

MEMBERS OF COUNCIL

HON. KIM REYNOLDS
GOVERNOR

HON. PAUL D. PATE
SECRETARY OF STATE

HON. ROB SAND
AUDITOR OF STATE

HON. ROBY SMITH
TREASURER OF STATE

HON. MIKE. NAIG
SECRETARY OF AGRICULTURE



Executive Council of Iowa

CAPITOL BUILDING
DES MOINES, IOWA 50319
PHONE: 515 281-5368

April 7, 2025

Accounting Department
Office of the Treasurer
Lucas Building
321 E 12th Street
Des Moines, IA, 50319

The Executive Council, in a meeting held on today's date, approved Department of Administrative Services request for an emergency allocation in the amount of \$4,027.03. On January 25, 2025, Vehicle #1497 was damaged by a deer. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

Kristi Onstot

Kristi Onstot
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services
DAS Fleet Services, Risk
Matt Bender, Department of Management
Heather Hackbarth, Department of Management

AOS Claim # 3977
TOS Job # _____



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Rob Sand
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0004
Telephone (515) 281-5834

March 4, 2025

Kristi Onstot
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #1497 on January 25, 2025
Department of Administrative Services
Claim dated January 28, 2025
AOS Claim ID: 3977

In accordance with Executive Council policy, we have examined the claim for 29C.20 funds for the above-mentioned damage. It is our conclusion that the above damage incurred by the Department of Administrative Services is covered by Chapter 29C.20 of the Code of Iowa. Therefore, we recommend an Executive Council allocation in the amount of \$4,027.03, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian R. Brustkern".

Brian R. Brustkern, CPA
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services
Mariah Fucaloro, Fleet Services Manager, Department of Administrative Services
Heather Hackbarth, Department of Management



Department of
Administrative Services

KIM REYNOLDS, GOVERNOR
CHRIS COURNOYER, LT. GOVERNOR

ADAM STEEN, DIRECTOR

Date: January 28, 2025

To: Tammy Hollingsworth, Auditor of State
Victoria Newton, Treasurer of State
Executive Council

Re: ALLOCATION REQUEST - 29C20 Claim for Executive Council Consideration

Vehicle / Event	#1497 / Animal
Event Date	January 25, 2025
Summary	Vehicle 1497 - struck a deer. (Claim # 299047)
Amount Requested	\$4,027.03 - Estimate
Supporting Documentation	29C20 Email Notification, Accident Report, and Repair Estimate(s)

If you have any questions or are in need of additional information, please do not hesitate to contact me.

Thank you,

Ryan Betts
DAS Fleet Risk Manager
ryan.betts1@iowa.gov
515-281-8008



Risk, DAS <das.risk@iowa.gov>

Fwd: FW: Vehicle Accident Report - 1497

1 message

Risk, DAS <das.risk@iowa.gov>

Mon, Jan 27, 2025 at 9:32 AM

To: Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>, TOS ExecutiveCouncil <executivecouncil@tos.iowa.gov>

Please accept this email as initial 24 hr notification for AON, vehicle 1497 struck a deer on 1/25/2025. I will forward all information as soon as it is received.

DAS Risk

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

510 E 12th St, Des Moines, IA 50319

515-281-3162 office

das.risk@iowa.gov<https://das.iowa.gov>**Department of
Administrative Services**

All accidents must be reported via email or phone to Fleet Services within 24 hours. All accident reports and estimates are due within 72 hours of an accident. Agencies have 60 days to complete repairs to vehicles once approval is given.

----- Forwarded message -----

From: **Block, Danae [HHS]** <danae.block@hhs.iowa.gov>

Date: Mon, Jan 27, 2025 at 9:29 AM

Subject: FW: Vehicle Accident Report - 1497

To: Risk, DAS <das.risk@iowa.gov>

Danae Block**Purchasing Agent II**

State Training School

Iowa Department of Health and Human Services

3211 Edgington Ave, Eldora, IA 50627

641-858-5402 x1124

danae.block@hhs.iowa.gov

<http://hhs.iowa.gov/state-training-school>



Health and Human Services

From: Olson, Christopher [HHS] <christopher.olson@hhs.iowa.gov>
Sent: Monday, January 27, 2025 9:17 AM
To: Block, Danae [HHS] <danae.block@hhs.iowa.gov>
Cc: Rosati, Melissa [HHS] <Melissa.Rosati@hhs.iowa.gov>
Subject: FW: Vehicle Accident Report

We will need to get this in to M and M and start this process

From: Imhoff, Brian [HHS] <brian.imhoff@hhs.iowa.gov>
Sent: Saturday, January 25, 2025 7:59 PM
To: Olson, Christopher [HHS] <christopher.olson@hhs.iowa.gov>; Swore, Mark [HHS] <mark.swore@hhs.iowa.gov>
Cc: Halsey, Jason [HHS] <jason.halsey@hhs.iowa.gov>
Subject: Vehicle Accident Report

YSW Driggers hit a deer on the way back from the outing at Ellsworth. There is front bumper damage. I left a message with DAS fleet services. Driggers contacted Hardin Co. Sheriff Dept who stated they would go check on the deer but wouldn't be doing a police report since the vehicle was no longer at the scene.

