



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

June 5, 2023

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

The Executive Council, in a meeting held on this date, approved payment of the following cost item:

Department of Administrative Services.....\$7,188.94  
On November 15, 2022, Vehicle # 1650 was damaged by a deer. Request was to cover repair costs.

This represents full and final payment, \$1,381.25 will be reverted and this allocation closed.

EXECUTIVE COUNCIL OF IOWA

*Victoria Newton*

Victoria Newton  
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services  
DAS Fleet Services, Risk  
Joel Lunde, Department of Management

AOS Claim # 2397  
TOS Job # 2370



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 Facsimile (515) 281-6518

April 18, 2023

Victoria Newton  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #1650 on November 15, 2022  
Department of Administrative Services  
Claim dated January 19, 2023  
AOS Claim ID: 2397

In accordance with Executive Council policy, we have examined the invoices and supporting documentation for final payment related to the damages and have found the items to be in order as shown below:

Documented request			<u>\$ 7,188.94</u>
Executive Council Allocation			\$ 8,570.19
Less:			
Previous payments	\$	0.00	
This payment		<u>7,188.94</u>	
Total			<u>\$ 7,188.94</u>
Remaining Executive Council allocation			<u>\$ 1,381.25</u>

We recommend reimbursement be made in the amount of \$7,188.94. This represents full and final payment of the loss. The remaining allocation should be reverted to the State Treasury.

Sincerely,

Ernest H. Ruben, Jr., CPA  
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services  
Mariah Flowers, Fleet Services Manager, Department of Administrative Services



Governor Kim Reynolds  
Lt. Governor Adam Gregg  
Adam Steen, Director

Date: March 8, 2023

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

From: Mariah Flowers, Fleet Manager  
DAS Fleet Services  
Department of Administrative Services

**Re: REIMBURSEMENT REQUEST - 29C20 Claim**

Claim #	2397
Vehicle / Event	#1650/Deer
Event Date	November 15, 2022
Summary	Vehicle 1650 struck a deer. (247858)
Amount Requested	\$8,570.19 - total valuation <u>\$1,381.25- salvage proceeds</u> <b>\$7,188.94 - Total</b>

The Department of Administrative Services, Central Procurement Fleet Services Enterprise, has paid all vendors to date. We are seeking an allocation for those funds under 29C20 Contingency Fund – Disaster Aid. Please deposit into the following account: 0665-005-5790-0657.

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

Thank you,

Mariah Flowers, Fleet Manager  
DAS Fleet Services  
[Mariah.Flowers@iowa.gov](mailto:Mariah.Flowers@iowa.gov)  
515-414-6582

## DAS - Fleet

### Loss/Risk valuation Calculation

#### Variables - Input:

Agency	243 - Anamosa Corrections
Vehicle Number	1650
Vehicle - Yr, Make, Mode	2014 Dodge Grand Caravan SE
VIN#	2C4RDGBG7ER407552
Date of Report	12/30/2022
Claim Number	247858
Mileage	141,599

Dealership Price - Off Contract	\$24,325.00
Purchase Price - On Contract	\$20,784.00
NADA - Trade in - Clean Value @ Time of Loss	\$10,030.65

#### Calculations:

Dealership Price - Off Contract	\$24,325.00
Purchase Price - On Contract	\$20,784.00
Difference	\$3,541.00
Percentage Difference	14.56%

NADA Value @ Time of Loss or purchase price, which ever is lower	\$10,030.65
Percentage Decrease for Contract Price	14.56%
Loss calculated	8,570.19

**Loss Amount to be Provided to Agency: \$8,570.19**

NADA Value @ Time of Loss or purchase price, which ever is lower	\$10,030.65
Repair Estimate	\$10,068.53
Damage Disclosure Needed (Over 70%)	<b>100.38%</b>

Purchase Invoice and Vehicle Checklist:

MOTOR VEHICLE PURCHASE AGREEMENT		
NO. 48895		DATE 08/18/2014
		
12103 Hickman Rd Urbandale, IA 50323 SALES PERSON Harry Bougher		
BUYER State Of Iowa COUNTY _____ ADDRESS 301 E 7TH ST DES MOINES STATE IA ZIP 50319-1934 BUYER REPRESENTATION MONTHS _____ COUNTY _____ TELEPHONE (515) 281-5122 MULTILINE (515) 242-5226		
DESCRIPTION OF PURCHASED VEHICLE <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMO <input type="checkbox"/> CAR <input type="checkbox"/> TRUCK <input type="checkbox"/> VAN STOCK NO. 493628 TO BE DELIVERED ON OR ABOUT 08/27/2014 YEAR 2014 MAKE Dodge MODEL Grand Caravan BODY TYPE 2WD Minivans VIN# 2C4RDGBG7ER407552 COLOR BRIGHT WHITE TRM 4dr Wgn SE		
PRICE OF VEHICLE	\$24,784.00	TRADE-IN ALLOWANCE AND OTHER CREDITS
ACCESSORIES		TRADE-IN MAKE MODEL YEAR
		PLATE NO. YEAR
		BALANCE OWED TO
		ADDRESS
		TRADE-IN ALLOWANCE
		LESS BALANCE OWED
		NET TRADE-IN ALLOWANCE OR RESERVE TO TRADE-IN DEBT
		DEFERRED CREDIT BALANCE
		MANUFACTURER'S REBATE (IF ANY)
		\$4,000.00
		TOTAL DOWN PAYMENT (TRANSFER TO LEFT COLUMN)
		\$4,000.00
<b>BUYER'S TRADE-IN CERTIFICATION</b> If you are trading in a vehicle, you certify the following:		
1. That there is no salvage or repair history on the vehicle (S) that would affect the value of the vehicle. If there is salvage or repair history on the title, you agree that the dealer may cancel this sale, if not to the best of your knowledge, the vehicle was never on a salvage, rebuilt or flood title in this or any other state.		
2. That the airbags are intact and in working order.		
3. That while you have owned the trade-in, its odometer has not been replaced, replaced with or altered in any way. That the odometer statement, damage disclosure statement and prior vehicle history which you provided us for your trade-in is true and correct.		
4. That the original emission control system (including the catalytic converter) is intact. That the engine and transmission have not been changed since the manufacturer's original specifications. That the trade-in does not have a cracked or defective head, block, powertrain or frame.		
<b>DISCLAIMER OF WARRANTY</b>		
IF THERE IS A MANUFACTURER'S WARRANTY ON THE VEHICLE YOU ARE BUYING, THE DEALER IS NOT A PARTY TO IT AND IT IS NOT A PART OF THIS CONTRACT. IF WE ARE AUTHORIZED BY THE MANUFACTURER TO PERFORM WARRANTY WORK ON YOUR VEHICLE WE HOPE THAT YOU ASK US TO PERFORM THE WORK. HOWEVER, THE MANUFACTURER'S WARRANTY IS BETWEEN YOU AND THE MANUFACTURER, AS FAR AS THE DEALER IS CONCERNED YOU UNDERSTAND THAT THE VEHICLE IS SOLD "AS IS" WITH ALL FAULTS AND THAT WE MAKE NO WARRANTY OF MERCHANTABILITY AND NO WARRANTY THAT THE VEHICLE IS FIT FOR ANY PARTICULAR PURPOSE. (There is additional information in (2) on the back of this contract.)		
Administrative Fee \$24,784.00 LESS ADMINISTRATIVE FEE \$4,000.00 LESS MANUFACTURER'S REBATE \$20,784.00 TAX TITLE FEE LICHT FEE	GAIN PRICE \$24,784.00 LESS ADMINISTRATIVE FEE \$4,000.00 LESS MANUFACTURER'S REBATE \$20,784.00	TOTAL CASH DELIVERED PRICE \$24,784.00 LESS TOTAL DOWN PAYMENT \$4,000.00 UNPAID CASH BALANCE DUE ON DELIVERY \$20,784.00 OTHER INFORMATION OR TERMS OF SALE DO# 005 08111400325
You understand that this agreement (including the terms on the back) is an offer to purchase the vehicle described which will become a binding contract once the dealer has signed it. This document represents the complete agreement between you and the dealer regardless of any other oral, written or prior agreements or representations. However, if you are buying a used vehicle, the information you see on the window for this vehicle is part of the contract and the information on the window form overrides any contrary provision in this contract.		
Iowa law requires us to give you the following notice: You understand that liability insurance coverage which would protect you under the Iowa Motor Vehicle and Safety Responsibility Act IS NOT INCLUDED in your purchase of this motor vehicle.		
By signing this contract, you are certifying that you are at least 18 years old (if there are two buyers, that at least one of you is 18 years of age), that you have read this contract, front and back, and agree to its terms, and that you have received a copy of it.		
		X BUYER'S SIGNATURE SELLER'S SIGNATURE



