

IOWA

TRANSPORTATION COMMISSION



A GUIDE TO YOUR ROLE AS AN IOWA TRANSPORTATION COMMISSIONER



800 LINCOLN WAY
AMES, IA 50010

COMMISSION APPROVED – AUGUST 12, 2025

WELCOME

FROM THE IOWA DOT DIRECTOR

SCOTT MARLER

Dear Commissioners,

Thank you for your service to the State of Iowa as member of the Iowa Transportation Commission, and if you are a new Commission member, welcome! As a member of the Iowa Transportation Commission, you have the opportunity to make a significant, positive impact on the personal and economic vitality of the citizens and businesses of our state, by leading and guiding investments in our highway infrastructure and all modes of transportation, including air, rail, and transit. At the Iowa DOT we have a mission of mobility – a mission of getting you there safely, efficiently, and conveniently – and you are an important partner in our statewide mission.

The information that follows is intended to be a resource to you as you perform your work as a member of the Iowa Transportation Commission, and in that sense I hope you will see it as the beginning of a conversation and not the end. Our work together will require many conversations and much information, and we strive to make the relationship open, honest, and productive. Please always share your questions and let us know what you need and what's working and not working for you. Your engagement and ability to be effective in your work is important to us and important to the citizens of Iowa.

Thank you again for your commitment and service!

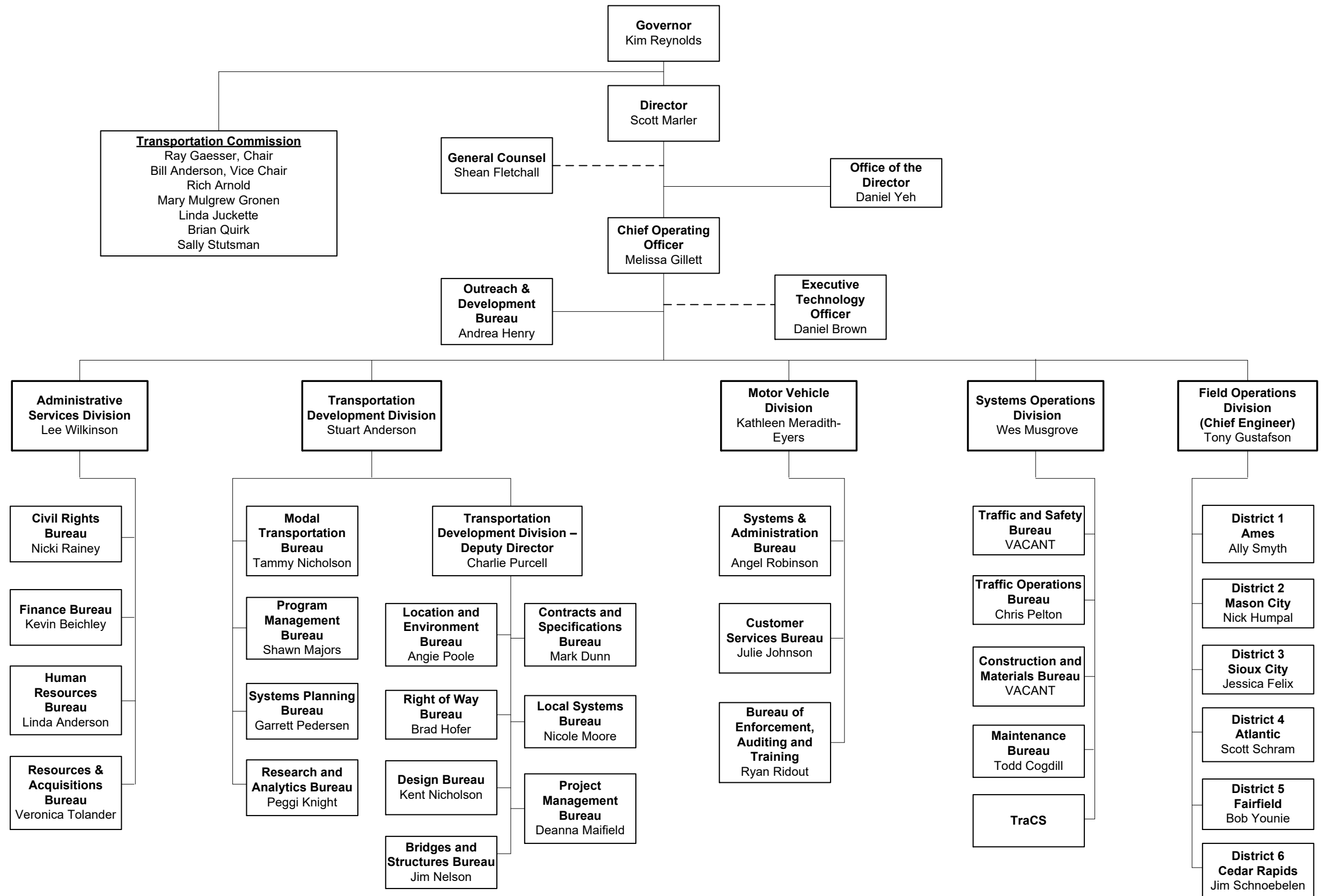
Best regards,



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IOWA DOT ORGANIZATION CHART



COMMISSIONER

BIOGRAPHIES



Ray Gaesser, chair

Email: DOT.Commissioners@iowadot.us

Term: July 1, 2022, to June 30, 2026

Ray, a Republican, has been a farmer for over 51 years, his family owns and operates Gaesser farms in Corning, a 5400 acre operation made up of soybean and corn rotation.

