

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
FAX: 515 281-7562

May 4, 2026

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 \$6,961.32, subject to an audit of actual invoices. On March 24, 2026, Vehicle # 2338 was damaged by a deer. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

Kristi Onstot

Kristi Onstot
Executive Secretary

cc: Kyle Wear, DAS Fleet Chief Financial Officer
Ryan Betts, Fleet Services Risk Program Manager
Matt Bender, Department of Management
Heather Hackbarth, Department of Management

AOS Claim # 4274
TOS Job # _____



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

State Capitol Building
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834
www.auditor.iowa.gov

Rob Sand
Auditor of State

April 8, 2026

Kristi Onstot
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #2338 on March 24, 2026
Department of Administrative Services
Claim dated March 26, 2026
AOS Claim ID: 4274

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 \$6,961.32, 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: Kyle Wear, Fleet Services CFO, Department of Administrative Services
Ryan Betts, Fleet Services Risk Program Manager, Department of Administrative Services
Heather Hackbarth, Department of Management



Date: March 26, 2026

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

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

Vehicle / Event	#2338 / Deer
Event Date	March 24, 2026
Summary	Vehicle 2338 - struck a deer (Claim # 334781)
Amount Requested	\$6,961.32 TOTAL
Supporting Documentation	29C20 Email Notification, Accident Report, & Repair Estimate

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 Program Manager
ryan.betts1@iowa.gov
515-281-8008



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

Fwd: Accident Report form

1 message

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

Wed, Mar 25, 2026 at 9:09 AM

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

Please accept this email as the initial 24 hour notification for an AON claim. Vehicle 2338 struck a deer on 3/24/2026. 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

515-281-8008 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: **Smith, Kristen [HHS]** <kristen.smith@hhs.iowa.gov>

Date: Wed, Mar 25, 2026 at 9:07 AM

Subject: RE: Accident Report form

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

The vehicle # is 2338.

We will.

Thank you

From: ryan.betts1@iowa.gov <ryan.betts1@iowa.gov> **On Behalf Of** Risk, DAS**Sent:** Wednesday, March 25, 2026 8:58 AM**To:** Smith, Kristen [HHS] <kristen.smith@hhs.iowa.gov>**Subject:** Re: Accident Report form

CAUTION: This email originated from outside the Department of Health and Human Services. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kristen,

Yes, you can use that form. Which vehicle was this for? I'll make sure we notate the incident.

Please send the accident report, any photos you have, and a damage estimate my way when you have it and we'll get a claim started on this.

Thanks,

DAS Risk

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

510 E 12th St, Des Moines, IA 50319

515-281-8008 office

das.risk@iowa.gov

<https://das.iowa.gov>

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.

On Wed, Mar 25, 2026 at 8:40 AM Smith, Kristen [HHS] <kristen.smith@hhs.iowa.gov> wrote:

Hello, is this still the correct form for worker to fill out?

One of our state vehicles hit a deer last night.

Thank you,

****Please note: my e-mail address has changed to kristen.smith@hhs.iowa.gov**

Kristen Smith

Administrative Support Assistant 3

Cedar Rapids Service Area

Iowa Department of Health and Human Services

1240 26th Ave. Court SW, Cedar Rapids, IA 52404

319-451-1612 office

515-564-4116 fax

kristen.smith@hhs.iowa.gov

HHS.iowa.gov



Health and Human Services



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

Vehicle Accident Report Form

- Render aid or assistance to the injured ([per Iowa Code 321.262](#)).
- The State of Iowa is self-insured. Refer to the insurance card and accident report procedures online or in your glove box packet. If the accident involves another party, exchange information with the driver or property owner. Do not admit fault or attempt to settle your claim.
- Call local law enforcement, if a fatality, injury or property damage has occurred, and obtain a police report. On the Capitol complex, call Iowa State Patrol, Post 16 at 515-281-5608.
- Within the first 24 hours, report accident or damage to DAS Fleet Services (515-281-3162 or DAS.Risk@iowa.gov), your agency fleet contact, and supervisor. Damage caused by an act of nature or unavoidable cause MUST be reported to DAS Fleet Services within 24 hours of the incident to qualify for contingent fund use ([per Iowa Code 29C.20](#)).
- For an estimate, locate the nearest contracted auto body repair shop in the Contracted Service Providers map. A contracted auto body shop within 30 miles should be used if available.
- If towing is necessary, contact DAS Fleet Services (515-281-3162) for assistance. After hours, call National Automobile Club (NAC) FleetRescue* (866-329-3471) or local law enforcement.
- Within 72 hours, print and submit a completed Accident Report Form, including a cost estimate from the auto body shop to DAS.Risk@iowa.gov.
- Any accident in the State of Iowa that causes death, personal injury, or total property damage of \$1,500 or more must be reported on an Iowa Accident Report Form UNLESS the accident is investigated by a law enforcement agency and a report is filed. Failure to return an accident report form within 72 hours may result in suspension of driving privileges.

Vehicle Accident Report

Time and location of accident

Accident Date (Mo/Day/Year)	Time	No. of Vehicles
03/24/2026	8:10pm	1- State Car 2338
County	State	
Davis/Wapello line- Highway 34	Iowa	

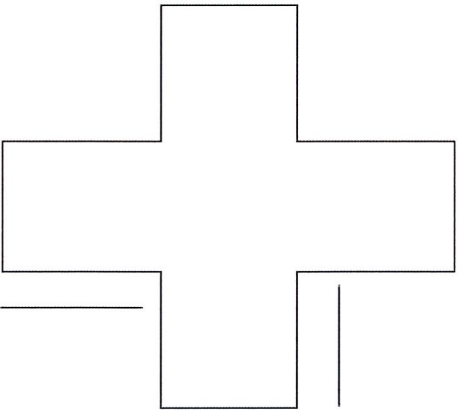
Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Haley Ballard		120 E. Main Street	
Driver's License No./State		City, State, Zip	
118AC0364		Ottumwa, IA 52501	
Date of Birth	Department	Work Phone	Home Phone
04/08/1993	Child and Family Wellbeing	641-660-8710	641-660-0219
License Plate No.	VIN	Year, Make, Model	
T 9647	1G11Z5S34LU107430	2020 Chevrolet Impala- State car 2338	
Estimate (\$) of Damage		Description of Damage	
		Damage to driver side headlight and bumper from collision with deer.	

Vehicle 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.
Description of Damage			

Property Damage other than vehicle (fence, utility pole, etc)	
Owner's Name, Address and Phone	Description of 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/Phone
Name	Address/Phone

Accident Diagram	
<p>Complete diagram below, include a description of what happened. Use the outline below to sketch the scene of your accident, writing in street or highway names or numbers. Use number 1 to indicate the State vehicle.</p>	
	<p>I was traveling back to Ottumwa office after a client home visit in Bloomfield. I was traveling on highway 34. A pack of four deer entered the roadway from the ditch. I was able to slow to and avoid the fist two deer and the last deer but made contact with the third deer. I was able to slow down my rate of speed before making contact. The driver side head light and bumper are damaged.</p>

Accident Information Exchange Sheet

Other Vehicle information

Driver's Name	
Street Address	
Driver Phone	
Driver's License No./State	
Vehicle Plate No.	
Vehicle year, make, model	
VIN	
Insurance Company Name	
Policy No.	
Agent name	
Agent phone	
Owner's Name/Address (if different)	

Submit this information along with the accident report to DAS Fleet Service within 72 hours of the accident.

Complete the next section, tear at the dotted line and give to the other party involved.

State Vehicle Insurance Information

Driver's Name	Haley Ballard
Driver's License No./State	118AC0364- Iowa
Vehicle Plate No.	T9647
Vehicle year, make, model	2020 Chevrolet Impala State car 2338
VIN	1G11Z5S34LU107430

The State of Iowa is self-insured.
If you have any questions regarding an accident, please contact
DAS Fleet Services at 515-281-3162 of DAS.Risk@iowa.gov



VAUGHN MOTORS COLLISION CENTER

Workfile ID:

8d668a07

1311 VAUGHN DRIVE, OTTUMWA, IA 52501
Phone: (641) 682-4574

Preliminary Estimate

Customer: State Of Iowa

Written By: Bryan Johnson

Insured: State Of Iowa
Type of Loss:
Point of Impact: 12 Front

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
State Of Iowa
10 SE 13TH ST
DES MOINES, IA 50319

Inspection Location:
Other

Insurance Company:

VEHICLE

2020 CHEV Impala LT1 4D SED 6-3.6L Flex Fuel Direct Injection Black

VIN: 1G11Z5S34LU107430
License: 2338
State: IA

Interior Color: Jet Black
Exterior Color: Black
Production Date: 12/2019

Mileage In: 120,994
Mileage Out:
Condition: Good

Vehicle Out:
Job #:

TRANSMISSION

Automatic Transmission
Overdrive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Console/Storage

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Keyless Entry
Alarm
Message Center
Steering Wheel Touch Controls
Telescopic Wheel
Climate Control
Remote Starter
Backup Camera

RADIO

AM Radio
FM Radio
Stereo
Search/Seek
Auxiliary Audio Connection
Premium Radio
Satellite Radio

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Front Side Impact Air Bags

Communications System
Hands Free Device

SEATS

Cloth Seats
Bucket Seats

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Traction Control
Stability Control
Signal Integrated Mirrors
Power Trunk/Liftgate

Preliminary Estimate

Customer: State Of Iowa

2020 CHEV Impala LT1 4D SED 6-3.6L Flex Fuel Direct Injection Black

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER & GRILLE					
2		O/H bumper assy				2.9	
3	**	Repl A/M CAPA Bumper cover w/o adaptive cruise w/o actv shtr	22990034	1	817.00	Incl.	3.4
4		Add for Clear Coat					1.4
5	**	Repl A/M CAPA LT Side bracket	22994471	1	55.00	Incl.	
6		Repl RT Lower deflector outer	22990244	1	42.27	Incl.	
7		Repl LT Lower deflector outer	22990243	1	42.27	Incl.	
8	**	Repl A/M CAPA Upper grille LT w/o midnight pkg	84720375	1	435.10	Incl.	
9		Repl License bracket rivet	11516807	4	44.72		
10		Repl LT Side bracket rivet	9132667	2	17.62		
11		R&I License bracket				0.2	
12		Repl Lower deflector nut	11513599	2	16.74		
13		FRONT LAMPS					
14		Repl LT Headlamp assy	84573235	1	983.59	Incl.	
15		Aim headlamps				0.5	
16		Repl LT Headlamp assy bracket inner	23164206	1	48.18	Incl.	0.3
17		Add for Clear Coat					0.1
18		Repl LT Headlamp assy bracket outer	25827075	1	14.28	Incl.	0.2
19		Add for Clear Coat					0.1
20		RADIATOR SUPPORT					
21		R&I Sight shield 2.5, 3.6 liter US built				Incl.	
22		HOOD					
23	*	Rpr Hood				4.0	3.0
24		Add for Clear Coat					1.2
25	#	Rpr Feather edge prime and block				0.5	
26		FENDER					
27	**	Repl A/M CAPA LT Fender	23151660	1	365.82	2.7	2.2
28		Overlap Major Adj. Panel					-0.4
29		Add for Clear Coat					0.4
30		Add for Edging					0.5
31		Add for Clear Coat					0.1
32	**	Repl A/M CAPA LT Fender liner	84204441	1	106.00	Incl.	
33	**	Repl A/M LT Front bracket	23142193	1	42.51	0.1	0.2
34		Add for Clear Coat					0.1
35		PILLARS, ROCKER & FLOOR					
36		R&I LT R&I rocker molding				Incl.	
37		FRONT DOOR					
38	*	Rpr LT Outer panel w/o molding				2.5	2.0
39		Overlap Major Non-Adj. Panel					-0.2
40		Add for Clear Coat					0.4
41		R&I LT Belt molding				0.3	
42		R&I LT Front w'strip				0.3	

Preliminary Estimate

Customer: State Of Iowa

2020 CHEV Impala LT1 4D SED 6-3.6L Flex Fuel Direct Injection Black

43		R&I	LT R&I mirror				0.3	
44		R&I	LT Handle, outside w/passive entry w/o chrome				0.4	
45		Repl	LT Nameplate "IMPALA"	84445338	1	69.04	0.3	
46		R&I	LT R&I trim panel				0.5	
47	#	Rpr	REMOVE DECAL AND ADHESIVE				0.5	
48		R&I	LT Water deflector				0.1	
49		R&I	LT Upper molding				0.2	
50	MISCELLANEOUS OPERATIONS							
51	#	Subl	Hazardous waste removal		1	10.00	T	
52	#	Subl	Flex Additive		1	8.00		
53	**	Repl	A/M 3M CAVITY WAX PLUS #08852		1	49.50	0.3	
54	**	Repl	A/M Cover Car to Prevent Overspray		1	10.00		0.2
55	#		Disconnect battery cable		1		0.2	
				SUBTOTALS		3,177.64	16.8	15.2

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			3,167.64
Body Labor	16.8 hrs @	\$ 84.99 /hr	1,427.83
Paint Labor	15.2 hrs @	\$ 84.99 /hr	1,291.85
Paint Supplies	15.2 hrs @	\$ 70.00 /hr	1,064.00
Miscellaneous			10.00
Subtotal			6,961.32
Sales Tax	\$ 6,961.32 @	7.0000 %	487.29
Grand Total			7,448.61
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			7,448.61

MyPriceLink Estimate ID / Quote ID:

1466075883759476736 / 151840822

THIS ESTIMATE IS BASED ON A VISUAL INSPECTION AND DOES NOT INCLUDE ADDITIONAL PARTS OR LABOR THAT MAY BE REQUIRED TO COMPLETE REPAIRS. PART PRICES ARE CURRENT AND SUBJECT TO INVOICE. VAUGHN AUTOMOTIVE WILL NOT BE RESPONSIBLE FOR ANY ITEMS IN OR ON THE VEHICLE WHEN IN FOR REPAIRS OR TOWED HERE.

VAUGHN AUTOMOTIVE WILL NOT BE HELD RESPONSIBLE FOR ANY DAMAGES THAT MAY OCCUR TO YOUR VEHICLE WHILE IN OUR POSSESSION.

THANK YOU FOR CHOOSING VAUGHN AUTOMOTIVE.

Preliminary Estimate

Customer: State Of Iowa

2020 CHEV Impala LT1 4D SED 6-3.6L Flex Fuel Direct Injection Black

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.

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 DR1CB14, CCC Data Date 03/17/2026, 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 refinish 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.

Preliminary Estimate

Customer: State Of Iowa

2020 CHEV Impala LT1 4D SED 6-3.6L Flex Fuel Direct Injection Black

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: State Of Iowa

2020 CHEV Impala LT1 4D SED 6-3.6L Flex Fuel Direct Injection Black

PARTS SUPPLIER LIST

Line	Supplier	Description	Price
3	Keystone, Inc 810 SE CORPORATE WOODS DR, SUITE 120 ANKENY IA 50021 (515) 727-7857	#GM1000959C A/M CAPA Bumper cover w/o adaptive cruise w/o actv shtr Quote: 3396399632 Expires: 05/09/26	\$ 817.00
5	Keystone, Inc 810 SE CORPORATE WOODS DR, SUITE 120 ANKENY IA 50021 (515) 727-7857	#GM1032109C A/M CAPA LT Side bracket Quote: 3396403519 Expires: 05/09/26	\$ 55.00
8	Keystone, Inc 810 SE CORPORATE WOODS DR, SUITE 120 ANKENY IA 50021 (515) 727-7857	#GM1200685C A/M CAPA Upper grille LT w/o midnight pkg Quote: 3396408620 Expires: 05/09/26	\$ 435.10
27	Keystone, Inc 810 SE CORPORATE WOODS DR, SUITE 120 ANKENY IA 50021 (515) 727-7857	#GM1240383PP A/M CAPA LT Fender Quote: 3396414853 Expires: 05/09/26	\$ 365.82
32	Keystone, Inc 810 SE CORPORATE WOODS DR, SUITE 120 ANKENY IA 50021 (515) 727-7857	#GM1248267C A/M CAPA LT Fender liner Quote: 3396415953 Expires: 05/09/26	\$ 106.00
33	Keystone, Inc 810 SE CORPORATE WOODS DR, SUITE 120 ANKENY IA 50021 (515) 727-7857	#GM1244109 A/M LT Front bracket Quote: 3396417119 Expires: 05/09/26	\$ 42.51