



# Iowa County Engineers Association Service Bureau



501 SW 7<sup>th</sup> St., Des Moines, Iowa 50309-4540

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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 :** January 20, 2009

**Ref :** Annual Report of Activities for 2008



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 2008 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 2008

The Iowa County Engineers Association Service Bureau, ICEASB, is a small, 3 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](http://www.iceasb.org) website.

- 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. 274 headlines, notices, updates and reminders were published in 2008. We also maintained a calendar of events and a job openings list that was used to recruit new employees for 50 vacancies.
- 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 2008, 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 1710 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. There were 1317 open projects at the start of the year. 467 new jobs were activated and 458 got let or completed.

#### ADDITIONAL ACTIVITIES

Along with the General Operations, the Bureau performed a number of special functions during 2008:

- 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) Rebuilt the TPMS programming module to work more efficiently, be more user intuitive and add features shown to be necessary from service inquiries.
- 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) Deployed a secondary roads local lettings management tool and commenced work to prepare for eventual e-bidding of such projects
- 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. Provided numerous on-line training sessions via GotoMeeting.com.
- g) Conducted multiple surveys to help Iowa county engineers to respond to federal and state requests for spring thaw, summer flood and economic stimulus plan information.