He is a conservationist and believes that caring for the land is a priority. Gaesser farms has been 100% no-till since 1992 and most of the land is fertilized with manure from neighboring livestock and poultry farms. His family's operation continues to test and implement the latest technology, innovations, and practices in equipment and seeds to grow more while preserving and enhancing our resources.

Ray has advocated locally, nationally and globally for Iowa and US Agriculture as president and leader of the Iowa Soybean Association, American Soybean Association, North American Climate Smart Agriculture Alliance, Solutions from the Land, and many other boards and organizations.

He currently serves as Co-chair of the Iowa Conservation Infrastructure Initiative advancing environmental practices toward meeting the Iowa Nutrient Reduction Strategy. Ray's awards include: Iowa Master Farmer 2012, Adams County and Iowa Conservation Awards, Lenox Iowa Good Citizen Award, and American Soybean Distinguished Leader 2018.



Bill Anderson, vice chair

Email: DOT.Commissioners@iowadot.us

Term: July 1, 2024 to June 30, 2028

Bill, a Republican, serves as the Executive Director of Cherokee Area Economic Development Corporation.

Bill and his wife, Angie, were married in 2007 and have a son and two daughters. They own and operate Anderson Professional Services, an accounting business with locations in Cherokee and Sioux City.

Bill was born and raised in Sioux City. He is a graduate of Sioux City Public Schools and received an associate's degree from Northeast Community College. He enlisted in the Iowa Army National Guard in 1994 and was Honorably Discharged in 2002. He served as a congressional aide in Iowa for 18 years. Bill was elected to the Iowa Senate in 2010 representing District 27 (Cherokee, Plymouth and Woodbury), and following reapportionment, District 3 (Plymouth and Woodbury). During his time in the legislature, he served on the Transportation, Commerce, Ways and Means committees and the Transportation, Infrastructure and Capitals appropriations subcommittee.

The Anderson's are active members of Immaculate Conception Catholic Church in Cherokee. Bill is a member of the Knights of Columbus, Rotary, Kiwanis and American Legion. He serves on the board of directors of Mid-Sioux Opportunity. He previously served on the Judicial Nominating Commission and Plains Area Mental Health board.



Richard Arnold

Email: DOT.Commissioners@iowadot.us

Term: July 1, 2023 to June 30, 2027

Richard Arnold, a Republican, served eighteen years in the Iowa legislature retiring in 2012. He was assigned to both the transportation and natural resource committees for 18 years and chaired both committees for a number of years.

Richard grew up on a farm near Russell, Iowa, graduating from Russell High School and Iowa State University with a degree in animal science. Richard served six years, two of those years as chair on the Iowa Racing and Gaming Commission. He has also been active in local government as well as state government. He served on the Russell City Council and also two terms on the Lucas County Board of Supervisors.

Today Richard continues to farm the family farm, and also drives part-time for Hy-Vee Inc. He has traveled to nearly all the Hy-Vee stores in Iowa, by way of both interstate 80 and 35 and most of our state highways.

Richard is married to Cheryl, a retired Hy-Vee distribution manager. They have been blessed with five children and 11 grandchildren.



Linda Juckette

Email: DOT.Commissioners@iowadot.us

Term: July 1, 2022 to June 30, 2026

Linda, a Republican, is currently President & CEO of Capstone Management. She is also President & owner of Prairie Valley Farms, a successful thoroughbred breeding and racing operation found in Cumming, Iowa. Raised in Waukee, Linda graduated from Waukee High School.

In 1983 she married her husband, Tom Juckette. She then began working on the family farms in Polk and Madison Counties. Linda has also raised Dutch sport horses, competing at the highest levels and traveling to the Netherlands to purchase her horses for competition here in the US. At this time, she also raised organic tofu soybeans, commonly called clear hilums. These were sold to the Japanese market for many years.

Her husband Tom, part owner of Juckette Management Services and Witt & Juckette Construction Company, was building and managing long-term care facilities throughout Iowa, Nebraska, Missouri, and Florida. Linda's passion for the elderly led her to open Capstone Management to continue to manage the homes in Iowa after Tom's passing.

