

RESOLUTION 20-05

A RESOLUTION ESTABLISHING A REMOTE PUBLIC MEETINGS POLICY

RECITAL:

Kate Brown, the Governor of Oregon, issued Executive Order No. 20-16 addressing public meetings held during the "COVID-19 emergency period". The executive order required public meetings to be held by telephone, video, or through some other electronic or virtual means, whenever possible. The executive order further states that if persons are allowed to attend those meetings social distancing (six feet or more between individuals), to the maximum extent possible.

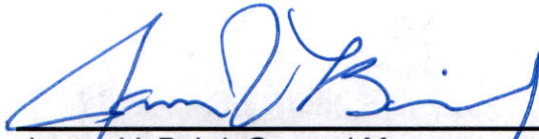
In an effort to meet the Governor's Executive Orders RUSA has developed a policy outlining the methods of conducting remoted public meeting.

NOW, THEREFORE, BE IT RESOLVED THAT THE ROSEBURG URBAN SANITARY AUTHORITY BOARD OF DIRECTORS, adopts the attached Remote Public Meetings Policy.

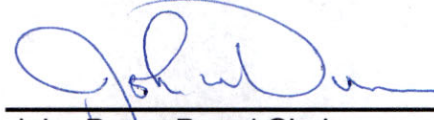
THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY'S BOARD OF DIRECTORS THIS 12TH DAY OF AUGUST 2020.

ATTESTED:

**ROSEBURG URBAN SANITARY
AUTHORITY:**



James V. Baird, General Manager



John Dunn, Board Chair



Roseburg Urban Sanitary Authority

Remote Public Meetings Policy

1. Meetings, whether remote or physical, will continue to be held at normally scheduled dates and times. This schedule will continue to be publicized on the Roseburg Urban Sanitary District (RUSA) website (www.rusa-or.org).
2. Agendas and prior minutes will continue to be published on the RUSA website.
3. To maintain the Governor's social distancing directive, limited seating is available for members of the public that request attending the meeting in person (approximately three individuals). Please contact the Administrative office at (541) 672-1551 to request in-person attendance.
4. Meetings will be held using the Zoom Webinar platform and a link to each meeting will be published on the RUSA website.
5. When board members, staff, and other special attendees must also attend remotely, they will enter the webinar as panelists. In this capacity, not only will they be able to listen, they will have permission to be seen on camera, to turn off camera if they so desire, to speak, or to have their microphones muted. The reason for the ability to mute their microphones is to be able to cut down on background noise if it becomes a problem. They will also have the ability to see any questions that may be presented via the Q&A section of Zoom and to respond to those questions. The ability to join by phone is also an option.
6. If for any reason a panelist does not have a camera and microphone, RUSA, at the discretion of the general manager, will provide adequate equipment for them.
7. The public will join the webinar as regular attendees, with the ability to watch, listen, and ask questions via the Q&A or chat functionality of the Zoom program. Regular attendees will not, by default, have the ability to speak. This is to help eliminate background noise, to hold an orderly meeting, and to prevent such things as "Zoom Bombing."
8. Attendee questions or comments can be submitted to the Board by mail or email to be presented at the Board meeting. Attendees may also ask a question of or make a statement to the board by calling the regular office phone number (541) 672-1551 and ask that it be presented to the board via staff. In the event that a regular attendee would like to be heard by the board during the meeting, the meeting administrator (in most cases the General Manager), may decide to temporarily promote an attendee to a panelist position to enable the attendee to unmute and address the board.
9. The broadcasting of the meeting will be monitored by an employee of RUSA and if, for whatever reason, the broadcast fails, the meeting will be paused until the broadcast can be reestablished.
10. The audio of all meetings will be recorded and stored on RUSA's AV Server (V:\Board Meeting Recordings on a domain joined computer or \\rackstation\Audio_Visual_Data\Board Meeting Recordings) on RUSA's corporate network.

RUSA is dedicated to doing everything within their ability to make all public meetings as transparent as possible and to give all RUSA customers the ability to attend and be heard at said meetings.

For the purposes of this document, the term meeting and webinar will be used interchangeably. When speaking to the "electronic meeting" this document is referring to Zoom Webinars.