

June 4, 2018

Memorandum #2018-64

TO: Regional Connectors Study Working Group

BY: Robert A. Crum, Jr., Executive Director

RE: Regional Connectors Study

Attached is the agenda for the **Regional Connectors Study Working Group meeting** scheduled for **Monday, June 4, 2018 at 11:00 am** at The Regional Building, Conference Room D, located at 723 Woodlake Drive, Chesapeake 23320.

MK/sc

Voting Members:

Earl Sorey (CH)
Lynn Allsbrook (HA)
Bryan Stilley (NN)
Brian Fowler (NO)
Sherry Earley (SU)
James Wright (PO)
Phil Pullen (VB)

Nonvoting Members:

Jason Flowers (Army Corps)
George Janek (Army Corps)
Robert Pruhs (Army Corps)
Ivan Rucker (FHWA)
Kevin Page (HRTAC)
Rhonda Murray (US NAVY)
LCDR Colleen Symansky (US Coast Guard)
Tony Gibson (VDOT)
Scott Smizik (VDOT)
Kit Chope (VPA)

Staff:

Bob Crum (HRTPO)
Mike Kimbrel (HRTPO)
Rob Case (HRTPO)
Keith Nichols (HRTPO)
Dale Stith (HRTPO)

Agenda
Regional Connectors Study
Working Group Meeting
June 4, 2018

11:00 AM

The Regional Building, Conference Room D, 723 Woodlake Drive, Chesapeake, Virginia

- 1. Call to Order**
- 2. Welcome and Introductions**
- 3. Public Comment Period (Limit 3 minutes per individual)**
- 4. Minutes**
- 5. Revised Phase 1 Scope: Craig Eddy, MBI**
- 6. Discussion with Proposed Project Manager (Closed Session as Needed)**
- 7. Next Steps**

ADJOURNMENT

AGENDA ITEM #1: CALL TO ORDER

The meeting will be called to order at approximately 11:00 a.m.

AGENDA ITEM #2: WELCOME AND INTRODUCTIONS

An opportunity will be provided for introductions of new members or guests.

AGENDA ITEM #3: PUBLIC COMMENT PERIOD

Members of the public are invited to address the Working Group. Each speaker is limited to three minutes.

AGENDA ITEM #4: MINUTES

Summary minutes of the Working Group meeting held on May 11, 2018 are attached.

Attachment 4

RECOMMENDED ACTION:

Approve the minutes.

Minutes- RCS Working Group- May 11, 2018 at Regional Building

Attendees

Rob Case	HRTPO
Dale Stith	HRTPO
Steve Froncillo	Chesapeake
Carl Jackson	Portsmouth
James Wright	Portsmouth
John Brady	VPA
Dustin Rinehart	VPA
Colleen Symansky	USCG
Rhonda Murray	Navy
Robert Gey	Va. Beach
Kevin Page	HRTAC
Bryan Stilley	Newport News
Scott Smizik	VDOT
Keith Cannady	HRPDC
Kendall Miller	HRTPO
Sherry Earley	Suffolk
John Yorks	Hampton
Mike Kimbrel	HRTPO
Beth Drylie	Michael Baker
Craig Eddy	Michael Baker
Danetta Jankosky	HRPDC
Keith Nichols	HRTPO
Bob Crum	HRTPO
Brian Fowler	Norfolk

1. Call to Order

11am call-to-order by Bob Crum (HRTPO)

2. Welcome and Introductions

Bob Crum gave an overview of a phased approach for the project.

3. Public Comment Period

No public comment.

4. Approval of Minutes

Minutes accepted by consensus.

5. Contract Negotiations with Selected Consultant

Bob Crum gave an overview of the consultant selection process in which Michael Baker was chosen.

Craig Eddy (Michael Baker) gave an overview, with slides, of a phased approach and a scope for Phase 1.

After much discussion by Working Group members, HTRPO staff, and HRTAC staff, it was decided that the consultant would do the following:

- Monthly meetings of the Working Group (second Fridays, 11am, at HRTPO), to be canceled as appropriate considering project progress.
- Convene a group meeting of stakeholders (Working Group and Policy Group) for Task 1 (Initiate Engagement Program).
- Coordinate with VDOT HR District surveys to avoid duplication.
- Establish goals & objectives during Phase 1.
- Prepare a scope for Phase 2 during Phase 1.
- Send details of the proposed survey to Kendall Miller (HRTPO).
- Prepare a new base-line of existing conditions.

Bob Crum asked the group if it concurred with him asking the HRTPO Board for authorization to enter into contract with Michael Baker for Phase 1. A motion made by Brian Stilley (Newport News) and seconded by John Yorks—to move ahead with Phase 1—passed unanimously.

6. Approaches for Project Manager

Bob Crum asked for a closed session with the Working Group, Mike Kimbrel (HRTPO), and Kevin Page (HRTAC), at which time the other attendees (HRTPO, HRPDC, and Baker staffs) left the room.

7. Next Steps

See above.

8. Adjournment

Following the closed session, the meeting was adjourned at approximately 1pm.

AGENDA ITEM #5: REVISED PHASE 1 SCOPE
Craig Eddy, MBI

During the Working Group meeting on May 11, 2018, Michael Baker International (MBI) staff provided an overview of the proposed phased approach for the RCS, as well as the proposed scope for Phase 1. Following much discussion, it was determined the Phase 1 scope would need to be revised to address a number of items recommended by the Working Group. The revised Phase 1 Scope will be available at the meeting.

Mr. Craig Eddy, MBI, will brief the Working Group on this item.

Handout

RECOMMENDED ACTION:

Approve the revised scope for Phase 1 of the study.

AGENDA ITEM #6: DISCUSSION WITH PROPOSED PROJECT MANAGER
Robert Crum, HRTPO

During the Working Group meeting on May 11, 2018, following a brief discussion on approaches for a project manager for the RCS, it was agreed that an opportunity for the Working Group to have a discussion with the proposed project manager would be beneficial.

Mr. Robert Crum, HRTPO Executive Director, will initiate discussion on this item. The Working Group may enter a closed session if deemed necessary.

RECOMMENDED ACTION:

Per discussion.

AGENDA ITEM #7: NEXT STEPS

ADJOURNMENT