

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 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 \$11,850.68, subject to an audit of actual invoices. On June 12, 2024, Vehicle #1886 was damaged by hail. 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 # 3809
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: Hail Damage to Vehicle #1886 on June 12, 2024
Department of Administrative Services
Claim dated June 17, 2024
AOS Claim ID: 3809

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 \$11,850.68, 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	#1886/Weather
Event Date	June 12, 2024
Summary	Vehicle 1886 sustained hail damage. (283051)
Amount Requested	\$11,850.68 - 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 "Karl Bubser".

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



29C20

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

Thu, Jun 13, 2024 at 9:12 AM

Please accept this email as initial 24 hr notification for AON, vehicle 1886 sustained hail damage on 6/12/24. 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 13th St, Des Moines, IA 50319

515-281-3162 office

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), 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
6/12/24	7:20pm	1
County	State	
Monona	Iowa	

Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Katherine Hoepfner		21914 Park Loop, Onawa, IA 51040	
Driver's License No./State		City, State, Zip	
619AH8278		Onawa, Iowa 51040	
Date of Birth	Department	Work Phone	Home Phone
6/26/1998	Natural Resources	7125397807	7122295571
License Plate No.	VIN	Year, Make, Model	
1886	1C6RR7TXHS739468	2017, Ram, 1500	
Estimate (\$) of Damage		Description of Damage	
\$11,850.68		Hail 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)

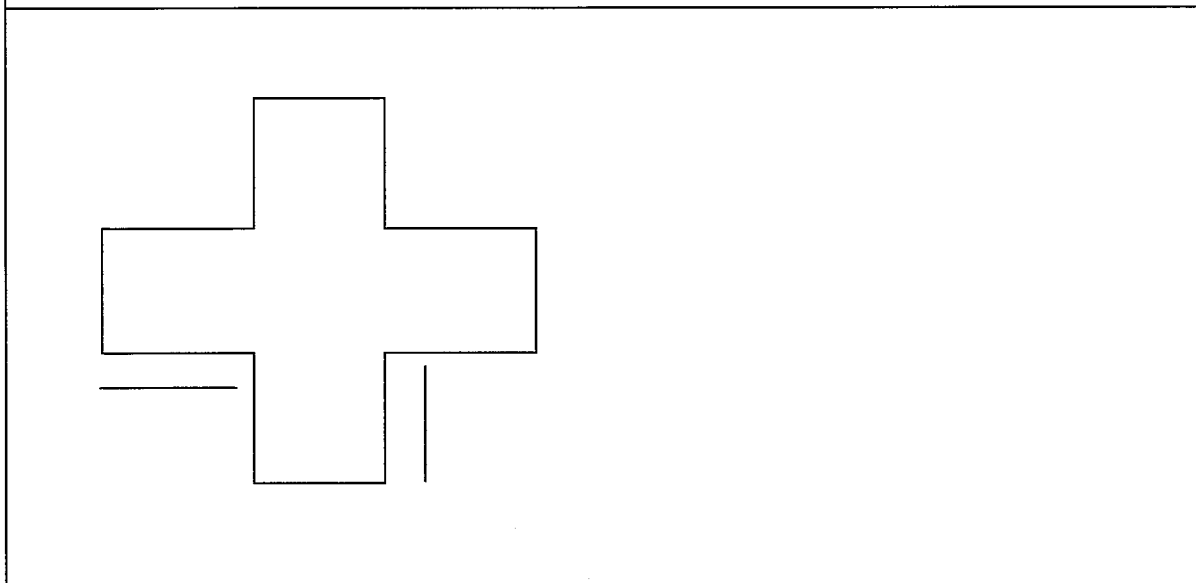
Vehicle No. 1/ Name and Address	Describe Injuries
Vehicle No. 2/ Name and Address	Describe Injuries

Witness

Name	Address/Phone
Name	Address/Phone

Accident Diagram

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.



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	
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



C & H BODY REPAIR, INC.

"Serving Orange City and surrounding areas since 1974"
707 LINCOLN AVE SE, ORANGE CITY, IA 51041
Phone: (712) 737-4095
FAX: (712) 737-3739

Workfile ID: 415ef7cf
PartsShare: 7Zh5Bh
Federal ID: 201301995
State ID: 1-84-009290
Federal EPA: 20 1301995

Preliminary Estimate

Customer: Iowa DNR

Job Number:

Written By: Aaron Huizenga

Insured: Iowa DNR Policy #: Claim #:
Type of Loss: Date of Loss: Days to Repair: 0
Point of Impact:

Owner: Iowa DNR
(712) 330-8127 Business
Inspection Location: C & H BODY REPAIR, INC.
707 LINCOLN AVE SE
ORANGE CITY, IA 51041
Repair Facility
(712) 737-4095 Business
Insurance Company:

VEHICLE

2017 RAM 1500 SSV Crew Cab 4WD w/5'7" Box (Fleet) 4D P/U 8-5.7L Gasoline Sequential MPI Blue

VIN: 1C6RR7XTXHS739468 Interior Color: Mileage In: 108,905 Vehicle Out:
License: C229 Exterior Color: Blue Mileage Out:
State: IA Production Date: 4/2017 Condition: Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

