February 9, 2011

TO: ACHD Board of Commissioners & Bruce S. Wong, Director

FROM: Steven B. Price, General Counsel

SUBJECT: Resolution No. 979 – Amendment to Section 1000 of the ACHD Internal Policy Manual

DISCUSSION:

The District previously adopted the Ada County Highway District Section 1000 et seq. of the ACHD Internal Policy Manual, which provides general background information about the District and delineates the administrative and Commission procedures of the District. The Legal Department is proposing several amendments to the existing policy, which are necessary to incorporate previous changes in state law and other District policies and ordinances. Section 1000 is an internal policy, which is only intended to provide general guidance on internal matters to District Staff. In the event there is any conflict between these internal policies and procedures and any relevant provision of state law, the state law shall control.

ALTERNATIVES:

1. Adopt Resolution No. 979.
2. Do not adopt Resolution No. 979.
3. Amend Resolution No. 979, and adopt the amended Resolution.

RECOMMENDATION:

Staff recommends that the Commission adopt Resolution No. 979, as presented.

ATTACHMENTS:

Resolution No. 979
RESOLUTION NUMBER 979

BY THE ADA COUNTY HIGHWAY DISTRICT BOARD OF COMMISSIONERS:
REBECCA W. ARNOLD, JOHN S. FRANDEN, CAROL A. MCKEE, SARA M. BAKER,
AND DAVID L. CASE.

A RESOLUTION AMENDING SECTION 1000, ENTITLED “ADA COUNTY HIGHWAY
DISTRICT” OF THE ADA COUNTY HIGHWAY DISTRICT INTERNAL POLICY
MANUAL.

WHEREAS, Ada County Highway District (“District”) is the single countywide highway
district in and for Ada County, Idaho created pursuant to Idaho Code, Chapter 14, Title 40,
and has exclusive jurisdiction over the public right-of-way; and

WHEREAS, the District previously adopted the Ada County Highway District introduction
Section 1000 et. seq., of the ACHD Internal Policy Manual, which delineates the general
background information and administrative procedures of the District and has undergone
amendment from time to time following its initial adoption; and

WHEREAS, it is in the best interest of the citizens of Ada County, Idaho, for the Ada
County Highway District Board of Commissioners to adopt the amended Section 1000
et seq. of the ACHD Internal Policy Manual revising and updating the District’s
background information and administrative procedures for the District, as set forth in
Exhibit “A”; and

NOW, THEREFORE, BE IT RESOLVED, by the Commission of the Ada County
Highway District that it does hereby adopt the amended Section 1000 et seq. of the
ACHD Internal Policy Manual establishing, as set forth in the attached Exhibit “A”.

BE IT FURTHER RESOLVED that these updates and revisions to the internal policies
contained in the ACHD Internal Policy Manual at Section 1000 et seq. shall be in full
force and effective immediately upon adoption and approval.

BE IT FURTHER RESOLVED that the Clerk of the District is authorized and directed to
revise and amend the ACHD Internal Policy Manual and Index to reflect the amendment
thereto repealed and adopted by this Resolution.

RESOLUTION 979 – ADOPTION OF AMENDED SECTION 1000 OF THE ACHD
INTERNAL POLICY MANUAL
ADOPTED AND APPROVED by the Board of Commissioners of the Ada County Highway District at its regular meeting held on this 16 day of February, 2011.

ADA COUNTY HIGHWAY DISTRICT
BOARD OF COMMISSIONERS

By: ________________________________
Rebecca W. Arnold, President

By: ________________________________
John S. Franden, Vice President

By: ________________________________
Carol A. McKee, Commissioner

By: ________________________________
Sara M. Baker, Commissioner

By: ________________________________
David L. Case, Commissioner
SECTION 1000 – ADA COUNTY HIGHWAY DISTRICT

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1000 ADA COUNTY HIGHWAY DISTRICT

1001 GENERAL OVERVIEW

The District was established by referendum on May 25, 1971. It is a separate unit of local government that consolidated the street and road functions of Ada County and the cities within the county. The District operates on a fiscal year basis, beginning on October 1.

The District is responsible for the construction and maintenance of all streets and roads in Ada County, except those designated as State or Federal highways. The District provides planning, design, construction, reconstruction, maintenance, and traffic supervision for all urban streets, rural roadways, and bridges under its jurisdiction.

1002 LEGISLATIVE AUTHORITY

The Ada County Highway District (referred to as the District in this manual) is the governing agency responsible for construction and maintenance of all public rights-of-way in Ada County. The District's legal authority is based upon the laws of the State of Idaho. Specific authority is found in Chapters 13 and 14 of Title 40 of the Idaho Code.

1003 ORGANIZATION

1003.1 Divisions and Departments

The District is organized into Divisions and Departments. There are three divisions: Planning & Projects, Operations, and Technical. The operations division is the largest division and includes all the maintenance and administrative functions of the District. The Technical division includes all the engineering, right-of-way and development, and traffic services. Planning & Projects division handles the planning and programming processes related to projects. The Human Resources, Communications and Legal Departments are separate from the Divisions based on their unique functions and reporting authority.

1003.2 Board of Commissioners

The District is governed by a five-member Commission. Each Commissioner is elected to office from a different subdistrict of Ada County of which the Commissioner is a resident. The subdistricts are established by the Ada County Commissioners by the subdivision of Ada County into five districts as nearly equal in population as is practicable. The terms of the office of the Commissioners are staggered, based on a rotation schedule set by law. Each Commissioner is elected for a term of four years. (Reference Idaho Code, Section 40-1404A.)

The authority and responsibilities of the Commissioners are specified in Title 40 of the Idaho Code. They have exclusive general supervision over all of the public rights-of-way under District jurisdiction. They have full
The District is governed by a five-member Commission. Each Commissioner is elected to office from a different subdistrict of Ada County of which the Commissioner is a resident. The subdistricts are established by the Ada County Commissioners by the subdivision of Ada County into five (5) districts as nearly equal in population as is practicable. The terms of the office of the Commissioners are staggered, based on a rotation schedule set by law. Commencing with the general election of the year 2000 the term of office of each Commissioner shall be elected for a term of four (4) years. (Reference Idaho Code, Section 40-1404A.)

The authority and responsibilities of the Commissioners are specified in Title 40 of the Idaho Code. They have exclusive general supervision over all roads, streets and public rights-of-way under District jurisdiction. They have full power to construct, maintain, repair and improve such roads, streets and public rights-of-way. The law gives the Commissioners the authority to manage and conduct the business affairs of the District; make and execute all necessary contracts; employ such agents, officers, attorneys and employees as required; prescribe employee duties; and fix employee compensation and benefits. (Reference Idaho Code, Section 40-1310.)

The Board of Commissioners meets in a formal session once each week throughout the year. The District operates on a fiscal year basis, beginning on October 1.

