 7:35 a.m.
- 3. Emergency Management Update ..... 7:40 a.m.
- 4. 2022 RROMAC Committee Officers: Pre-election Discussion..... 8:10 a.m.
- 5. Winter Forecast..... 8:30 a.m.
- 6. RROMAC Member Round Table..... 8:50 p.m.
- 7. Meeting wrap-up ..... 9:15 a.m.

**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 503-846-7653 or [sherri\\_mcfall@co.washington.or.us](mailto:sherri_mcfall@co.washington.or.us).*



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**Thursday, November 4, 2021**  
**7:30 a.m. to 9:30 a.m.**

## **1. Welcome, Introductions, & Approval of September 2021 Minutes**

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

## **2. Guest Comments**

RROMAC 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 Comment 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. Emergency Management Update**

The Emergency Management Office works to minimize the effects of major emergencies and disasters on the community. Ken Schlegel, LUT Emergency Management Coordinator, will report on what's happening in the county and the state to stay prepared.

## **4. 2022 RROMAC Committee Officers: Pre-election Discussion**

Annually RROMAC members elect a new chair and vice chair at the beginning of the year. This discussion will allow the committee members an opportunity to prepare for the elections scheduled for January 2022.

## **5. Winter Forecast**

The National Weather Service is forecasting the potential for an unseasonably wet and cold winter, especially after the first of the year. This forecast could lead to weather conditions that include flooding, high winds, snow, and ice. Staff will brief the committee on the county's plan for managing the forecasted inclement weather.

## **6. RROMAC 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.

## **7. Meeting wrap-up**

This final agenda item is an important time to (1) discuss follow-up with past outstanding action items, (2) identify new action items from this meeting, and (3) 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 committee 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; 503-858-7815).
- Committee 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:** Committee 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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### Zoom Virtual Meeting Protocols

#### 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 McCoy 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 the committee chair
- Sherri McFall will be making an audio-only recording to assist with preparing the meeting summary.
- Michael Nemeyer and Chuck Schable (Information Technology Services, Washington County) will provide technical support for the meeting.