SECTION 1000 – ADA COUNTY HIGHWAY DISTRICT

1001 General Overview
1002 Legislative Authority
1003 Organization
1004 Board of Commissioners
1005 Duties and Privileges of the District Commissioners
1006 Commission Procedure
1007 External Coordination and Cooperation
1008 Outreach Program
1009 Building the Program
1010 Communicating
1011 News Releases

Revised by Resolution No. 2101- June 25, 2015

Ada County Highway District
SECTION 2000 – GENERAL ADMINISTRATION

2000 General Administration
2001 Finance / Accounting
2002 Cost Reporting
2003 Year-End Inventory
2004 Financial Statements
2005 Budget
2006 Investments
2007 Employee Pay
2008 Management Information System
2009 Purchasing
2010 Capital Equipment
2011 Miscellaneous Purchases
2012 Contract Purchases
2013 Construction Contracts
2014 Service Agreements (Major)
2015 Agreement Administration
2016 Minor Agreements
2017 On-Call Service Agreements
2018 Other Agreements
2019 Office and Safety Supplies
2020 Piggy Back Purchases
2021 Emergency Purchases
2022 Sole Source Purchases
2023 District Records
2024 Records Management
2025 Personnel Files
2026 (Reserved)
2027 Commission Files
2028 Legal Files
2029 Financial Records
2030 Right-of-Way Files
2031 Security Video Surveillance Policy
2032 (Reserved)
2033 Sale, Transfer, or Exchange of Surplus Real Property (Non Right-of-Way) or Personal Property, Leasing of Surplus Real Property

Revised by Ord. 229- June 25, 2015

Ada County Highway District
SECTION 2100 – SAFETY HANDBOOK

2100 Employee Safety Handbook
2101 Employee Safety Responsibilities
2102 Employee Safety Rules
2103 Safety Coordinator Responsibilities
2104 Safety and Health Committee Responsibilities
2105 Non-ACHD Facility/Operation Visits
2106 Workplace Violence
2107 Reporting Injuries
2108 Emergency Action Plan
2109 Emergency Contact Information
2110 Fire Prevention Plan and Electrical Safety
2111 Return to Work Program
2112 Hazard Communication
2113 Ergonomics, Office Safety and Security
2114 Sexual Harassment Policy
2115 Considerations Following a Serious Accident
2116 Bloodborne Pathogens
2117 Safety Footwear
2118 Safety Glasses
2119 Air Quality
2120 Vehicle Use Policy

Revised by Resolution No. 1086 – February 6, 2013

Ada County Highway District
SECTION 2300 – AFFIRMATIVE ACTION PLAN

2300  Affirmative Action Plan

Adopted by Resolution No. 469 – July 13, 1994

Ada County Highway District
SECTION 2400 – BENEFITS

2400 Benefits
2401 Wage and Salary Pay-for-Performance Program
2402 Personnel Files
2403 Temporary Employees
2404 Request for New Employees
2405 Personnel Selection Process

Revised September 1997

Ada County Highway District
SECTION 2500 – PERSONNEL POLICY

2501 General Provisions
2502 The Employment Process
2503 Compensation Guidelines
2504 Work Schedule, Attendance & Leave
2505 Benefits
2506 Conduct/Disciplinary Action
2507 Separation and Termination
2508 Performance Appraisal
2509 Employee Grievances
2510 Oleoresin Capsicum (OC) “Pepper” Spray Policy and Procedure
2511 Sexual Harassment – MBE/WBE Policy
2512 Code of Ethics
2513 Ethical Standards and Principles
2514 Penalties

Revised by Resolution No. 2102- June 25, 2015

Ada County Highway District
SECTION 3000 – PROJECT DESIGN

3000 Project Design
3001 General Overview
3002 Design Function
3003 Design Standards and Specifications
3004 Roadway Design Standards
3005 Project Checklist

