

INSIDE

IOWA DEPARTMENT OF TRANSPORTATION NEWSLETTER JUNE 2004

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From my view

Mark F. Wandro, P.E., L.S.



Few of our projects could be successful without the cooperation and combined skills of staff members from offices around Iowa. One Highway Division Bureau that seeks to support these efforts is the Statewide Operations Bureau. The majority of employees for

this bureau are located at central headquarters in Ames and work closely with many other central complex offices to support the endeavors of field construction and maintenance operations and district office staff.

They are connected not only by work processes, but also by our common goal of providing the best transportation systems possible for our state. I commend the spirit of cooperation and innovative thinking of these employees and take this time to highlight some of the major accomplishments of the Statewide Operations Bureau, the teams they work with and the superior products they produce.

Office of Construction

Improving the quality of Iowa roadways by reviewing the processes used in our construction workflows has been a main focus for this office recently. Staff have conducted and documented numerous reviews on the quality of construction, inspection practices and contract requirements.

A good product starts with a good plan, and developing a good plan takes teamwork. Construction staff has participated in the development of a process to measure and monitor the quality of construction plans, worked closely with other offices to develop improved construction requirements for stream crossings, backfilling of culverts, drilled shaft construction, bridge approach settlement, use of fly ash in PCC pavements, hot mix asphalt (HMA) specifications, traffic control signing for wide loads in construction zones, and centerline joint construction for Portland cement concrete (PCC) pavements.

Producing a quality product also takes training. Construction staff have recently conducted 35

training courses for inspection (earthwork, HMA, PCC, structures), traffic control, contract administration, and plan reading; held FieldManager/FieldBook2 computer program classes; and conducted construction seminars in each district.

Once the plan and training are complete, the construction process must be monitored. The Office of Construction has coordinated the Federal Highway Administration's process review and evaluation of HMA quality control and construction practices, and held training on field documentation guidelines.

Innovative thinking in the form of new technology will also help our employees produce the best transportation system possible. Construction staff obtained research funds to purchase three handheld global positioning satellite units for evaluation of this technology in inspection data collection and documentation. Construction Office employees were instrumental in the implementation of the use of 511 to include construction work zones on the Internet and telephone system. They also participated in research focus groups to develop innovative approaches to construction practices.

Office of Contracts

Standardization to improve cooperation and communication has been a big push for the Office of Contracts. Office staff implemented routine monthly lettings, eliminating the confusion caused by the previous random four-to-six week intervals.

The Internet is playing an increasing role in office work flows. Staff implemented Internet online ordering of letting and bidding documents (plans, proposals, bidding documents and specifications), eliminating the need for contractors to mail or fax requests. Since this process began in April 2001, 2,500 bids have been submitted via the Internet (without paper) totaling more than \$2.6 billion of work without any bid errors.

In 2003, 945 projects were advertised for bids and more than \$500 million in contracts were awarded.

Within those awarded contracts, staff in the Office of Contracts work diligently to meet the criteria set by the federal government for disadvantaged business enterprises (DBE). Federal regulations require state DOTs to achieve an annual DBE goal equal to their percentage of all ready, willing and able highway contractors. The Iowa DOT awards to DBE firms for each of the past several years has exceeded the annual DBE goal without having to set individual contract goals for several lettings. The Office of Contracts also ensures that highway contractors working on DOT projects recruit female and minority employees. This

past construction season, our contractors exceeded minority hiring goals by achieving a 15.5 percent minority employee usage.

Office of Local Systems

This office works with Iowa cities and counties on a number of issues, including utilities coordination for agreements and reimbursement for utility relocations on primary highway construction projects; pre-design and preconstruction agreements for primary highway projects, plus traffic safety and transfer of jurisdiction agreements.

Staff has recently updated several of the guidance documents local agencies use. The Federal-aid Project Development Manual and County Engineers I.M. Manual were updated to assist all federal-aid project sponsors with federal guidelines. Working with city and county design committees, office staff implemented the new American Association of State Highway and Transportation Officials' Design Guides and Very Low Volume Local Road Guides that came out in 2001.