Linda has been active in the Iowa Healthcare Association serving on the legislative committee advocating for senior care in Iowa and Washington, D.C. She has also been active in the Des Moines Community Playhouse and a past worship leader at Lutheran Church of Hope in West Des Moines for over 20 years. Linda and her late husband Tom have one son together. Cole and his wife Nikki live in Scotland. After Cole received his Master's degree from the University of Nebraska in Anthropology, he continued his studies working as an Archeologist with the University of Glasgow. He is finishing his PhD there specializing in Digital Mapping and Topography.



Mary Mulgrew Gronen

Email: DOT.Commissioners@iowadot.us

Term: July 1, 2024 to June 30, 2028

Mary, a Democrat, is Vice President of Gronen, a Dubuque real estate development company (1999 – present), which also includes both construction management and property management divisions.

Mary co-founded and co-owned Travel Headquarters of Dubuque in 1984, a full-service travel agency. During this time, Mary served a six year term as a member of the Dubuque Airport Commission.

She has served on the Four Mounds Foundation Board of Directors since 1995. Four Mounds is a non-profit organization whose mission is to preserve the natural, architectural and historical resources of the Four Mounds estate, educate with hands-on opportunities for youth and community, and serve through leadership, stewardship, and innovative partnerships.

Mary is a founding member of Smart Growth Development created in 2009. Smart Growth is an Iowa bi-partisan non-profit coalition which has advocated for the continuation, growth, and accessibility of financing programs that make historic rehabilitation projects possible. The diverse membership includes developers, municipalities, Main Street programs, Chambers of Commerce, architects, contractors, accountants, attorneys, preservation organizations, and economic development groups.

She is also a founding member of Heritage Works Dubuque (2015) and continues to serve on its Board of Directors. Heritage Works is a non-profit organization whose vision is to develop an authentic, vibrant, and culturally rich community through Education & Advocacy, Historic Tax Credit Partnerships, and Consulting Services.

Mary is a founding member of Mississippi Driftless Regional Alliance and Dubuque Forward (2021) and serves as an Officer on the Board of Directors. This group of private-sector and non-profit leaders serve as catalysts to move projects forward, and whose mission it is to make Dubuque a community of choice where all people can thrive.

She and her husband, John, have been married since 1991, and have worked side by side as partners in Gronen since 1999. They have two sons and two grandchildren.



Brian Quirk

Email: DOT.Commissioners@iowadot.us

Term: July 1, 2025 to June 30, 2029

Brian, a Democrat, is currently General Manager of New Hampton Municipal Utilities providing power distribution, power generation, and fiber ISP service to the citizens of New Hampton. Brian also served in the Iowa Legislature from 2000 – 2012 serving on commerce (chair 2010 – 2012), ways and means, transportation (chair 2008 -2010), transportation Infrastructure, and state government.

Brian grew up in his family's electrical contracting business, New Hampton Electric, and graduated from New Hampton High School in 1986. After high school, Brian enlisted in the United States Army and served for 5 years (1986 – 1991) doing tours of duty: Operation Reforger, (Holland and Germany), Operation Just Cause (Panama) with the 1st Cavalry, DMZ (South Korea) with 8th Army, Operation Desert Shield/Storm (Iraq) with the 101st Airborne.

Upon Honorable discharge from service, Brian earned his AA and AS from North Iowa Area Community College and studied Electrical Engineering at Mankato State. He then met his wife, Anita, and married in 1994. Brian worked at his family's electrical contracting business as a master electrician and project estimator. Anita began her career as an educator with the New Hampton Community School district. Brian and Anita are blessed with two daughters and one granddaughter. Celena, Biology major from University of Northern Iowa and 1st Lieutenant with the National Guard. Claire, United States Airforce Cadet at Iowa State, majoring in Aerospace Engineering.

Brian is involved with several community organizations as board member of Joint Action Agency, North Iowa Municipal Electric Cooperative Agency, Commander of local American Legion Post, past president of local Rotary chapter, Lion's club, New Hampton Chamber of Commerce, New Hampton Industrial Development Board, Chickasaw boosters, Knights of Columbus, and Lector at Holy Family Church.



Sally Stutsman

Email: DOT.Commissioners@iowadot.us

Term: July 1, 2025 to June 30, 2029

Sally, a Democrat, was born and raised in Fort Dodge, Iowa where she graduated from Fort Dodge High School and Iowa Central Community College. She transferred to Iowa State University where she earned a BS degree in Sociology. While at Iowa State she met her husband, Roger, who also graduated from Iowa State with a degree in Farm Operations. After they were married, they moved to a farm in southern Johnson County, west of Hills, Iowa where they still live and farm. Sally and her husband are currently retired.