1003.3 District Director

1003.1 Board of Commissioners

The Director, the chief administrator of the District, is appointed by the Commission. The Director oversees the day-to-day operations of the District and works with the Board of Commissioners to set policy and long-range direction. The Director has an Executive Team that includes General Counsel, Deputy Directors, Senior Managers who manage their...
The Director is responsible for:

1. Administration of all construction, maintenance and repair work within the District's jurisdiction;

2. Development, interpretation and enforcement of Commission policy;

3. Planning and supervising budget preparation;

4. Meeting and advising public and private agencies, the legislature, the media and individuals about District matters;

5. Interagency coordination;

6. Keeping the public informed of District activities, programs, polices and Commission agendas; and

7. Management of the District's total compensation plan according to the guidelines established by the Commissioners.

1003.4 Operations Division

1003.4.1 The Operations Division is the largest Division in the District and is responsible for the day-to-day operations and maintenance of the Highway District. This division includes the following departments: Administration and Maintenance.

1003.4.2 Administration Department: The Administration manager oversees Finance/Accounting, Budget, Information Technology, Contracts Administration, and Commuteride.

1003.4.3 Finance/Accounting/Budget are responsible for planning, reporting, and controlling the District's financial affairs. The Treasurer ensures that generally accepted accounting principles are utilized in all phases of the accounting process. Administration of the District's financial affairs includes cash flow control; investment of excess funds until needed for operations; and preparation of cost accounting data to provide timely and accurate reports regarding expenditures. They ensure that an annual budget is established and conforms to Idaho Code.

1003.4.4 Contract Administration is responsible for managing and administering contracts for the District. They ensure compliance with the Idaho Code through advertisement, contractual obligations and legal requirements.

1003.4.5 The Information Technology (IT) section is comprised of two components: Information Systems and Geographic Information Services (GIS). The Information System section is responsible for the overall maintenance and operation of the District's computer, network and telephone systems. Their duties include the purchase and maintenance of respective Divisions/Departments. That person has complete responsibility.
computer equipment, software, telephones and networking peripherals. They are also responsible for maintaining the files of the District to comply with records retention laws, database management and network administration. The GIS section is responsible for providing customers with a county-wide Geographical Information System. Their duties include updating and validating vast amounts of geographical data, producing the County’s Official Map, providing users with a web-based application, maintaining the Road-Work-in-the-Area report, and other tasks related to spatial analysis.

1003.4.6 Commuteride works with area businesses and commuters to reduce traffic congestion and improve air quality by promoting alternatives to driving alone like riding the Bus, vanpooling, carpooling, bicycling, and walking. Commuteride has served the Treasure Valley since 1975 and has operated a vanpool program since 1976. They work closely with the Regional Public Transportation Authority and other transportation providers to efficiently market services and transport people.

1003.4.7 Maintenance Department: Maintenance Department is comprised of four sections: Administration, Zone Inspection, Adams, and Cloverdale. The manager implements and coordinates the District’s maintenance programs. The sections are responsible for all facets of roadway, bridge, equipment, and facility repair and maintenance.

1003.4.8 The Administration section is responsible for Administration, Fleet Management, Pavement Management, Facilities Management, and Equipment Services. Pavement Management is responsible for the pavement conditions and determining when it is practicable to perform maintenance on roadways. Facilities Management maintains District buildings and grounds, and property owned by the Highway District. Fleet Management is responsible for all the acquisition, inspection, and disposal of ACHD’s vehicle fleet. The District’s fleet predominately consists of pickups, dump trucks, vacuum trucks, aerial bucket trucks, sweepers, loaders, stripers, graders, backhoes, rollers, and tank oil sprayers. Equipment Services section is responsible for maintenance, repair, and modification of District equipment. They are also responsible for the repair, service, and maintenance of all non-mobile equipment operated by the District.

1003.4.9 Zone Inspection is responsible for inspecting work in ACHD’s rights-of-way completed by contractors. They ensure that the work meets all of ACHD requirements.

1003.4.10 The Adams section is located in Garden City and they are responsible for the District’s roadway maintenance in the urban part of the county. This includes pavement repairs, seal coating, snow removal, sanding, guardrail, street
sweeping, crack sealing, bridge repairs, concrete repairs, grading of gravel roads, miscellaneous storm drain and irrigation repairs, and weed control. Through the Pavement Management Program, the department inspects and monitors the condition of all roadways under ACHD’s jurisdiction for repair or rebuild as necessary to maintain District standards.

1003.4.11 The Cloverdale section is located on N. Cloverdale Road. Their responsibilities include pothole patching, pavement repairs, seal coating, snow removal, sanding, guardrail, street sweeping, crack sealing, bridge repairs, concrete repairs, drainage maintenance including storm - rain and irrigation repairs, grading of gravel roads, and weed control within rural areas of the County.

1003.5 Technical Division: The Technical Division is responsible for providing technical support and expertise for the District, especially related to engineering design, surveying, stormwater management, construction inspection, traffic design and operations, development review, and right-of-way acquisition. This division is made up of three departments: Engineering, Traffic Services, and Right-of-Way & Development Services (ROWDS).

1003.5.1 The Engineering Department is responsible for the administration, implementation and coordination of the District's engineering, design, and construction programs. This department provides engineering services essential to support internal and external maintenance and construction operations, including survey, design, construction, drainage, and quality assurance for new and existing roadway improvements. The Department is comprised of the two sections: Design and Construction

1003.5.2 The Design section is responsible for in-house design and survey for a variety of projects and programs. They assist other Divisions in offering technical support and expertise related to consultant design review, bridge repairs/rehabilitation/ replacement, pavement overlays, community program projects, and other special projects as required.

1003.5.3 The Construction section provides quality assurance support for internal and external construction operations, and inspection and testing of existing and new improvements associated with the countywide highway system. These efforts ensure compliance with minimum specification requirements and District Policy in the effort to reduce public liability, environmental impacts, and the potential acceleration of maintenance on the highway system.

1003.5.4 The Traffic Department is responsible for planning, designing and providing efficient traffic flow and traffic safety in Ada County. The Traffic Department handles all the traffic-related
issues throughout Ada County except those on the State Highway and Interstate systems, which are under the jurisdiction of the Idaho Transportation Department (ITD). By agreement with ITD, the department maintains and operates all traffic signals in Ada County along with traffic monitoring and communication related to the State Highway and Freeway systems. The Department works closely with the various entities to facilitate, investigate, and implement needed and required changes that affect the safety and lives of the residents in Ada County. The department is comprised of two sections: Traffic Operations and Traffic Engineering.

1003.5.5 Traffic Operations’ responsibilities include the construction and maintenance of traffic signals and other traffic control equipment. They install and maintain the computerized Central Traffic Control system, Intelligent Transportation System (ITS) devices, video cameras, data collection devices, variable message signs, and fiber optic communications network systems. This section also maintains traffic signs, roadway striping, and pavement markings on Ada County public roadways. They also repair and maintain the District’s radio communication systems.

1003.5.6 The Traffic Engineering section is responsible for the collection of traffic data, safety investigations, neighborhood traffic calming, and related studies. This includes intersection and signal design, traffic counts, accident analyses, vehicle capacity studies, speed/delay studies, sight obstructions, construction traffic control, citizen use permits, and traffic calming. The division works with local agencies to provide for the safe and efficient movement of motor vehicles and to meet the local and federal requirements within Ada County. In addition, they review, coordinate, and inform the public on all construction traffic control and traffic detour planning for work done within the District’s rights-of-way.

