



Interagency Consultation Committee

September 2006

ICC Policy

I. ICC Purpose and Incorporation by Reference

- A. The transportation conformity rules (under 40 CFR §§93.105 and 93.112) apply to nonattainment and maintenance areas and require that agencies including EPA, DOT, State DOTs, State and local air quality agencies, and MPOs collaboratively develop transportation conformity demonstrations. The Idaho conformity SIP, as established in Idaho's Administrative Rules (IDAPA 58.01.01) sections 563 through 574, establishes the transportation conformity process in Idaho and the Interagency Consultation Committee (ICC) for Treasure Valley nonattainment and maintenance areas.
- B. The bylaws document how the ICC functions for any nonattainment and/or maintenance area in (or part of) Ada and/or Canyon Counties. IDAPA 58.01.01 §§563 through 574 are incorporated by reference.

II. ICC Lead Agency

- A. The Community Planning Association of Southwest Idaho (COMPASS) is the Metropolitan Planning Organization (MPO) for Ada and Canyon Counties. As such, COMPASS is designated as the lead agency responsible for conformity demonstrations within Ada and Canyon Counties, as applicable, pursuant to IDAPA 58.01.01 Section 568.02.
- B. IDAPA 58.01.01 Section 569.02 outlines COMPASS' administrative responsibilities as the lead agency. They include:
 - 1. Conformity demonstrations corresponding to long-range transportation plans, TIPs and their amendments;
 - 2. Preparing conformity demonstrations for the entire nonattainment or maintenance area, including areas beyond the boundaries of the MPO, where no agreement is in effect as required by 23 CFR 450.310(f);
 - 3. Identify regionally significant projects through the consultation process;
 - 4. Implementing TCMs in air quality nonattainment and/or maintenance areas, as applicable;
 - 5. Providing technical and policy input on emissions budgets;
 - 6. Performing transportation modeling, regional emissions analyses, and project level analysis, as necessary;
 - 7. Documenting timely implementation of TCMs, as required, for determining conformity; and

8. Distributing relevant materials to ICC members, and people on the distribution list, per IDAPA 58.01.01 Section 570.01.c.

III. ICC Meetings and Materials

- A. The ICC will meet as required by the needs of the various transportation planning agencies in the region.
- B. All meetings of the ICC shall be subject to the 30-day public notice provisions of IDAPA 58.01.01 Section 570.
- C. Notification Methods. Meeting time, date and location and associated agenda (if available) will be noticed by the following methods:
 1. Posting on the COMPASS website;
 2. Posting on COMPASS' message board, located at the COMPASS offices;
 3. Notification via email, fax, or U.S. mail to all ICC Members and to any agency entitled to participate and/or members of the public specifically requesting notification of ICC meetings,

IV. ICC Meeting Voting Status and Procedures

- A. Federal and State conformity regulations do not require ICC meetings have a voting structure to fulfill the interagency consultation requirements. IDAPA 58.01.01 Section 567.02 lists agencies that should make up a given ICC. Using IDAPA 58.01.01 Section 567.02 as a guide, each of the following listed agencies or entities have requested and are given one (1) vote on ICC:
 1. Ada County Highway District (ACHD);
 2. ACHD Commuteride;
 3. City of Boise.
 4. COMPASS as the Metropolitan Planning Organization (MPO);
 5. Idaho Department of Environmental Quality (IDEQ);
 6. Idaho Transportation Department, District 3 (ITD);
 7. Valley Regional Transit (VRT)
- B. Assignment of Primary Voting Representative. Each of the agencies or entities listed in Section IV.A shall provide the name of the person, in writing to COMPASS, identified to serve as their respective primary-voting representative on the ICC.
- C. Assignment of Alternative Voting Representative. Each of the agencies or entities listed in Section IV.A may provide the name of a person or persons, in writing to COMPASS, identified to serve as the alternative-voting representative in the absence of the primary representative.
- D. Member agencies listed in IDAPA 58.01.01 Section 567.02 but not listed in Section IV.A above can be granted ICC voting status upon written request from the agency.
- E. Member agencies listed in Section IV.A. can become non-voting members upon written request from the agency.

- F. **Vote Delegation.** Any of the agencies or entities listed in IDAPA 58.01.01 Section 567.02 can delegate their respective role or responsibility, including voting status, to another eligible entity pursuant to IDAPA 58.01.01 Section 567.06. An ICC member making such delegation shall notify the ICC (via COMPASS) of the delegation in writing.
- G. **Voting Procedures.**
 - 1. Roberts Rules of Order on voting shall apply to all ICC voting.
 - a) Only issues directly related to items specifically identified on the publicly noticed meeting agenda unless changed by unanimous consent of the members present are eligible for being voted upon.
 - b) Voting shall be by deliberative assembly where each voting member in attendance at a meeting is entitled to cast a vote on a motion with a second that directly relates to an issue or item identified in the publicly noticed meeting agenda unless changed by unanimous consent of the members present. No absentee, mail or proxy voting (except as delegated under Section IV.C and Section IV.F) shall be allowed.
 - 2. A quorum of simple majority must be present at the opening of any meeting, which involves voting. The majority vote shall prevail.
- H. Each meeting of the ICC shall be opened and called to order by the ICC Committee Chairperson or the Vice Chairperson in his or her absence.
- I. All ICC meetings will be open to the public.
- J. Any Agencies Entitled to Participate, as defined pursuant to IDAPA 58.01.01 Section 567.02, and 03, or members of the Public are encouraged to participate at the ICC meetings, but will not receive voting rights.

V. ICC Chairperson and Vice Chairperson

- A. Each agency representative listed in Section VI.A, with the exception of the COMPASS representative, will rotate into the positions of Vice Chairperson and Chairperson of the ICC.
- B. **Rotation Order.**
 - 1. The rotational order of the Chair will be:

- a) ACHD Commuteride representative
- b) Valley Regional Transit representative (VRT)
- c) City of Boise representative
- d) Idaho Transportation Department District 3 representative
- e) Ada County Highway District (ACHD) representative
- f) Idaho Department of Environmental Quality, Boise Region representative

2. The rotational order of the Vice Chair will be:

- a) Valley Regional Transit representative (VRT)
- b) City of Boise representative
- c) Idaho Transportation Department District 3 representative
- d) Ada County Highway District (ACHD) representative
- e) Idaho Department of Environmental Quality, Boise Region representative
- f) ACHD Commuteride representative

C. Term. The length of time an ICC Chairperson and Vice Chairperson may serve in such positions shall be limited to one (1) year.

D. Representative Turn-over.

1. In the event the agency representative holding the Chair position leaves the committee, the Vice Chairperson shall automatically rotate into the Committee Chair position. The agency representative next in succession per V.B.2 will assume the Vice Chair position.
2. In the event both agency representatives holding the Chair and Vice Chair positions leave the committee, the ICC representative with the longest tenure will rotate into the Committee Chair position. The Vice Chair position will be filled by the representative from the agency next in the rotational order per V.B.2.

VI. Conflict Resolution

A. Conflict resolution shall follow the procedures described pursuant to IDAPA 58.01.01 Section 573.

VII. ICC Bylaws Amendment Provisions

- A. These bylaws may be amended provided that such amendments are introduced at a regularly scheduled ICC meeting and acted upon at the next regularly scheduled ICC meeting.