



**Weekly Coordination Call
Agenda
Thursday, April 18, 2019
9:00 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
 - RCS Goals, Objectives and Measures of Success
 - Scenario Planning Update
 - Travel Demand Update
 - Schedule
2. Next Meetings - Camelia
 - Weekly Coordination Call – Thursday, April 25, 10:00 AM
 - Steering (Policy) Committee Meeting – April 30, 2019, 9:00 – 10:30 AM
 - Craney Island Site Visit – Friday May 3, 9:00 AM – 1:00 PM
 - Scenario Planning Workshop – Thursday May 9, 2019 (tentative date)
 - HRTPO Board Meeting - May 16
 - Working Group Meeting – To be scheduled for May/June 2019
3. Other Items- All
4. Adjourn

REGIONAL CONNECTORS STUDY

Meeting Minutes

Date: April 18, 2019

Location: Conference Call

Subject: Weekly Coordination Call – Agenda attached

Attendees:

- RCS Project Coordinator - Camelia Ravanbakht
- HRTPO – Mike Kimbrel
- Consultant Team – Craig Eddy, Vlad Gavrilovic, Lorna Parkins, Bill Thomas
- Working Group: City of Norfolk – Brian Fowler

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

- Draft Phase 2 Supplement budget – draft costs were recently submitted to HRPTO staff and are currently under review. Brian Fowler requested a copy of the draft budget, which Craig will send directly to him. Camelia indicated that the Draft Phase 2 Supplement and Budget will be sent to the entire Working Group prior to the April 30th Steering (Policy) Committee meeting. 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.
- RCS Goals, Objectives, and Measures of Success – Workshop progressing discussions on these topics was held April 17. City of Norfolk expressed disappointment in that workshop due to slow progression of ideas and their categorization/development. Suggested more aggressive role by the Consultant in leading the Working Group through this new type of planning process. Consultant will therefore assume a more aggressive role in the development of these important study elements going forward.
- Scenario Planning Update – Lorna presented an overview of the status of the tasks, which are mostly on schedule and included coordination with City of Norfolk and City of Portsmouth to fill data gaps in the existing and future land use information. Consultant team and HRTPO staff are seeking HRTPO/LRTP Subcommittee’s approval of the land use data to be used in RCS at May 1 LRTP Subcommittee’s meeting. Schedule issue is associated with the travel demand model (see next two bullets for further information).

- Travel Demand Model – VDOT is expecting to provide a draft base year model (2015) this week for review. A refined validated 2015 model will subsequently be provided approximately one month thereafter. This will create the need to compress other Scenario Planning tasks to meet the January 2020 date we are aiming for. Brian Fowler requested the model documentation when it is available. Consultant team will forward that to Brian upon receipt.
- 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.
 - Brian Fowler expressed concern about the linkage of the RCS with the 2045 LRTP endeavors. He stated that although the two were supposedly decoupled, the RCS seems to be heavily influenced by the 2045 LRTP schedule. Mike Kimbrel reminded meeting participants that the Scenario Planning tools need to be used by both studies for consistency purposes in assumptions, and therefore that part of the RCS is closely tied to the 2045 LRTP schedule. Beyond the Scenario Planning tools, the RCS will be on its own schedule separate from the 2045 LRTP update.

Agenda Item 2 – Next Meetings – Upcoming meetings are:

- Weekly Coordination Call – Thursday, April 25, 10:00 AM
- Steering (Policy) Committee Meeting – April 30th; 9AM – 10:30AM
- Scenario Planning Webinar #5 – Thursday, May 2, 10:00 AM – 12:00 PM
- Craney Island site visit – Friday, May 3, 9:00 AM – 1:00 PM
- 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 6 – Other Items

- Consultant team was directed to distribute final Weekly Coordination meeting minutes to the entire Working Group, not just the meeting participants.
- Brian Fowler requested that under Performance Measures, there is a need to define for the Working Group, “accessibility” – what it is and what it looks like. He feels the term is being used, but that there is an overall lack of uniform understanding of what is meant by the term. He further indicated that the Model can produce “Accessibility Indices”. The Consultant team agreed to work that discussion into future Working Group meetings.
- Camelia requested that the Consultant Team provide a detailed travel demand model update at the next Working Group meeting (likely to be scheduled in early June).