

## 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.