Sally worked as a social worker for the Iowa Department of Human Service as an adoption investigator. After leaving the Department she became Executive Director of Johnson County Community Coordinated Child Care and later became Coordinator of the Volunteer Action Center of Johnson County. In 1994 Stutsman successfully ran for the Johnson County Board of Supervisors. She served on the Board of Supervisors for five terms until being elected to the Iowa House of Representatives in November of 2014. She served two terms in the Iowa Legislature, retiring at the end of her second term in December of 2018. While in the Iowa House Sally served on the transportation, agriculture, appropriations, state government and health and human services committees. She was a founding member of the House Democratic Rural Caucus. Sally served on the Air Service Retention and Expansion Committee as one of the legislative representatives. Sally was a governor appointee to the Council of Human Services

Sally has been involved in a number of community organizations including Johnson County Decategorization Project, Johnson County Community Foundation, Housing Trust Fund of Johnson County, Board member and chair of the Oaknoll Retirement Center, Iowa City Area Chamber Community Leadership Program where she served as Chair of the Ag Session, CARET (Council for Agricultural Research, Extension and Teaching) representative for Iowa State University, member of Sharon Center United Methodist Church, Old Capitol Kiwanis, Chapter E-P.E.O. where she served as president, treasurer of Friends of Johnson County Conservation, treasurer of Octagon Barn Questers and Board member of the Johnson County League of Women Voters.

Sally and her family were named as Iowa City Area Chamber of Commerce Farm Family of the Year. She was named Johnson County Child Advocate of the Year, Corridor Business Journal Women of Influence, and Ovation honoree of the Iowa Women's Foundation.

The Stutsman's have one son, Michael, who is deceased and a daughter-in-law and granddaughter who live next door on the family farm.

OVERVIEW

OF THE IOWA DOT



CONTACTS AND ORGANIZATION

DIRECTOR

Scott Marler, 515-239-1111
Fax: 515-239-1120
800 Lincoln Way, Ames, IA 50010

Office of the Director
Daniel Yeh 515-237-3325

EXECUTIVE OFFICER TO THE DIRECTOR

Jill Struve, 515-239-1111
800 Lincoln Way, Ames, IA 50010

CHIEF OPERATING OFFICER

Melissa Gillett, 515-239-1601
800 Lincoln Way, Ames, IA 50010

Jill Smith, 515-239-1067

800 Lincoln Way, Ames, IA 50010

Shean Fletchall, 515-239-1509

800 Lincoln Way, Ames, IA 50010

IOWA TRANSPORTATION COMMISSIONERS

Ray Gaesser, chair
DOT.Commissioners@iowadot.us

Bill Anderson, vice chair
DOT.Commissioners@iowadot.us

Richard Arnold
DOT.Commissioners@iowadot.us

Linda Juckette
DOT.Commissioners@iowadot.us

Mary Mulgrew Gronen
DOT.Commissioners@iowadot.us

Brian Quirk
DOT.Commissioners@iowadot.us

Sally Stutsman
DOT.Commissioners@iowadot.us

CONTACTS AND ORGANIZATION

IOWA DOT DIVISIONS

ADMINISTRATIVE SERVICES DIVISION

Lee A. Wilkinson, Division Director, 515-239-1340
 Fax: 515-239-1120
 800 Lincoln Way, Ames, IA 50010

Civil Rights..... *Nikita (Nicki) Rainey* 515-233-7970
Employee Development *Andrea Henry* 515-239-1730
Finance *Kevin Beichley* 515-239-1474
Human Resources *Linda Anderson* 515-239-1399
Resources & Acquisitions..... *Veronica Tolander* 515-239-1578

SYSTEMS OPERATIONS DIVISION

Wes Musgrove, P.E., Division Director, 515-239-1843
 800 Lincoln Way, Ames, IA 50010

Construction & Materials *Scott Nixon, P.E.* 515-239-1352
Maintenance *Todd Cogdill*..... 515-239-1628
TraCS *Josh Halterman*..... 515-237-3042
Traffic Operations & Safety *Chris Pelton* 515-239-1385

Kathleen Meradith-Eyers, Director 515-231-1230

Mailing address: P.O. Box 9204, Des Moines, IA 50306-9204
 Physical address: 6310 SE Convenience Blvd., Ankeny, IA 50021

Vacant, Deputy Director 515-231-1230

Central Programs *Vacant* 515-237-3325
Customer Services *Julie Johnson*..... 515-357-7900
Training, Auditing, & Enforcement Bureau..... *Ryan Ridout*..... 515-237-3260
Systems & Administration .. *Angel Robinson*..... 515-237-3040

Motor Vehicle Information Center (Driver's License Information)

515-244-8725 or 515-244-9124
 TDD number: 515-237-3192
 Mon-Fri, 8 a.m. - 4:30 p.m.
 Email: Driver.Services@iowadot.us

Training, Auditing, & Enforcement Bureau

Mon-Fri, 8 a.m. - 3:30 p.m.
 Email: Invbureau@iowadot.us

Vehicle Services (Titling, Plates, Registration)

PO Box 9278, Des Moines, IA 50306-9278
 515-237-3110; Fax: 515-237-3056
 Email: vscusto@iowadot.us

Motor Carrier Services (Oversize/Overweight, Permits, IRP, IFTA, Travel Authority, Prorate Titles)