Revised July 19, 1995

Ada County Highway District
SECTION 3100 – DEVELOPMENT OF PROJECTS

3100 Development of Projects
3101 Project Overview
3102 Project Need and Concept
3103 Project Estimated Costs
3104 Project Field Review
3105 Preliminary Design
3106 Final Design
3107 Plan Configuration
3108 Bidding and Contract Award
3109 Cost Share Ordinance
3110 ACHD Complete Streets Policy
3111 Master Street Map Purpose and Amendment Procedures

Revised by Ordinance 215 – August 3, 2011

Ada County Highway District
SECTION 3200 – LOCAL IMPROVEMENT DISTRICTS

3200 Local Improvement Districts
3201 Initiation by Residents’ or Owners’ Petition
3202 Initiation by Resolution of Commission
3203 Resolution of Intention to Create, Notice and Public Hearing

Revised by Resolution No. 559 – September 22, 1999

Ada County Highway District
SECTION 3300 – GENERAL SURVEYING

3300  General Surveying

Revised July 19, 1995

Ada County Highway District
SECTION 4000 – RIGHT-OF-WAY ACQUISITION & MANAGEMENT

4000 Right-of-Way Acquisition and Management
4001 The District Right-of-Way Manual
4002 Vacation and Abandonment of Public Rights-of-Way
4003 Encroachments in Public Right-of-Way
4004 Right-of-Way Exchanges
4005 Property Management
4006 Right-of-Way Negotiations
4007 Professional Services
4008 Appraisal Reports
4009 Acquisition and Offers of Just Compensation
4010 Administrative Settlements

Revised by Ordinance No. 206 – August 27, 2008

Ada County Highway District
SECTION 5000 – TRAFFIC AND TRANSPORTATION

5000 Traffic and Transportation
5001 Legislative Authority
5002 General Overview

Revised July 19, 1995

Ada County Highway District
SECTION 5100 – TRAFFIC ENGINEERING

5101 Traffic Design
5102 Traffic Studies
5103 Traffic Data and Analysis
5104 Traffic Investigations
5105 Transportation Planning
5106 Permits and Fees
5107 Roadway Lighting
5108 Roundabouts

Revised by Ordinance 224 – December 11, 2013

Ada County Highway District
SECTION 5200 – TRAFFIC OPERATIONS

5200  Traffic Operations
5201  Traffic Signals
5202  Signs and Markers
5203  Striping and Pavement Markings
5204  Work Orders
5205  Record Keeping
5206  Digline / Utility Coordination

Revised July 19, 1995

Ada County Highway District
SECTION 5300 – RIDESHARING

5300 Ridesharing
5301 Carpool Matching Program
5302 Owner-Operated Vanpools
5303 Park and Ride Lots
5304 Commuteride Vanpool

Revised July 19, 1995

Ada County Highway District
SECTION 6000 – PERMITS AND INSPECTION

6000 Permits and Inspection
6001 Definitions
6002 Scope and Responsibility
6003 Standards and Specifications
6004 Permit and Subdivision Inspection
6005 Sidewalk
6006 Five Year Moratorium Policy
6007 Temporary Highway Use Permits

Revised by Ordinance No. 223 – September 2, 2014

Ada County Highway District
SECTION 7000 – DEVELOPMENT POLICY

7000 Land Development Requirements
7001 Legislative Authority
7002 Scope, Purpose and Objective
7003 Definitions

Revised by Resolution No. 690 – October 15, 2003

Ada County Highway District
SECTION 7100 – GENERAL REQUIREMENTS & PROCEDURES FOR DEVELOPMENT

7100  General Requirements & Procedures for Developments
7101  Approval Process
7102  Plat Requirements and Content
7103  Agreements
7104  Modifications and Waivers of District Development Policy
7105  Improvement Plans Submittal Contents
7106  Traffic Impact Studies
7107  Coordination with Utilities and the District
7108  Project Inspection Requirements

Revised by Ordinance 217 – September 14, 2011

Ada County Highway District
SECTION 7200 – TECHNICAL REQUIREMENTS

7200 Technical Requirements
7201 Street Classification
7202 Access Management
7203 Development Requirements
7204 Design Elements
7205 Arterial Streets
7206 Collector Streets
7207 Local Streets
7208 Commercial Streets
7209 Industrial Streets
7210 Alleys
7211 Intersection Design
7212 Private Rods
7213 Private Non-Regulated Utilities
7214 Stormwater
7215 Miscellaneous Requirements

