



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

December 4, 2025

Kristi Onstot
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #105571 on October 27, 2025
Department of Administrative Services
Claim dated November 13, 2025
AOS Claim ID: 4181

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 \$8,636.47, 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



Department of
Administrative Services

KIM REYNOLDS, GOVERNOR
CHRIS COURNOYER, LT. GOVERNOR

ADAM STEEN, DIRECTOR

Date: November 13, 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	#105571 / Deer
Event Date	October 27, 2025
Summary	Vehicle 105571 - struck a deer (Claim # 323191)
Amount Requested	\$8,636.47 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 10-27-25

1 message

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

Mon, Oct 27, 2025 at 8:41 AM

To: Tammy Hollingsworth <tammy.hollingsworth@aos.iowa.gov>, TOS Executive Council <executivecouncil@tos.iowa.gov>

Please accept this email as initial 24 hr notification for AON, vehicle 105071 struck a deer on 10/27/2025. I will forward all information as soon as it is received.

Veh # 105571

#4181

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

Claim 323191

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: Dornack, Michael [HHS] <michael.dornack@hhs.iowa.gov>

Date: Mon, Oct 27, 2025 at 8:29 AM

Subject: Accident Report 10-27-25

To: DAS.Risk@iowa.gov <DAS.Risk@iowa.gov>

To whom it may concern,

Attached is an accident report from a CCUSO vehicle 105071 hitting a deer just east of Cherokee. The staff report the deer bolted out onto the road and they were unable to avoid the collision. No injuries to staff or patient in this collision.

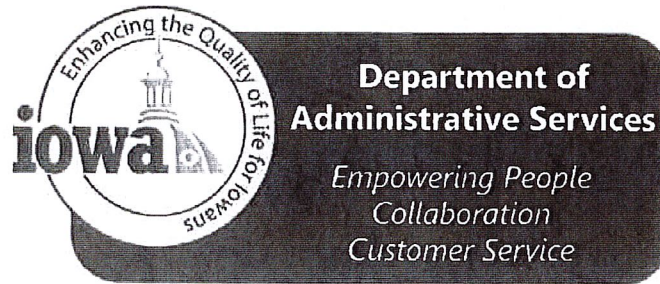
Michael Dornack
Treatment Program Supervisor
Civil Commitment for Sexual Offenders
State-Operated Specialty Care Division
Department Of Health and Human Services
1251 West Cedar Loop Cherokee, Iowa 51012
712-225-6943 Ext. 2781
712-225-1576 fax
michael.dornack@hhs.iowa.gov

CONFIDENTIALITY NOTICE: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity whom they are addressed. If you are not the intended recipient or the person responsible for the delivering of the email to the intended recipient, be advised that you have received this email in error. Any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. If you have received this email in error, please notify the sender immediately.



Accident Report 10-27-25.pdf

229K



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) <u>10-27-25</u>	Time <u>0608</u>	No. of Vehicles <u>1</u>
County <u>Cherokee</u>	State <u>IA</u>	

Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
<u>Kenneth Wade Stevens</u>		<u>1251 W Cedar Loop</u>	
Driver's License No./State		City, State, Zip	
<u>706Y9443 IA</u>		<u>Cherokee IA 51012</u>	
Date of Birth	Department	Work Phone	Home Phone
<u>02-13-1977</u>	<u>(COSO PS)</u>	<u>712-225-6943</u>	
License Plate No.	VIN	Year, Make, Model	
<u>105571 IA</u>	<u>1FMSK8BB1PGA18469</u>	<u>2023 Ford Explorer</u>	
Estimate (\$) of Damage		Description of Damage	
<u>\$1500 ?</u>		<u>Front Right corner bumper + head light. Hit a deer</u>	

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
State of Iowa DAS	Front Right corner
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>

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	Kenneth Wade Stevens
Driver's License No./State	706YY9443 IA
Vehicle Plate No.	105571 IA
Vehicle year, make, model	2023 Ford Explorer
VIN	2FM5K8BB1PGA18469

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



CHEROKEE COLLISION CENTER

Your Complete Auto Repair Center
111 INDIAN STREET, CHEROKEE, IA 51012
Phone: (712) 225-3877
FAX: (712) 225-3878