Staff developed an office Web page and converted guidance manuals and forms to electronic format. They are also developing a DOTNET guidance manual for all DOT staff to use to obtain information about the administration of local projects using federal funds.

Several procedures and training opportunities were developed by office staff, including a procedure for auditing local agency federal-aid projects; and one to easily process Local Technical Assistance Program (L-TAP) invoices, and statewide Work Zone Safety training for counties.

Staff began writing the "Iowa Guide to Utility Coordination" for future training of DOT, utilities and contractor personnel on the new policy.

Coordinating our information systems with those of the counties was a cooperative project between Local Systems and Information Technology Division staff. The updated system enables the DOT's Project Scheduling System (PSS) to communicate with the counties' Transportation Project Management System (TPMS) on a two-way basis to facilitate project tracking. This allows district staff and local agencies to use one database system to update project development status.

Also being updated is an online system for the cities' street finance reports and use of the county automated annual report system to implement new reporting requirements associated with federal legislation.

Office Of Maintenance

Refocusing on core functions by identifying long-range and short-term goals has been an eye-opening experience for Office of Maintenance staff. By defining the office mission, vision, and values, staff is now more aware than ever of the services they are charged to provide.

Any goal or activity needs to be measurable and the data collected must be in a form that is usable by decision makers. Measurements were determined for several field activities indicating the success of highway maintenance investments. By providing analysis of three years of data from a random sample of more than 17,000 tenth-mile segments of our highway system and comparing them to work hours invested in maintaining the elements during the same three years, an investment analysis could be completed.

Using data-based decisions to prioritize work has also become a major part of everyday operations. Last year office staff provided training and current technology so that field staff could obtain objective retroreflectivity measurements on more than 8,000 miles of pavement paint lines. The measurement of existing paint lines helped identify painting priorities.

During the last winter season, office staff developed a methodology to utilize existing data from automatic traffic recorders and the road weather information system to measure the results of our snow and ice operations. Reduction in average speed is compared with road weather sensors to determine how soon the motorist perceived a return to normal driving conditions.

The ability to forecast budgets was strengthened through detailed analysis of divisional needs. With the assistance of a team of both central and field personnel, several efforts are being implemented to improve budgeting using data-based decision making. The office staff has made several reports available in an internet/intranet and LAN environment, whether you are an internal or external customer.

It takes a cooperative effort to analyze the available data and determine what additional information might be needed. To accomplish these goals for specific tasks involving winter operations, staff has developed three committees to provide continuous improvement in winter operations. Each committee includes at least one representative from each district and is tasked with specific processes to examine.

Iowa Transportation Commission holds elections

At the Iowa Transportation Commission meeting held May 11 in Ames, Thomas W. Hart from the Quad Cities was elected chair for the coming 12 months. Suzan Boden of Sioux City was elected co-chair.

Thomas W. Hart, Chair
Term: May 1, 2001, to April 30, 2005



Hart, a Democrat, works in economic development as president of the Quad City Development Group. The Quad City Development Group is a non-profit agency funded by businesses and local governments of the Quad City area to market the region for economic growth.

Hart lives in Davenport and is a graduate of St. Ambrose University with a degree in economics. He was elected to the Davenport City Council in 1973 as a sophomore in college, making him one of the youngest elected officials in Iowa. Hart served two terms as Scott County supervisor and three terms as mayor of Davenport.

Hart is a candidate for a master's degree in public administration, with a finance concentration, from Northern Illinois University. This program prepares students to work in the non-profit and governmental sectors. Pursuing this degree is possible because the classes are offered through the Quad Cities Graduate Studies Center.

Hart is married to Jane Domeraski, an art teacher in Davenport, and they have two teenage children.

Suzan E. Boden, Vice Chair
Term: May 1, 2004, to April 30, 2008



Boden, a Democrat, is an attorney and a partner in the law firm of Vriezelaar, Tigges, Edgington, Rossi, Bottaro & Boden in Sioux City. She is a graduate of Iowa State University and holds a Juris Doctor degree from the University of South Dakota. She is licensed to practice law in Iowa and

South Dakota. Boden is a member of the Iowa State Bar Association, South Dakota Bar Association, and Woodbury County Bar Association.

