

# BYLAWS

## CAPITAL INVESTMENT CITIZENS ADVISORY COMMITTEE

### ARTICLE I

#### NAME

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

### ARTICLE II

#### OBJECTIVES

The objective of the CICAC shall serve as, and perform the duties of, the development impact fee advisory committee as provided by Section 67-8205, Idaho Code.

### ARTICLE

---

#### MEMBERSHIP AND TERM OF OFFICE

The CICAC shall be composed of not fewer than five (5) members nominated by the County and cities and appointed by the Commission ("Minimum Membership"). Two (2) or more members must be active in the business of development, building or real estate ("Required Members"). Three (3) members, which must include the Minimum Members, must be present to establish a quorum of the CICAC in order to conduct a meeting ("Minimum Quorum").

The CICAC may not be composed of more than a total of fourteen (14) members. For any members appointed in addition to the Minimum Membership, the County and cities may nominate members, which may be a land use planning director (or planning designee) or one (1) member of said city/county who is not an employee or official thereof.

In addition to the appointed Minimum Membership, the remaining membership should be, although not required, comprised of individuals that are active and have occupational expertise as follows:

1. civil or traffic engineering;
2. real estate, including building, development or marketing thereof;

3. economics, accounting, or finance
4. neighborhood organization and
5. highway and bridge construction.

The ACHD Director, or a designated staff person, shall be an ex-officio member and shall act as Secretary of the CICAC.

The terms of office for the appointed members shall be four (4) years. Members may be reappointed for an additional term. No member may serve for more than eight (8) years within a ten (10) year period, unless the member is a land use planning director (or planning designee) representing the County or a city.

If a vacancy should occur during an unexpired term, such vacancy shall be filled within ninety (90) in the same manner as the original appointment and will be for the period remaining in the vacancy filled. If the County or a city fails to timely nominate member within ninety (90) days of a vacancy, the ACHD Director may nominate, in his discretion, a member within the membership requirements set forth herein. All nominations shall be subject to the approval and appointment of the Commission.

## ARTICLE IV

### MEETINGS

All meetings of the CICAC are open to the public and subject to the requirements of the Open Meeting law. The ACHD Director or his designee shall cause members to be provided with written notice, an agenda, and supporting information of all meetings at least five (5) working days in advance of such meeting.

The CICAC shall 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. The meeting schedule may be cancelled, changed or revised later by the Chair or upon a call of three (3) Minimum Members of the CICAC. Special meetings may be called by the Chair or by a call of three (3) Minimum Members of the CICAC when conditions warrant.

## ARTICLE V

### OFFICERS AND ORGANIZATION

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 with a maximum total of three (3) 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.

The ACHD Director or his designee is responsible for administering these Bylaws.

## ARTICLE VI

### SUB-COMMITTEES

Sub-committees may be established as deemed necessary by the CICAC and appointed by the Chair from among the active membership.

## ARTICLE VII

### PARLIAMENTARY AUTHORITY

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. Under these provisions, a voting majority must include the vote of the Minimum Quorum and is defined as a simple majority, which is fifty percent (50%) plus one (1) of the total membership.

## ARTICLE VIII

### AMENDMENTS TO BYLAWS

These Bylaws may be amended by the Commission.

## ARTICLE IX

### DUTIES AND RESPONSIBILITIES

It shall be the statutory duty of the CICAC to serve in an advisory capacity to the Commission as follows:

- a. To serve as the development impact fee advisory committee in accordance with Section 67-8205, Idaho Code. Specifically to do the following:

- Assist Commission in adopting land use assumptions for the impact fee formula;
- Review the capital improvements plan, and proposed amendments, and file written comments;
- Monitor and evaluate implementation of the capital improvements plan;
- File periodic reports, at least annually, with respect to the capital improvements plan;
- Report to ACHD perceived inequities in implementing the plan or Imposing the development impact fees; and
- Advise ACHD of the need to update or revise land use and demographic growth assumptions, capital improvements plan and development impact fees.

II. The CICAC shall have the following discretionary duties in providing recommendations to the Commission:

- a. To advise and assist the Commission in determining priorities for capital expenditures.
- b. To recommend any modifications to the impact fee methodology, service area boundaries and/or impact fee formula.
- c. To advise and assist the Commission with respect to the inclusion of the capital projects identified in Area Plans or Corridor Studies.
- d. To review and evaluate existing and proposed policies of ACHD relating to capital improvements, including 1) the proposed the annual Integrated Five Year Work Program, 2) the capital improvement portion of the annual budget, and 3) the Transportation Improvement Program.

III. To perform such other related duties and functions as the Commission may from time to time prescribe.

## ARTICLE X

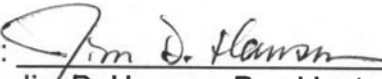
### COMPENSATION

Members may receive reimbursement for reasonable travel expenses associated with 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

I ADOPTED this 14<sup>th</sup> \_day of October, 2015.

APPROVED:

ADA COUNTY HIGHWAY DISTRICT BOARD OF COMMISSIONERS

By:   
Jim D. Hansen, President

Attest:   
Bruce S. Wong, Director