

COOPERATIVE FORECASTING GROUP

Wednesday, October 26, 2016
Baltimore Metropolitan Council
1500 Whetstone Way, Suite 300 - Baltimore, Maryland 21230
10:05 A.M. to 11:55 A.M.

MINUTES

Chairperson, Ms. Margaret Kaii-Ziegler, called the meeting to order at 10:05 A. M.

1. APPROVAL OF THE MINUTES

Mr. Jeff Bronow moved the approval of the Cooperative Forecasting Group (CFG) minutes of the April 27, 2016 meeting. The motion was seconded by Mr. Scott Graf. The minutes were approved.

2. ROUND 9 SCHEDULE: WHERE WE ARE AND WHAT IS NEXT

In preparation of the July 2018 BRTB endorsement of Round 9, Mr. Shawn Kimberly distributed a draft timeline, for review and agreement. It included the five (5) critical work tasks the CFG must complete to meet that date. Compared to the previous major forecast, the schedule is compressed by five (5) months. This adjustment is necessary to bring Round 9 in line with federal requirements for the schedule of the next Long Range Plan (LRP). In prior years the LRP was due in November, it is now due in July. To assist the CFG with Round 9, BMC approved funding to purchase forecast data (population, housing and employment) at the jurisdiction level from IHS Global Insight. The forecast data will be provided to the CFG for review, comparison and/or discussion. Addressing Round 8B, any updates must be submitted to BMC before the end of December 2016. A discussion of Round 9 work tasks followed.

1. ES202 data was circulated to the CFG in February, the updated Master Establishment File (MEF) must be returned to BMC by the end of **December**.
2. Control Totals (2015 to 2045) for population, households and employment must be submitted between January and April. He indicated that DLLR has approved his request and will release the BEA wage and salary data required to compose base year employment on November 17th. As in the prior Round, MDP (Mr. Al Sundara) will support the work of the CFG, combining the data with Census non-employer statistics to develop the totals. After discussion of necessary tasks and consideration of internal workloads and resource constraints, the CFG selected **April 30** as the deadline to submit control totals to BMC.

3. Round 9 forecasts, including small area forecasts must be submitted between May and November. It was agreed that **November 30** would be the target date for this submission, since April was selected as the due date for the Control Totals. This would allow sufficient time to complete required tasks.
4. BMC staff will prepare data for the Travel Demand Model from December 2017 through March 2018.
5. BMC staff will conduct model runs March 2018 through to June 2018.
6. BRTB will endorse Round 9 in July 2018.

[Handout: draft Round 9 schedule]

3. NEXT STEPS FOR THE FORECAST SURVEY

Mr. Richard Campbell was unable to attend the meeting. Ms. Kaii-Ziegler raised concerns about the next steps. She doubted that Mr. Campbell's work load would allow him to do any further work on this. Ms. Kui Zhao explained where the subcommittee stood on next steps. Mr. Bronow, Mr. Dan Rooney, and Ms. Elina Bravve agreed to assist her in administering the follow-up survey to the four MPO's in the sample set. Ms. Zhao agreed to provide a final report with recommendations at the next meeting.

4. UPDATE-CHANGING DEMOGRAPHICS AND SCENARIO PLANNING

Mr. Charles Baber, BMC Model Development, provided an in-depth, detailed overview of a test case PopGen Synthesized Output scenario for Howard County. Working with Mr. Bronow, he ran a Scenario Test, small area Forecast- School Age Population and Seniors. He distributed handouts outlining the components of each study. A vigorous discussion of his findings followed. CFG members who are interested in small are scenario testing for their jurisdiction should contact Mr. Baber.

[Handouts: Update-Changing Demographics and Scenario Planning, October 26, 2016]

5. PRESENTATION-ANNE ARUNDEL COUNTY HOLDING CAPACITY ANALYSIS

The presentation was rescheduled for the next meeting.

6. NEW BUSINESS

Regarding the schedule for rotating chairperson duties, Mr. Kimberly reminded CFG members that Baltimore City will chair the meetings in 2017 and 2018 with Baltimore County as co-chair.

There was a discussion of the date and time for the next meeting. December 13th at 1 pm was selected.

Mr. Rooney volunteered to coordinate the holiday buffet traditionally scheduled for the December meeting.

NEXT MEETING – December 13, 2016

ATTENDANCE

Members

Elina Bravve - Baltimore City Department of Planning
Jeff Bronow – Howard County Department of Planning
Tyson Byrne – Maryland Department of Transportation
Steve Cohoon – Queen Anne’s County
Chris Davis - Baltimore County Department of Planning
Scott Graf – Carroll County Department of Planning
Robert Pipik - Baltimore City Department of Planning
Dan Rooney – Harford County Department of Planning
Alfred Sundara – Maryland Department of Planning
Margaret Kaii-Ziegler - Anne Arundel County Department of Planning
Kui Zhao - Baltimore County Department of Planning

Staff and Guests

Charles Baber - Baltimore Metropolitan Council
Victor Bonaparte - Baltimore Metropolitan Council
Don Halligan - Baltimore Metropolitan Council
Shawn Kimberly - Baltimore Metropolitan Council
Blake Fisher - Baltimore Metropolitan Council