### Vehicle Check List

Make: Dodge Model: Grand Caravan Year: 2014  
 Date Received: 9/14/14 Dealer: Stem Odometer: 22  
 VIN Number: 2C4RDGEG2ER403557  New  Reissue  
 Vehicle Inspection for Damage  
 Color: white Engine Size: 3.6L FFU Cyl: V-6

**Passenger Vans (Please check one)**  
 Mini (5-7 passengers)  Mid-Size (7-9 passengers)  Full Size (12-15 passengers)

**Pick Up Truck (Please check one)**  
 1/4 Ton  1/2 Ton  3/4 Ton  1 Ton  1 Ton DRW  Other

**Features**

Radio  Tilt  A/C  Cruise  Power Seats  Power Locks  
 Power Windows  Rear Heat A/C  Engine Heater  Tow Package  Snow Plow Package  
 Class Hitch:  III  IV  V  
 Transmission:  Automatic  Manual  
 Drive Train:  Front Wheel Drive  Rear Wheel Drive  All Wheel Drive  4X2  4X4  
 Fuel Efficiency:  Diesel  Hybrid  All Electric  CNG (Compressed Natural Gas)  
 Air Bag:  Driver  Passenger  
 ABS Brakes:  RW  4W  
 Total Box Length: \_\_\_\_\_ Inches  
 Cab:  Conventional  Extended  Crew  
 Warranty:  Basic  Power Train  Emission  GVWR

Additional Equipment (Please specify)  
Class 110

RECEIVED  
 SEP 06 2014  
 DAS FINANCE  
 ANTONIO  
 LISA ELWELL

Vehicle Equipped as Ordered: Key Number: \_\_\_\_\_ Vehicle Number: 11050  
 DO # DS111400225 Approval Signature: [Signature] Date: 9/15/14  
 Checked in by: [Signature] Date Checked in: 9/14/14 Acct String #: 1-243-AY3-1231

Dealership "Sticker" Price when vehicle was purchased:

### Vehicle Selector

Free Form Drill Down

Class	All Classes
Year	2014
Make	Dodge
Model	Grand Caravan
Series	SE
Style	Wagon

### Basic Vehicle Info

2014 Dodge Grand Caravan SE Wagon

MSRP: \$20,395      VIN: 2C4CDGBGE

Loan Value: \$8,225      UVC: 2014240049

**Equip Ret: \$24,325**      Model #: RTKH53

MPG: 17/25      Price Incl: 6CY AC AT

# CCC ONE MARKET VALUE

## REPORT SUMMARY

### CLAIM INFORMATION

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Owner	State Of Iowa, Unknown Marion, IA 52302
Loss Vehicle	2014 Dodge Grand Caravan SE
Loss Incident Date	12/30/2022
Claim Reported	01/05/2023

### INSURANCE INFORMATION

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Report Reference Number	110970964
Claim Reference	APDSOI0247858-001
Adjuster	Qcstl, Qcstl
Odometer	141,599
Last Updated	01/05/2023 09:46 AM

### VALUATION SUMMARY

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<b>Base Vehicle Value</b>	<b>\$ 9,553.00</b>
<b>Adjusted Vehicle Value</b>	<b>\$ 9,553.00</b>
Vehicular Tax (5%)	+ \$ 477.65
Tax reflects applicable state, county and municipal taxes.	