1003.5.7 Congestion Management monitors, evaluates, and provides information on transportation system performance. They identify cost effective alternative strategies to alleviate congestion and enhance mobility of people and goods. They are responsible for traffic signal coordination in response to traffic growth, new/improved roadways, construction detours, special events, and seasonal changes. In addition, they oversee the planning, design, and use of existing and future ITS including such things as traffic monitoring with cameras, incident detection and management, traffic control system response to incidents, and providing information to the public via variable message signs and the Internet.

1003.5.8 The ROWDS (Right-of-Way and Development Services) Department is responsible for acquisition of all rights-of-way required for the Highway District. In addition, they are responsible for reviewing all development applications to
ensure they conform to District policy. The Division consists of four sections: Right-of-Way, Planning Review, Development Review, and Stormwater.

1003.5.9 The Right-of-Way section is responsible for all right-of-way acquisitions and easements required for new road construction, reconstruction, and public highway use. ACHD purchases the land necessary for the project from the adjoining property owners to expand a roadway. In addition, they manage the land appraisals and negotiations with the property owners to complete the required land purchases. Right-of-way is responsible for processing applications for vacation or abandonment of rights-of-way, right-of-way exchanges, lease agreements, and license agreements to allow other parties to place certain items within our right-of-way.

1003.5.10 The Planning Review section is responsible for reviewing all development applications within the six cities and Ada County. They review and assess the potential impacts that the proposed developments will have on the transportation system, analyze and evaluate the preliminary development proposals for conformance to District policy. The development applications are also reviewed for traffic data analysis and established safety standards.

1003.5.11 The Development Review section is responsible for reviewing the civil design plans and construction inspection for all new development construction requiring street improvements, as well as all subdivision final plats for conformance with District policies and standards. They also process all development related right-of-way acquisitions through the Corridor Preservation Program, coordinate cooperative development projects whereby developers construct certain improvements on behalf of ACHD, and issue the District's final acceptance of a development or plat once the required street improvements have been completed to District standards. Development Review also administers the District's Development Impact Fee Program. This program is for planning and financing those public facilities (arterial roads, intersections) under ACHD's jurisdiction which are needed to serve new growth and development. This is necessary to promote and accommodate orderly growth and development in Ada County while protecting the public's health, safety, and general welfare of citizens.

1003.5.12 The Stormwater section helps the District meet Federal Clean Water Act requirements through implementation of the Stormwater Management Program. In addition, they oversee the District's Nations Pollutant Discharge Elimination System (NPDES) program to include education, monitoring, and treatment. They also oversee the drainage within ACHD projects to ensure compliance with federal and state mandates.
1003.6 Planning and Projects Division: The Planning & Projects Division focuses on short, medium and long range transportation planning to provide a template to guide the future work of the Highway District. Those plans are then converted into major projects and managed throughout all phases from concept design to construction.

1003.6.1 The Planning & Programming Department oversees corridor transportation studies, transportation modeling, comprehensive plans, and investment planning via the Five-Year Work Plan, the implementation of the Pedestrian Bicycle Transition Plan; the department also pursues outside funding opportunities, utility coordination for work in the public rights-of-way.

1003.6.2 The Capital Projects Department is responsible for the management of all Highway District capital projects including scheduling, cost estimating, project controls, and administration. All phases of the projects are covered from concept development through final design, right-of-way acquisition and construction. Continuous process improvement is a critical component of the work. The department also coordinates utility in the public rights-of-way.

1003.7 Human Resources Department: The Human Resource Department is responsible for human resource programs for the District. The Department plan, develop, and manage programs such as recruitment and selection, job classification, benefits, administration, classification, and compensation systems management, District-wide training and safety. The Department reports directly to the Director.

1003.8 Legal Department: The Legal Department represents the District’s interest in all legal matters, administers the risk management program, and prosecutes violations to District ordinances. The department handles claims against the District, represents and sometimes defends the District in actions, organize lobbying efforts, and assist internal departments in legal matters. Legal reviews ordinances, contracts and other documents to include certifying ACHD’s Impact Fee Ordinance in accordance with the Idaho Development Impact Fee Act. They also process condemnation orders on right-of-way acquisitions for project managers in order to gain entry for roadway construction.

1003.9 Communications Department: The Communications Department is responsible for the District’s interactions with the public and transmitting information to and from the community about ACHD’s operations and projects. Accordingly, the department coordinates all media interactions. The department reports directly to the ACHD Director, reflecting the importance the District places on communicating with the public about its activities. Communications has five areas: Business & Neighborhood Relations, Public Information, Public Involvement, Reception and the Web Site.
1003.3

1003.3.1 Administrative Services

The Administrative Services Division is responsible for the following: the development and administration of those employee programs related to compensation policy, job classification, fringe benefits, recruiting, training, equal opportunity, and safety. They also manage the District's liability, health and life insurance programs; the coordination, preparation and distribution of public notices; and all other general administrative functions associated with operation of a consolidated countywide highway district.

1003.3.2 Finance and Accounting

The Finance and Accounting Division is responsible for planning, reporting and control of the District's financial affairs. The Treasurer insures that generally accepted accounting principles are used in all phases of the accounting process. Administration of the District’s financial affairs includes: cash flow control; investment of excess funds until needed for operations; and preparation of cost accounting data to give timely and accurate reports on payments, production, and unit costs.

1003.3.3 Legal

The Legal Division is responsible for representing the District in legal matters. They provide legal advice to the Commission, Director and other officials of the District. Additionally, the Legal Division prepares or approves briefs, memoranda, ordinances and other legal documents. They also respond to questions from District departments, other attorneys, and the public.

1003.4 Engineering Services Department

1003.4.1 Engineering Services Manager

The Engineering Services Manager supervises the District’s capital improvement planning program; project design; construction planning; contract administration; surveying; development review; quality control; right-of-way acquisition; impact fee administration; Geographic Information System (GIS); and the Pavement Management System (PMS). In addition, he is responsible for programs conducted by the four divisions under his supervision.

1003.4.2 Plans and Surveys Division

The Plans and Surveys Division is responsible for capital improvement planning and programming. They survey, design and contract for capital improvement projects completed by the District. These projects include
roadways, bridges, local improvement districts, pavement overlays, curb, gutter and sidewalk construction and repairs, and drainage-related projects.

The Plans and Surveys Division negotiates, selects, manages and approves consultant engineer design projects that are contracted by the District to private engineering firms. The Division inspects roadways to determine their condition and classification, and records their status in the Pavement Management System. This division also manages the District's Geographic Information System (GIS). This is used to develop strategies for capital improvement projects and provide other geographic information-based services to the District.

Design, survey and GIS support is provided to all other divisions and departments in the District. Engineering consultation and help is provided to developers, consulting engineers, contractors, governmental entities and the public.

1003.4.3 Right-of-Way Division

The Right-of-Way Division is responsible for acquiring all rights-of-way required for public highway use and reconstruction. This Division also processes applications for vacations, abandonments, right-of-way exchanges, lease agreements and license agreements.

The Right-of-Way Division maintains a property management inventory of properties throughout Ada County. This provides more efficient control and maximum use of District properties and public rights-of-way.

1003.4.4 Construction Services Division

The Construction Services Division monitors all public and private construction and maintenance activities within public rights-of-way under the District's jurisdiction. This Division investigates and responds to citizen inquiries and complaints regarding activities, encroachments, obstructions or hazards in the public right-of-way. They inspect subdivisions and commercial developments to assure compliance with established standards and reduce future public liability and maintenance costs.

The Construction Services Division also conducts structural inspections and rating analysis on the bridges under the District's jurisdiction. These inspections are conducted by certified bridge inspectors, under the guidance of a registered structural engineer, and according to Federal Highway Administration bridge rating and analysis guidelines.
This The Construction Services Division maintains a State certified materials testing laboratory to verify compliance with minimum specification standards by contractors, developers, suppliers and the District. The materials section performs field and laboratory testing on soils, aggregates, asphalt, and concrete. The lab performs quality assurance crusher control for crushed aggregate used in District maintenance operations. The lab also supports the Plans and Surveys Division by providing geotechnical data for District projects.

The Construction Services Division performs construction management and quality assurance on District contracts for a variety of public works projects. These include structures, roadways, and drainage facilities. The management of these contracts is conducted by Certified Journeymen Quality Assurance certified journeymen quality assurance inspectors. They check the work being performed to insure conformity to plans and specifications.

The Construction Services Division of the District has been certified as a residency of the Idaho Department of Transportation, District III. This certification allows the Division to perform construction management, inspection and quality assurance testing on a projects sponsored by the District and funded by the Federal Highway Administration. This division also manages professional services contracts for construction management, testing, and surveying on the District’s capital improvement projects.

1003.4.5 — Development Services Division

The Development Services Division works with developers, engineers, neighborhood organizations, private citizens, and planners to review and approve land development proposals in Ada County. This division rates traffic impacts of proposed developments. Members of this Division also represent the District at the public hearings of the local planning and zoning commissions.

The Development Services Division reviews the design and engineering of new street and drainage facilities associated with development projects to assure that construction meets District standards and requirements and assure that they do not adversely affect District roads and streets.

This division The Development Services Division coordinates utility easements and access among the public utilities during construction of District projects. Members of this Division assure acquisition of future public right of way
through the subdivision approval process. They administer the District's Road Impact Fee Ordinance, effective April 15, 1992. This includes the receipt and recordkeeping of an important source of funding for the District. They help set and assist in setting priorities for using the funds to increase capacity of the transportation system.

1003.5 Traffic Services Department

1003.5.1 Traffic Services Manager

The Traffic Services Manager is responsible for managing, implementing, and coordinating District traffic and transportation planning, design, installation, operation, and maintenance. He oversees the programs conducted by the two divisions under his supervision.

1003.5.2 Traffic Engineering Division

The Traffic Engineering Division is responsible for the traffic and safety design aspects of the roadway system. This includes traffic safety investigations, traffic counts, accident analyses, capacity analyses, speed/delay studies, sight obstructions, construction traffic control, citizen use permits, and traffic signals.

This division also coordinates with the long-range transportation planning of the Ada Community Planning Association (COMPASS) and is involved with various agencies and citizen groups regarding traffic planning efforts.

The Traffic Engineering Division works with the Idaho Transportation Department, local law enforcement agencies, school districts, the Boise City Parking Commission, and others to provide for the safe and efficient movement of vehicles and pedestrians.

The Ridesharing Section operates the vanpool, carpool, and employer-assistance program and provides information and aid to commuters. They offer computer-matched carpool lists, route and schedule information for vanpools and commuter busses, and locations of Park & Ride lots. This section negotiates all agreements with businesses and organizations for use of parking lots for Park & Ride.

1003.5.3 Traffic Operations Division

The Traffic Operations Division installs, operates, and maintains traffic signals. They operate the
computerized traffic control system; fabricate, install, and maintain all traffic controls and street name signs. They, and apply and maintain roadway striping and pavement markings. The Traffic Operations Division also repairs and maintains the District radio and telephone communication systems.

1003.6 Maintenance and Operations Departments

1003.6.1 Maintenance and Operations Manager

The Maintenance and Operations Manager manages, implements, and coordinates the District's maintenance and operation programs. The Division's Maintenance and Operations Department is responsible for streets, roadways, bridges, equipment and facilities work done conducted by the two divisions under the Manager's supervision.

1003.6.2 Adams Division and Cloverdale Division

Operation and maintenance work is conducted from operational centers located on Adams Street and Cloverdale Road. Roadway maintenance responsibilities include: pothole patching; seal coating; snow removal; sanding; drainage facility maintenance and installation; pavement maintenance and repairs; guardrail; fencing; street sweeping; crack sealing; bridge repairs; grading of gravel roads; replacement of damaged curb, gutter and sidewalk sections; and weed control.

1003.6.3 Equipment Services

Equipment maintenance responsibilities include the acquisition, maintenance, repair and disposal of all District equipment. The District's fleet of equipment consists of pickups, dump trucks, sweepers, loaders, stripers, graders, backhoes, rollers and tank oil sprayers.

1004 BOARD OF COMMISSIONERS

The requirements for Commission approval of specific items of business are discussed in the individual sections of this manual. All Commission meetings will be held in full compliance with the Open Meeting Laws of the State of Idaho.

1004.1 ACHD Commission Meetings

1004.1.1 Regular Commission Meetings

Regular Commission meetings are held on the first, second and third Wednesday of each month, commencing at 12:00 noon; and, on the second and fourth Wednesday of each month, commencing at 6:00 p.m. Regular Commission meetings are not normally scheduled for the fifth Wednesday of the month. A meeting agenda must be posted at least
forty-eight (48) hours before the meeting, but it may be supplemented after the start of the meeting up to one (1) hour before the meeting, provided that a good faith effort is made to include in the meeting agenda notice of all items known at the time to be probable items of discussion. If a regular Commission Meeting is scheduled for the fifth Wednesday of the month, a meeting and agenda notice shall be posted at least five (5) days in advance. All regular meetings are held in the ACHD Auditorium, 318–East 37th 3775 Adams Street, Garden City, Idaho.

1004.1.2 Pre-Commission Meetings
Pre-Commission meetings are scheduled to commence one (1/24) hour before the regular Commission meeting, unless the posted meeting and agenda notice establishes a different time. Pre-Commission meetings are held at 318–East 37th 3775 Adams Street, Garden City, Idaho, usually in the main conference–Pre-Commission room, but, if the posted meeting notice so provides, pre-commission meetings may be held in the ACHD Auditorium.

1004.1.3 Work Sessions
Work sessions are held from time to time, when scheduled by the Commission President after a meeting and agenda notice is posted by the Secretary at least five (5) days in advance. When a work session is scheduled, it will commence one (1) hour before the regular daytime Pre-Commission meeting and 1½ hours before the evening Pre-Commission meeting, unless the posted meeting and agenda notice establishes a different time. Work sessions are held at 318–East 37th 3775 Adams Street, Garden City, Idaho, usually in the main conference–Pre-Commission room, but, if the posted meeting notice so states, may be held in the ACHD Auditorium.

1004.1.4 Special Meetings
A special meeting of the Commission may be ordered by the presiding officer or by at least a majority of the any three (3) Commissioners. The order must specify the business to be transacted, and no other business can be transacted at the special meeting. The meeting and agenda notice shall be posted, at least twenty-four (24) hours in advance of the meeting unless an emergency exists as defined in Idaho Code, sections Section 67-2343(2) and 40-1306A(2)(b). After the meeting is called to order, the order for the call shall be entered into the minutes of the meeting. (Reference Idaho Code, sections 67-2343(2) and 40-1306A(2)(b), Section 67-2344.)

1004.1.5 Executive Sessions
An executive session of the Commission can be held during any Commission meeting on the vote of three two-thirds (2/3) of the Commissioners, recorded on the minutes by individual vote, after the presiding officer has identified the statutory authorization for holding the session. (Reference Idaho Code, sections Section 67-2345 and 40-1306B-2345.) If a request for an executive session is known in advance of the meeting, it will be scheduled on the meeting and agenda notice. The executive session should be held in accordance with Idaho Code, Section 67-2345.

1004.1.6 Except for Executive Sessions, Meetings Open to the Public; Public Testimony Limited

All regular Commission meetings, Pre-Commission meetings, special Commission meetings, and work sessions are open to the public. The public is invited, welcomed, and encouraged to attend. (Reference Idaho Code, section Section 67-2340.) Executive Sessions are not open to the public.

The public is invited to present oral and written testimony with respect to any item on the Agenda of a regular Commission meeting. Unless the President of the Commission so directs in the posted meeting and agenda notice, no public testimony will be allowed at a Pre-Commission meeting or a work session.

Action may be taken at a Pre-Commission meeting or a work session on a specific item only if the posted on the meeting and agenda notice so states and the President of the Commission has given the public an opportunity to present testimony to be given on the item. No action may be taken at an Executive Session. Executive session may be held for the purpose of taking any final action or making any final decision. (Reference Idaho Code, Section 67-2345.)

1004.1.7 Publication of Annual Meeting Notice; Posting of Notices of Meetings and Agendas

The Secretary of the District shall cause a notice of the date, time and place of the regular and Pre-Commission meetings of the Commission as set forth in this Section 1004.1 to be published in the Idaho Statesman in January-December of each year. (Reference Idaho Code, sections 67-2343 and 40-1306A(2)(a.))Section 67-2343.)

A notice of the date, time and place of each Commission meeting and the agenda for each regular meeting, Pre-Commission meeting, and work session shall be posted at least forty-eight (48) hours in advance of the meeting, but the agenda may be supplemented after the start of the
meeting up to one (1) hour before the meeting, provided that a good faith effort is made to include in the agenda notice of all items known at the time to be probable items of discussion. (Reference Idaho Code, sections Section 67-2343(1) and 40-1306A(2)(a).) Each supplement to the agenda should be posted as soon as prepared, up to one (1) hour before the meeting.

A notice of the date, time and place of each special Commission meeting shall be posted, at least twenty-four (24) hours in advance of the meeting unless an emergency exists as defined in Idaho Code, sections Section 67-2343(2) and 40-1306A(2)(b). In addition, the Secretary shall make a good faith effort to provide advance notification of a special meeting to those of the news media who have requested notification of Commission meetings. (Reference Idaho Code, sections Section 67-2343(2) and 40-1306A(2)(b).)

All posting of notices of meetings and agendas shall be in a prominent place in the main lobby before the entrance to the ACHD Auditorium by the ACHD Secretary. In addition, staff will attempt to post the same notice on the ACHD internet website in a timely manner.

1004.1.8 Conducting Meetings by Means of Telecommunications Devices

All meetings may be conducted using telecommunications devices which enable all members of the Board of Commissioners participating in the meeting to communicate with each other. Such devices may include, but are not limited to, telephone or video conferencing devices and similar communications equipment.

The participation by a member of the Board of Commissioners through telecommunications devices shall constitute presence in person by such member at the meeting; provided however, that at least one (1) member of the Board of Commissioners or the Director shall be physically present at the location designated in the meeting notice, as required under section 67-2343 and section 40-1306A, Idaho Code, Section 67-2343, to ensure that the public may attend such meeting in person. The communications among members of the Board of Commissioners must be audible to the public attending the meeting in person and the members of the Board. (Reference Idaho Code-section, Section 67-2342(5).)
1004.2 Election of Officers

1004.2.1 Election of President
At the first meeting of the Commission in January of each year, the Commissioners shall elect a chairperson from their number, who shall also serve as the Commission’s President. (Reference Idaho Code, Section 40-1405(1).)

1004.2.2 Election of Vice Presidents
One (1) or more Vice Presidents shall also be elected by the Commissioners from among their number at the same meeting as, and immediately following, the election of the President. (Reference Idaho Code – Section, Section 40-1405(1).)

1004.2.3 Appointment of Secretary and Treasurer
A Secretary shall be appointed by the Commission at the same meeting as the election of the President, and Vice President(s). The Secretary need not be a Commissioner and shall also assume the duties of Clerk of the District. (Reference Idaho Code, Section 40-1405(1).)
A Treasurer shall also be appointed at the same meeting as the election of the President and Vice President(s). The Treasurer need not be a Commissioner. (Reference Idaho Code, section 40-1405(1).)

1004.2.4 Vacancies
If a vacancy occurs in any of the offices of President, Vice President or Secretary of the Commission, the members of the Commission at their next regular meeting shall, by election, fill such vacancy from themselves for the unexpired term, by election. If a vacancy occurs in the office of Secretary or Treasurer, at their next regular meeting, the members of the Commission shall appoint a successor for the unexpired term.

1004.3 Presiding Officer
The President shall preside at all meetings of the Commission. He is recognized as the head of the District for all ceremonial purposes, but has no regular administrative or executive duties. In the event of the President's absence or temporary disability, the Vice President shall act as President during such absence or temporary disability. The President or Vice President may be referred to as the "Presiding Officer" from time to time in these Rules of Procedure.
1004.4 Quorum and Required Vote

Three (3) Commissioners, present and eligible to vote, shall constitute a quorum for the transaction of business at any Commission meeting. (Reference Idaho Code, section 40-1306A(2).) One (1) or more members of the Board of Commissioners may be present by means of telecommunications devices which enable all members of the Board of Commissioners to participate in the meeting to communicate with each other. However, at least one (1) member of the Board of Commissioners shall be physically present at the location designated in the meeting notice. The communications among members of the Board of Commissioners must be audible to the public attending the meeting in person and the members of the Board. (Reference Idaho Code, section 67-2342(5).) A majority of the whole Commission, (three (3) votes are) is required in order to exercise the powers of the Commission (Reference Idaho Code, section 40-1306(2).)

1004.5 Commission Meeting Agenda

The Secretary of the Commission, under the direction of the Director, shall assemble a list of matters to be heard by the Commission. The Secretary shall prepare an agenda for the Commission according to the order of business. A copy of the agenda and supporting materials shall be prepared for the Commissioners, the Director, and the public. The Commission shall have the option of dropping any item from the agenda or deferring an item on the agenda to a future Commission meeting. The Presiding Officer, each Commissioner, or the Director may add new items to the agenda.