PO Box 10382, Des Moines IA 50306-0382
 515-237-3268, Fax 515-237-3225, Email: omcs@iowadot.us
 Permits: 515-237-3264, Fax: 515-237-3257
 Permits email: oversizepermits@iowadot.us

TRANSPORTATION DEVELOPMENT DIVISION

Stuart Anderson, P.E., Division Director, 515-239-1661
 800 Lincoln Way, Ames, IA 50010

Modal Transportation *Tamara Nicholson, P.E.*..... 515-239-1052
Program Management *Shawn Majors*..... 515-239-1288
Systems Planning..... *Garrett Pedersen*..... 515-239-1027
Research and Analytics ... *Peggi Knight, P.E.* 515-239-1530

Charlie Purcell, P.E. (Project Development)
Deputy Division Director,

515-239-1661, 800 Lincoln Way, Ames, IA 50010

Bridges & Structures *Jim Nelson, P.E.* 515-239-1206
Contracts & Specifications.. *Mark Dunn, P.E.* 515-239-1414
Design *Kent Nicholson, P.E.*..... 515-239-1783
Local Systems *Nicole Moore, P.E.*..... 515-239-1528
Location & Environment..... *Angela Poole* 515-239-1642
Project Management *Deanna Maifield, P.E.* . 515-239-1817
Right of Way *Brad Hofer*..... 515-239-1216

STATE OF IOWA

IOWA DEPARTMENT OF MANAGEMENT Division of Information Technology

Daniel Brown, Executive Technology Officer dedicated to the Iowa DOT, 515-239-1366

CONTACTS AND ORGANIZATION

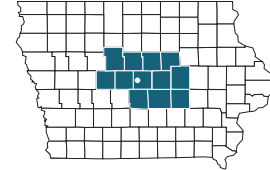
FIELD OPERATIONS DIVISION

Tony Gustafson, P.E. (Chief Engineer), 515-239-1430 800 Lincoln Way, Ames, IA 50010

DISTRICT 1

1020 S. Fourth St., Ames 50010
515-239-1635 800-899-0623 Fax: 515-239-1472

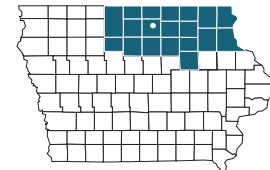
District 1 Engineer Allison Smyth, P.E 515-239-1039
Assistant District Engineer Jeremy Vortherms P.E. 515-233-7851
Construction Engineer Vacant 515-239-1542
Field Services Coordinator Shelby Ebel 515-239-1996
Maintenance Manager Bob Ellis 515-239-1634
Materials Engineer Mike Lauritsen, P.E 515-357-4350
Traffic Operations Engineer Andy Swisher 515-239-1926



DISTRICT 2

428 43rd St. SW, Mason City 50401
641-423-7584 800-477-4368 Fax: 641-422-9453

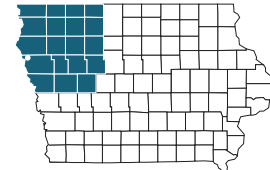
District 2 Engineer Nick Humpal, P.E. 641-422-9446
Assistant District Engineer Mary Kelly, P.E. 641-422-9442
Construction Engineer Roy Gelhaus, P.E. 641-422-9448
Field Services Coordinator Pete Hjelmstad 641-422-9459
Maintenance Manager Barry Thede 641-422-9475
Materials Engineer Vacant 641-422-9421



DISTRICT 3

2800 Gordon Drive, P.O. Box 987, Sioux City 51102-0987
712-276-1451 800-284-4368 Fax: 712-276-2822

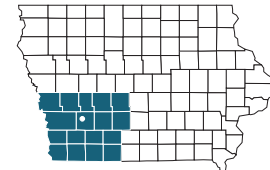
District 3 Engineer Jessica Felix, P.E. 712-276-1451
Assistant District Engineer Shane Tymkowicz, P.E. 712-274-5834
Construction Engineer Jason Klemme, P.E. 712-274-5826
Field Services Coordinator Sarah Tracy, P.E. 712-225-5786
Maintenance Manager Mark Sadler 712-251-0808
Transportation Engineer Associate Jakob Lang 515-567-0368



DISTRICT 4

2210 E. Seventh St., Atlantic 50022
712-323-6125 800-289-4368 Fax: 712-243-6788

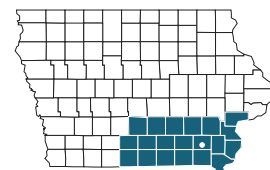
District 4 Engineer Scott Schram, P.E. 712-243-7626
Assistant District Engineer Wes Mayberry, P.E. 712-243-7622
Construction Engineer Daniel Redmond, P.E. 712-243-7628
Field Services Coordinator Scott Suhr 712-243-7627
Maintenance Manager Jason Sallach 712-388-6889
Materials Engineer Timothy Hensley, P.E. 712-243-7629
Traffic Operations Engineer Austin Yates, P.E. 712-388-6893



