



**Weekly Coordination Call  
Agenda  
Thursday, April 25, 2019  
10:00 AM**

**Participants:**

RCS Project Coordinator: Camelia Ravanbakht

HRTPO staff: Mike Kimbrel

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

RCS Working Group Members: Invited to Participate

**Agenda:**

1. RCS Phase 2 Update – Craig
  - Phase 2 Supplement/Budget – Anticipate approval at May 16 HRTPO Board Meeting
  - Scenario Planning Update
  - Travel Demand Update
  - Schedule
2. Steering (Policy) Committee April 30<sup>th</sup> Agenda: To be emailed on April 23 - Camelia (Working Group Members will also receive a copy)  
Items:
  - Election of Chair and Vice-Chair
  - Phase 2 Update
  - Phase 2 Supplement and Budget for approval
  - Schedule and Meetings
3. Next Meetings - Camelia
  - Steering (Policy) Committee Meeting – April 30, 2019, 9:00 – 10:30 AM
  - **No Weekly Coordination Call on Thursday, May 2**
  - Working Group Scenario Planning Webinar #5: May 2, 2019, 10 AM – 12 PM
  - Craney Island Site Visit: May 3, 2019, 9 AM – 1PM
  - HRTPO Board Meeting - May 16, 2019 – (anticipate Phase 2 Supplement approval by the Board)

- Working Group Scenario Planning Workshop: May 21, 2019, 10 AM – 12 PM
- Working Group Scenario Planning Webinar #6: June 6, 2019, 10 AM- 12 PM

4. Other Items- All

5. Adjourn

# REGIONAL CONNECTORS STUDY

## Meeting Minutes

**Date:** April 25, 2019

**Location:** Conference Call

**Subject:** Weekly Coordination Call – Agenda attached

**Attendees:**

- RCS Project Coordinator - Camelia Ravanbakht
- HRTPO – Dale Stith
- Consultant Team – Craig Eddy, Vlad Gavrilovic, Bill Thomas
- Working Group:
  - City of Norfolk – Brian Fowler
  - City of Portsmouth – Carl Jackson
  - VDOT – Robin Grier

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**Agenda Item 1 – RCS Phase 2 Update** – Craig provided updates on the following:

- Phase 2 Supplement/Budget – draft costs are under negotiation and should be finalized prior to the April 30 Steering (Policy) Committee meeting. Draft budget was included in agenda packet. Costs need to be approved by the Steering (Policy) Committee on April 30 and prior to May 16 HRTPO Board meeting, at which final approval is sought.
- Scenario Planning Update – Goals and objectives are being distilled so they can be used to help arrive at measures of success. Outputs of economic and travel demand models are being evaluated to assist in the identification of quantifiable measures of success to be used in evaluation scenarios. Robust discussion on accessibility should help the study participants to arrive at measures of success that adequately address this important factor. Land use data gaps are being addressed by the Consultant team, with assistance from the City of Hampton, the City of Norfolk, and the City of Portsmouth. Consultant team is currently seeking confirmation from some local jurisdictions regarding data used to fill gaps some of which came directly from the jurisdictions and some of which was developed by the Consultant team. Consultant team and HRTPO staff are seeking HRTPO/LRTP Subcommittee’s approval

of the land use data to be used in RCS at the May LRTP Subcommittee meeting (date to be determined).

- Travel Demand Model – VDOT and their modeling consultant are addressing a few minor details in the model and hope to provide a draft base year model (2015) this week for review. At present, VDOT does not think the delivery of the future year model will be impacted by this delay in the base year model delivery. As a result of this delay, some Scenario Planning tasks will need to be compressed to meet the January 2020 date we are aiming for.
- Schedule – The schedule will be adversely impacted by the delay in the travel demand model availability. The uncertainty of the availability of the validated base year model makes it difficult to make finite adjustments to the schedule at this time, but it appears that other Scenario Planning tasks will need to be compressed about one month to stay on schedule.

### **Agenda Item 2 – Steering (Policy) Committee Meeting (April 30) Agenda**

- HRTPO has a new administrative assistant, Natalie Brown, who will be sending meeting invitations and materials to participants from this point forward.
- This meeting will not be held at the HRTPO building. It will be held at the 2<sup>nd</sup> Floor Multi-Purpose Room at The Chesapeake Public Safety Operations Center located at 2130 South Military Highway, Chesapeake, VA 23320.

### **Agenda Item 3 – Next Meetings** – Upcoming meetings are:

- Steering (Policy) Committee Meeting – April 30th; 9AM – 10:30AM (Please note start time)
- Scenario Planning Webinar #5 – Thursday, May 2, 10:00 AM – 12:00 PM
- No weekly coordination meeting - Thursday, May 2
- Craney Island site visit – Friday, May 3, 9:00 AM – 11:30 AM (please note modified end time)
- HRTPO Board Meeting – May 16 (anticipate Phase 2 Supplement approval)
- Scenario Planning Workshop – Tuesday May 21, 10:00 AM – 12:00 PM
- Scenario Planning Webinar #6 – Thursday, June 6, 10:00 AM – 12:00 PM

### **Agenda Item 4 – Other Items**

- Camelia asked that Natalie forward RCS Steering Committee agenda to Working Group. She also asked that Dale to inquire how many people the Multi-Purpose Room at Chesapeake’s Safety Office can accommodate to make sure we can fit Working Group members, too.
- Camelia would like to get with Mike and Natalie to set up a Doodle Poll for a Working Group meeting in June.
- Camelia informed the group that we anticipate receiving an agenda from Jason Flowers (for Craney Island tour) Friday or Monday. Will send it out with the aerial map James W provided.
- Camelia is coordinating with the staff to print copies of the aerial map to distribute on the tour