1004.6 Director

The Director, as the chief executive officer and head of the executive branch of the District, or a designee, shall attend all Commission meetings, unless excused by the Presiding Officer or the Commission. The Director may take part in the Commission's discussion on all matters on the agenda. If the Director is unable to attend a Commission meeting, the Director shall appoint another qualified staff member to attend the meeting for the Director.

1005 DUTIES AND PRIVILEGES OF THE DISTRICT COMMISSIONERS

1005.1 Forms of Address

The President shall be addressed as "President (surname)." Members of the Commission shall be addressed as "Commissioner (surname)."

1005.2 Seating Arrangement

Commissioners shall occupy the respective seats assigned to them by the President.
1005.3 Appearance of Fairness Doctrine

1005.3.1 Appearance of Fairness Doctrine Defined.

Public hearings and meetings must not only be fair but must appear to be so. Appearance is as important as substance. The test of whether the Appearance of Fairness doctrine has been violated is as follows:— (i) Would the hearing or meeting appear fair to a reasonable, disinterested person? and (ii) Would a reasonable, disinterested person, knowing all of a Commissioner's personal interest in a matter being acted upon, be justified in thinking that partiality may exist?

1005.3.2 Request to Excuse a Commissioner

The Presiding Officer shall have authority to request a Commissioner to be excused based on an Appearance of Fairness violation. Further, if two (2) or more Commissioners believe that an Appearance of Fairness violation exists, such individuals may move to request a Commissioner to be excused based on an Appearance of Fairness violation. In making this decision, the Presiding Officer or other Commissioners shall consider the opinion of the District's Attorney.

1005.4 Dissents and Protests

Any Commissioner shall have the right to express dissent or protest any ordinance, resolution or motion of the Commission and have the reason entered in the minutes.

1005.5 Attendance at Other Meetings

It may be advisable for Commissioners to attend meetings and participate in organizations which interrelate to the role of the District, such as the Ada Community Planning Association of Southern Idaho (COMPASS), the Ada County and other, any city emergency management, and the Association of Highway Districts; or to The Commissioners may also designate a District representative to attend or participate in such meetings.

1006 COMMISSION PROCEDURE

1006.1 Rules of Order

Rules of order not otherwise specified by statute or this Policy Manual shall be decided on an informal basis by the Commissioners or according to the most recent edition of Robert's Rules of Order Newly Revised.
1006.2 Motions

All ordinances, resolutions, contracts and items of business that require Commission approval before funds are spent shall be in the form of an affirmative motion.

1006.3 Order of Business

The business of all regular meetings of the Commission shall be transacted as specified in the agenda. The Presiding Officer may, during a Commission meeting, re-arrange items on the agenda to conduct the business more logically.

1006.3.1 Subjects Not on the Current Agenda.

Any member of the public may request time to address the Commission after first stating their name, address, and the subject of their comments. The Presiding Officer may then allow the comments. The time for comments may be limited by the Presiding Officer, as necessary, generally five (5) minutes. Following public comments, the Presiding Officer may place the matter on the current or future agenda, or refer the matter to the Director for investigation and report.

1006.3.2 Subjects on the Current Agenda.

Any member of the public who wishes to address an item on the current agenda shall make a request to the Presiding Officer when public comments are requested. As an option, the Presiding Officer may use a sign-in procedure. The Presiding Officer shall rule on the appropriateness of public comments as the agenda item is reached. The Presiding Officer may change the order of speakers so testimony is heard in the most logical groupings, such as proponents, opponents, adjacent owners, vested interests, etc.

1006.3.3 Overruling a Vote

Any ruling by the Presiding Officer under the preceding two subsections may be overruled by a vote of a majority of members present.

1006.3.4 Consent Agenda

The Director, in working with the Presiding Officer, shall place matters on the Consent Agenda that: that (a) have been previously discussed by the Commission; or (b) are based on information given to Commission members by administration and can be reviewed without further explanation; or (c) are so routine or technical in nature that passage is likely; or (d) are directed by the District Commission.
2. The proper Commission motion on the Consent Agenda is: "I move for adoption of the Consent Agenda." This motion shall be non-debatable and has the effect of adopting all items on the Consent Agenda. Since adopting the Consent Agenda implies unanimous approval of all items, any member of the Commission shall have the right to remove any item from the Consent Agenda.

Before the vote on the motion to adopt the Consent Agenda, the Presiding Officer shall ask if any Commissioner wishes to withdraw an item from the Consent Agenda. The Presiding Officer shall place a withdrawn item on the agenda for the current or a future meeting.

1006.4 Procedures for a Public Hearing

1006.4.1 Signing In

Before beginning the "Comments from the Public" portion of the public hearing, the Presiding Officer may require that each person wishing to speak sign in with the Clerk. They shall give their name, address, the agenda item, and indicate whether they wish to speak as a proponent, opponent, or otherwise. Any person who fails to sign in shall not be permitted to speak until all those who signed in have spoken. At any public hearing, all persons who have signed in and wish to be heard shall be heard. The Presiding Officer shall be authorized to set speaker time limits and control presentations to avoid repetition. The same procedures apply in meetings that are not quasi-judicial. The Presiding Officer may change the order of speakers so testimony is heard in logical groupings, such as proponents, opponents, adjacent owners, vested interests, etc.

1006.4.2 Introduction of Agenda Item

The Presiding Officer shall introduce the agenda item, open the public hearing, and announce the following Rules of Order:

"All comments by proponents, opponents, or the public shall be made from the speaker's rostrum. Any person making comments shall first give their name and address. This is required because an official record of the public hearing is being made."

1006.4.3 Public Comment

Public comment shall be received after an agenda item is introduced.
1006.4.4 Closing Public Hearing
The Presiding Officer shall close the public hearing following the conclusion of all matters to be heard.

1006.4.5 Inquiry for Motion
The Presiding Officer inquires as to whether there is a motion by any Commissioner. Motions shall be affirmative. After the motion and its second, the Commissioners shall discuss the item. The Presiding Officer may call upon individual Commissioners in the discussion.

1006.4.6 Inquiry for Further Discussion
The Presiding Officer inquires if there is any further discussion by the Commissioners.

1006.4.7 Inquiry for Final Comments
The Presiding Officer inquires if there are any final comments or recommendations from the Director or District Staff administration.

1006.4.8 Directions to Administration
The Presiding Officer may direct the Director or District Staff administration to prepare findings consistent with the action.

1006.5 Voting
The votes during all meetings of the Commission shall be transacted as follows:

1006.5.1 Voice Votes
Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice. At the request of any Commissioner, a roll call vote shall be taken by the Clerk. The order of the roll call vote shall be determined by the Presiding Officer.

1006.5.2 Tie Votes
In the case of a tie vote on any proposal, the proposal shall be considered lost.

1006.5.3 Commissioners Required to Vote
Every Commissioner who was present when the question was put shall give their vote. For special reasons, a member may be excused by motion or according to Rule 15. If any Commissioner declines to vote "yes" or "no," their vote shall be counted as an "yes" vote.
Majority Vote Required

The passage of any motion or resolution requires the affirmative vote of a majority of the members of the Commission. (A majority of the highway commissioners may exercise all of the powers of the board.) (Reference Idaho Code, section 4-1306(2).)

