

REGIONAL CONNECTORS STUDY

Meeting Minutes

Date: February 22, 2019
Location: Conference Call
Subject: Weekly Coordination Call – Agenda attached
Attendees:

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

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Agenda Item 1 – Review Action Items from February 14th Weekly Coordination Meeting – Craig went over the items that included:

- Craig following up with Carl Jackson from Portsmouth regarding Carl’s request to make all document versions and comments available on the website. The request was indeed for all versions and comments to be uploaded to the website for each document developed for the study.
- Mike will have easels with pads of paper available for future Working Group meetings.
- The Consultant team has not yet done so, but will make sure area jurisdictions are offered the study logo to use as an icon on their respective websites for links to our study website. Craig to follow up on this.

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

- All deliverable except the Engagement Plan and the Phase 2 scope are completed.
 - The Engagement Plan is close to completion after significant interaction with Kendall Miller’s team.
 - Phase 2 scope to be determined through Working Group collaboration at upcoming meetings.

Agenda Item 3 – Phase 2 Scope Development Process

There was considerable discussion about the logistics of the upcoming Working Group meetings to develop the scope. It was stressed that the scope development process start with a higher-level discussion on goals and objectives before focusing on detailed scope items.

It was decided that the Consultant team would make a version of the original scope and use track changes to add all the comments received and distribute that to the Working Group. The Consultant team will also add objectives and outcome statements for each task. This document will serve as a reference for the detailed scope definition discussion.

Agenda Item 4 – Next Meetings – Upcoming meetings are:

- Weekly Coordination Call – Thursday, February 28, 10:00 AM
- Working Group Meetings
 - Next Working Group meeting is scheduled for March 14th at 10:00 AM -12:00 PM. Craig will prepare an agenda for that upcoming meeting and have it ready for review at Feb 28 Coordination call.
 - 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

- Camelia reminded attendees of the Corps of Engineers invitation to visit the Craney Island site to gain a more comprehensive understanding of the challenges associated with placing a new roadway facility on the site. It was decided that an invitation for a Craney Island site visit should be extended to the Working Group at their next meeting.



**Weekly Coordination Call
Agenda
Friday, February 22, 2019
2:30 PM**

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- Review action items from 2/14 coordination meeting - Craig
- 2- Status of Phase 1 Tasks – Craig
- 3- Status of Phase 2 scope development process - Craig
- 4- Next Meetings
 - Weekly Coordination Call – Thursday, February 28, 10:00
 - Working Group meeting – doodle poll ongoing to determine date
 - HRTPO Board meeting - April 18
- 5- Other Items- All
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