Boden serves on the Tax Research Conference and the Workers' Compensation Newsletter Committee. She is a member of the Blessed Sacrament Endowment Board and was a member of the American Red Cross Board from 1990 to 1994.

Boden is married to Steven M. Boden, a banker. She and her husband have two children, Cassandra and Brad.

ERMS on the move

Document handling may not seem flashy or glamorous in this fast-paced information age, but documents play a fundamental role in communication between people and businesses everywhere. “You might say that documents are the cement that forms the foundation for the information super highway,” says Kelly Popp, the project manager for the Electronic Records Management System (ERMS) team.

In past issues of INSIDE you’ve read about several ERMS pilot projects in the field, but one of the largest projects is being undertaken by the ERMS team itself.

Over the years DOT employees have produced millions of paper and microfilm documents. For various reasons, a portion of these documents must be kept, which is costly both in the space they consume and staff time needed to archive and retrieve them. The six members of the ERMS team are working full time to convert the millions of historical papers and microfilm documents into an electronic format.

“The DOT has purchased two high-speed document scanners and recently purchased a piece of equipment designed to convert microfilm into digital files,” said Popp. “We’ve scanned more than 300,000 sheets within the past few months. Our team is working full time to clear the backlog of about three million sheets that still need to be converted to a digital format and stored electronically.”

With the move to electronic storage of historic documents, not only will the archive be more secure and accessible, the space saved by not having to store all that paper is significant.

“This reduction in paper document storage comes at a good time,” said Popp. “Our work area is part of a bigger remodeling project and, as a result, we will be moving to a temporary work area for several months starting in September.”

The ERMS home base in the basement of the northwest wing has already changed significantly over the last several months with the many rows of shelving packed with documents giving way to pallets of boxed documents. The boxes still to be scanned will be moved with the team to their temporary work location. Once all the documents are scanned, the ERMS team’s work product will be contained on a server instead of shelves and boxes.

Popp adds, “We plan to be back in using a part of



Desi Asklof (front row left) and **Sheri Harris** (front row right) are organizing and preparing design project files, consultant files, and primary and interstate project files for scanning. The documents are then scanned, indexed and checked for accuracy. **Deb Fritz** (front row center) and **Luann Stowers** (second row left) continue by scanning several document types and storing the electronic files for indexing and entry into the ERMS database. **Mary Pat Crawford** (second row center) is the customer service contact for the area and has been working with office staff to assist in reviewing and standardizing plan sets that are currently within the system. **Chuck Lee** (second row right) represents ERMS by assisting users with questions about the use of the system. Lee also maintains user access and creates locations in the database for customers to store and retrieve documents from ERMS. **Kelly Popp** (third row) leads the team.

the remodeled work space next year, but without the shelves and boxes of documents. When the backlog of design files, plans and other paper is cleared, our team will be able to complete archiving and retrieval tasks more efficiently since the storage of most paper documents will be a thing of the past.”

Disability etiquette

The nature of some DOT work brings employees into contact with all different types of people. Learning to relate to each individual and not offend anyone by your actions or words is a tall task, but one employees are called to fulfill. These tips on "people first" language come from www.tameside.gov.uk/scrutiny/disability_etiquette.htm.

People with disabilities and those who work on their behalf, are increasingly concerned that negative images of disability and incorrect assumptions about disabled people can hamper their progress towards equal opportunities at work.

Employers committed to good practice in the recruitment and career development of and service delivery to disabled people need to be aware that most of the barriers which the latter face are created by the negative attitude and misconceptions held by society. These barriers are reinforced by small details of language and behavior which may seem insignificant, but which can reaffirm inaccurate assumptions and cause unnecessary offence.

These notes aim to widen understanding of disabled people's views and preferences. They offer practical advice about many aspects of communication, both in daily life and in the workplace with people with physical and learning disabilities.

Language

It is important to gain a general understanding of words and phrases which may give offence to people with disabilities. There are no hard and fast rules — far better to try to keep in touch with disabled people and respect their preferences, which may change over time.

