

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

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 \$12,854.25, subject to the audit of actual invoices. On May 19, 2023, Vehicle #105872 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 # 3543  
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 4, 2023

Victoria Newton  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #105872 on May 19, 2023  
Department of Administrative Services  
Claim dated July 18, 2023  
AOS Claim ID: 3543

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 \$12,854.25, 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  
Mariah Flowers, Fleet Services Manager, Department of Administrative Services  
Joel Lunde, Department of Management



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

Date: July 18, 2022

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

Vehicle / Event	#105872
Event Date	May 19, 2023
Summary	Vehicle 105872 struck a deer. (260751)
Amount Requested	\$12,854.25 - 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,

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



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

**29C20**

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

Mon, May 22, 2023 at 10:47 AM

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

Please accept this email as initial 24 hr notification for AON, vehicle 105872 struck a deer on 5/19/23. 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 Fleet Services, Risk**  
Iowa Department of Administrative Services  
Division of Business and Property Services  
Office: 515-725-2243  
Das.Risk@iowa.gov  
<https://das.iowa.gov>

## Vehicle Accident Report

### Time and location of accident

Accident Date (Mo/Day/Year)	Time	No. of Vehicles
5/19/23	05:00	1
County	State	
Hamilton	Iowa	

### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Jamie Webster		1251 W Cedar Loop	
Driver's License No./State		City, State, Zip	
952AA0931		Cherokee, IA 51012	
Date of Birth	Department	Work Phone	Home Phone
10/20/1989	HHS-CCUSO	712-225-2594	712-240-3864
License Plate No.	VIN	Year, Make, Model	
105872	2C7WDGBG2KR696910	2019 Dodge Grand Caravan	
Estimate (\$) of Damage		Description of Damage	
		Left front driver side collision - air bag deployed	

### Vehicle 2 (other vehicle) if more than two vehicles-use additional forms

Driver's Name		Street Address	
Not applicable			
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
Not applicable	
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
Katie Leiding	Passenger, 712-229-5955
Name:	Address/Phone

Accident Diagram
<p><b>Complete diagram below. Include a description of what happened.</b>            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>

Property Damage other than vehicle (fence, utility pole, etc)	
Owner's Name, Address and Phone	Description of Property Damaged
<del>XXXXX</del>	<del>Collision Front left</del>
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.**

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



Tolle Automotive, Inc  
 140 Second Street  
 Webster City, IA 50595

# Invoice

Date	Invoice #
6/2/2023	22050

<b>Bill To</b>
State of Iowa 109 SE 13th St Des Moines, Ia 50319

<b>Ship To</b>

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			6/2/2023			
Quantity	Item Code	Description			Price Each	Amount
8	Mileage Charge	Mileage Charge			4.00	32.00T
1	Tow #I-4841	Tow			60.00	60.00T
10	STORAGE #I-2313	VEHICLE STORAGE INSIDE			50.00	500.00T
1	Tow #I-4841	to Timms			60.00	60.00T
				0.00%	0.00	
<b>Total</b>						\$652.00

**QUALITY CLAIMS SOLUTIONS**

Workfile ID: 8b3cc46d

105 N Krohn Place  
SIOUX FALLS, SD 57103  
Phone: (877) 237-3727, FAX:(866) 371-2844  
qcs@qcsdirect.com

For:

**QUALITY CLAIMS SOLUTIONS**

DAS Fleet Services

**Estimate of Record**

**Owner: STATE OF IOWA, STATE OF IOWA**

**Job Number:**

Written By: Ryland Malsam

Insured: STATE OF IOWA, STATE OF IOWA Policy #: UNK Claim #: APDSOI0260751-001  
Type of Loss: Collision Date of Loss: 6/23/2023 12:00 PM Days to Repair: 0  
Point of Impact: 15 Total Loss

**Owner:**  
STATE OF IOWA, STATE OF IOWA  
WEBSTER CITY, IA 50595

**Inspection Location:**  
TIMM'S AUTO BODY  
116 E 2ND ST  
WEBSTER CITY, IA 50595  
Other  
(515) 832-5555 Evening

**Repair Facility:**

**VEHICLE**

2019 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI

VIN: 2C7WDGBG2KR696910 Production Date: Interior Color:  
License: Odometer: 63,124 Exterior Color:  
State: Condition:

