

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.

**COMPASS Special Model Run Request
for Non-Member Agency, Modified on 4/28/2004**

Company Name _____	Contact Person _____
Address _____	Email _____
Phone Numbers _____	

Date Submitted _____ (Allow 7 working days to complete)*

Road Name _____ or Termini _____

Describe Area Needed: (must have north/south and east/west termini)

Format of results _____ email _____ paper _____ mail _____ pick up

Are you requesting a change be made to the model network? _____

**Are you requesting a change made to the model demographics? _____

Is any trade secret information per Idaho Code 9-340D being provided for the special model run? _____
(if "yes", please attach a list of that information which is claimed to be a trade secret.)

What is being analyzed ? _____

Description of requested change:	COMPASS Use Only Adopted Model Inputs:

Notes:
DISCLAIMER: 4.4 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.

This form must accompany the model results when submitted to any and all public agencies. Special model runs for non-member agencies will be charged a two-hour minimum at the established loaded rate for the staff person performing the work. COMPASS reserves the right to deny special requests from non-member agencies.

* The completion of a special model run may be delayed if approval is needed by TMAC and / or the COMPASS Board.

**Must provide the Traffic Analysis Zone and the demographic data for each category in Microsoft Excel format.

I have read and accept the above information:

Signature _____ Date _____

Idaho Statutes

TITLE 9 EVIDENCE CHAPTER 3

PUBLIC WRITINGS

9-340D. RECORDS EXEMPT FROM DISCLOSURE -- TRADE SECRETS, PRODUCTION RECORDS, APPRAISALS, BIDS, PROPRIETARY INFORMATION. The following records are exempt from disclosure:

(1) Trade secrets including those contained in response to public agency or independent public body corporate and politic requests for proposal, requests for clarification, requests for information and similar requests. "Trade secrets" as used in this section means information, including a formula, pattern, compilation, program, computer program, device, method, technique, process, or unpublished or in progress research that:

- (a) Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; and
- (b) Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

(2) Production records, housing production, rental and financing records, sale or purchase records, catch records, mortgage portfolio loan documents, or similar business records of a private concern or enterprise required by law to be submitted to or inspected by a public agency or submitted to or otherwise obtained by an independent public body corporate and politic. Nothing in this subsection shall limit the use which can be made of such information for regulatory purposes or its admissibility in any enforcement proceeding.

(3) Records relating to the appraisal of real property, timber or mineral rights prior to its acquisition, sale or lease by a public agency or independent public body corporate and politic.

(4) Any estimate prepared by a public agency or independent public body corporate and politic that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project.

(5) Examination, operating or condition reports and all documents relating thereto, prepared by or supplied to any public agency or independent public body corporate and politic responsible for the regulation or supervision of financial institutions including, but not limited to, banks, savings and loan associations, regulated lenders, business and industrial development corporations, credit unions, and insurance companies, or for the

regulation or supervision of the issuance of securities.

(6) Records gathered by a local agency or the Idaho department of commerce, as described in chapter 47, title 67, Idaho Code, for the specific purpose of assisting a person to locate, maintain, invest in, or expand business operations in the state of Idaho.

(7) Shipping and marketing records of commodity commissions used to evaluate marketing and advertising strategies and the names and addresses of growers and shippers maintained by commodity commissions.

(8) Financial statements and business information and reports submitted by a legal entity to a port district organized under title 70, Idaho Code, in connection with a business agreement, or with a development proposal or with a financing application for any industrial, manufacturing, or other business activity within a port district.

(9) Names and addresses of seed companies, seed crop growers, seed crop consignees, locations of seed crop fields, variety name and acreage by variety. Upon the request of the owner of the proprietary variety, this information shall be released to the owner. Provided however, that if a seed crop has been identified as diseased or has been otherwise identified by the Idaho department of agriculture, other state departments of agriculture, or the United States department of agriculture to represent a threat to that particular seed or commercial crop industry or to individual growers, information as to test results, location, acreage involved and disease symptoms of that particular seed crop, for that growing season, shall be available for public inspection and copying. This exemption shall not supersede the provisions of section 22-436, Idaho Code.

(10) Information obtained from books, records and accounts required in chapter 47, title 22, Idaho Code, to be maintained by the Idaho canola and rapeseed commission and pertaining to the individual production records of canola or rapeseed growers.

(11) Records of any risk retention or self-insurance program prepared in anticipation of litigation or for analysis of or settlement of potential or actual money damage claims against a public entity and its employees or against the industrial special indemnity fund except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic.

(12) Records of laboratory test results provided by or retained by the Idaho food quality assurance laboratory. Nothing in this subsection shall limit the use which can be made, or availability of such information if used,

for regulatory purposes or its admissibility in any enforcement proceeding.

(13) Reports required to be filed under chapter 13, title 62, Idaho Code, identifying electrical or natural or manufactured gas consumption data for an individual customer or account.

(14) Voluntarily prepared environmental audits, and voluntary disclosures of information submitted on or before December 31, 1997, to an environmental agency as defined in section 9-803, Idaho Code, which are claimed to be confidential business information.

(15) Computer programs developed or purchased by or for any public agency or independent public body corporate and politic for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:

- (a) The original data including, but not limited to, numbers, text, voice, graphics and images;
- (b) Analysis, compilation and other manipulated forms of the original data produced by use of the program; or
- (c) The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.

(16) Active investigative records and trademark usage audits of the Idaho potato commission specifically relating to the enforcement of chapter 12, title 22, Idaho Code, until the commencement of formal proceedings as provided by rules of the commission; purchase and sales information submitted to the Idaho potato commission during a trademark usage audit, and investigation or enforcement proceedings. Inactive investigatory records shall be disclosed unless the disclosure would violate the standards set forth in subsections (1)(a) through (f) of section 9-335, Idaho Code. Nothing in this subsection shall limit the use which can be made, or availability of such information if used, for regulatory purposes or its admissibility in any enforcement proceeding.

(17) All records copied or obtained by the director of the department of agriculture or his designee as a result of an inspection pursuant to section 25-3806, Idaho Code, except:

- (a) Records otherwise deemed to be public records not exempt from disclosure pursuant to this chapter; and
- (b) Inspection reports, determinations of compliance or noncompliance and all other records created by the director or his designee pursuant to section 25-3806, Idaho Code.

The Idaho Code is the property of the state of Idaho, and is copyrighted by Idaho law, I.C. § 9-350. According to Idaho law, any person who reproduces or distributes the Idaho Code for commercial purposes in violation of the provisions of this statute shall be deemed to be an infringer of the state of Idaho's copyright.