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

DECOR

Dual Mirrors

Privacy Glass

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Keyless Entry
Message Center

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

SEATS

Cloth Seats
Bucket Seats

Reclining/Lounge Seats

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHER

California Emissions

TRUCK

Rear Step Bumper
Bedliner (Spray On)
Trailer Hitch
Trailer Package

Preliminary Estimate

Customer: Iowa DNR

Job Number:

2017 RAM 1500 SSV Crew Cab 4WD w/5'7" Box (Fleet) 4D P/U 8-5.7L Gasoline Sequential MPI Blue

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1 FRONT LAMPS							
2	R&I	RT R&I headlamp assy				0.4	
3	R&I	LT R&I headlamp assy				0.4	
4 HOOD							
5	**	Repl A/M CAPA Hood w/o sport perf	68160234AD	1	1,012.00	1.6	3.2
6		Add for Clear Coat					1.3
7	*	R&I Seal to hood				Incl.	
8 FENDER							
9	*	PDR RT Fender		1	<u>340.00</u>	T	
		Note: PDR 1 dime, 6 nickel, 6 quarter					
10	*	PDR LT Fender		1	<u>450.00</u>	T	
		Note: PDR 6 dime, 6 nickel, 2 quarter, 2 half					
11	*	Blnd RT Fender					<u>2.3</u>
12	*	Blnd LT Fender					<u>2.3</u>
13 ELECTRICAL							
14	R&I	Antenna				0.2	
15	R&I	Antenna mast				Incl.	
16 WINDSHIELD							
17	*	Repl Windshield NAGS, w/rain sensor w/o humidity sensor -10%	DW01994GTY	1	<u>752.38</u>	Incl.	
18	**	Repl A/M Urethane kit		1	32.00		
19 CAB							
20	R&I	R&I headliner				Incl.	
21	Repl	RT Roof molding	68289840AC	1	270.00	Incl.	
22	Repl	Roof panel w/o sunroof	55372208AB	1	945.00	18.5	3.6
23		Overlap Major Non-Adj. Panel					-0.2
24		Add for Clear Coat					0.7
25	*	PDR RT Uniside panel		1	<u>325.00</u>	T	
		Note: PDR 6 dime, 6 nickel, 1 quarter					
26	*	PDR LT Uniside panel		1	<u>375.00</u>	T	
		Note: PDR 6 dime, 6 nickel, 6 quarter					
27	Repl	LT Roof molding	68289841AC	1	270.00	Incl.	
28	#	R&I Antennas				2.5	
29	#	Repl Panel Bond		1			
30 FRONT DOOR							
31	*	PDR RT Door shell 4 door		1	<u>500.00</u>	T	
		Note: PDR 6 dime, 6 nickel, 6 quarter, 1 half					
32	*	PDR LT Door shell 4 door		1	<u>365.00</u>	T	
		Note: PDR 1 dime, 1 nickel, 2 quarter, 2 half					
33 REAR DOOR							
34	*	PDR RT Door shell		1	<u>290.00</u>	T	
		Note: PDR 2 dime, 2 nickel, 6 quarter					
35	*	PDR LT Door shell		1	<u>325.00</u>	T	

Preliminary Estimate

Customer: Iowa DNR

Job Number:

2017 RAM 1500 SSV Crew Cab 4WD w/5'7" Box (Fleet) 4D P/U 8-5.7L Gasoline Sequential MPI Blue

Note: PDR 6 dime, 6 nickel, 2 quarter

36	BACK GLASS					
37	R&I	Back glass Dodge w/o rear defrost				2.0
38	PICK UP BOX					
39	*	PDR RT Side panel	1	550.00	T	
		Note: PDR 6 dime, 6 nickel, 6 quarter, 6 half				
40	*	PDR LT Side panel	1	550.00	T	
		Note: PDR 6 dime, 6 nickel, 6 quarter, 6 half				
41	R&I	RT Rail cover				0.3
42	R&I	LT Rail cover				0.3
43	REAR LAMPS					
44	#	Repl Corrosion protection primer	1	30.00	T	
45		R&I RT Tail lamp w/o LED				0.3
46		R&I LT Tail lamp w/o LED				0.3
47	#	Hazardous Waste Disposal	1	6.00		
48	#	Color sand and buff	1			1.0
49	#	Cover Car	1	5.00		0.2
50	#	Repl Cover interior	1	5.00	X	0.2
SUBTOTALS				7,397.38		28.2
						13.2

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			3,292.38
Body Labor	28.2 hrs @	\$ 71.00 /hr	2,002.20
Paint Labor	13.2 hrs @	\$ 123.00 /hr	1,623.60
Paint Supplies	13.2 hrs @	\$ 55.00 /hr	726.00
Body Supplies	20.3 hrs @	\$ 5.00 /hr	101.50
Miscellaneous			35.00
PDR			4,070.00
Subtotal			11,850.68
Grand Total			11,850.68
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			11,850.68

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.