Workfile ID: 0b420f58
Federal ID: 42-1468487
Resale Number: 1-18-006356

Preliminary Estimate

Customer: State Of Iowa

Written By: Terri Weaver

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

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
State Of Iowa
Dept. of Administrative Services
Fleet & Mail Div 301 E. 7th St.
DesMoines, IA 50319-0250
(515) 418-5776 Cell
(515) 630-5238 Business

Inspection Location:
CHEROKEE COLLISION CENTER
111 INDIAN STREET
CHEROKEE, IA 51012
Repair Facility
(712) 225-3877 Business

Insurance Company:

VEHICLE

2023 FORD Explorer 4WD 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection

VIN: 1FMSK8BB1PGA18469
License: 105571
State: IA

Interior Color:
Exterior Color:
Production Date:

Mileage In:
Mileage Out:
Condition:

Vehicle Out:
Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

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

DECOR

Dual Mirrors
Privacy Glass
Console/Storage
Overhead Console

CONVENIENCE

Air Conditioning

Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Keyless Entry
Message Center
Steering Wheel Touch Controls
Rear Window Wiper
Telescopic Wheel
Climate Control
Dual Air Condition
Backup Camera
Parking Sensors
Remote Starter

RADIO

AM Radio
FM Radio

Stereo
Search/Seek
Auxiliary Audio Connection
Satellite Radio

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
Xenon or L.E.D. Headlamps
Blind Spot Detection
Lane Departure Warning

SEATS

Cloth Seats
Bucket Seats
Reclining/Lounge Seats
3rd Row Seat

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Rear Spoiler
California Emissions

TRUCK

Power Trunk/Liftgate

Preliminary Estimate

Customer: State Of Iowa

2023 FORD Explorer 4WD 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	OEM Procedures Note: Pre and Post-Diagnostic Scanning During a Collision Repair Required Battery Disconnect and Connect - General Procedures - Battery, Mounting and Cables Power Door Window Initialization - General Procedures - Glass, Frames and Mechanisms Corrosion Prevention - General Procedures - Body Repairs - General Information Paintwork Defects and Damage - General Procedures - Paint - General Information Body and Frame - Description and Operation - Body Repairs - Vehicle Specific Information and Tolerance Checks Use of Non-OEM and Salvage Parts on Ford Motor Company Vehicles Front Bumper Cover - Removal and Installation - Bumpers Front Bumper Cover - Disassembly and Assembly - Bumpers- 1xID3 Headlamp Assembly - Removal and Installation - Exterior Lighting Fender Splash Shield - Removal and Installation - Front End Body Panels Front Fender Moulding - Removal and Installation - Exterior Trim and Ornamentation		1			
2		PAINT IDENTIFICATION					
3	#	Repl Clean & Degrease Vehicle for Repairs Analysis		1	8.00	0.5	
4	#	Repl Buff for Color Match Reading		1	2.00	0.2	
5	#	Refn Color Mix, Match and Spray out card Exterior					1.0
6	#	Rpr Set up Stands/Jigs for Componet(s) in Booth				0.8	
7	#	Repl STAT gun application		1		0.5	
8		FRONT BUMPER					
9		O/H front bumper				4.5	
10		Repl Bumper cover w/o auto park	LB5Z17D957SCPTM	1	615.14	Incl.	2.4
11		Add for Clear Coat					1.0
12	#	Repl Raw Plastic Paint Prep Kit		1	99.00	0.5	
13	#	Repl Flexible Additive (per fascia)		1	8.00	0.1	
14		Repl RT Bracket	LB5Z17C947A	1	41.73	Incl.	
15		Repl LT Bracket rivet	W702852S300	4	5.12		
16		Repl RT Bracket rivet	W702852S300	4	5.12		
17		Repl License bracket rivet	W704342S300	3	30.00		
18		GRILLE					
19		Repl Grille BASE	LB5Z8200AB	1	917.68	Incl.	
20		FRONT LAMPS					
21		Repl RT Headlamp assy w/o adaptive headlamps level 2 headlamps	MB5Z13008AY	1	2,395.18	0.5	
22		Aim headlamps				0.5	
23		FENDER					
24	*	Rpr RT Fender w/o HEV				<u>4.0</u>	2.0
25		Add for Clear Coat					0.8
26	#	Rpr Feather Prime and Block (.2 per					0.8