DISTRICT 5

205 E. 227th Street, Fairfield, IA 52556
641-472-4171 800-766-4368 Fax: 641-472-3622

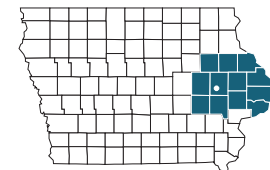
District 5 Engineer Bob Younie, P.E. 515-290-2869
Assistant District Engineer Steve McElmeel, P.E. 641-469-4003
Construction Engineer Darrick Bielser, P.E. 641-469-4045
Field Services Coordinator Chris Kukla 641-469-4007
Maintenance Manager Bob Porter 641-469-4008
Materials Engineer Allen Karimpour 641-469-4018
Traffic Technician Brad Lauderman 641-469-4011



DISTRICT 6

5455 Kirkwood Blvd. SW, Cedar Rapids 52404
319-364-0235 800-866-4368 Fax: 319-364-9614

District 6 Engineer Jim Schnoebelen, P.E. 319-364-0235
Assistant District Engineer Jesse Tibodeau, P.E. 319-364-0235
Construction Engineer Danielle Alvarez, P.E. 319-364-0235
Field Services Coordinator Catherine Cutler 319-364-0235
I-74 Project Manager Ahmad Abu Affeh, P.E. 319-563-5153
Maintenance Manager Mitch Wood 319-364-0235
Materials Engineer Shane Neuhaus, P.E. 319-366-0446
Traffic Operations Engineer Eryn Stone, P.E. 319-364-0235



CONTACTS AND ORGANIZATION

FIELD INFORMATION

ACCESS AND UTILITY PERMITS

District 1	Brian Whaley 57073 U.S. 30 E. Ames 50010 515-663-6363	Tanner Taylor 2300 SE 17 th St. Grimes 50111 515-986-5460 800-251-2702	Jeff Cunningham 2300 SE 17 th St. Grimes 50111 515-986-5461 800-251-2702	
District 2	Mark Nel 428 43rd St. SW Mason City 50401 641-422-9476 866-452-8502	Nicholas Sorenson 2224 225th St. New Hampton, IA 50659 641-394-3161 800-373-7343		
District 3	Michael Thayer 1303 W. Milwaukee Ave. Storm Lake 50588 712-732-4549 712-539-1268 (mobile)	Wayne Brensel 2435 Airport St. P.O. Box 70 Denison 51442 712-263-8488	Alex Wiertzema 1204 N. Second Ave. E. P.O. Box 430 Rock Rapids 51246 712-472-2315	Jared Raymer 6409 Gordon Dr. Sioux City 51106 712-274-5853 515-357-1796 (mobile)
District 4	Nick Mocha 300 W. Broadway, Ste 12 Council Bluffs 51503 712-388-6898 800-579-2718	Joe Cihacek 300 W. Broadway, Suite 12 Council Bluffs 51503 712-323-6125 800-579-2718		
District 5	Vacant 205 E. 227th St. Fairfield 52556 641-777-1758	Vacant 2930 N. Court St. Ottumwa 52501 641-683-3331 641-919-2238	Beau Burgher 21922 U.S. 34 Chariton 50049 641-344-0055	
District 6	Sheila Lee 8723 Northwest Blvd. Davenport 52809 563-391-4643 800-262-5143	Terry Kluesner 14117 Iowa 136 N. P.O. Box 325 Dyersville 52040 563-875-2375 800-262-5142	Michelle Andorf 5455 Kirkwood Blvd SW Cedar Rapids, IA 52404 319-364-0235 319-440-5524	

DISTRICT OPERATIONS MANAGERS

District 1	Eric Lack 2300 SE 17 th St. Grimes 50111 515-986-5459 800-251-2702
District 2	Joel Monroe 2224 225 th St. New Hampton 50659 641-394-5634 866-849-0327
District 3	Lance Schlumbohm 6409 Gordon Drive Sioux City 51106 712-202-0849 712-344-0058 (mobile)
District 4	Chris Haynes 3540 S. Expressway Council Bluffs 51501 712-366-4642 866-834-9673
District 5	Mark Claeys 205 E. 227th St. Fairfield 52556 563-260-1311
District 6	Dave Coon 5455 Kirkwood Blvd. SW Cedar Rapids 52404 319-364-0235 800-262-5144