Revised by Ordinance No. 211 – December 15, 2010

Ada County Highway District
SECTION 7300 – IMPACT FEES

7300  Short Title, Authority and Applicability
7301  Findings and Purpose
7302  Definitions
7303  Rules of Construction
7304  Imposition of Impact Fee
7305  Methodology
7306  Formula for Calculating the Impact Fee
7307  Property Tax Proportionate Share Calculation
7308  Exemptions
7309  Impact Fee Advisory Committee
7310  Capital Improvements Plan
7311  Fee Certification
7312  Individual Assessments
7313  Extraordinary Impacts; Overlay Zones and Overlay Fees
7314  Credit or Reimbursement
7315  Unlisted Land Uses; Changes in Units or Scope; Modular Building; Manufactured Home or Recreational Vehicle
7316  Payment of Impact Fee
7317  Service Area
7318  Use of Funds
7319  Refunds
7320  Loans to Service Area Fund; Extraordinary Impact Loans
7321  Administrative Appeals
7322  Collection
7323  Guidelines
7324  Other Powers and Rights Not Affected
7325  Review
7326  Errors in Formula
7327  Severability
7328  Effective Date

Revised by Ordinance No. 222 – March 6, 2013

Ada County Highway District
SECTION 8000 – DRAINAGE AND STORMWATER MANAGEMENT

8000 Drainage and Stormwater Management
8001 Purpose of This Policy
8002 ACHD Stormwater Design Tools and Approved BMPs
8003 Modifications and Addenda
8004 Definitions
8005 General Stormwater Management Information
8006 Legal Authority for Stormwater Management
8007 Performance Standards
8008 Irrigation and Stormwater Facilities
8009 Stormwater Planning and Preliminary BMP Selection
8010 Infiltration Requirements
8011 Requirements for Ponds
8012 Stormwater Design Methods and Computations
8013 Stormwater Plan Submittals
8014 Installation of Post Construction Stormwater BMPs
8015 Maintenance Considerations
8016 Stormwater BMP Maintenance Inspection Program

Revised by Ordinance No. 225 – March 12, 2014

Ada County Highway District
SECTION 8200 – ACHD STORMWATER DESIGN TOOLS AND APPROVED BMPs

8200 ACHD Stormwater Design Tools and Approved BMPs
8201 Introduction
8202 Design Tools and Resources

Adopted by Resolution No. 2035- April 9, 2014

Ada County Highway District
SECTION 8300 – CONSTRUCTION SITE DISCHARGE CONTROL PROGRAM

8300 Construction Site Discharge Control Program
8301 Purpose
8302 Definitions
8303 Approved Construction Site Discharge Control Plan
8304 Annual Construction Site Drainage Control Plan
8305 Specific Construction Site Discharge Control Plan
8306 Additional Requirements for Environmentally Sensitive Sites
8307 Review by District
8308 Miscellaneous Provisions Relating to Approved Site Plan
8309 Responsibilities of Responsible Person/Inspection by ACHD Inspectors
8310 Enforcement/Stop Work Order Independent
8311 Revocation of Temporary Highway Use Permit
8312 Integration with Section 6008

Revised by Resolution No. 690 – October 15, 2003

Ada County Highway District
SECTION 9000 – MAINTENANCE SERVICES

9000  Maintenance Services
9001  Legislative Authority
9002  General Maintenance
9003  Pedestrian Overpasses
9004  Bike Paths
9005  Gravel Road Grading
9006  Irrigation Facilities
9007  Sidewalks and Curbs
9008  Removal of Debris
9009  Weed Control
9010  Maintenance “No Parking” Signs
9011  Winter Maintenance Policy
9012  Trimming Organic Obstructions
9013  Obstructions in Permanent Utility Easements
9014  Drainage and Flooding

Revised October 1998

Ada County Highway District