**TRANSMISSION**

Automatic Transmission

**POWER**

Power Steering

Power Brakes

Power Windows

Power Locks

Power Mirrors

Heated Mirrors

**DECOR**

Dual Mirrors

Body Side Moldings

Privacy Glass

Overhead Console

Wood Interior Trim

**CONVENIENCE**

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Rear Defogger

Keyless Entry

Steering Wheel Touch Controls

Rear Window Wiper

Telescopic Wheel

Climate Control

Dual Air Condition

Backup Camera

**RADIO**

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

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

3rd Row Seat

Retractable Seats

**WHEELS**

Styled Steel Wheels

**PAINT**

Clear Coat Paint

**OTHER**

Rear Spoiler

California Emissions

**TRUCK**

Rear Step Bumper

**Estimate of Record**

**Owner: STATE OF IOWA, STATE OF IOWA**

**Job Number:**

2019 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	*TAX EXEMPT STATE VEHICLE*		1			
2	#	TOTAL LOSS PER CCC @ 6,000.00		1			
3	<b>FRONT BUMPER</b>						
4		O/H front bumper				2.0	
5	** <>	Repl A/M Bumper cover	68088966AB	1	<u>322.00</u>	Incl.	3.0
6	**	Repl A/M Air shield	68320463AA	1	<u>50.00</u>	Incl.	
7	**	Repl A/M LT Bumper cover retainer	5113137AA	1	<u>13.00</u>		
8	**	Repl A/M LT Bezel w/o fog lamp	68100709AA	1	<u>31.00</u>	Incl.	
9	**	Repl A/M Absorber	5182323AB	1	<u>116.00</u>	0.1	
10	*	Repl Bumper cover rivet	34201621	4	<u>49.20</u>		
11	<b>GRILLE</b>						
12	**	Repl A/M Lower grille	68100690AA	1	<u>145.00</u>	Incl.	
13	**	Repl A/M Upper grille chrome	68088969AC	1	<u>508.00</u>	Incl.	
14	*	Repl Lower grille rivet	34201621	4	<u>49.20</u>		
15	*	Repl Emblem "Dodge"	68146394AA	1	<u>81.65</u>	Incl.	
16	<b>FRONT LAMPS</b>						
17	**	Repl A/M LT Headlamp assy w/o black bezel	5113337AI	1	<u>353.00</u>	0.5	
18		Aim headlamps				0.5	
19	*	Repl LT Headlamp assy screw	6508680AA	3	<u>10.95</u>		
20	<b>RADIATOR SUPPORT</b>						
21	**	Repl A/M Upper tie bar	68023327AC	1	<u>262.00</u>	0.6	0.6
22	**	Repl A/M RT Support brace	68023328AA	1	<u>53.00</u>	Incl.	0.2
23	**	Repl A/M LT Support brace	68023328AA	1	<u>53.00</u>	Incl.	0.2
24	**	Repl A/M Radiator support	68023326AE	1	<u>508.00</u>	4.8	
25	*	Repl Temp sensor	68518243AA	1	<u>28.50</u> m	Incl.	
26	*	Repl Adjuster	55276482AB	2	<u>24.60</u>		
27	*	Repl Splash guard	68109830AA	1	<u>41.95</u>	Incl.	
28	*	Repl Crossmember	5109174AB	1	<u>344.00</u> s	3.0	0.7
29		Overlap Minor Panel					-0.2
30	<b>COOLING</b>						
31	*	Repl Cooling module	5005144AO	1	<u>891.00</u> m	1.4	
32	*	Repl Upper hose	5058734AF	1	<u>61.95</u> m	0.8	
33	*	Repl Radiator upper insulator	4678000AA	1	<u>19.60</u>		
34	<b>HOOD</b>						
35	*	Repl Latch	5020846AA	1	<u>103.00</u>	Incl.	
36	<b>FENDER</b>						
37	**	Repl A/M LT Fender	68029129AC	1	<u>420.00</u>	2.7	2.2
38		Overlap Major Non-Adj. Panel					-0.2
39		Add for Edging					0.5
40	**	Repl A/M LT Front bracket all	68084829AA	1	<u>52.00</u>	0.2	
41	**	Repl A/M LT Fender liner	5113095AC	1	<u>87.00</u>	Incl.	