Preliminary Estimate

Customer: State Of Iowa

2023 FORD Explorer 4WD 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection

			repair hour)					
27		Repl	RT Wheel flare w/o auto park	LB5Z16038AC	1	280.75		0.3
28		R&I	LT Wheel flare w/o auto park					0.3
29		R&I	RT Fender liner					0.4
30		R&I	LT Fender liner					0.4
31	ELECTRICAL							
32	#		Disconnect Battery		1			0.2 M
33	#	Rpr	Memory Function Reset					0.2
34	#		Connect Battery		1			0.1 M
35	WHEELS							
36	#	Rpr	lift and support vehicle					0.3
37		R&I	LT/Front R&I wheel			m		0.1 M
38		R&I	RT/Front R&I wheel			m		0.1 M
39	RESTRAINT SYSTEMS							
40	#	Rpr	Dis Arm Saftey Restraint System					0.4 M
41	#	Rpr	Re-Arm and Connect Saftey Restraint Systems					0.1 M
42	FRONT DOOR							
43	*	Blnd	RT Door shell					1.2
44		R&I	RT Belt molding					0.3
45		R&I	RT Mirror outside Base					0.3
46		R&I	RT Handle, outside BASE					0.4
47		R&I	RT R&I trim panel					0.5
48		Repl	RT Lower molding black BASE, INTERCEPTOR	LB5Z7820878AC	1	169.25		0.4
			Note: PARTS: Part cannot be reused/reinstalled.					
49	VEHICLE DIAGNOSTICS							
50	#	Rpr	Battery support during PRE/POST scans					0.2 M
51	*	Subl	Pre-repair scan		1	120.00	m	
52	*	Subl	Post-repair scan		1	120.00	m	
53	#	Rpr	Driver window initialization					0.2 M
			Note: 501-11 Glass, Frames and Mechanisms2022 - 2024 Explorer, Police Interceptor General ProceduresProcedure revision date: 04/5/2022					
54	MISCELLANEOUS OPERATIONS							
55	#	Repl	Hazardous Waste Charge		1	10.00	T	
56	#	Repl	Corrosion Protection		1	10.00	T	0.3
57	#	Repl	Job cost materials		1	250.00		
58	#	Rpr	Pre Measure Body Panel Gaps					0.5
59	#	Rpr	Cross measure under hood					0.5
60	#	Repl	Cover Car for Interior		1	5.00		0.2
61	#	Repl	Car Cover for Repair		1	5.00	T	0.2
62	#	Repl	Car Cover For Primer		1	5.00		0.2
63	#		Car Cover for Refinish		1	10.00		0.3
64	#	Rpr	De Nib, Wet Sand and Buff/Polish (.5 per panel)					1.0
65	#	Repl	Wash Vehicle after De Nib/Wet		1	2.00	T	0.2

Preliminary Estimate

Customer: State Of Iowa

2023 FORD Explorer 4WD 4D UTV 6-3.3L Flex Fuel Gasoline Direct Injection

		Sand				
66	#	Repl	Wash Vehicle after BUff/Polish	1	2.00	0.2
67	#	Repl	Road test	1	3.50	0.5
68	#	Rpr	check wheel torque			0.2
69	#	Repl	Final Wash, Detail and Vacuum of Vehicle	1	10.00	2.0
SUBTOTALS				5,129.47	22.6	10.2

ESTIMATE TOTALS

Category	Basis		Rate	Cost \$
Parts				5,102.47
Body Labor	21.2 hrs	@	\$ 85.00 /hr	1,802.00
Paint Labor	10.2 hrs	@	\$ 150.00 /hr	1,530.00
Mechanical Labor	1.4 hrs	@	\$ 125.00 /hr	175.00
Miscellaneous				27.00
Subtotal				8,636.47
Grand Total				8,636.47
Deductible				0.00
CUSTOMER PAY				0.00
INSURANCE PAY				8,636.47

Cherokee Collision Center hereby provides a Limited Warranty on repairs preformed by this shop. This Limited Warrenty is valid only for as long as you own the vehicle stated herein, and is for the person to whom this Limited Warranty is granted and whose name appears herin and on the original work order. A three year Limited Warranty on paint against fading and peeling. A one year Limited Warranty on metalwork,excluding any rust repairs, and workmanship. All parts are OEM,original equiptment manufacturer, certified, so therefore have a Limited Warranty from the manufacturer.

