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HON. KIM REYNOLDS  
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HON. PAUL D. PATE  
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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

September 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 today's date, approved Department of Administrative Services request for an emergency allocation in the amount of \$ \$37,875.00, subject to the audit of actual invoices. On March 31, 2023, the Hoover Roof Membrane was damaged due to storms. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

*Victoria Newton*

Victoria Newton  
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services  
Terri Walker, Accountant II, Department of Administrative Services  
Joel Lunde, Department of Management

AOS Claim # 3461  
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 Facsimile (515) 281-6518

August 3, 2023

Victoria Newton  
Executive Council  
L O C A L

Subject: Hoover Roof Membrane Damage due to Storms on March 31, 2023  
Department of Administrative Services  
Claim dated May 15, 2023  
AOS Claim ID: 3482

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 \$37,875.00, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in blue 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  
Terri Walker, Accountant II, Department of Administrative Services  
Joel Lunde, Department of Management



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

Date: May 15, 20223  
 To: Tammy Hollingsworth, Manager  
 Office of Auditor of State  
 State of Iowa  
 From: Terri R Walker  
 Accountant III  
 Department of Administrative Services  
 Subj: **Allocation Request**  
 29C.20 Hoover Roof Membrane\_2023-090

Tammy,

On behalf of the Department of Administrative Services, I would like to request \$37,875.00 pursuant to Section 29C.20 of the Code of Iowa, for repair work associated with the Hoover Roof Membrane at the Capitol Complex on March 31, 2023. This Allocation Request is based upon actual and estimated costs.

PO/Project/P-card/Supplies	Bid/Proposal Date	Paid Date	Actual/Est	Invoice Number	Vendor/Employee	Amount
0051167940			Estimate		Brockway Mechanical	\$37,875.00
Total						\$37,875.00

The costs itemized above are actual and estimated as of May 15, 2023. If additional costs and/or estimates are anticipated I will notify you and documentation will be sent to you as soon as it is available.

Please contact me at 515-725-2143 or [terri.walker@iowa.gov](mailto:terri.walker@iowa.gov) if you have questions. Thank you for your attention to this matter.

Sincerely,

Terri R Walker  
 Accountant III  
 Department Administrative Services

cc: Victoria Newton, Executive Council [executivecouncil@tos.iowa.gov](mailto:executivecouncil@tos.iowa.gov)  
 Matt Durand, CFO DAS-GSE [matthew.durand@iowa.gov](mailto:matthew.durand@iowa.gov)



Walker, Terri <terri.walker@iowa.gov>

### Possible 29C20

Arntzen, Brent <brent.arntzen@iowa.gov>

Wed, May 10, 2023 at 8:59 AM

To: "Walker, Terri" <terri.walker@iowa.gov>

Cc: Matthew Durand <matthew.durand@iowa.gov>, Brooke Futrelle <brooke.futrelle@iowa.gov>

Terri

Sorry. I am extremely short staffed and I dropped the ball on this. Should be under \$40,000. Work is completed awaiting invoices and final bills.

**Narrative Justification**  
Storm damage roof repair (approx. 2450 SF ) on 3/31/23 Found on 4/4/23

Ln	Building	Description	Rtg	Qty	Class	Obj	Unit	Dept	Order Qty	Price	3674	Ceremonial	PE55	Extended	Markup
1	Hoover - 100% X	Repair roof	12	409	2512	4108	1.00		37875.0000	37875.0000	0.00	0.00		37875.0000	

Employee	Profile	Approved	Derived	Comments	Memo	Post	NOA
TROY KOESTER	Supervisor	04/06/2023					
JEFF SHANNON	Manager	04/06/2023					
SCOTT JOHNSON	CHIEF FINANCIAL OFFICER	04/10/2023					
Matt Durand	Purchasing Administrator	04/10/2023					
Brent Arntzen		04/13/2023					

[Quoted text hidden]



Walker, Terri <terri.walker@iowa.gov>

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## Possible 29C20

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**Arntzen, Brent** <brent.arntzen@iowa.gov>

Thu, Apr 6, 2023 at 9:57 AM

To: "Tammy A. Hollingsworth" <tammy.hollingsworth@aos.iowa.gov>

Cc: Charlee Cross <charlee.cross@iowa.gov>, Jennie Elliott <jennie.elliott@iowa.gov>, Matthew Durand <matthew.durand@iowa.gov>, Mirela Jusic <mirela.jusic@iowa.gov>, Scott Johnson <scott.johnson@iowa.gov>, "Walker, Terri" <terri.walker@iowa.gov>

All

On behalf of the Department of Administrative Services, I am submitting a possible 29C20 claim for damage that occurred to the Hoover roof during the storm dated 3/31/2023. The roof membrane sustained damaged during the storm and was noticed during inspections prior to the next severe storm. Currently DAS staff and contractors are working to repair the damage to prevent further damage to the roof or building.

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