From: qmservice@dhs.state.ia.us <qmservice@dhs.state.ia.us>
Sent: Saturday, January 25, 2025 7:50 PM
To: Imhoff, Brian [HHS] <brian.imhoff@hhs.iowa.gov>
Subject: 01252025

 [Untitled].pdf
239K

M & M COLLISION
2131 EDGINGTON AVE, ELDORA, IA 50627
Phone: (641) 640-5257

Workfile ID: fbed1a2c
PartsShare: 8n7zpn

Preliminary Estimate

Customer: School, Training

Job Number:

Written By: Jeremy McStockard

Insured: School, Training
Type of Loss:
Point of Impact:

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
School, Training

Inspection Location:
M & M COLLISION
2131 EDGINGTON AVE
ELDORA, IA 50627
Repair Facility
(641) 640-5257 Business

Insurance Company:

VEHICLE

2020 FORD Transit Passenger Wagon T-350 XL Low Roof 148" WB RWD 3D VAN 6-3.5L Flex Fuel Port/Direct Injection

VIN: 1FBAX2Y83LKA15501
License:
State: IA

Interior Color:
Exterior Color:
Production Date:

Mileage In:
Mileage Out:
Condition:
Vehicle Out:
Job #:

TRANSMISSION

Automatic Transmission

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors

DECOR

Dual Mirrors
Tinted Glass

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Keyless Entry
Message Center
Steering Wheel Touch Controls
Telescopic Wheel
Dual Air Condition
Backup Camera

RADIO

AM Radio
FM Radio

Stereo
Search/Seek
Auxiliary Audio Connection

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags
Head/Curtain Air Bags

Hands Free Device
Lane Departure Warning

SEATS

Cloth Seats
Bucket Seats
3rd Row Seat

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHER

California Emissions

Preliminary Estimate

Customer: School, Training

Job Number:

2020 FORD Transit Passenger Wagon T-350 XL Low Roof 148" WB RWD 3D VAN 6-3.5L Flex Fuel Port/Direct Injection

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER & GRILLE					
2		Repl Lower cover carbon black w/o frt prk sensor	LK4Z17757AB	1	461.18	0.7	
3	**	Repl A/M LT Side cover w/o fog lamps	KK3Z17B814AG	1	14.00	0.1	
4	**	Repl A/M LT Mount bracket	LK4Z17C947B	1	55.00	Incl.	
5	**	Repl A/M LT Side bracket	BK3Z17C947D	1	15.00	Incl.	
6	**	Repl A/M CAPA Grille w/o fog lamps	LK4Z17B968AA	1	351.00	Incl.	
7		Repl Reinf panel	SK4Z17C897AA	1	293.17	Incl.	
8	** <>	Repl A/M CAPA Bumper cover oxford white	SK4Z17D957DA	1	363.00	1.1	2.8
9		Add for Clear Coat					1.1
10		FRONT LAMPS					
11	**	Repl A/M CAPA LT Headlamp assy w/o chrome trim from 09/02/2015	CK4Z13008L	1	243.00	0.2	
12		Aim headlamps				0.5	
13		FENDER					
14	**	Repl A/M CAPA LT Fender	CK4Z16006A	1	419.00	1.4	2.0
15		Overlap Major Non-Adj. Panel					-0.2
16		Add for Clear Coat					0.4
17		Add for Edging					0.5
18	**	Repl A/M CAPA LT Fender liner	BK3Z16102B	1	12.00	Incl.	
19		Repl LT Upper molding single rear wheels from 05/04/2016	CK4Z16003CA	1	61.18	Incl.	
20	**	Repl A/M CAPA LT Wheel opng mldg	LK4Z61278L01AA	1	68.00	Incl.	
21		FRONT DOOR					
22	*	Rpr LT Door shell low roof					
23		Overlap Major Non-Adj. Panel				1.5	2.0
24		Add for Clear Coat					-0.2
25		R&I LT R&I mirror					0.4
26		R&I LT Handle, outside				0.3	
27		R&I LT R&I trim panel				0.3	
28		R&I LT Side molding				0.5	
29	#	Subl Hazardous waste removal		1	5.00	0.3	
30	#	Repl Cover Car		1	5.00 T		
SUBTOTALS					2,365.53	6.9	8.8