Customer: State Of Iowa

2023 FORD Explorer 4WD 4D UTV 6-3.3L Flex Fuel Gasoline 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 DR2MF20, CCC Data Date 11/10/2025, 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.

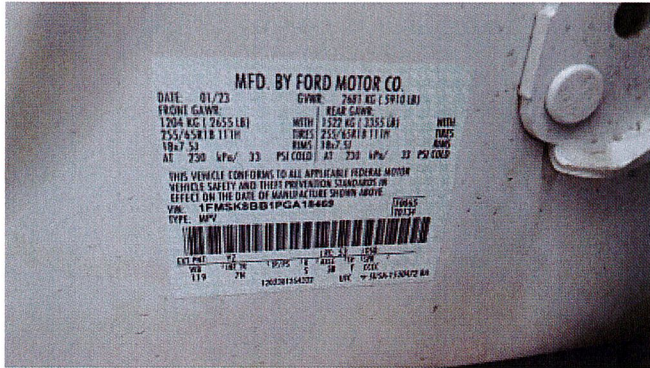
The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

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

CHEROKEE COLLISION CENTER
111 INDIAN STREET, CHEROKEE, IA 51012
Phone: (712) 225-3877, Fax: (712) 225-3878

Image Report

Owner:	State Of Iowa	Insurance:	Estimator:	Terri Weaver	Vehicle Out:
RO Number:		Claim Number:			
Year:	2023	Color:	License Plate:	105571	Production Date:
Make:	FORD	Body Style:	State:	IA	Mileage In:
Model:	Explorer 4WD	Engine:	VIN:	1FMSK8BB1PGA18469	Condition:



10/27/2025
Comments:



10/27/2025
Comments:



10/27/2025
Comments:



10/27/2025
Comments:



10/27/2025
Comments:



10/27/2025
Comments:

CHEROKEE COLLISION CENTER
111 INDIAN STREET, CHEROKEE, IA 51012
Phone: (712) 225-3877, Fax: (712) 225-3878

Image Report

Owner:	State Of Iowa	Insurance:	Estimator:	Terri Weaver	Vehicle Out:
RO Number:		Claim Number:			
Year:	2023	Color:	License Plate:	105571	Production Date:
Make:	FORD	Body Style:	State:	IA	Mileage In:
Model:	Explorer 4WD	Engine:	VIN:	1FMSK8BB1PGA18469	Condition:



10/27/2025
Comments:



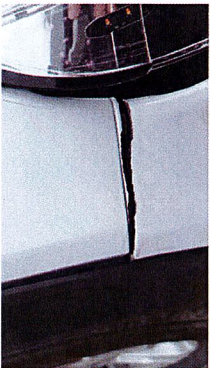
10/27/2025
Comments:



10/27/2025
Comments:



10/27/2025
Comments:



10/27/2025
Comments:



10/27/2025
Comments:

Image Report

Owner:	State Of Iowa	Insurance:	Estimator:	Terri Weaver	Vehicle Out:	
RO Number:		Claim Number:				
Year:	2023	Color:	License Plate:	105571	Production Date:	
Make:	FORD	Body Style:	4D UTV	State:	IA	Mileage In:
Model:	Explorer 4WD	Engine:	6-3.3L Flex Fuel ...	VIN:	1FMSK8BB1PGA18469	Condition:



10/27/2025
Comments:



10/27/2025
Comments:



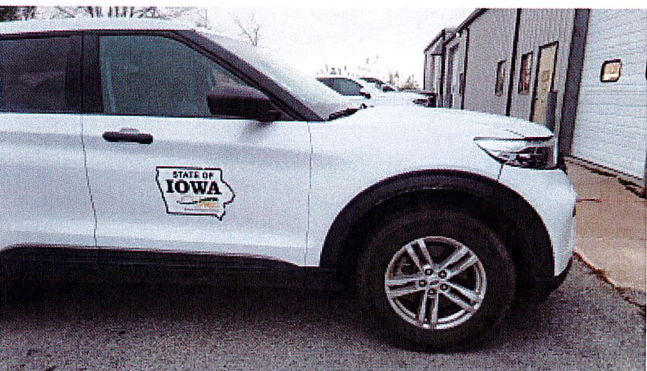
10/27/2025
Comments:



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