

POLICY STATEMENT

No. Board 04-03

Adopted: 03/15/04
By: COMPASS Board
Last Revision: None

Policy Statement:

Travel Demand Forecast Model Policy

Adopted by the COMPASS Board on March 15, 2004

1. Statement of Purpose for the Travel Demand Model.

The purpose of the Transportation Modeling Advisory Committee is to assist COMPASS staff in maintaining and improving the regional transportation forecast model. The Travel Demand model is intended for the following purposes, listed in order of descending priority.

 - 1.1. Support to long-range regional transportation plans, transportation studies authorized in the annual unified planning work program, transportation improvement programs, and air quality planning or conformity findings.
 - 1.2. Support to member agencies of COMPASS in evaluating transportation, land use, or financial issues.
 - 1.3. Support to non-member entities upon special request and as staff time is available, and as limited by the COMPASS Board policy.
2. Use of the Transportation Model Advisory Committee.
 - 2.1. The COMPASS Board may use the Transportation Model Advisory Committee (TMAC) for purposes of special transportation projects and/or analyses. These can include, but are not limited to, review and/or comment on model results for major development proposals, capacity related questions, and other special studies as needed.
 - 2.2. TMAC will provide guidance on appropriate uses of the Travel Demand Model to COMPASS staff.
3. Assumptions in the Travel Demand Model.
 - 3.1. TMAC will oversee base model assumptions, other pertinent input data and model outputs on a periodic basis to recommend improvements to the modeling process. The basis of evaluation will be the adequacy of the model with regard to regional planning activities. Specifically, TMAC shall develop and maintain the speed/capacity matrix of the model.
 - 3.2. TMAC shall certify the model output and assumptions for air quality conformity.
4. Conditions under which COMPASS would do special runs.
 - 4.1. Written/email requests from member or non-member entities will be required and a completed COMPASS Special Model Run Request Form from non-member entities. (A sample form is attached.) A request for performing a special model runs is not the same as a public records request. Special model run requests are considered new studies, not existing work. As such, there is no obligation on the part of COMPASS to provide special model runs.
 - 4.2. Special model runs will be evaluated in terms of the purposes listed above in Section 1.
 - 4.3. TMAC will establish criteria under which staff may perform special runs without TMAC review. TMAC review of assumptions is required for all other special runs.

- 4.4. There is no implication of COMPASS endorsement for special model runs. Special model runs will be issued with the following disclaimer in writing to the requestor: *These projections are based on assumptions made by the consultant or member agency and therefore, are not endorsed by the Community Planning Association, its member agencies or the Transportation Model Advisory Committee.*
 - 4.5. Consultants working for member agencies must have authorization for special model run requests (name/nature of project, start/end dates, and other limitations specified).
 - 4.6. Cost reimbursement will be required for non-member requests. The minimum charge will be two (2) hours at the established rate per request.
 - 4.7. COMPASS reserves the right to deny special requests from non-members for any reason.
5. Public information status of model data.
 - 5.1. Model results and assumptions for official model runs are public information.
 - 5.2. Model results and assumptions from special model runs, once performed by COMPASS, will be treated as public records. However, requests for information from special model runs may be coordinated with the original requesting member or non-member entity. Requests for information from special model runs must be made in writing, including email, fax or other formats.
6. Dispute Resolution (Member Agencies Only)
 - 6.1. If the dispute is regarding model input assumptions about demographics, the appeal must be submitted to the Demographic Advisory Committee.
 - 6.2. Disputes regarding all other input assumptions must be submitted to the Transportation Model Advisory Committee.
 - 6.3. Disputes regarding a decision not to perform a special model run must be submitted to the Transportation Model Advisory Committee. The Transportation Model Advisory Committee may recommend the dispute be submitted to the COMPASS Executive Committee for a decision.
7. Trade Secret Information
 - 7.1. Any information submitted for special model runs is subject to disclosure per Idaho State code.
 - 7.2. A non-member entity seeking exemption from public disclosure must include in the request a claim that specified information qualifies for exemption under Idaho code. The non-member entity will accept conditions established by COMPASS' legal counsel related to exemption from disclosure.
 - 7.3. If a public information request is submitted to COMPASS that involves trade secret information related to such model runs, the submitting non-member entity will be notified of the request and must respond in writing to request denial of the release of information.