



**Weekly Coordination Call
Agenda
Friday, February 1, 2019
10:00 AM**

Participants:

RCS Project Coordinator: Camelia Ravanbakht

HRTPO staff: Mike Kimbrel

City of Norfolk: Brian Fowler, Christine Armstrong

City of Portsmouth: Carl Jackson

Port of Virginia: Barbara Nelson

Consultant Team – Craig Eddy, Vlad Gavrilovic, Lorna Parkins, Bill Thomas

Agenda:

- 1- Action Items from 1/29 Joint Meeting- Camelia
- 2- Status of Phase 1 Tasks – Craig
- 3- Scope of Work for Phase 2- Craig
- 4- Request for Contacts for Planning & Economic Development Departments - Camelia
- 5- Next Meetings
 - Joint Steering (Policy) Committee & Working Group: February 13, 2019 – 10 AM
 - Scenario Planning Web Meeting – Date to be determined
- 6- Other Items- All
- 7- Adjourn

REGIONAL CONNECTORS STUDY

Meeting Minutes

Date: February 1, 2019

Location: Conference Call

Subject: Weekly Coordination Call – Agenda attached

Attendees:

- HRTPO – Mike Kimbrel
- RCS Project Coordinator - Camelia Ravanbakht
- City of Norfolk – Christine Armstrong, Brian Fowler, Janice Hurley
- Port of Virginia – Barbara Nelson
- City of Portsmouth – Carl Jackson
- Consultant Team – Craig Eddy, Vlad Gavrilovic, Lorna Parkins, Bill Thomas

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Agenda Item 1 – Action Items from 1/29 Joint Meeting – Camelia reviewed the action items from January 29 joint meeting of the Working Group and Steering Committee. They were:

- Comments on pro/cons/preferences for Study Option 1 or 2 are due February 5
- Comments on Phase 2 scope, schedule, and budget are due February 5
- RCS PM, Craig Eddy, was invited to participate in VDOT’s Express Lanes study weekly coordination call
- Another joint meeting of the Working Group and Steering Committee is scheduled for February 13

Agenda Item 2 – Status of Phase 1 Tasks – Craig reviewed the status of Phase 1 tasks. Most tasks are complete. Outstanding work includes:

- Final Engagement Plan
- Website design
- Phase 2 scope and budget

Agenda Item 3 – Scope of Work for Phase 2 – Craig stated that scope comments have been received from TPO staff and that other comments are due from Working Group and Steering Committee members no later than February 5. Brian stated that the City of Norfolk would be submitting significant comments regarding their concerns of perceived inadequate alternative development as it relates to the scenario planning effort.

Agenda Item 4 – Request for Contacts for Planning and Economic Development Departments– Camelia reiterated the need for local governments to provide contact information for staff that the Consultant Team can coordinate their scenario planning efforts with.

Agenda Item 5 – Next Meetings – Upcoming meetings are:

- February 13, 10:00 AM - joint Steering (Policy) Committee/Working Group meeting
- February 14, 9:30-11:00 AM – webinar to discuss/coordinate scenario planning details with Working Group and other government staff (planning and economic development contacts). Consultant Team to send out invitations with screen sharing link.
- February 21, 10:00 AM – TPO Board meeting to approve Phase 2 scope of work, budget, and schedule

Agenda Item 6 – Other Items – Items raised were:

- It was agreed that the format of the Working Group meetings would be an item for discussion at the next Working Group meeting (currently unscheduled)
- City of Norfolk requested Draft Phase 2 scope in Word document. Camelia to send file to Brian.