

REGIONAL CONNECTORS STUDY

Meeting Minutes

Date: February 28, 2019
Location: Conference Call
Subject: Weekly Coordination Call – Agenda attached
Attendees:

- HRTPO – Mike Kimbrel
- RCS Project Coordinator - Camelia Ravanbakht
- Port of Virginia – Barbara Nelson, Dustin Rinehart
- City of Portsmouth – Carl Jackson
- Consultant Team – Craig Eddy, Vlad Gavrilovic, Bill Thomas

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Agenda Item 1 – Review Action Items from February 22th Weekly Coordination Meeting – Craig went over the items that included:

- Contacting web administrators for HRTPO member jurisdictions to provide RCS logo for their use in linking our study to their websites. Web administrators’ contact information was provided by Kendall Miller, HRTPO staff member.
- Work is underway to have an original Phase 2 scope with track changes and comments inserted to use as a reference during the Working Group deliberations regarding the remaining Phase 2 scope. It will be mailed out with the agenda packet ahead of the March 14 meeting.
- Camelia developed a draft agenda for the March 14 Working Group meeting.

Agenda Item 2 – Status of Phase 1 Tasks - Highlights of the update were:

- All deliverables except the Engagement Plan and the Phase 2 scope are completed.
 - The Engagement Plan should be finalized next week.
 - Phase 2 scope to be determined through Working Group collaboration at upcoming meetings.

Agenda Item 3 – Phase 2 Scope Development Process

The Phase 2 scope will be developed by the Working Group via discussions and interactions at the next few meetings. First meeting is scheduled for March 14.

Agenda Item 4 – March 14 Working Group Meeting – tentative agenda items

- Craney Island Tour - It was agreed that the Working Group should be polled regarding the timing and attendance for a tour of Craney Island. A discussion about when to have the tour is needed to understand rationale of those wanting to postpone the tour until after Phase 2 is completed. Camelia will coordinate with Jason Fowler (COE) and ask him to attend and respond to any questions during the March 14 meeting.
- Working Group Organizational Structure – call participants agreed that nominations for Chair and Vice-Chair of the Working Group should come from voting members who will subsequently vote to fill the positions.
- Name of the next phase of the study – a proposal to name the next part of the study something other than Phase 2 was proposed due to the award of the recent contract for scaled-down Phase 2 services. Abbreviated Phase 2 vs Full Phase 2 may be confusing to some so naming it Phase 3 was proposed, as was naming it Phase 2B. After some discussion surrounding the potential for confusion no matter what the work is named, it was decided to add this as an agenda item for the Working Group to decide on.
- Next Phase Scope of Work – Scope determination will start with a higher-level discussion about vision, goals, and objectives before focusing on more detailed scope language.

Agenda Item 5 – Next Meetings – Upcoming meetings are:

- Weekly Coordination Call – Thursday, March 7, 10:00 AM
- Working Group Meeting - March 14th from 10:00 AM -12:00 PM.
- Working Group Meeting – March 28 from 10:00 AM- 12:00 PM. HRTPO to send out invites to Working Group members.
- The Scenario Planning team will be organizing a few more webinars for the Working Group and will provide dates and content of the meetings in the coming weeks.
- HRTPO Board meeting - April 18

Agenda Item 5 – Other Items

- None



**Weekly Coordination Call
Agenda
Thursday, February 28, 2019
10:00 AM**

Participants:

RCS Project Coordinator: Camelia Ravanbakht

HRTPO staff: Mike Kimbrell

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- Review action items from 2/22 weekly coordination call - Craig
- 2- Status of Phase 1 Tasks – Craig
- 3- Status of Phase 2 scope development process - Craig
- 4- March Working Group meeting – tentative agenda items – Camelia
 - Craney Island Tour – poll WG members if interested; Camelia to coordinate with Jason Flowers (COE)
 - WG organizational structure – appointment of Chair and Vice-Chair
 - Phase 2 Scope of Work – Strategize vision and discuss items not included in the bridge scope
- 5- Next Meetings
 - Weekly Coordination Call – Thursday, March 7, 10:00 AM
 - Working Group meeting – March 14, 10 AM-12 PM
 - Working Group meeting – need another meeting late March/early April?
 - Steering (Policy) Committee – schedule a meeting in early/mid-April?
 - HRTPO Board meeting - April 18
- 6- Other Items- All
- 7- Adjourn