

Ada County Highway District Capital Investment Citizens Advisory Committee Bylaws

Last Amended by Resolution Number 2458 on April 8, 2026

Article I. Name

A. The name of this statutory advisory committee shall be the Ada County Highway District Capital Investment Citizens Advisory Committee ("**CICAC**").

Article II. Purpose and Structure

A. The purpose of the CICAC shall be to serve as an independent advisory committee, and perform the duties of the development impact fee advisory committee as provided by Section 67-8205 of the Idaho Code.

B. The CICAC shall consist of nine (9) members, as allowed by Idaho Code section 67-8205 and Ada County Highway District ("**ACHD**") Policy Manual section 1009.3 and shall be structured as follows.

1. Two members shall be active in the business of:
 - a. development, or
 - b. building, or
 - c. real estate, and
2. The remaining members shall be active from the following industries:
 - a. Engineering; or
 - b. Neighborhood Representative; or
 - c. Contractor (highway or Bridge); or
 - d. Large Employer which consists of more than five hundred (500) employees; or
 - e. Transportation Industry.

Article III. Membership

A. Minimum Membership: Idaho Code section 67-8205 requires no fewer than five (5) members appointed by the ACHD Commission (the "**Commission**"), and this CICAC shall consist of nine (9) members.

B. Membership Composition: Two (2) or more members shall be active in the business of development, building or real estate ("**Industry Members**"), two (2) must not be active in the business of development, building, or real estate and the remaining members shall be active in the engineering, neighborhood representative, contractor (highway or bridge), large employer (five hundred (500) or more employees), or Transportation industries ("**Non-Industry Members**"). Employees or officials acting in their official capacity for a governmental entity

may not be nominated and appointed as members of the committee. All members shall reside within the jurisdictional boundaries of the Ada County Highway District.

C. Recommendation of Members: The Commission shall solicit recommendations for CICAC membership from the following jurisdictional agencies within ACHD's Boundaries of Ada County (hereinafter referred to as the "**Service Area**"): Unincorporated Ada County, city of Boise, city of Eagle, Garden City, city of Kuna, the city of Meridian, and the city of Star (each a "**Recommending Agency**" and, collectively, the "**Recommending Partner Agencies**"). Each Partner Agency may recommend exactly one (1) member. Each member shall have a connection to the Recommending Agency that nominated that member. All recommendations are advisory only. If a Partner Agency fails to submit a recommendation within a reasonable timeframe, or if a recommended individual does not meet statutory or bylaw qualifications, the Commission may appoint a qualified member at large. All members must be approved by the ACHD Commission in accordance with these Bylaws.

1. The Director of ACHD ("**Director**") may nominate up to two (2) members to the CICAC, which may be representatives of either the Industry or Non-Industry members. The Director's nominations must be approved by the ACHD Commission.
2. Five (5) members shall be Industry Members, but not less than two (2) members shall be Non-Industry Members.
3. No employee or official acting in their official capacity for a governmental entity may be appointed as a member of the committee.
4. Staff Representatives may facilitate the CICAC's purpose and provide the CICAC with administrative support.
5. All future appointments and re-appointments shall comply with the requirements of this Article 4. All current members may serve through their current term of office, except any employees or officials representing a governmental entity.

D. Staff Representation. The ACHD Staff shall provide administrative support to the CICAC.

Article IV. Term of Office

A. The terms of office for the appointed members shall be four (4) years terms. Members may be reappointed for additional terms.

B. If a vacancy should occur during an unexpired term, such vacancy shall be filled within ninety (90) days in the same manner as the original

appointment and will be for the period remaining in the vacancy filled. All nominations shall be subject to the approval and appointment of the Commission.

Article V. Meetings

A. The CICAC may meet at regularly scheduled quarterly meetings to be held on a day and at a time and place designated and agreed to by the CICAC during the first meeting in each calendar year.

B. No business shall be conducted in the absence of a quorum as defined herein or as otherwise approved. Except as otherwise provided in these Bylaws, a quorum for the conduct of any meeting of the CICAC shall be defined as a simple majority of appointed Members then in office ("**Minimum Quorum**"). The Bylaws may be amended to adopt an alternative quorum requirement, including a quorum that is less than a majority, provided that any such amendment is approved by the Commission. All appointed Members shall make best efforts to attend all scheduled meetings. Failure to regularly attend scheduled meetings shall be cause for termination.

C. The ACHD Director or their designee shall cause members to be provided with written notice for a meeting, an agenda and supporting information of all meetings at least five (5) business days in advance of such meeting. The meeting schedule may be cancelled, changed, or revised later by the Director or upon the call of five (5) members of the CICAC.

1. Attendance. Members are expected to attend all regular meetings, but up to two (2) absences per year may be excused.

D. Special meetings may be called by the Director or their designee or by a call of five (5) members of the CICAC when conditions warrant.

E. All meetings of the CICAC are open to the public and shall be called, noticed, held and conducted in accordance with the State of Idaho Open Meeting Law.

Article VI. Officers and Organization

A. A Chair and a Vice-Chair shall be elected by a majority of the members of the CICAC present and voting at the first scheduled meeting of each calendar year. The individuals so elected shall serve in those capacities for one (1) year until the first scheduled meeting of the following year. Any individual so elected shall be eligible for re-election in subsequent years. The Vice-Chair shall preside and/or perform the duties of the Chair in his or her absence. The Chair shall appoint other officers of the CICAC as deemed necessary. Any vacancy in the office of Chair or Vice-Chair should be filled at the next scheduled meeting by a majority vote or within a reasonable time thereafter.

B. The ACHD Director, or a designated staff representative, shall be

responsible for administering these Bylaws.

Article VII. Parliamentary Authority

A. The business of the CICAC should be conducted generally in accordance with the "Robert's Rules of Order" subject to such exceptions as may be agreed to by consensus of the members and these Bylaws. Except as otherwise provided in these Bylaws, a quorum for the conduct of any meeting of the CICAC shall be defined as a simple majority of appointed Members then in office. The Bylaws may be amended to adopt an alternative quorum requirement, including a quorum that is less than a majority, provided that any such amendment is approved by the Commission.

Article VIII. Amendments to Bylaws

A. These Bylaws may only be amended by the Commission.

Article IX. Statutory Duties and Responsibilities

A. It shall be the statutory duty of the CICAC to serve in an advisory capacity to the Commission as follows, pursuant to I.C. section 67-8205:

1. Assist ACHD in adopting land use assumptions for the impact fee formula;
2. Review the capital improvements plan, and proposed amendments, and file written comments;
3. Monitor and evaluate implementation of the capital improvements plan;
4. File periodic reports, at least annually, with respect to the capital improvements plan;
5. Report to ACHD perceived inequities in implementing the Capital Improvement Plan or imposing the development impact fees; and
6. Advise ACHD of the need to update or revise land use and demographic growth assumptions, capital improvements plan and development impact fees.
7. To perform such other related duties and functions as the Commission may from time to time prescribe.

Article X. Compensation

A. Members may receive reimbursement for reasonable travel

expenses associated with attending CICAC meetings, including but not limited to expenses for accessible transportation and/or personal assistance. Other actual and necessary expenses may be allowed with the prior approval of the Director. Verification and documentation of all expenses incurred must be submitted and approved before reimbursement will be made.

Article XI. Termination

A. ACHD Commission reserves the right to terminate any CICAC member, effective immediately, for cause or not for cause in ACHD's sole discretion, and these bylaws in no way create a contract for employment or any other vested right to participate in or in any way be involved the CICAC or any subcommittee there