**Total** **\$ 10,030.65**





4073

REMITTANCE: 37605611

DATE: 02/15/2023

**Insurance Auto Auctions, Inc.**

Attn: Settlement Group  
Two Westbrook Corporate Center Suite 500  
Westchester, IL 60154  
Phone: (515) 823-0600  
Fax: (515) 823-0626  
E-mail: IAA\_ASAP\_DesMoines@iaai.com

**Remittance Payable To:**

State of Iowa  
Iowa Department of Administrative Svcs  
109 SE 13th Street  
Des Moines, IA 50319  
Attn: Salvage Dept

**Salvage Information**

IAA Stock #: 000-35756741  
IAA Branch: Des Moines  
Fed. Tax I.D. 954455113  
Handler: Mariah Flowers  
Adjuster: Mariah Flowers  
Insured: State of Iowa  
Owner: State of Iowa  
Claim #: 1650  
Policy #:   
Vehicle: 2014 DODGE GRAND CARAV  
Damage: Front end/Left Front  
Mileage: 141599  
Mileage Type: Actual  
VIN: 2C4RDGBG7ER407552  
ACV: \$6,275.00  
NICB Date: N/A

<u>Account of Sale</u>	<u>Total Activity</u>	<u>%ACV</u>
Sales	\$1,700.00	27.09
<b>IAA Charges</b>		
Consignment Flat Fee	\$65.00	1.04
Pickup Tow	\$253.75	4.04
Less IAA Charges	(\$318.75)	(5.08)
Net IAA Return	\$1,381.25	22.01
<b>Payment Amount</b>	<b>\$1,381.25</b>	22.01 %

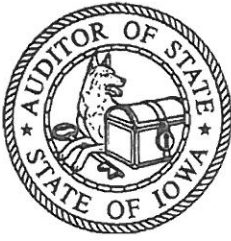
1650-8  
#59

**Buyer Information**

Katlyn Ann Rrukaj  
7620 Prairie Ave  
Urbandale, IA 50322  
Resale Certificate #: N/A

**Elapsed Days Analysis**

<u>Date of Event:</u>	<u>Date</u>	<u>Days</u>
Loss	1/26/2023	--
Assigned	1/26/2023	1
Released	1/30/2023	5
Pickup	1/30/2023	1
Title Rec'd	2/3/2023	5
Sale Doc. Rec'd	2/3/2023	1
Auction Date	2/14/2023	12
Buyer Payment	2/14/2023	1
Remittance	2/15/2023	2
<b>Elapsed Total Days:</b>		<b>21</b>



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 Facsimile (515) 281-6518

January 31, 2023

Victoria Newton  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #1650 on November 15, 2022  
Department of Administrative Services  
Claim dated January 19, 2023  
AOS Claim ID: 2397

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 \$8,570.19, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in black ink, appearing to read "Ernest H. Ruben, Jr.".

Ernest H. Ruben, Jr., CPA  
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services  
Mariah Flowers, Fleet Services Manager, Department of Administrative Services  
Joel Lunde, Department of Management

MEMBERS OF COUNCIL

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SECRETARY OF AGRICULTURE



## Executive Council of Iowa

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

March 6, 2023

Mr. Kyle Harms  
Office of the Treasurer  
LOCAL

Dear Mr. Harms:

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 \$8,570.19, subject to audit of actual invoices. On November 15, 2022, Vehicle #1650 was damaged by a deer. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

*Victoria Newton*

Victoria Newton  
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services  
DAS Fleet Services, Risk  
Joel Lunde, Department of Management

AOS Claim # 2397  
TOS Job # \_\_\_\_\_



Governor Kim Reynolds  
Lt. Governor Adam Gregg  
Adam Steen, Director

Date: March 8, 2023

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

From: Mariah Flowers, Fleet Manager  
DAS Fleet Services  
Department of Administrative Services

**Re: REIMBURSEMENT REQUEST - 29C20 Claim**

Claim #	2397
Vehicle / Event	#1650/Deer
Event Date	November 15, 2022
Summary	Vehicle 1650 struck a deer. (247858)
Amount Requested	\$8,570.19 - total valuation <u>\$1,381.25- salvage proceeds</u> <b>\$7,188.94 - Total</b>

The Department of Administrative Services, Central Procurement Fleet Services Enterprise, has paid all vendors to date. We are seeking an allocation for those funds under 29C20 Contingency Fund – Disaster Aid. Please deposit into the following account: 0665-005-5790-0657.

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

Thank you,

Mariah Flowers, Fleet Manager  
DAS Fleet Services  
[Mariah.Flowers@iowa.gov](mailto:Mariah.Flowers@iowa.gov)  
515-414-6582