## Estimate of Record

**Owner: STATE OF IOWA, STATE OF IOWA**

**Job Number:**

2019 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI

42	*	Repl	LT Center bracket	4894895AA	1	<u>22.25</u>	0.5		
43	*	Rpr	LT Strut tower				<u>1.0</u>	0.5	
44			Overlap Minor Panel					-0.2	
45	*	Rpr	LT Rail assy (HSS)				<u>0.5</u>	1.5	
46			Overlap Minor Panel					-0.2	
47		R&I	RT R&I fender assy				2.5		
48	<b>ELECTRICAL</b>								
49	*	Repl	Battery 730 CCA B75%	BBH7F001AA	1	<u>245.00</u>	m	0.3	
			Note: life expectancy of 100,000- max betterment at 75% as mileage exceeds expectancy						
50	*	Repl	High note horn	5026986AD	1	<u>86.05</u>	m	Incl.	
51	*	Rpr	Fuse & relay box					<u>2.0</u>	
52	*	Repl	Low note horn	5026976AD	1	<u>87.15</u>	m	Incl.	
53	<b>RESTRAINT SYSTEMS</b>								
54	*	Repl	LT Head air bag	68351559AD	1	<u>442.00</u>	m	1.0	
55	*	Repl	Air bag module all	68371578AB	1	<u>529.00</u>	m	0.6	
56	*	Repl	LT Ft impact sensor	68137949AA	1	<u>206.00</u>	m	Incl.	
57	*	Repl	RT Retractor assy black	ZV68DX9AJ	1	<u>345.00</u>		0.8	
58	*	Repl	LT Retractor assy black	ZV69DX9AJ	1	<u>216.00</u>		0.8	
59	<b>SEATS &amp; TRACKS</b>								
60	*	Repl	LT Seat back cover black w/o heated seats	6NT33DX9AA	1	<u>632.00</u>		0.5	
61	*	R&I	LT Armrest black					<u>0.3</u>	
62	*	R&I	LT Seat cushion black					<u>0.9</u>	
63	<b>ROOF</b>								
64	*	Repl	Headliner w/o power sunroof all	6QW22DX9AC	1	<u>1,230.00</u>		3.8	
65	<b>PILLARS, ROCKER &amp; FLOOR</b>								
66	*	Rpr	LT Aperture panel					<u>1.0</u>	
67			Overlap Major Adj. Panel					-0.4	
68	<b>FRONT DOOR</b>								
69	*	Rpr	LT Door shell					<u>1.0</u>	
70			Overlap Major Adj. Panel					-0.4	
71			Clear Coat					2.5	
72		R&I	LT Belt w'strip black					0.4	
73		R&I	LT R&I trim panel					0.5	
74		R&I	LT Handle, outside w/o easy entry matt black					0.3	
75	<b>VEHICLE DIAGNOSTICS</b>								
76	*		Pre-repair scan		1	<u>50.00</u>	m		
77	*		Post-repair scan		1	<u>50.00</u>	m		
78	#	R&I	inner safety cage for headliner replacement					4.0	
79	#		Tint Color		1			0.5	
80	#		Cover Car		1	5.00		0.2	
81	#		Hazardous Waste		1	3.00	X		
82	#		Frame/ Rack Setup and Measure		1			1.5	
83	#		Antifreeze/Coolant		1	34.95			

## Estimate of Record

**Owner: STATE OF IOWA, STATE OF IOWA**

**Job Number:**

2019 DODG Grand Caravan SE 4D VAN 6-3.6L Flex Fuel Sequential MPI

84	#	D&R battery	1		0.3
85	#	freon	1	35.00	
86	#	remove decals/stickers	1		0.5
87	#	additional materials	1	113.20	
<b>SUBTOTALS</b>				<b>9,010.20</b>	<b>42.3</b>
					<b>14.6</b>

### ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			9,007.20
Body Labor	42.3 hrs @	\$ 62.00 /hr	2,622.60
Paint Labor	14.6 hrs @	\$ 62.00 /hr	905.20
Paint Supplies			500.00
Miscellaneous			3.00
Subtotal			13,038.00
<b>Total Cost of Repairs</b>			<b>13,038.00</b>
Deductible			0.00
Battery 730 CCA B75%			183.75
<b>Total Adjustments</b>			<b>183.75</b>
<b>Net Cost of Repairs</b>			<b>12,854.25</b>

THIS IS NOT AN AUTHORIZATION TO BEGIN REPAIRS.

SUPPLEMENTS - Please be advised that the INSURANCE COMPANY requires notice of any supplements prior to the work being performed. Failure to notify INSURANCE COMPANY and allow INSURANCE COMPANY to review the supplemental charges may result in non-payment of the supplemental items.

ESTIMATE AUDIT - THIS DOCUMENT IS NOT AN APPRAISAL. INQUIRIES SHOULD BE DIRECTED TO THE INSURANCE COMPANY LISTED AT THE TOP OF THIS DOCUMENT.

REPAIR SHOPS CAN CONTACT QCS AUDITOR FOR ANY REPAIR RELATED INQUIRIES AT 1-877-237-3727.

Estimate calculated using a preset user threshold amount for the paint and material cost.

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.