

Iowa County Engineers Association Service Bureau



<http://www.iceasb.org>



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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 7, 2005

Ref : Annual Report of Activities for 2004

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HOUSE OF REPRESENTATIVES

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 2004 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 2004

The Iowa County Engineers Association Service Bureau, ICEASB, is a small, 3.5 FTE, 28-E agreement agency serving Iowa's 99 county road departments. Formed in 1998, the Bureau operates in office space sub-leased from the Iowa State Association of Counties in Des Moines. It provides a variety of services to the county engineers 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. It contains seven functional areas:

- 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. 150 headlines were published in 2004. We also maintained a calendar of events and a job openings list.
- Find and Contact (communications) area
This part of the website focuses on providing people with the means to find each other, make contact, ask questions and share knowledge. It is the most valuable and most 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 - in a cooperative effort with the DOT - check on contractor pre-qualifications online. During 2004, counties inquired about and responded to many different engineering, management, and legal issues.

- 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 1200 items in about 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 and GASB-34 Infrastructure reporting.

- Reference Center

Contains easy-access copies of Iowa Code, Administrative laws, and case law pertinent to county roads. Also includes history of county roads, drainage law information, administrative guidelines and technical resources. The site also catalogs key Iowa DOT website locations, makes them easy for counties to access and publishes an on-line copy of the DOT's latest reference CD.

- 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.

- Business Center

Features a buy-sell-trade area for inter-county exchanges.

- Transportation Program Management System

This system, known as TPMS, provides a statewide framework for project programming and project development tracking. It links and assists the various parties involved in those activities: cities, counties, consultants, DOT district local systems staff, DOT district planners, RPAs, MPOs, and others. Originally funded by an Iowa Highway Research Board grant, the system currently holds data on 7710 project programming records and tracks 842 projects in development.

ADDITIONAL ACTIVITIES

Along with the General Operations, the Bureau performed a number of special functions during 2004:

- a) Helped the Iowa State Association of Counties build and maintain websites for Sheriffs, Auditors, and Community Care affiliates.
- b) Assisted the legislative study committee regarding replacement of the Quadrennial Needs Study and helped set up and evaluate three separate fund allocation methods. The last method was formally adopted and will eventually be proposed to the legislature.
- c) Assisted the ICEA user groups and the DOT set up and conduct training sessions on computer aided design, bridge hydraulics, asphalt paving inspection.
- d) Refined and perfected a data exchange system that permits the DOT and the counties to share project development data back and forth.
- e) Re-wrote the code for our basic online service, the Transportation Program Management System, [TPMS], then deployed it in July.
- f) Redesigned the system for capturing staff, wage, and benefit data reported by the counties and refined the reports extracted from that information.
- g) Redid the Iowa County Engineers Association annual committee sign-up tool to make it easier to use and to better fit the actually details of the sign-up process.
- h) Worked with the State Auditor's Office to revise and refine the GASB-34 reports generated by county road departments.