



# Iowa County Engineers Association Service Bureau



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## MEMORANDUM OF TRANSMITTAL

**From:** Danny R. Waid, 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 :** January 23, 2020

**Ref :** Report of activities for 2019

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 2019 edition of this report, listing our major functions and special activities.

Questions and comments regarding the report should be directed to: Danny R. Waid at 515-244-0779 or to [danny.waid@iceasb.org](mailto:danny.waid@iceasb.org)



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## **ANNUAL REPORT of ACTIVITIES – for 2019**

The Iowa County Engineers Association Service Bureau, ICEASB, is a small, 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 several websites: one that's exclusively designed to serve county road department personnel. A second that provides project programming and development tracking services to all local road agencies in the state. A final website, added in 2016, provides the public and media with information about and connections to county roads and engineers.

### **Main County Engineers' website – [www.iceasb.org](http://www.iceasb.org) (Password protected)**

- **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. 117 headlines, notices, updates and reminders were published in 2019, along with 26 calendar events, 39 data files, and 49 job opening notices.

- **Find and Contact (communications) area**

This part of the website provides county engineers 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. 117 questions were posted, generating 900 replies. An additional 14 surveys went through a system that enables secondary road staff to develop surveys, which generated 465 survey responses to better help each other solve problems.

- **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 1400 items in 25 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 (147 lettings in 2019) and a follow up local project pay voucher tool (62 projects / \$4,499,101 in payments processed). A GASB-34 depreciation calculation system tracks 11,314 past projects. The road closure notification tool was used for 2011 road construction / maintenance events and generated 54,814 notices to public safety, school, media and businesses, through a combination of email, fax, and text notifications.

Transportation Program Management System (TPMS) [www.tpms.org](http://www.tpms.org) (Password protected)

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 2019, there were 2922 projects contained in County Five-year programs, including 891 Federal-Aid and 726 Federal-Aid SWAP projects identified in the State Transportation Improvement Plan, (STIP). Approximately 1003 were in development tracking and 473 reached letting status in 2019.

#### ADDITIONAL ACTIVITIES

Along with the general operations, the Bureau performed a number of special projects and upgrades during 2019:

- 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 FY19, FY20 and FY21.
- 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) Assisted about 25 counties to train them on use of a new Work Order and Sign Inventory application and provided new county engineer orientation presentations for several.
- i) Served as base of operations for Iowa's Secondary Roads Research Engineer, who helps counties identify needs, conduct research, and implement findings that improve road/bridge construction and maintenance.
- j) Assisted approximately 10 counties with the newly created on-line culvert inventory tool that allows simultaneous access from office and field.
- k) Worked with Iowa Once Call to establish and test protocols for automating issuance of underground facility locate requests direct from the county engineer work orders application.
- l) Deployed the new redesigned county project programming and budgeting application by re-writing TPMS and continued work on the new Operations Management System.

m) The ICEA public information website continues to be maintained and resides on the ICEA Service Bureau servers. The public information website can be accessed at: [www.iowacountyroads.org](http://www.iowacountyroads.org) (Public site).

The Secondary Roads Research Engineer, (SRRE), identifies, coordinates, plans, supervises and reports on research projects undertaken to improve road/bridge materials, technologies, construction and maintenance. The SRRE visits counties to learn of and help launch research projects. The SRRE also interacts with the academic community to coordinate the work, represents Iowa's interests on national boards, and actively helps counties turn findings into actions.

For 2019, the SRRE undertook the following tasks: face to face field reviews in more than 55 counties, posting of research news on the county engineer website, helped host the annual County Engineers' Research Focus Group (attended by 30 counties and generated 28 ideas), assisted in approximately 25 Technical Advisory Committees, oversaw 11 new IHRB project startups, and kept in contact with the some 85 active research projects.