1006.6 Committee Procedures

1006.6.1 Special Ad Hoc Citizen Advisory Committees.

Special ad hoc citizen advisory committees may be created by the Commission for a particular purpose. Committee members shall be appointed by the President, with the advice and consent of the Commission. The Director shall appoint the chair of the Committee. Citizen study committees shall sunset at the end of their mission, but no later than the end of each calendar year unless specifically continued by the Commission for a specified period. One Commissioner may be appointed as a liaison member of a Citizen advisory committee.

1006.6.2 Committee Recommendations

Committees may make recommendations on proposed programs, services, ordinances, and resolutions in their area of responsibility before action is taken by the Commission. The Committee Chair may present the committee recommendations during the discussion of the item of business.

1006.6.3 Staff Members on Committees

Employees shall staff the various committees as directed by the Director, but no staff person shall serve as a member of a District citizen study committee.

1006.6.4 Minutes

Minutes may, but need not, be taken at committee meetings.

1006.7 Enacted Ordinances, Resolutions and Motions

An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct of the corporate business of the District. Commission action shall be taken by ordinance when required by law; to prescribe permanent rules of conduct that continue in force until repealed; or when such conduct is enforced by penalty.

An enacted resolution is an internal legislative act that is a formal statement of policy concerning matters of special or temporary character.
Commission action shall be taken by resolution when required by law, and when a more formal expression of policy is desired.

An enacted motion is an action taken by the Commission to direct that a specific procedure be done. A motion, once approved and entered into the record, is the same as a resolution when a resolution is not required by law.

1006.8 Resolutions

A resolution may be passed on the same day it was introduced. The title of each resolution shall be read before its passage. If a majority of the Commissioners present request that the entire resolution or certain of its sections be read, such requests shall be granted. Printed copies shall be made available upon request to any person attending a Commission meeting.

1006.9 Ordinance Procedures

1006.9.1 Final Passage

Except for the Impact Fee Ordinance as provided below, an ordinance may be passed on the same day it was introduced. The title of each ordinance shall be read before its passage. If a majority of the Commissioners present request that the entire ordinance or certain of its sections be read, such requests shall be granted. Printed copies shall be made available upon request to any person attending a Commission meeting.

1006.9.2 Impact Fees Ordinance

Title 67, Chapter 82, Idaho Code, must be followed with respect to any Impact Fee Ordinance.

1006.9.3 Study of Ordinance

A Commissioner may, in open session, request that the Commission study the wisdom of enacting a particular ordinance. By affirmative motion, the Commission may assign the proposed ordinance to a specific committee for study and consideration. The committee shall report its findings to the Commission.

1006.9.4 Failed Motion

If a motion to pass an ordinance fails, the ordinance shall be considered lost.

1006.9.5 Supermajority Vote Required

The passage of any ordinance requires the affirmative vote of two-thirds (2/3) of the members of the full countywide
1006.10 Permission Required to Address the Commission

Persons other than Commissioners and management shall be permitted to address the Commission when recognized by the Presiding Officer.

1006.11 Reconsideration

A Commissioner, a member of ACHD staff or any other person objecting to any final action taken by the Commission may request reconsideration of that action, provided the request is not for a reconsideration of an action previously requested to be reconsidered, an action whose provisions have been partly and materially carried out, or an action that has created a contractual relationship with third parties.

Only a Commission member who voted with the prevailing side can move for reconsideration, but the motion may be seconded by any Commissioner and is voted on by all Commissioners present.

If a motion to reconsider is made and seconded it is subject to a motion to postpone to a certain time.

A motion for reconsideration may be made at the same meeting as the action to be reconsidered was taken. If not made at that time the following procedure shall be followed:

1. The request must be in writing and delivered to the Secretary of the Highway District no later than 3:00 p.m. on the day prior to the Commission’s next scheduled regular meeting following the meeting at which the action to be reconsidered was taken. Upon receipt of the request, the Secretary shall cause the same to be placed on the agenda for that next scheduled regular Commission meeting.

2. The request for reconsideration must be supported by written documentation setting forth new facts and information not presented at the earlier meeting, or a changed situation that has developed since the taking of the earlier vote, or information establishing an error of fact or law in the earlier action. The request may also be supported by oral testimony at the meeting.

3. If a motion to reconsider passes, the effect is the original matter is in the exact position it occupied the moment before it was voted on originally. It will normally be returned to ACHD staff for further review. The Commission may set the date of the meeting at which the matter is to be returned. The Commission shall only take action on the original matter at a meeting where the agenda notice so provides.
4. At the meeting where the original matter is again on the agenda for Commission action, interested persons and ACHD staff may present such written and oral testimony as the President of the Commission determines to be appropriate, and the Commission may take any action the majority of the Commission deems advisable.

5. If a motion to reconsider passes, the applicant may be charged a reasonable fee, to cover administrative costs, as established by the Commission.

1006.12 Complaints and Suggestions to Commission

When citizen complaints or suggestions are brought before the District Commission, other than for items on an agenda, the following procedures apply.

1006.12.1 Handling Complaints and Suggestions

If the Commission finds such complaint involves a change in an ordinance or resolution of the District, the matter may be referred to a committee, or to the Director for study and recommendation.

1006.12.2 Complaints About Administrative Staff

For complaints about administrative staff performance, interpretation of legislative policy, or administrative policy under the authority of the Director, the Commission may refer the complaint to the Director for review, unless the complaint has already been reviewed. The District Commission may direct that the Director report to the Commission when the response is made.

1006.13 Filling Commission Vacancies

The following procedures shall be used to fill a vacancy in the office of Commissioner.

1006.14 Photographs, Motion Pictures, Video Tape -- Permission Required for Artificial Illumination

No photographs, motion pictures, or video tapes that require the use of flash bulbs, electronic flashes, flood lights, or similar artificial illumination
shall be made at the District Commission meetings without the consent of the Presiding Officer or a majority of the Commission.

1006.15 Commission Guidelines

In addition to the Rules of Procedure, each District Commissioner should be familiar with the District Commission guidelines as they may, from time to time, be changed. These guidelines are advisory only. **In the event of any conflict between these guidelines and any relevant provision of state law, the state law shall control.**

1007 EXTERNAL COORDINATION AND COOPERATION

The work performed by the District requires close coordination among many government entities, organizations, groups and individuals. Each project is unique and the need for external coordination and cooperation has to be determined for each activity. The interest of most organizations in District activities varies, depending on how directly the activities affect them.

District policy requires employees to conduct themselves in a courteous and professional manner. They must extend every effort to work efficiently and effectively when dealing with others. If making this effort will delay scheduled completion of an activity or project; increase the cost or liability; greatly affect the workload; or in any way adversely affect the District; the situation shall be discussed with the respective Division or Department Heads or with the Director.

The following is a list of organizations with which the District regularly works.

1007.1 Ada Community Planning Association of Southwest Idaho (COMPASS)

The Ada Community Planning Association (APAO of Southwest Idaho (COMPASS)) is the long-range transportation planning agency for northern Ada County. They are the Treasure Valley, COMPASS is involved in numerous regularly scheduled activities and special projects that require close coordination and cooperation. Examples of these responsibilities include: Long Range Transportation Plan; Functional Classification Map; Transportation Improvement Program; Transportation Data/Modeling; Road Impact Fee Support; Map Maintenance; Development Monitoring; and Demographic Updates.

