



**Weekly Coordination Call
Agenda
Thursday, March 7, 2019
10:00 AM**

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 2/28 weekly coordination call – Camelia & Craig
- 2- Status of Phase 1 Tasks – Craig
- 3- Status of next Phase scope development process - Craig
- 4- March Working Group meeting – agenda items – Camelia
 - Craney Island Tour – Discuss timing of visit with WG, Camelia to coordinate with Jason Flowers (COE)
 - WG organizational structure – Nominations/Vote for Chair and Vice-Chair
 - Next Phase Name and Scope of Work – 1) name of the next phase 2) Scope of Work - high level discussions, strategize vision, review items (not included in the bridge scope)
- 5- Next Meetings
 - Weekly Coordination Call – Thursday, March 21, 10:00 AM
 - Working Group meeting – March 14, 10 AM-12 PM
 - Working Group meeting –March 28, 10AM-12PM
 - Steering (Policy) Committee – TBD after the March 14 WG meeting
 - HRTPO Board meeting - April 18
 - Scenario Planning Webinars – to be scheduled
- 6- Other Items- All
- 7- Adjourn

REGIONAL CONNECTORS STUDY

Meeting Minutes

Date: March 7, 2019
Location: Conference Call
Subject: Weekly Coordination Call – Agenda attached
Attendees:

- HRTPO – Dale Stith
- RCS Project Coordinator - Camelia Ravanbakht
- City of Norfolk – Brian Fowler
- Consultant Team – Craig Eddy, Vlad Gavrilovic, Naomi, Stein, Bill Thomas

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Agenda Item 1 – Review Action Items from February 28th Weekly Coordination Meeting – Craig went over the items that included:

- Camelia confirmed that Jason Fowler from the Corps of Engineers would attend the March 14 Working Group meeting and be prepared to talk about a potential site visit to Craney Island.
- Tentative upcoming scenario planning webinars are scheduled for:
 - Mar 15
 - Mar 29
 - Apr 11
 - Apr 25
 - May 16
 - May 30

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

- The latest version of the Engagement Plan was transmitted to the Working Group and TPO staff on Tuesday, March 5. Comments were requested by March 12. This is the final deliverable of Phase 1 other than the Phase 2 scope.

Agenda Item 3 – Phase 2 Scope Development Process

The Phase 2 scope will be developed by the Working Group via interactions at 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.
- Working Group Organizational Structure – Nominations for Chair and Vice-Chair of the Working Group will come from voting members who will subsequently vote to fill the positions. The person voted the Chairperson will serve as facilitator of meetings, starting immediately.
- Name of the next phase of the study – Group will vote on what the current study phase should be named (Phase 2B or Phase 3).
- Phase 2 Scope of Work – Scope determination will start with a higher-level discussion about goals and objectives, before focusing on more detailed scope language.

Agenda Item 5 – Next Meetings – Upcoming meetings are:

- Working Group meeting – Thursday, March 14, 10 AM-12 PM
- Scenario Planning webinar #2 – Friday, March 15, 10 AM- 12 PM
- Weekly Coordination Call – Thursday, March 21, 10:00 AM (No call next week due to March 14 meeting)
- Working Group meeting – Thursday, March 28, 10 AM-12 PM
- Potential Scenario Planning webinar #3 – Friday, March 29, 10 AM-12 PM
- Steering (Policy) Committee – TBD after March 14 Working Group meeting
- Potential Scenario Planning webinar #4 – Friday, April 11, 10 AM-12 PM
- HRTPO Board meeting - April 18
- Scenario Planning webinars #5 and 6 in May, tentatively scheduled for May 16 and 30, respectively.

Agenda Item 6 – Other Items

- Scenario planning team will be distributing a questionnaire to assist with input on planning trends and drivers.