
URBAN ROAD MAINTENANCE DISTRICT ADVISORY COMMITTEE



Wednesday, January 20, 2021
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 December Minutes (Chair).....3:45 p.m.**
2. **Election of Officers (URMDAC members)3:55 p.m.**
3. **Annual Report: URMD Pedestrian and Biking Projects (Marla Vik)..... 4:05 p.m.**
4. **Review 2021 URMD Ped and Biking Improvements Candidate List..... 4:35 p.m.**
 - **Discuss list (Steve Franks)**
 - **Discuss communication outreach for selection process (Melissa De Lyser)**
5. **URMDAC Member Roundtable (URMDAC members).....5:20 p.m.**
6. **Guest Comments5:35 p.m.**
7. **Meeting Wrap-Up (Chair).....5:40 p.m.**
 - **Action items: follow-up with previous items and identify new action items**
 - **Discuss next meeting (March) and identify agenda**
8. **Adjournment5:45 p.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 Steve Franks at 503-846-7653 or steve_franks@co.washington.or.us.

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AGENDA TOPIC SUMMARIES

1. Welcome, Introductions, & Approval of December 16, 2020 Minutes

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

2. Election of Officers

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

3. Annual Report: URMD Pedestrian and Biking Projects

Staff will provide an overview of projects selected in previous years. Information will include project status associated with design, construction and budgets.

4. Review 2021 URMD Ped and Biking Improvements Candidate List

This will be the committee's first look at the candidate list to be used for this year's selection process. Staff will review and highlight key elements of the list and members will have a cursory discussion about the candidates. Additionally, staff and members will discuss communicating with the community before, during and after the selection process.

5. 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.

6. 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 2-minutes per person, but the Chair can adjust that time at their discretion.

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 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 Steve Franks the phone number you are calling from so staff can identify you when you call in (steve_franks@co.washington.or.us; 503-858-7860).
- 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.
- Steve Franks will monitor raised hands and coordinate with Chair Jamieson 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:

- Steve Franks will be the meeting moderator and coordinate with Chair Eck.
- 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.