

REGIONAL CONNECTORS STUDY

Meeting Minutes

Date: February 14, 2019
Location: Conference Call
Subject: Weekly Coordination Call – Agenda attached
Attendees:

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

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Agenda Item 1 – Review Action Items from February 13th Joint Meeting – Camelia noted the following highlights from the meeting:

- Steering Committee voted unanimously to choose Option 2 (decoupling the RCS from 2045 LRTP schedule).
- Working Group and Steering Committees will both be electing a Chairman and Vice-Chairman to provide more organization structure to the respective groups.
- Groups elected to create a “bridge contract” to keep the Consultant Team working while details of the Phase 2 scope are vetted and agreed upon over a more relaxed schedule. The Consultant team will issue revised Phase 2 scope, schedule, and budget in accordance with the “bridging” approach later today. Comments are requested by noon on Monday, Feb 18 so that revisions can be made, and the information included in a February 19 distribution the HRTPO Board ahead of their scheduled February 21 meeting.
- Camelia was requested to send Scenario Planning webinar invitation to the Navy and VDOT, which she has already done.

Agenda Item 2 – Next Working Group Meeting - Highlights of the discussion were:

- Re-scoping of Phase 2 will begin at the next Working Group meeting, which needs to be scheduled quickly. HRTPO will send out a Doodle Poll to establish a date for the next meeting.
- Attendees were unclear about a request for comments on documents made by Carl Jackson from Portsmouth. Craig Eddy will follow up with Carl to gain clarity on the request.
- Brian requested to have a large writing surface (white board, or easels with pads of paper, etc.) available at the Working Group meetings to provide the attendees with the ability to articulate ideas/thoughts via such a medium.

Agenda Item 3 – RCS Website is live!

- It was announced that the study website was launched on Thursday Feb 7.
- Lorna suggested that the Consultant Team make the RCS logo available to all jurisdictions in the region to use in conjunction with providing a link on their websites to the RCS website.

Agenda Item 4 – Next Meetings – Upcoming meetings are:

- 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).
- February 21, 10:00 AM – TPO Board meeting to approve Phase 2 scope of work, budget, and schedule associated with bridge contract.
- Weekly Coordination Call – Friday, February 22, 2:30 PM.

Agenda Item 4 – Other Items – No Items were raised.



**Weekly Coordination Call
Agenda
Thursday, February 14, 2019
9:00 AM**

Participants:

HRTPO staff: Mike Kimbrel

RCS Project Coordinator: Camelia Ravanbakht

City of Norfolk: Brian Fowler, Christine Armstrong

City of Portsmouth: Carl Jackson

Port of Virginia: Barbara Nelson

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

Agenda:

- 1- Review Action Items from February 13th Joint Meeting
- 2- Next Working Group Meeting – to be scheduled
Items for discussion: Working Group Chair & Vice-Chair appointments, Format of WG meetings, Website Contents, and Scope of Work
- 3- RCS Website is live! – www.connectorstudy.org
- 4- Next Meetings
 - Scenario Planning Webinar – Thursday February 14, 9:30-11:00 AM
 - HRTPO Board – Thursday February 21 – 10:30 AM – Approval of MBI contract
 - Weekly Coordination Call – Friday February 22, 2:30 PM
- 5- Other Items
- 6- Adjourn