Iowa County Engineers Association Service Bureau

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MEMORANDUM OF TRANSMITTAL

From: Steve De Vries, P.E., Executive Director

To : Governor of Iowa
Iowa State Transportation Commission
Chief Clerk of the Iowa House of Representatives
Secretary of the Iowa Senate
Iowa County Engineers

Date : February 13, 2015
Ref : Report of activities for 2014

Per Iowa Code Section 312.3B, the Service Bureau is required to file an annual report of its activities with the parties identified above.

We respectfully submit the 2014 edition of this report, listing our major functions and special activities.

Questions and comments regarding the report should be directed to: Steve De Vries at 515-244-0779 or to steve@iceasb.org

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ANNUAL REPORT of ACTIVITIES – for 2014

The Iowa County Engineers Association Service Bureau, ICEASB, is a small, 4 FTE, 28-E agreement agency serving Iowa's 99 county road departments. Formed in 1998, the Bureau operates from office space sub-leased from the Iowa State Association of Counties in West Des Moines. It provides a variety of support and data services to Iowa secondary road departments and Iowa DOT via the Internet. A Board of directors consisting of county engineers and county supervisors sets policies and establishes budgets.

This report is filed to satisfy the requirements of Iowa Code Chapter 312.3B.

GENERAL OPERATIONS:

The majority of the Bureau's services are delivered via the www.iceasb.org website

- News and updates area

This section notifies county engineers of news and events that affect county roads. A headlines area alerts engineers and staff of regulations, training availability, legislative action, and related information. 175 headlines, notices, updates and reminders were published in 2014, along with 321 data files, and 36 job opening notices.

- Find and Contact (communications) area

This part of the website provides people with the means to find each other, make contact, ask questions and share knowledge. It is the most valuable and frequently used service area. County staff members can broadcast questions and obtain guidance from their peers, look each other up and send emails or faxes, find and communicate with DOT personnel, send messages to committees, and check on contractor pre-qualifications online. 254 questions were posted, generating 2,007 replies. An additional 140 went through a system set up exclusively for secondary road office administrators to better help each other solve problems. Eight on-line internal surveys were also run, as requested by various engineers.

- Downloads area

Another service is that of providing an on-line library of forms, documents, data tabulations, and computer aided design files. Access to these items permits people to eliminate storing paper forms and assures them of always having the latest permit form, model resolution, or CADD detail. The download area contains over 2239 items in 30 categories.

- Online tools

Provides counties with automated, on-line tools for filing annual reports, year-end salary survey, electronic polls & surveys, road closure notification system, posting of local letting notices, GASB-34 Infrastructure reporting, and on-line, GIS based mapping. Recent additions include a full local letting support tool (511 projects) and a follow up local project pay voucher tool (162 projects / $12,390,000 in payments processed). A GASB-34 depreciation calculation system tracks 9238 projects. The road closure notification tool was used for 587 road construction / maintenance events and generated 31,154 notices to public safety, school,

media and businesses.

- Reference Center

Contains information on laws and court decisions pertinent to county roads. Also includes history of county roads, drainage law information, administrative guidelines and technical resources.

- Web Links

Facilitates easy access to websites useful to county engineering via a structured set of drop down menus that classify external government and business websites by type and content. Provides access to web resources from: Iowa DOT, Iowa state government, federal agencies, general contacts, professional engineering, suppliers, and other counties' webs.

- Transportation Program Management System (TPMS)

TPMS, provides a statewide framework for project programming and project development tracking. It links and assists the various parties involved in these activities: cities, counties, consultants, DOT district local systems staff, DOT district planners, RPAs, MPOs, and others. TPMS exchanges data on Local Public Agency projects nightly with the DOT, and a periodic electronic update process keeps TPMS' and DOT's STIP records synchronized. In 2014, there were 3013 projects contained in County Five-year programs and 1616 in the Federal-Aid State Transportation Improvement Plan. About 824 were in development tracking and 303 reached letting.

ADDITIONAL ACTIVITIES

Along with the general operations, the Bureau performed a number of special projects and upgrades during 2012:

a) Performed research and conducted polls, as requested, to assist ICEA leadership respond to legislative inquiries and initiatives.

b) Calculated and communicated Secondary Road and FM fund distribution factors for FY15 and FY16

c) Published copies of county engineer conference presentations for access and review by engineers after the meetings.

d) Maintained a calendar of events to keep people aware of upcoming meetings / training sessions / conferences – with links to each event's agenda & registration

e) Prepared system for and extracted summaries from: Annual reports, Salary Survey, summer employment prospects, and committee assignment requests.

f) Used methodology developed in Highway Research project TR-608 to determine base needs of secondary roads - broken down by bridges vs. roadways for four surface classes.

g) Reworked tools to help county engineers meet Federal targets for bridge programming.

h) Visited about 15 counties and provided new county engineer orientation presentations for several.

i) Conducted field feasibility assessments of proposed new tools for managing granular and paved roads