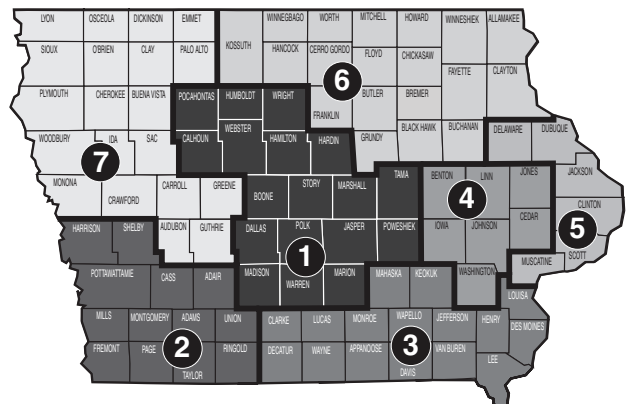
RESIDENT CONSTRUCTION ENGINEERS

District 1	Frank Leong 2300 Southeast 17 th St. Grimes 50111 515-986-2863 800-251-2707	Dustin Skogerboe, P.E. 1308 Iowa Ave. W. Marshalltown 50158 641-752-4657 800-251-2706	Jenny Hoskins, P.E. 512 W. Clark P.O. Box 150 Jefferson 50129 515-386-8166 800-251-2705
District 2	Andrew Olsen 428 43rd St. SW Mason City 50401 641-422-9487 800-373-7344	Ron Loecher, P.E. 2224 225 th St. New Hampton 50659 641-394-3161 800-373-7343	
District 3	Dennis Clark, P.E. 1833 Industrial Road N. Cherokee 51012-2235 712-225-5786	Andrew Theeler, P.E. 6409 Gordon Drive Sioux City 51106 712-274-5854 515-571-7073 (mobile)	
District 4	Dave Dorsett, P.E. 3538 S. Expressway Council Bluffs 51501 712-366-0568 800-579-2719	Jeff Huntsman, P.E. 701 E. Taylor Creston 50801 641-782-4518 877-226-8109	
District 5	Liz Finarty, P.E. 21922 U.S. 34 Chariton 50049 641-774-5056	Christy VanBuskirk, P.E. 205 E. 227th St. Fairfield 52556 641-469-4090	
District 6	Hugh Holak, P.E. 1009 W. Main P.O. Box 129 Manchester 52057 563-927-2397 800-262-5146	Adrian Simonson, P.E. 8721 Northwest Blvd. Davenport 52809 563-391-2750 800-262-5145	John Lamping, P.E. 5455 Kirkwood Blvd. SW Cedar Rapids, IA 52404 319-365-6986

DISTRICT TRANSPORTATION PLANNERS

- | | | |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 1. Shelby Ebel
1020 S. Fourth St.
Ames 50010
515-239-1996
Fax: 515-239-1472 | 4. Sam Shea
5455 Kirkwood Blvd. SW
Cedar Rapids 52404
319-286-4907
Fax: 319-364-9614 | 7. Sarah Tracy, P.E.
1833 Industrial Road N.
Cherokee 51012
712-225-5786
712-261-0068 (mobile) |
| 2. Scott Suhr
2210 E. Seventh St.
Atlantic 50022
712-243-7627
Fax: 712-243-6788 | 5. Hector Torres-Cacho
5455 Kirkwood Blvd. SW
Cedar Rapids 52404
319-364-0235
Fax: 319-364-9614 | |
| 3. Chris Kukla
205 E. 227th St
Fairfield, IA 52556
641-469-4007
Fax: 641-472-3622 | 6. Krista L. Billthorn
428 43rd St. SW
Mason City 50401
641-422-9447
Fax: 641-422-9457 | |

District Transportation Planners' Areas of Responsibility



IOWA DOT LEADERSHIP

Iowa DOT Director, Scott Marler



800 Lincoln Way | Ames, IA 50010
Office: 515-239-1111 | Email: scott.marler@iowadot.us

Scott Marler became the Iowa DOT Director in February of 2020. He has worked for the Iowa DOT for over 20 years, with experience in traffic operations, highway project development, regulatory compliance, and the natural environment. Marler has been active in leadership development and workforce planning and has also been instrumental in advancing geospatial technologies and systems throughout the Department.

Prior to serving as Director, Marler served as the Director of the Operations Division since December 2017. In his role, he was responsible for highway operations and traffic management on the state's 9,400 miles of highways and bridges, including the areas of construction and materials, maintenance, motor vehicle enforcement, traffic operations, and traffic and safety.

Marler is active on several national committees associated with the American Association of State Transportation Officials (AASHTO) and the Transportation Research Board (TRB). He has served on a national technical committee for the U.S. Army Corps of Engineers, an expert panel for TRB, and a course development committee for the National Highway Institute. Marler has also served on Governor's councils and other state of Iowa task forces.

He holds a Master of Science degree from Miami University in Oxford, Ohio, and a Bachelor of Science degree from the University of Southern Mississippi in Hattiesburg.