Preliminary Estimate

Customer: Iowa DNR

Job Number:

2017 RAM 1500 SSV Crew Cab 4WD w/5'7" Box (Fleet) 4D P/U 8-5.7L Gasoline Sequential MPI Blue

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 DR3TM13, 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 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. 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

Customer: Iowa DNR

Job Number:

2017 RAM 1500 SSV Crew Cab 4WD w/5'7" Box (Fleet) 4D P/U 8-5.7L Gasoline Sequential MPI Blue

PARTS SUPPLIER LIST

Line	Supplier	Description	Price
5	Auto Body Specialties.Inc-Sioux Falls 4710 N. WESTPORT AVENUE SIOUX FALLS SD 57107 (605) 336-1606 (800) 658-3571	#CH1230275PP A/M CAPA Hood w/o sport perf	\$ 1,012.00

C & H BODY REPAIR, INC.

707 LINCOLN AVE SE, ORANGE CITY, IA 51041

Phone: (712) 737-4095, Fax: (712) 737-3739

Image Report

Owner: Iowa DNR	Insurance:	Estimator: Aaron Huizenga	Vehicle Out:
Job Number:	Claim Number:		
Year: 2017	Color: Blue	License Plate: C229	Production Date: 4/2017
Make: RAM	Body Style: 4D P/U	State: IA	Mileage In: 108,905
Model: 1500 SSV Crew Ca...	Engine: 8-5.7L Gasoline S...	VIN: 1C6RR7TXHS739468	Condition:



6/14/2024
Comments:



6/14/2024
Comments:



6/14/2024
Comments:



6/14/2024
Comments:



6/14/2024
Comments:

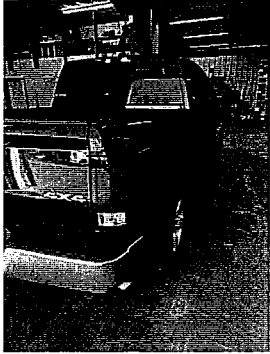


6/14/2024
Comments:

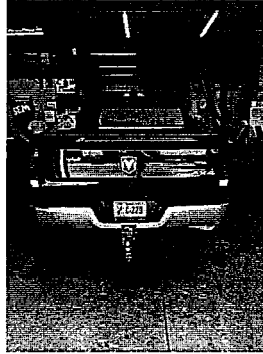
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Model: 1500 SSV Crew Ca...	Engine: 8-5.7L Gasoline S...	VIN: 1C6RR7TXHS739468	Condition:



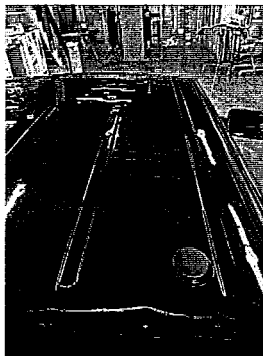
6/14/2024
 Comments:



6/14/2024
 Comments:



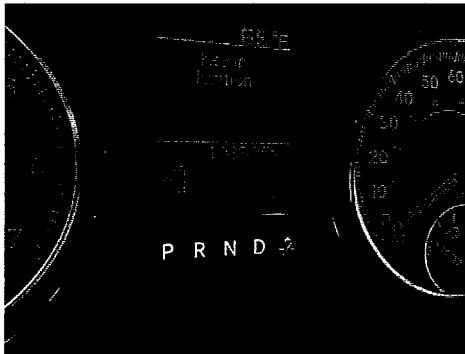
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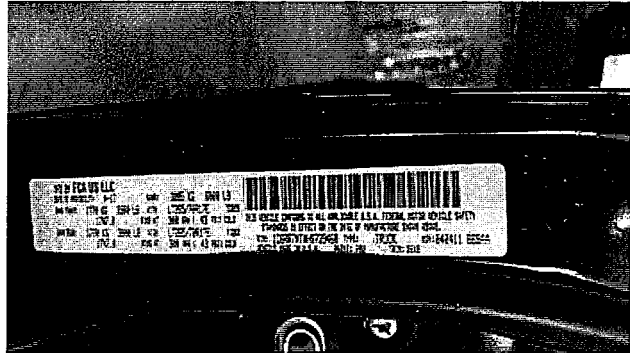
C & H BODY REPAIR, INC.
707 LINCOLN AVE SE, ORANGE CITY, IA 51041
Phone: (712) 737-4095, Fax: (712) 737-3739

Image Report

Owner: Iowa DNR	Insurance:	Estimator: Aaron Huizenga	Vehicle Out:
Job Number:	Claim Number:		
Year: 2017	Color: Blue	License Plate: C229	Production Date: 4/2017
Make: RAM	Body Style: 4D P/U	State: IA	Mileage In: 108,905
Model: 1500 SSV Crew Ca...	Engine: 8-5.7L Gasoline S...	VIN: 1C6RR7TXHS739468	Condition:



6/14/2024
 Comments:



6/14/2024
 Comments: