

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

August 5, 2024

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 today's date, approved Department of Administrative Services request for an emergency allocation in the amount of \$2,998.60, subject to an audit of actual invoices. On June 13, 2024, Vehicle #2026 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 # 3808  
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

July 24, 2024

Kristi Onstot  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #2026 on June 13, 2024  
Department of Administrative Services  
Claim dated June 17, 2024  
AOS Claim ID: 3808

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 \$2,998.60, subject to an audit of actual invoices.

Sincerely,

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



Governor Kim Reynolds  
Lt. Governor Adam Gregg

Adam Steen, Director

Date: June 17, 2024

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

From: Karl Bubser, Fleet Administrator  
DAS Fleet Services  
Department of Administrative Services

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

Vehicle / Event	#2026/Animal
Event Date	June 13, 2024
Summary	Vehicle 2026 struck a deer. (283057)
Amount Requested	\$2,998.60 - Estimate
Supporting Documentation	29C20 Email Notification, Accident Report, Repair Estimate(s), Photos

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

Thank you,

A handwritten signature in black ink, appearing to read "K. Bubser".

Karl Bubser, Fleet Administrator  
DAS Fleet Services  
Karl.Bubser@iowa.gov  
515-281-3162



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29C20

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

Mon, Jun 17, 2024 at 10:54 AM

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

Please accept this email as initial 24 hr notification for AON, vehicle 2026 struck a deer on 6/13/24. I will forward all information as soon as it is received.

**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.**

Thank you,

**DAS Risk**

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

109 SE 13<sup>th</sup> St, Des Moines, IA 50319

515-281-3162 office

[das.risk@iowa.gov](mailto:das.risk@iowa.gov)

<https://das.iowa.gov>



Department of  
Administrative Services



## Department of Administrative Services

*Empowering People  
Collaboration  
Customer Service*

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](mailto: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](mailto: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
06/13/2024	5:15am	1
County	State	
Tama	Iowa	

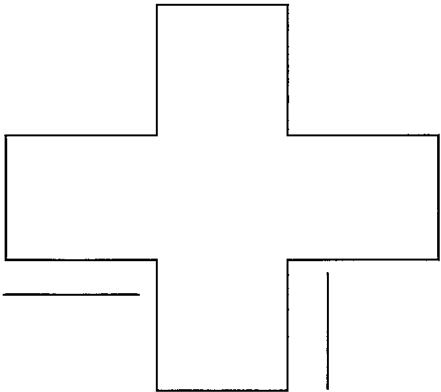
### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Micah Ward		1301 Summit Street	
Driver's License No./State		City, State, Zip	
998AA8243		Marshalltown, Iowa 50158	
Date of Birth	Department	Work Phone	Home Phone
09/27/1988	Iowa Veterans Home	641-758-4569	
License Plate No.	VIN	Year, Make, Model	
2026	2C4RDGBG4JR232610	2018 Dodge Grand Caravan	
Estimate (\$) of Damage		Description of Damage	
\$6,000 (Waiting on estimate from A&J Auto Body)		Passenger side side damage	

### 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>On highway 30 eastbound and half mile past E avenue, the state vehicle 2026 was traveling east between 60-65 mph.(GPS coordinates 41.999747, -92.6889953) A deer crossed the road and could not avoid the collision. Vehicle was driven to the Meskwaki Travel Plaza to check vehicle and occupants.</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.**

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### State Vehicle Insurance Information

Driver's Name	
Driver's License No./State	
Vehicle Plate No.	
Vehicle year, make, model	
VIN	

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](mailto:DAS.Risk@iowa.gov)



**A & J BODY SHOP**  
AJBODY123@GMAIL.COM  
812 WASHINGTON ST, MARSHALLTOWN, IA  
50158  
Phone: (641) 752-1760  
FAX: (641) 752-9715

Workfile ID: 60da53a8  
PartsShare: 7ZkGR3  
Federal ID: 42-1505389

**Preliminary Estimate**

**Customer: IOWA VETERANS HOME**

**Job Number:**

Written By: Allen Huseboe

Insured: IOWA VETERANS HOME Policy #: Claim #:  
Type of Loss: Date of Loss: Days to Repair: 0  
Point of Impact:

**Owner:** IOWA VETERANS HOME  
**Inspection Location:** A & J BODY SHOP  
812 WASHINGTON ST  
MARSHALLTOWN, IA 50158  
Repair Facility  
(641) 752-1760 Business  
**Insurance Company:**

**VEHICLE**

2018 DODG Grand Caravan SE Plus 4D VAN 6-3.6L Flex Fuel Sequential MPI

VIN: 2C4RDGBG4JR232610 Interior Color: Mileage In: Vehicle Out:  
License: 2026 Exterior Color: Mileage Out:  
State: IA Production Date: Condition: Job #:

**TRANSMISSION**

Automatic Transmission

**POWER**

Power Steering

Power Brakes

Power Windows

Power Locks

Power Mirrors

Heated Mirrors

**DECOR**

Dual Mirrors

Body Side Moldings

Privacy Glass

Console/Storage

Overhead Console

**CONVENIENCE**

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Rear Defogger

Keyless Entry

Alarm

Steering Wheel Touch Controls

Rear Window Wiper

Telescopic Wheel

Climate Control

Dual Air Condition

Backup Camera

Remote Starter

**RADIO**

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

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

**SEATS**

Cloth Seats

Bucket Seats

Reclining/Lounge Seats

3rd Row Seat

Retractable Seats

**WHEELS**

Aluminum/Alloy Wheels

**PAINT**

Clear Coat Paint

**OTHER**

Fog Lamps

Rear Spoiler

California Emissions

**TRUCK**

Rear Step Bumper

**Preliminary Estimate**

**Customer: IOWA VETERANS HOME**

**Job Number:**

2018 DODG Grand Caravan SE Plus 4D VAN 6-3.6L Flex Fuel Sequential MPI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>FRONT BUMPER</b>					
2	R&I	R&I bumper assy				1.5	
3		<b>FRONT LAMPS</b>					
4	R&I	RT R&I headlamp assy				0.3	
5		<b>FENDER</b>					
6	*	Repl RT Fender BILLION PROMO	68029128AC	1	423.60	2.7	2.2
7		Add for Clear Coat					0.9
8		Add for Edging					0.5
9		Add for Clear Coat					0.1
10		<b>FRONT DOOR</b>					
11	*	Rpr RT Door shell				1.0	2.3
12		Overlap Major Adj. Panel					-0.4
13		Add for Clear Coat					0.4
14	R&I	RT Belt w/strip black				0.4	
15	R&I	RT R&I mirror				0.3	
16	R&I	RT Handle, outside w/o easy entry steel blue				0.3	
17	R&I	RT R&I trim panel				0.5	
18		<b>SIDE LOADING DOOR</b>					
19	*	Rpr RT Door shell				8.0	2.4
20		Overlap Major Adj. Panel					-0.4
21		Add for Clear Coat					0.4
22	R&I	RT Belt w/strip black				0.3	
23	R&I	RT Handle, outside steel blue				0.4	
24	R&I	RT R&I trim panel				0.5	
25	#	Subl Hazardous waste removal		1	5.00		
26	#	Repl Cover car		1	10.00		
27	#	Repl Corrosion protection		1	10.00		
<b>SUBTOTALS</b>					<b>448.60</b>	<b>16.2</b>	<b>8.4</b>

**ESTIMATE TOTALS**

Category	Basis	Rate	Cost \$
Parts			448.60
Body Labor	16.2 hrs @	\$ 75.00 /hr	1,215.00
Paint Labor	8.4 hrs @	\$ 75.00 /hr	630.00
Paint Supplies	8.4 hrs @	\$ 70.00 /hr	588.00
Body Supplies	11.7 hrs @	\$ 10.00 /hr	117.00
Subtotal			2,998.60
<b>Grand Total</b>			<b>2,998.60</b>

## Preliminary Estimate

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**Customer: IOWA VETERANS HOME**

**Job Number:**

2018 DODG Grand Caravan SE Plus 4D VAN 6-3.6L Flex Fuel Sequential MPI

PAINT & MATERIAL: WILL USE THE RATE PER HOUR FOR INITIAL ESTIMATE, BUT WILL BILL ACCORDING TO WHAT MATERIAL IS MIXED FROM PAINT MIXING SYSTEM! IF THESE TERMS ARE NOT ACCEPTABLE, LET THIS BE KNOWN PRIOR TO AUTHORIZATION OF REPAIR!

THE CUSTOMER IS RESPONSIBLE FOR ANY COSTS THAT INSURANCE WILL NOT COVER, BASICALLY THE COST OF PAINT & MATERIAL, AS INSURANCE COMPANIES WANT TO USE A RATE PER HOUR THAT MOST TIMES WILL NOT COVER THE COST OF MATERIALS.

ESTIMATES ARE VALID 30 DAYS FROM WHEN WRITTEN, AFTER 30 DAYS ESTIMATES NEED TO BE CHECKED FOR PRICE INCREASES OR DECREASES.

IF THIS ESTIMATE IS WRITTEN WITH LKQ PARTS, THE PARTS WILL BE OF THE SAME YEAR OR NEWER. A & J BODY SHOP WILL MAKE NO TYPE OF WARRANTY ON THOSE PARTS AS TO CORROSION ISSUES THAT ARISE. THE WARRANTY ON LKQ PARTS WILL BE WHATEVER THAT INSURANCE COMPANY OFFERS ON THE CLAIM.

IF THIS ESTIMATE IS WRITTEN FOR ANY TYPE OF RUST REPAIR OR REPLACEMENT OF A RUST PANEL, THE WORK WILL BE PERFORMED AS BEST POSSIBLE BUT THERE IS NO WARRANTY ON RUST UNLESS THE COMPLETE PANEL IS REPLACED.

## Preliminary Estimate

**Customer: IOWA VETERANS HOME**

**Job Number:**

2018 DODG Grand Caravan SE Plus 4D VAN 6-3.6L Flex Fuel Sequential MPI

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 DR3TE08, CCC Data Date 06/10/2024, 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. 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. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Services 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**

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**Customer: IOWA VETERANS HOME**

**Job Number:**

2018 DODG Grand Caravan SE Plus 4D VAN 6-3.6L Flex Fuel Sequential MPI

**PARTS SUPPLIER LIST**

<b>Line</b>	<b>Supplier</b>	<b>Description</b>	<b>Price</b>
6	Billion Automotive Group 3015 S. Minnesota Ave Sioux Falls SD 57105	#68029128AC RT Fender BILLION PROMO Quote: 2386363899 Expires: 07/13/24	\$ 423.60