The following list includes words and phrases that should be remembered when talking to or writing about disabled people:

Many disabled people find the word "handicapped" offensive, as it carries connotations of "cap in hand." Instead say "person with a disability" or "disabled person."

Medical "labels" are undesirable and often misleading, as no two people are alike. Medical labels say little about people as individuals and tend to reinforce stereotypes of disabled people as "patients," powerless and wholly dependent on the medical profession.

It is dehumanising to refer to a person in terms of a condition. Therefore, do not talk about a "spastic" or an "epileptic." Instead, say "he/she has cerebral palsy" or refer to "a person with epilepsy,"

Do not say

"Victim of..."
 "Crippled by..."
 "Suffering from..."
 "Afflicted by..."

Say

"Person who has ..."
 "Person who experienced..."

Do not say

"Invalid." This equates disability with illness and can be construed as "not valid."
 "Wheelchair bound" or describe someone as "confined to a wheelchair"

Say

"Wheelchair user" or
 "Person who uses a wheelchair."

Many people dislike the phrase "mental handicap" which is both stigmatising and imprecise. People with an intellectual disability now prefer to be described as "people with a learning disability."

Remember not to confuse learning disability with mental illness.

Remember that there are many degrees of deafness and different methods of communicating, such as lip-reading or signing. It is important to be accurate about a person's degree of deafness and method of communication. For example, some people will have no useful hearing, others will have some degree of useful hearing. Many of these people will have the capacity with or without a hearing aid, to communicate through speech, listening or lip-reading.

Never use words like "cripple," "retarded," or "defective"; or phrases like "blind as a bat," "deaf and dumb" or "mentally deficient." Using these words reinforces damaging and inaccurate images of disability. Such words and phrases should never be used, whether a disabled person is present or not.

Look in the July edition of INSIDE for appropriate ways to work with an individual who is deaf, uses a wheelchair, or has a visual impairment or speech difficulty.

Family Happenings

Location and Environment

Jean Jesse

District 3

Mary Beth Banta



Michelle Fields, executive officer 2, and her husband, Pat, became first-time parents May 2. Kaitlin Louise weighed 7 lbs. 4 ozs. and was 20 inches long. Mommy and baby are doing great and looking forward to their summer helping daddy on the farm.



Sioux City Construction technician senior, **Dwight Jenkins**, and his wife, Helen, are the proud grandparents of Caleb Christopher. The Jenkins' daughter Jen and her husband, Scott Cooper, of Olathe, Kan. welcomed Caleb March 11. He weighed 7 lbs. 3 ozs. Congratulations to the Jenkins and Coopers!



Scott Marler, environmental specialist senior, and his wife, Alycia, welcomed their baby girl, Alexis Kay, May 4. Baby Alexis weighed 6 lbs. 14 ozs. and was 19 inches long. She joins big brothers Reed, 5, and Sam, 2 1/2, at home. Congratulations to the Marlers!



Jeff and Dena Marienau are the proud parents of a son. Trent Allen was born April 11 weighing 7 lbs. 2 ozs. Baby Trent has his work cut out for him at home with three big sisters, Kelsey, 7, Morgan, 2, and Payton, 2. Daddy Jeff is a construction technician in Sioux City construction.

Planning and Programming

Mary Kay Reimers

Amanda Martin, transportation planner 1 in Systems Planning, and her husband, Jarrod, are first time parents! Kaiden Ames Martin was born May 11 weighing 8 lbs. 10 ozs. and was almost 21 inches long. All three Martins are doing well, but a little tired!

In Memory



Terry Love, construction technician supervisor in Jefferson construction, died April 30. Love, 57, was a 35-year veteran of the DOT, a

33-year member of the Panorama Fire Department and was on the Panorama Ambulance Squad. His memberships included the Panorama American Legion and Veterans Board. Love is survived by his wife, Mari, sons Chris and Brandon, and many other family members.

Carl Hestbech, 74, of Sioux City, died Thursday, April 15, at his winter residence in Winter Haven, Fla. Hestbech worked as a materials inspector for the DOT for 33 years, retiring in 1991. Hestbech is survived by his wife, Anne, three daughters, two sons-in-law, a son and daughter-in-law, six grandchildren and many other relatives.

