



Iowa County Engineers Association Service Bureau



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MEMORANDUM OF TRANSMITTAL

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

HOUSE OF REPRESENTATIVES

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 3, 2008

Ref : Annual Report of Activities for 2007

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 2007 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 2007

The Iowa County Engineers Association Service Bureau, ICEASB, is a small, 3.0 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. 165 headlines, notices, updates and reminders were published in 2007. We also maintained a calendar of events and a job openings list.

- 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 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 2007, 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, GASB-34 Infrastructure reporting, and on-line GIS based mapping.
- 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 4446 county project programming records, 1595 federal aid projects, and tracked 1200 projects in development.

ADDITIONAL ACTIVITIES

Along with the General Operations, the Bureau performed a number of special functions during 2007:

- a) Performed research and conducted polls, as requested, to assist ICEA leadership respond to legislative inquiries and initiatives.
- b) Assisted ICEA user groups and the DOT set up and conduct training sessions on computer aided design and bridge hydraulics.
- c) In collaboration with the DOT's Office of Program Management, finalized an on-line system that permits federal aid transportation programming to be entered, reviewed and approved electronically.

- d) Developed an improved on-board mapping system for use in the TPMS programming & development system, plus to display and make DOT base record data available to counties.
- e) Planned, developed and deployed a secondary roads local lettings management tool.
- f) Conducted seven training sessions around the state; visited all six DOT district offices, and provided instruction on TPMS to RPA and MPO staff members.
- g) Gave presentations at the Greater Iowa Asphalt Conference and the ICEA Mid-year conference.
- h) Created and deployed a special FM project status survey to help the DOT and ICEA evaluate FM fund usage.
- i) Improved system interconnectivity so that project data flows from programming to development to annual reports and finally to the GASB-34 reporting tool.
- j) Updated TPMS, in cooperation with the DOT Office of Local Systems, so that the systems and fund-basis used to assign project numbers better fit with Department standards.
- k) Perfected system in TPMS to notify project sponsor, consultant and DOT when a project is falling behind schedule for a target letting date.
- l) Collected and pre-published copies of ICEA Committee reports for 2007, then made them available for download from the website.