Preliminary Estimate

Customer: School, Training

Job Number:

2020 FORD Transit Passenger Wagon T-350 XL Low Roof 148" WB RWD 3D VAN 6-3.5L Flex Fuel Port/Direct Injection

ESTIMATE TOTALS

Category	Basis		Rate	Cost \$
Parts				
Body Labor	6.9 hrs	@	\$ 75.00 /hr	2,360.53
Paint Labor	8.8 hrs	@	\$ 75.00 /hr	517.50
Paint Supplies	8.8 hrs	@	\$ 75.00 /hr	660.00
Miscellaneous	8.8 hrs	@	\$ 55.00 /hr	484.00
Subtotal				5.00
Grand Total				4,027.03
Deductible				4,027.03
CUSTOMER PAY				0.00
INSURANCE PAY				0.00
				4,027.03

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AFTERMARKET CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THESE PARTS RATHER THAN THE MANUFACTURER OF YOUR VEHICLE.

Customer: School, Training**Job Number:**

2020 FORD Transit Passenger Wagon T-350 XL Low Roof 148" WB RWD 3D VAN 6-3.5L Flex Fuel Port/Direct Injection

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR2MG15, CCC Data Date 01/16/2025, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinishing operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2024 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. CFC=Carbon Fiber. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. STS=Stainless Steel. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Solutions Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Preliminary Estimate

Customer: School, Training

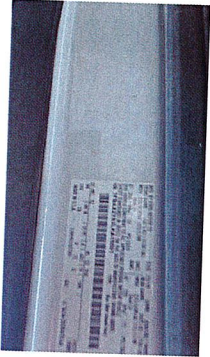
Job Number:

2020 FORD Transit Passenger Wagon T-350 XL Low Roof 148" WB RWD 3D VAN 6-3.5L Flex Fuel Port/Direct Injection

PARTS SUPPLIER LIST

Line	Supplier	Description	Price
3	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1038206 A/M LT Side cover w/o fog lamps Quote: 2835215878 Expires: 03/13/25	\$ 14.00
4	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1062108 A/M LT Mount bracket Quote: 2835216545 Expires: 03/13/25	\$ 55.00
5	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1042143 A/M LT Side bracket Quote: 2835218621 Expires: 03/13/25	\$ 15.00
6	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1200666C A/M CAPA Grille w/o fog lamps Quote: 2835219620 Expires: 03/13/25	\$ 351.00
8	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1014150C A/M CAPA Bumper cover oxford white Quote: 2835221930 Expires: 03/13/25	\$ 363.00
11	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO2502356C A/M CAPA LT Headlamp assy w/o chrome trim from 09/02/2015 Quote: 2835224567 Expires: 03/13/25	\$ 243.00
14	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1240294PP A/M CAPA LT Fender Quote: 2835226329 Expires: 03/13/25	\$ 419.00
18	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1248184C A/M CAPA LT Fender liner Quote: 2835228211 Expires: 03/13/25	\$ 12.00
20	Keystone, Inc 100 EAST 5TH ST WATERLOO IA 50703 (800) 258-8885	#FO1290142C A/M CAPA LT Wheel opng mldg Quote: 2835230522 Expires: 03/13/25	\$ 68.00

Image Report					
Owner:	School, Training	Insurance:	Estimator:	Jeremy McStockard	Vehicle Out:
Job Number:		Claim Number:			
Year:	2020	Color:	License Plate:		Production Date:
Make:	FORD	Body Style:	State:	IA	Mileage In:
Model:	Transit Passenger ...	Engine:	VIN:	1FBAX2Y83LKA15501	Condition:
			6-3.5L Flex Fuel ...		



1/27/2025
 Comments:



1/27/2025
 Comments:



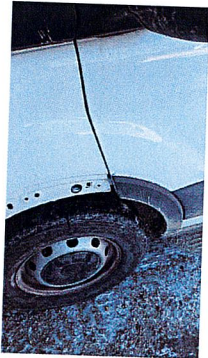
1/27/2025
 Comments:



1/27/2025
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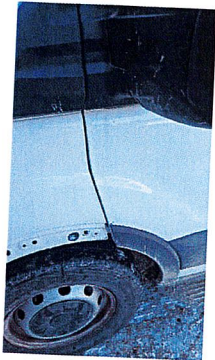


1/27/2025
 Comments:



1/27/2025
 Comments:

Image Report					
Owner:	School, Training	Insurance:	Estimator:	Jeremy McStockard	Vehicle Out:
Job Number:		Claim Number:			
Year:	2020	Color:	License Plate:		Production Date:
Make:	FORD	Body Style:	State:	IA	Mileage In:
Model:	Transit Passenger ...	Engine:	VIN:	1FBAX2Y83LKA15501	Condition:



1/27/2025
 Comments:



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1/27/2025
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1/27/2025
 Comments:



1/27/2025
 Comments:



1/27/2025
 Comments:



Department of Administrative Services
DAS Fleet Services - Risk Management
109 SE 13th St
Des Moines, IA 50319

Vehicle Accident Reporting Procedures

1. Render aid or assistance to the injured (Section 321.263, Code of Iowa).
2. Do not admit fault and do not discuss the accident with anyone except Department of Administrative Services, DAS Fleet - Risk Management or law enforcement.
3. Notify the nearest law enforcement agency immediately if accident involves a fatality, injury, or property damage.
4. If the accident involves another party, please use the attached Information Exchange Sheet.
5. Notify your supervisor.
6. Within 24 hours notify Department of Administrative Services, DAS Fleet - Risk Management at 515-725-2243 (8 am to 4:30 pm) After hours 515-897-8728
7. Complete the State of Iowa Vehicle Accident Report (form attached)
8. If the accident results in injury or death of any person, or total property damages to an apparent extent of \$1,500 or more, the accident report required by Section 321.266, Code of Iowa, must be filed out within 72 hours after the accident.

**State of Iowa - Department of Administrative Services
ACCIDENT INFORMATION EXCHANGE SHEET**

State employee: Please complete the bottom half of this form and give to the other party.
Have the other party complete the top half of this form and give it to you.

Other Vehicle Information:

Driver's Name		
Street Address		City, State, Zip
Driver License No./State		Date of Birth
Work Phone No.		Home Phone No.
Owner's name		
Street Address		City, State, Zip
Name of Insurance Company		Policy No.
Address of Insurance Company		City, State, Zip
Type of Vehicle		Mileage
Make	Year	License Plate No.
Number of Occupants		
Names and Addresses of Passengers		

Cut along line - Give to other driver

State Employee:

Name	<u>James Dugges</u>		
Driver License No./State	<u>961AA 7305 IA</u>		
Type of Vehicle	<u>2020 Ford Transit 350</u> Mileage		
Make	<u>Ford</u>	Year	<u>2020</u>
Owner's Name	<u>State of Iowa</u>		License Plate No. <u>1497</u>
Street Address	<u>109 SE 13th St</u>	City, State, Zip	<u>Des Moines, IA 50319</u>

This is to advise, the State of Iowa is Self-Insured.

If you have any questions, please contact:
Department of Administrative Services
DAS Fleet Services - Risk Management
515-725-2243

State of Iowa - Department of Administrative Services, DAS Fleet - Risk Management

VEHICLE ACCIDENT REPORT

TIME AND LOCATION OF ACCIDENT

Accident Date (Mo/Day/Year) 01/25/2025	Day of Week: Saturday	Time: 5:22 pm	No. of Vehicles 1
County	State		

NO. 1 (STATE VEHICLE)

Driver's Name James Driggers		Work Street Address 3211 Edgeington Ave	
Driver's License No. / State 961AA7305 IA		City, State, Zip Eldora I.A 50627	
Date of Birth 5-21-1967	Department	Work Phone 641-658-5402	Home Phone 1-843-917-7533
License Plate No. 1497	VIN 1FBAX2Y83LKA15501	Year, Make, Model 2020 Ford Transit 350	

Description of Damage:

Left front Bumper, Hood

No. 2 (OTHER VEHICLE) If more than two vehicles - use additional forms

Driver's Name		Street Address	
Driver's License No. / State		City, State, Zip	
Date of Birth	Work Phone	Home Phone	License Plate No.
VIN		Year, Make, Model	
Owner's Name, Address (if Different)		Insurance Company Name / Agent's Name / Address and Phone	

Description of Damage:

PROPERTY DAMAGE OTHER THAN VEHICLE (Fence, Utility Pole, ect)

Owner's Name, Address and Phone	Property Damaged
---------------------------------	------------------

INJURED PERSONS (Attach additional sheets if necessary)

Vehicle no. 1 / Name and Address	Describe Injuries
Vehicle no. 2 / Name and Address	Describe Injuries

WITNESS

Name	Address and Phone
Name	Address and Phone

ACCIDENT DIAGRAM

Description of Accident:

5-55
was Traveling South on ~~D-41~~ Coming from
Jowa falls as approaching D-41 A Deer ran
in from of the van. The Deer Came out of
no Where. I applied the brakes to miss the
Deer but the Deer was already in front of
the van which then I could not avoid
which hit the left front bumper of the
Van.

Complete Diagram Below.

Use number 1 to indicate State vehicle.

6:30pm - Hardin County Sheriff Dept notified

7:40pm BAS Fleet Risk Management - message left informing of Accident