Dallas Ihnken, former equipment operator senior in the Atlantic garage, passed away March 9. Funeral services were held March 15 at the First Methodist Church in Atlantic. Ihnken began his career with the department in November 1969 as a highway maintenance man 1. He retired in September 1996 after almost 27 years of service. He is survived by his wife, Marilyn, and daughter, Leann (Ihnken) Jacobsen, of Atlantic.

Willard Irvin Main, 68, a retired mechanic in the Greenfield shop died April 27. Main is survived by three brothers, one sister, many nieces and nephews, other relatives and friends.



Hats Off

These are letters that have been submitted to the editor. They may have been edited for length and continuity.

To: Marilyn Clem, Office of Design
From: Kris Reed

A huge thank you to you and all the group who helped change my tire. I do appreciate your kindness.

*(Editor's note: A group of DOT employees were on a field trip when they spotted a motorist in need on Iowa 141 north of Grimes. **Shawn Goetz** and **Steve Klunder** from Design and **Scott Marler** from Location and Environment changed Kris' tire.)*

To: Mark Wandro
From Norma Bailey, Primghar, Iowa

On Wednesday, Feb. 11, I was involved in an accident on Iowa 3, nine miles west of Pocahontas. I was in the process of passing a DOT truck with a blade when I hit a patch of ice and lost control. I slid into the path of a truck and hit the corner of my car with the blade and sent both vehicles off the road into the snow. Thankfully no one was hurt. I want you to know your employee, **Josh Hamilton**, was very helpful and checked right away to see if I was okay and called for help. He was able to get his truck back on the road and stayed there with me until help arrived. I just wanted you to know you have a responsible person in Josh, and thank all of you for the work you do.

*(Editor's note: **Josh Hamilton** is an equipment operator in the Pocahontas shop.)*

To: Roxanne Seward
From: Virginia Poulsen

Thank you again for helping change the tire. This isn't much, but I appreciate your help more than you know.

*(Editor's note: **Roxanne Seward**, District 3's traffic technician was on I-29 working on signing issues when she came upon a motorist with a flat tire. She stopped to see if the motorist needed assistance and ended up changing the tire.)*

To: Linda Wright, Office of Driver Services
From: Joe and Melissa Lake

Thank you so much for your understanding and helping us with our situation. You saved us a lot of headache. You have no idea how much of an impact your helpfulness has on us. We thank you from the bottom of our hearts.

*(Editor's note: **Linda Wright** helped this couple deal with a complicated insurance filing issue related to SR-22.)*

To: Kevin Mahoney, Highway Division Director
From: John Van Nostrand, Creston News Advertiser

My name is John Van Nostrand and I am the managing editor of the Creston News Advertiser in Creston. Although I work in Creston, I live in Greenfield and commute daily on Iowa 25. It's a 42-mile roundtrip.

I thank you and all who are responsible for clearing snow from Iowa 25. During the past winter I had no problems going to and from work, during or after snowstorms. You and your employees do wonderful work.

*(Editor's note: The shop charged with clearing this stretch of road is **Greenfield**. Congratulations to **Gene Purdy** and his shop.)*

To: Iowa Department of Transportation
From: Calla L. Poldberg, RN, BSN,
Shelby County Public Health Nursing Agency

Thank you for your participation in the 2004 Community Kids Festival. We appreciate your support of the kids in the Harlan and greater Shelby County area. Thanks for all your time and effort, the use of the truck, cones and everything else for the kids' test.

*(Editor's note: Avoca Highway Maintenance Supervisor **Hershel Wilbur** and equipment operators **Shawn Havick**, **Wayne Allen**, **Todd Blum**, **Lorrell Borkowski**, **Randy Lund**, and **Larry Thompson** participated in this event April 3. They displayed a DOT vehicle, handed out coloring books and Iowa Transportation maps, set up cones for a mock traffic situation, and assisted in vehicle seatbelt checks.)*

From my view continued from page 3

The overall goal of these committees is to investigate new technologies, equipment and methods in winter maintenance that can help the department provide efficient and effective snow removal service now and in the future, while remaining good stewards of the environment.

The winter steering committee is a group that provides overall direction for winter operations and works on items such as winter service levels, instructional memorandums, standards, training, snow fences and many other areas.

The winter deicing committee is responsible to research and evaluate new deicing materials and develop a new materials management plan for winter operations.

The winter equipment committee was formed to research and evaluate new and existing winter maintenance equipment with a focus on finding winter snow removal equipment that will meet departmental needs now and in the future. This group is investigating alternative plow designs, blades, zero-velocity spreaders and other snow removal equipment.

Issues relating to Homeland Security have become an increased area of emphasis for the department's emergency operations coordinator, as well as other maintenance staff. During the last year, staff provided "train-the-trainer" sessions relating to incident command and terrorism awareness. In turn, these trainers will train all applicable field staff in the Highway Division. Additionally, Maintenance staff helped plan and carry out the first ever multi-state transportation security workshop for eight surrounding states along with several AASHTO representatives.

Office of Materials

Preparations for the new American Association of State Highway and Transportation Officials' pavement design guide has been a focus for the Office of Materials. New equipment has been purchased and updated test procedures have been implemented and are now being run through their paces to assure our compliance when use of the new design guide begins later this year. In all, the lab performed 28,000 tests on all DOT-inspected materials in 2003, including the use of a lightweight profiler that allows for much greater efficiency and production in the evaluation of newly constructed roads.

The soil and aggregate section has upgraded and enhanced the database and test report system for soils

by using Visual Basic 2. The instrumentation and cement and concrete sections have successfully used the newly purchased Daytronic System A10 for measurement of elastic modulus, Poisson's ratio and thermal coefficient of concrete. These variables are very important for the new AASHTO pavement design guide.

Quality testing has also been a focus for the asphalt team. A new tool in the mix design software package assists the mix designer with assessing the quality of the design. The tool statistically compares the results of the mix design against a five-year database to identify potential problems with the mix design before materials are approved for production and paving.

As part of the quality assurance upgrades, the SHADES computer program (used by the asphalt contractors for developing mix designs for hot mix asphalt) underwent a major revision and rewrite. The office has received many compliments from the users on this new software.

Concrete specifications have changed significantly with ternary mix designs. The increased use of fly ash should save a significant amount of money, increase durability and reduce permeability, which will also reduce salt susceptibility of our concrete pavements. These designs also use graded aggregates for improved placement characteristics and increased durability. The Office of Materials has developed an aggregate mix design spreadsheet to determine the optimum aggregate gradation.

The concrete staff is also involved with research and development of new technologies, such as high performance concrete (HPC) and self-consolidating concrete (SCC). HPC, currently being used in all new bridges on I-235, is characterized by higher strengths and reduced permeability, resulting in increased longevity.

SCC is highly flowable, yet cohesive enough to prevent segregation. SCC is often used in detailed architectural elements or in elements with high reinforcing steel content.

From my view continued on page 11

SERVICE AWARDS

Information supplied by the Office of Employee Services for June 2004.

40 Years

David Ellis, District 5 Office; **Donald Miller**, Systems Planning; **John Smith**, Contracts; **Douglas Stoffer**, Latimer garage.

35 Years

Jerry Giebelstein, Procurement and Distribution; **Dennis Lohrer**, Cedar Rapids materials; **Delores Merrifield**, Motor Vehicle Division.

30 Years

Randy Bentzinger, Donnellson garage; **Kenneth Bierman**, Muscatine garage; **Steven Doepcke**, Elkader garage; **Douglas Johnston**, Right-of-Way; **Michael Kinyon**, District 1 field staff; **Belinda Merritt**, Right-of-Way; **Richard Mescher**, Motor Vehicle Enforcement; **Gary Meyer**, Grundy Center garage; **Patrick Page**, Materials; **Russell Sinram**, Location and Environment; **John Whited**, Research and Technology Bureau.

25 Years

R.C. Adams, Bridges and Structures; **Tim Joe Bertrand**, Sioux City-Leeds garage; **Laura Brown**, Right-of-Way; **Thomas Jacobson**, Construction; **Robert Kinnick**, Jefferson garage; **Judith Krough**, Information Technology Division; **Mark Masteller**, Design; **Philip Meyer**, Storm Lake garage; **Kelly Morris**, Carlisle garage; **Craig O'Riley**, Systems Planning; **Roxanne Oerman**, Davenport interstate garage.

20 Years

Michael Athey, Motor Vehicle Enforcement; **Kirk Bailey**, Motor Vehicle Enforcement; **Arlis Bartley**, Jefferson construction; **Victoria Dumdei**, District 2 Office; **Jerry Hinders**, Marshalltown construction; **Monte Hough**, Neola garage; **John House**, DeWitt garage; **Tony Lazarowicz**, District 3 Office; **David Little**, District 2 Office; **Gary Mehmen**, Osage garage; **Richard Millard**, Mason City materials; **Robert Mingus**, District 1 Office; **Terry Morse**, Design; **Martin Sankey**, District 1 Office.

15 Years

Anthony Batcheller, Motor Vehicle Enforcement; **Darwin Bishop**, Sioux City construction; **Suzet Cain**, Contracts; **Beverly Dakovich**, Driver Services; **Len Hill**, Contracts; **Janet Lawrence**, Motor Vehicle Enforcement; **Mark Negrete**, Des Moines-north garage; **Kevin Patel**, Design; **Janet Wasteny**, District 4 Office; **Nancy Woody**, Newton interstate garage.

10 Years

John Clute, Bridges and Structures; **Eric Diedrich**, Design; **Robin Halpin**, Cedar Rapids DL station; **Brandie McCuen**, Des Moines DL station; **Thomas McDermott**, Motor Vehicle Enforcement; **Andrew Short**, Transportation Data.

5 Years

Mary Bahr, Davenport DL station; **Michelle Beaver**, Cedar Rapids DL station; **William Behrendt**, Design; **Michael Bennett**, Design; **Anthony Blint**, Mount Pleasant construction; **Tracey Bramble**, Media and Marketing Services; **Kevin Cary**, Sioux City construction; **Jason Choate**, Design; **Barbara Coon**, Maintenance; **Richard Denner**, New Hampton garage; **Dennis Dobson**, Right-of-Way; **Dennis Drabek**, Garner garage; **Kurt Estrem**, Design; **Brad Garside**, Adair garage; **Jamie Giannetto**, Marshalltown construction; **Annette Henning**, Maintenance; **Doug Hirsch**, Dubuque garage; **Jennifer Hoskins**, Design; **Darla James**, Design; **Jamie Kilker**, Davenport DL station; **Brandon Kimble**, Design; **Teresa Laughridge**, Cedar Rapids DL station; **Edward Launderville**, Denison garage; **Ron McDaniel**, Traffic and Safety; **Troy Moraine**, Council Bluffs construction; **Harold Parke**, Mount Pleasant construction; **Krista Rostad**, District 2 Office; **Marcus Ryan**, Information Technology Division; **Carey Seuntjens**, Denison garage; **Norman Shepard**, Creston construction; **Nate Westphal**, Cherokee construction; **Keith Weiland**, Traffic and Safety; **Layton Zbornik**, District 2 Office; **John Zimmer**, Bridges and Structures.

PERSONNEL UPDATES

Information supplied by the Office of Employee Services for March 26 to May 6, 2004.

New Hires

None

Promotions

William Bartelson, driver license supervisor, Des Moines DL station; **David Claeys**, equipment operator senior, Williamsburg garage; **Glynda Wooten**, driver license supervisor 1, Cedar Rapids DL station.

Transfers

Douglas Andrews, equipment operator senior, Williams garage.

Retirements

Douglas Gragert, power plant engineer 3, Facilities Support; **James Scott**, equipment operator senior, Ames maintenance.

35 YEARS

Iowa Department of Transportation



Dennis Lohrer
Cedar Rapids materials



Jerry Giebelstein
Procurement and Distribution

From my view continued from page 9

Specifications section

Since it was initially developed in 2000, the Electronic Reference Library (ERL) has continued to evolve. The ERL is the only product of its kind in the country containing a comprehensive list of hyperlinked documents for construction industry and contracting agency personnel to use in the construction of highway and bridge projects.

