



# Iowa County Engineers Association Service Bureau



5500 Westown Pkwy #190, West Des Moines, IA 50266  
Phone : 515-244-0779 Fax : 515-244-6397

## 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 :** January 24, 2017

**Ref :** Report of activities for 2016

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 2016 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](mailto:steve@iceasb.org)



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## **ANNUAL REPORT of ACTIVITIES – for 2016**

The Iowa County Engineers Association Service Bureau, ICEASB, is a small, 6 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 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 this year, 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)

- 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. 177 headlines, notices, updates and reminders were published in 2016, along with 117 data files, and 28 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. 89 questions were posted, generating 816 replies. An additional 79 went through a system that enables secondary road office administrators 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 1243 items in 22 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 (307) and a follow up local project pay voucher tool (80 projects / \$23,836,966.24 in payments processed). A GASB-34 depreciation calculation system tracks 10,054 past projects. The road closure notification tool was used for 824 road construction / maintenance events and generated 32083 notices to public safety, school, media and businesses.

#### 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 2016, there were 3148 projects contained in County Five-year programs and 1618 in the Federal-Aid State Transportation Improvement Plan. About 852 were in development tracking and 509 reached letting.

#### ADDITIONAL ACTIVITIES

Along with the general operations, the Bureau performed a number of special projects and upgrades during 2016:

- 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 FY17 and FY18
- 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) Worked with the Iowa DOT and county engineers hire and deploy a Secondary Roads Research Engineer who will formally lead county engineering efforts to find better methods, materials and standards.
- j) Developed a public facing website to provide information on county roads, engineering and projects to the public and to the media.
- k) Created an on-line sign inventory tool that will allow simultaneous access from office and field
- l) 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.
- m) Began re-coding the county Road Work Notification System and the GASB-34 reporting app.