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Iowa County Engineers Association Service Bureau

www.iowacountyroads.org
www.iceasb.org



MEMORANDUM OF TRANSMITTAL

From: Brian P. Moore, 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 20, 2026

Ref: Report of activities for 2025

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 2025 edition of this report, listing our major functions and special activities.

Questions and comments regarding the report should be directed to: Brian P. Moore, PE at 515-244-0779 or to brian.moore@iceasb.org



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ANNUAL REPORT of ACTIVITIES – for 2025

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 (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. 102 headlines, notices, updates and reminders were published in 2025, along with 270 calendar events, 102 data files, and 48 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. 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. 119 questions were posted, generating 844 replies. An additional 14 surveys went through a system that enables secondary road staff to develop surveys, which generated 406 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 1,942 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. This includes a full local letting support tool (172 lettings in 2025) and a local project pay voucher tool (44 projects / \$3,554,104 in payments processed). A GASB-34 depreciation calculation system tracks 13,641 past projects.

The Road Notification Tool (RNT) was used in 2025 for 2,302 road construction / maintenance / weather closure events and generated 60,176 notices to public safety, school, media, and the general public, through a combination of email, text, and other notifications. Road Notification Tool was used by all 99 counties. The RNT is integrated with Iowa 511 and with WAZE, so now counties' road closures are being transferred real time and showing on Iowa 511 and Google Maps.

Work Orders application was used by 85 counties, Sign application was used by 75 counties, Culvert application was used by 48 counties.

In November 2023, a new text-based Call Out application was deployed. This application allows county road departments to call out employees by text messaging to report to work due to winter weather. In 2025, 24 counties used the application generating 3,639 notifications.

- Operations Management System (OMS)

In 2023, the Service Bureau released the first piece of the new Operations Management System (OMS). A time tracking module was created and deployed for counties to collect hours and track work performed electronically. Time tracking module consists of electronic time clock in/out, reimbursement requests and approvals, time policies and time sheets. In 2025, 21 counties were using the time tracking module.

In 2024, the communications component of OMS was completed. The existing calendar application was upgraded with additional features. The application is now available to all counties to use to communicate events. Counties can share meetings within their own organization or share and set up meetings statewide communicating this with all users of the Service Bureau.

In 2024, development was started on the OMS Inventory module. This module will allow counties to track equipment, parts, tools, and real property. This will include inventory and costs.

Transportation Program Management System (TPMS) 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. The new TPMS 2020 application was deployed in July of 2021. It exchanges data on Local Public

Agency projects in real time with the DOT's new programming and project management system, MasterWorks, and a periodic electronic update process keeps TPMS' and DOT's STIP records synchronized. In 2025, there were 2,333 projects contained in County Five-year programs, including 1,455 Federal-Aid and 69 Federal-Aid SWAP projects identified in the State Transportation Improvement Plan, (STIP). Approximately 318 were in development tracking and 268 reached letting status in 2025.

The public information website can be accessed at: www.iowacountyroads.org (Public site)

The ICEA public information website continues to be maintained and resides on the ICEA Service Bureau servers.

ADDITIONAL ACTIVITIES

Along with the general operations, the Bureau performed a number of special projects and upgrades during 2025:

- 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 Farm to Market Fund distribution factors for FY25, FY26 and FY27.
- c) Published copies of county engineer conference presentations for access and review by engineers after the meetings.
- d) Prepared system for and extracted summaries from: Annual Report, Salary Survey, summer employment prospects, and committee assignment requests.
- e) Used methodology developed in Iowa Highway Research Board project TR-608 to determine base needs of secondary roads - broken down by bridges vs. roadways for four surface classes.
- f) Worked with Iowa One Call to establish, monitor, and update protocols for automating issuance of underground facility locate requests direct from the county engineer work orders application.
- g) Gathered data from Annual Report and TPMS to prepare the annual Structural Deficient (SD – Poor) bridge report for the Iowa DOT to give to the Iowa Legislature.
- h) Attended the Iowa State University fall and spring career fairs to assist counties in filling job vacancies.
- i) Held in person trainings for 122 county road department staff around the state to train them on use of Work Orders, Sign Inventory, and other applications and provided new county engineer orientation presentations for several.
- j) Worked with the Iowa DOT to establish new administrative rule regarding the Secondary Road Fund Distribution Committee (SRFDC) after the 2024 Iowa legislative session. Update on current year SRFDC distribution factors was given to the Iowa Department of Transportation Commission.

- k) The Service Bureau, in conjunction with INGIOS, Inc, embarked on a project to implement an AID Grant received by Buena Vista County. The project involves using a vibratory roller to map (collect modulus strength values, soil moisture, photos) of approximate 11,000 miles of gravel around across 24 counties across Iowa. Phase 1 to complete all 66,000 miles of gravel roads in Iowa. In 2024, 2,187 miles in 3 counties were complete (Buchanan, Linn, Boone). In 2025, 6,504 miles in 13 counties (Benton, Black Hawk, Buena Vista, Calhoun, Clayton, Delaware, Grundy, Hamilton, Hardin, Marshall, Sac, Story, Webster). In 2026, another 3,0232 miles in 8 counties will be completed.