Last year the transition for maintenance of the ERL to move from Iowa State University to the DOT was completed. Specifications staff continues to refine the ERL by adding functionality and content with new editions produced each April and October.

Specification staff has been working the past year on developing the strategy, format and style of the new Standard Specification Book to be issued in 2008. The new manual will be rewritten to be easier to understand and follow, using fewer words and less formal sentence structures. This follows a trend of the other federal and state highway agencies in modernizing specification-writing techniques.

INSIDE

INSIDE is developed to help keep all Iowa DOT employees informed about critical issues affecting them, recognize DOT employees for their excellent service, and share interesting aspects in the lives of our co-workers. For more information, contact Tracey Bramble, Office of Media and Marketing Services, 515-239-1314 or e-mail tracey.bramble@dot.state.ia.us.

Mark F. Wandro, Iowa DOT Director

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On the cover: Rail shipping in Iowa

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Materials	Dawne Berner , Ames	515-239-1919
Modal	Mary Kay Reimers , Ames	515-239-1661
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Motor Carrier Services	Diann McMillen , Des Moines	515-237-3250
Motor Vehicle Enforcement	Val Hunter , Des Moines	515-237-3218
Operations and Finance Division	Janet Kout-Samson , Ames	515-239-1340
Research and Technology Bureau	Phyllis Geer , Ames	515-239-1646
Right-of-Way	Linda Kriegel , Ames	515-239-1135
Traffic and Safety	Linda McBride , Ames	515-239-1557
Vehicle Services	Thelma Huffman , Des Moines	515-237-3182

Feeding those in need in central Iowa

Food Drive 2004 was a huge success. The Ames complex events, held April 5-9 this year, brought in cash contributions totaling \$10,855, that's \$835 for each of the 13 central Iowa food pantries. This is in addition to the three boxes of donated food items that were delivered to each site at the end of the campaign.

The following is a recap of the events and money raised from central complex sales of:

candy bars	\$496.95
punch cards	\$147.00
cinnamon/pecan rolls	\$146.50
books	\$850.05
DoBiz cookies	\$370.85
ice cream	\$116.00
DOTNET auction	\$5,067.00
cash donations	\$3,660.65

Although the drive raised the equivalent of 21,710 pounds of food, efforts fell short of this year's 26,500 pound goal. To get total pounds, each dollar is equal to two pounds, so \$10,855 converts to 21,710 pounds. Add to this the 1,192 pounds of food items donated statewide, and the total received this year is 22,902 pounds. Food item donations received in each district office were delivered directly to food banks in its local area. Thank you to all employees for the generous support of this worthy cause.

Central complex food drive committee members included co-chairs Miriam Long and Maggie Suckow and the event chairs Kathy LaRue, Ed Engle, Maggie Suckow, Rhonda Meeker, Michelle Fields, Vicki Stamper, Judy Whitney, and Cathy Mather. Michelle Fields also did a great job getting the auction information up on DOTNET. Thanks also go to the many helpers at each event.

**From: Larry Clatt, Sr.
Colo Community Food Pantry**

Thank you! Your donation means a lot. With this money we can buy the food we need to help those less fortunate.

**From: Joyce O'Tool and staff
RRACAP, Inc., Boone County Food Pantry**

Your thoughtfulness is appreciated. Thank you very much.

From: The Ogden Food Pantry

Thank you for the food items and the check for \$835. Our food pantry has experienced increased usage over the past year and your generous gifts are greatly appreciated. Thank you for your support.

**From: Gilbert H. Petersen
Nevada Community Cupboard**

Thank you for your recent contribution to the Nevada Community Cupboard. Your cash donation of \$835 will be used to purchase food and your food donations have been distributed to our patrons in eastern Story County. Our April grocery distribution to families totaled 128 sacks of groceries. We appreciate your yearly support of our food pantry.

(From left) Division Directors Steve Gast and Neil Volmer have a good time as DOT Director Mark Wandro serves ice cream to Paul Varnum. Kathy LaRue oversees the project.