1007.2 Idaho Transportation Department (ITD)

There are two (2) distinct groups within ITD that need to be identified: ITD Headquarters and ITD District III.

1007.2.1 ITD Headquarters

The ITD Headquarters activities that the District may participate in, benefit from, or provide input for include: management of the highway distribution account; administration of the local option registration fee; employee training; administration of federal programs; public...
information; local road programs; and the bridge inspection program.

1007.2.2 ITD District III

ITD District III includes several counties in southwestern Idaho. Their duties focus on construction and maintenance activities on State and Federal highways.

1007.3 Ada County

The primary activities requiring interaction with Ada County include: the Geographic Information System; development proposals; and law enforcement.

1007.4 Cities in Ada County

Primary city government activities requiring interaction with the District include: development proposals, joint agreement implementation, drainage, facility installations (including street lights, water, sewer, geothermal, parks and storm drains), and law enforcement. Activities occurring outside of the city limits, but within the respective city area of impact, may include involvement of both the city and Ada County.

1007.5 Idaho Association of Highway Districts

The District is a member of the Statewide Association. The District and the Association work primarily on legislative issues.

1007.6 Utilities

Utility companies are affected by most District projects. They must get permission to work in District rights-of-way for their projects. The District's participation in DIG Line, the Utility Coordinating Council, and its notification process for pending projects are important aspects of working closely with the utilities.

1007.7 Media

It is extremely important to keep the media informed of District activities. District policy about the media is discussed in Section 1040-1010 below.

1007.8 Public

The public is affected by nearly everything the District does. It is important that the affected public be informed and given an opportunity to provide input about the District activities. District policy about the public is discussed in Section 1010.
1007.9 Service and Civic Organizations

Periodically, the District is asked to speak about District activities or programs at an organization meeting. The policy of the District is to accept such invitations. These organizations can be important supporters of the District.

1007.10 Internal

Close coordination and full cooperation between the departments, divisions, sections and individuals are essential if the District is to perform the work and provide the services mandated in the most efficient manner. Every employee shall extend every effort to work effectively with fellow employees.

1008 OUTREACH PROGRAM

The District has an Outreach Program to cooperate with individuals and organizations in Ada County. The purpose of the program is to:

- Improve District credibility with the citizens of Ada County;
- Increase the flow of information about District programs;
- Gain support for District projects through better understanding;
- Provide a forum for public input on District activities;
- Increase efforts to include citizen concerns in the planning process;
- Respond quickly to questions and issues raised by the public; and
- Improve public opinion about the District.

The elements of the program are outlined below.

1009 BUILDING THE PROGRAM

1009.1 The Role of Staff

The District employees have a major impact on District relations with the public. They meet others through casual contact, by responding to inquiries and complaints, and in conducting activities visible to the public.

1009.1.1 Casual Contact

During work, most District employees have both formal and informal contact with the public and with representatives of other agencies. Employees are responsible for being well informed about the activities in which they are involved so as not to mislead the public.
Supervisors shall help the employees become well informed. *Potential influence of a District employee extends far beyond the working day through contacts with friends, neighbors and people with shared outside interests.*

Employees who are well informed about their jobs, District work goals, and the responsibilities of their divisions are able to discuss matters of public interest more effectively. All public contact should be conducted in a positive, polite and businesslike manner. Abusive or profane language shall not be used during public contact.

1009.1.2

1009.1.2

1009.1.3 Inquiries and Complaints

District staff members should have a background that allows them to answer sufficiently knowledgeable of their activities and able to adequately respond to routine questions about their activities. An employee who does not know the answers is unable to respond to a routine question should know where to look, who to ask, or to whom they should refer the question should be referred. The public should not be forced to work their way through a maze of governmental bureaucracy.

Most complaints are result from providing incomplete, inadequate or incorrect information. With some complaints it is very difficult to correct the cause. Others must be worked out over a long period of time. Most complaints point out some inadequacy, either in the District's programs or the ability to get disseminate information to the public. When a citizen has a complaint, small details are important. No matter how busy employees are, they should listen attentively. The problem is important to the individual, no matter how insignificant it might be to the overall program.

1009.1.4

1009.1.3 Conduct

See Section 1009.1.1.

1009.2 Public Involvement in Project Development

See Section 3105.6.1.

1009.3 Capital Investment Citizens Advisory Committee (CICAC)

The CICAC is a recommending body that helps the District Commissioners carry out the responsibilities of their office. Advice from the CICAC helps the Commission set policy for the construction and installation of streets, roads and related structures. The CICAC is a fourteen member committee, composed of twenty-one members (21) members from each city and the county, which shall be comprised of one (1) land use planning director (or planning

Adopted: Res. 469 (7/13/94)

Revised: Res. 676 (2/26/03), Res. 825 (9/26/07), Res. 979 (2/16/11)
designee) and one (1) resident citizen. Of the appointed citizen membership, a minimum of two (2) members shall be active in the business of development, building or real estate. The remaining citizen membership shall be comprised of individuals that are active and have occupational expertise as follows:

1. civil or traffic engineering, minimum of one (1) member;
2. economics, accounting, or finance, a minimum of one (1) member;
3. neighborhood organization, a minimum of one (1) member; and
4. highway and bridge construction, a minimum of one (1)

The CICAC is a part of the District's Outreach Program to get the county, cities and citizens involved in one of the District's major activities. District staff shall support the CICAC to help the Committee develop sound recommendations for the Commissioners.

1009.4 Ad Hoc Committees

Citizen ad hoc committees are brought together for special, sensitive or controversial projects or programs. They are an effective method of assuring public involvement while working with a limited segment of the population. The District considers ad hoc committees on all projects and programs.

1009.5 Other Outreach Techniques

Today's public demands that governing organizations earn their support. The public wants to know about activities and wants to be asked for their advice on projects and programs that concern them. The District cannot merely feed people information when it thinks they need it. Different methods must be used to reach many different segments of the public. The methods include small conferences, home meetings, focus groups, public forums, mass mailings, civic group meetings and one-on-one discussions.

1010 COMMUNICATING

1010.1 Communicating With the Public

General guidelines for communicating with the public are discussed in Section 1009.1 above. Employees should never mislead or antagonize the public. They should describe a situation in lay terms so the average person can understand, avoid arguments, and use light humor sparingly. ("We are going through the middle of your house" is not very funny to a concerned homeowner.)
1010.2 Communicating With the Media

The District frequently receives negative press coverage. Stories distort District handling of various activities. Therefore, District employees should involve the public relations (PR) person whenever that person's insight would help the situation. Without the PR person, Department Managers normally handle media requests. Department Managers may delegate interaction with the media on a case-by-case basis. The individual must have enough knowledge to represent the District well, and the Manager should counsel the employee before the interview. All controversial and sensitive subjects shall be referred to the public relations person or the Director.

1011 NEWS RELEASES

All news releases are prepared and distributed by the District public relations person. The respective Department or Division Managers must inform the PR person of all newsworthy items. The PR person may contact various employees for news release details and each employee shall cooperate fully.