ADDITIONAL SERVICES

The Service Bureau added the position of Secondary Roads Research Engineer (SRRE), in 2016, to identify, coordinate, plan, supervise and report on research projects undertaken to improve county road/bridge materials, technologies, construction and maintenance. The SRRE visits counties to seek potential and help launch research projects to benefit Iowa secondary roads. The SRRE also interacts with the academic community to coordinate research, represents Iowa's interests on national boards, and actively helps counties turn findings into actions.

For 2025, the SRRE undertook the following tasks: field reviews in 7 counties relating to various research projects of county importance; attended 6 regional updates geared towards bringing all 99 counties up to speed with completed and ongoing research projects; postings of research (Iowa and nationwide) and educational news on the county engineer website; assisted in 33 Technical Advisory Committees across 3 states; oversaw 7 new IHRB project startups; gave presentations on Iowa research in 4 states; and kept in contact with some 50+ active research projects in 3 states.

The annual County Engineers' Research Focus Group meeting was held on May 7th, 2025. It was attended by over 50 engineers and researchers generating 25+ research project ideas and voting on four to send to the Iowa Highway Research Board for potential funding. Those projects included a systemic guide for base stabilizers, a tool for assessment prioritization for gravel roads, standardized training and policies for specific risk exposures for secondary roads, edge deterioration of slab bridges, development of a steel press brake tub girder bridge standard, and condition assessment tool for drawdown structures.

The SRRE was available for some on-site project visits and to all counties through virtual on-line meetings. The SRRE continued a collaborative effort at Camp Dodge with the National Guard, ISU InTrans Motor Grader Operator (MOGO) training program, ISU geotechnical department, MSU geotechnical department, and select counties to "rebuild" granular roads with stabilization of the base using county crews, county equipment and county ideas to improve roadways in Camp Dodge. 2025 is the third year of this collaboration. Another project is planned for 2026.

The Service Bureau added the position of State Planning and Research Engineer (SPRE), in 2020, to assist in the effort to coordinate state, regional, and national research with local research activities through the Iowa Highway Research Board, IHRB. Research Support position started

21 new research project contracts and closed 25 completed research project contracts for the Iowa DOT Research and Analytics Bureau. This position was invited to attend an innovation program peer exchange in Tennessee, invited speaker on multi-state coordination of projects in Texas, attendee and speaker on research results dissemination to the national research advisory committee in Montana, led an international workshop on digital project delivery in California, and presented on current efforts of multiple national research projects in Washington, D.C

A new federal transportation bill (BIL) was passed in 2022. This new bill created several new funding programs and levels never seen before available to counties. These new funding programs are based upon grants and require a lot of time to understand the programs, write competitive applications, and administer federal aid grant awards. To accomplish this efficiently, a single person was needed to coordinate this effort. To provide this service for the counties, the Service Bureau created a new position in 2023 and hired a Discretionary Grant Coordinator (DGC). The DGC reports directly to the Service Bureau Executive Director, acting as the primary contact for grant applicants, grant recipients, grant writers, consultants and all others involved in Iowa County Engineers Association (ICEA) grant applications. The DGC collaborates with the ICEA Grant Committee, Iowa DOT, and Iowa FHWA to oversee and executes all elements of the discretionary grants, their applications, and reporting for any and all Federal and State grants submitted by ICEA.

For 2025, the DGC led the effort for the following grant submissions: 2025 BUILD Grant (\$25 Million for 7 county bridges); a second 2025 BUILD Grant (\$25 Million for 5 county road safety projects). The applications did not receive an award but were both designated Project of Merit; 2024 and 2025 CHBP Grants (\$70.4 Million total). The DSG led coordination efforts to partner with the Iowa DOT and Cities to submit two state-wide applications.

Assisted with executing the grant agreement for the 2024 BIP grant (\$38.6M for 6 county bridges). Monitored the FY23 RAISE grant award and completed all quarterly reports throughout the year. Project coordinator for the 2022 SS4A Safety Action Plan Grant. The project was completed at the end of July, on time and on budget. 97 counties received Safety Action Plans. Completed all quarterly and final reporting for the grant award.

After the passage of the current federal transportation bill in 2022, Iowa has seen a large increase in federal transportation funding thru successful discretionary grant applications and additional formula funding. This increase in funding comes with an increase in stewardship by the Local Public Agencies (LPA's) to ensure all federal rules and regulations are being followed when using the federal funds. In 2024, the Service Bureau focused on providing services needed by LPA's. Services include a National Environmental Policy Act (NEPA) Document Manager to assist LPA's getting projects through the NEPA process, a Discretionary Grant and Earmark Engineer and a Discretionary Grant and Earmark Technician to assist LPAs to develop, build, and close out federal aid construction projects.