The Director's primary responsibilities:

The governor shall appoint a director of transportation, subject to confirmation by the senate, who shall serve at the pleasure of the governor and who shall not be a member of the commission (Iowa Code 307.11). The Iowa DOT director's duties set forth under Iowa Code 307.12 include the following:

- Manage the internal operations of the department and establish guidelines and procedures to promote the orderly and efficient administration of the department
- Employ personnel as necessary to carry out the duties and responsibilities of the department
- Assist the commission in developing state transportation policy and a state transportation plan
- Establish temporary advisory boards of a size the director deems appropriate to advise the department
- Prepare a budget for the department and prepare reports required by law
- Present the department's proposed budget to the commission prior to December 31 of each year
- Appoint the administrators within the department
- Review and submit legislative proposals necessary to maintain current state transportation laws
- Enter into reciprocal agreements relating to motor vehicle inspections with authorized officials of any other state
- Adopt rules as the director deems necessary for the administration of the department and the exercise of the director's and department's powers and duties
- Reorganize the administration of the department as needed to increase administrative efficiency
- Provide for the receipt or disbursement of federal funds allocated to the state and its political subdivisions for transportation purposes
- Include in the department's annual budget all estimated federal funds to be received or allocated to the department
- Adopt rules regarding transportation of hazardous wastes, including enforcement of the rules by the department and the division of state patrol
- Prepare and submit a report to the general assembly on or before January 15 of each fiscal year describing the prior fiscal year's highway construction program, actual expenditures of the program, and contractual obligations of the program
- Apply for, accept, and expend federal, state, or private funds for the improvement of transportation
- Coordinate the transportation research activities within the department

The Director supervises and directs the management of the affairs of the Department, subject to Iowa Code, Iowa Administrative Rules, and the direction of the Governor.

In the event of the incapacity of the Director, as determined by the Governor's Chief of Staff, the Chief Operating Officer is empowered to supervise and direct the management of the affairs of the Department.

Chief Operating Officer



Melissa Gillett
Chief Operating Officer
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Email: melissa.gillett@iowadot.us

Gillett became the Chief Operating Officer in October 2024. Prior to taking this role, she served as the director of the Motor Vehicle Division since 2017.

Melissa started her career with the Iowa DOT in 2010 in the Motor Vehicle Division where she held roles in records management, communications, and policy. In 2016, she served as director for the Driver & Identification Services Bureau before assuming the role as the director for the Motor Vehicle Division. During her time as the Motor Vehicle Division Director, Melissa focused on improving operations with the goal of the division becoming a role model for customer service. The division's work was recognized with several awards from the American Association of Motor Vehicle Administrators, including the international Trailblazer award for its work spearheading the agency's principles in customer service training.

Before joining the Iowa DOT, Melissa obtained a BA in Political Communication from the University of Northern Iowa, with a minor in Spanish, and a masters of Public Administration from Drake University. She also served as a legislative clerk for the Iowa House of Representatives while in college, and before joining the Iowa DOT worked for the U.S. Department of Homeland Security/Federal Emergency Management Agency, providing guidance and oversight for disaster recovery public assistance.

The Chief Operating Officer's primary responsibilities:

The Chief Operating Officer (COO) reports directly to the Director and has primary responsibility for the day-to-day internal operations of the department while keeping the Director informed, particularly regarding the status of Iowa DOT's highest-level priorities. The COO works closely with the directors and managers of the department's divisions, bureaus, and the six districts and has supervisory responsibility for division directors.

The COO is responsible to work with the Director to foster a high performing executive team capable of advancing Iowa DOT's vast operational responsibilities and in line with the governor's strategic priorities. The COO must work closely with the members of the executive team and the Office of the Director with an operational focus on budget, HR, communications, internal processes, and critical functions.

The COO serves as the final point of decision making for internal Iowa DOT matters as delegated by the Director. The Outreach & Development Bureau is under the COO.

Administrative Services Division



Lee Wilkinson
Director, Administrative Services Division
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Wilkinson began his Iowa DOT career in 1996 as an area maintenance manager in District 6. In 2000, he was promoted to director of the Maintenance Bureau. He was named director of the Administrative Services Division in December 2006. Prior to coming to the department, Wilkinson worked at the Iowa Department of Personnel from 1991 to 1996 as a personnel officer. The Iowa DOT was one of the agencies he assisted while in this position. From 1989 to 1991, Wilkinson served as a management analyst in the Iowa Department of Revenue and Finance.

Wilkinson is a graduate of the University of Northern Iowa with a degree in Public Administration, with an emphasis in personnel.

Administrative Services Division's primary responsibilities:

The Administrative Services Division is committed to collaborating with Iowa DOT's customers to meet their administrative needs. This Division's strategic goals focus on human resources, finances, retention, diversity, business systems, and agency capital appropriations. Administrative Services has 127 staff positions across the following bureaus:

- Human Resources Bureau
- Civil Rights Bureau
- Resources and Acquisitions Bureau
- Finance Bureau

Field Operations Division



Tony Gustafson, P.E.
Director, Field Operations Division (Chief Engineer)
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Tony J. Gustafson was raised on a farm just northwest of Storm Lake, Iowa and graduated from Alta High School in May of 1984. He continued his education at Iowa State University, earning a Civil Engineering degree in December 1989. Tony worked as a student intern at the Iowa Department of Transportation (DOT) in the summer/fall of 1987 (Office of Design) and the summer/fall of 1988 (construction inspection out of the Ames Resident Construction Engineer Office).

Immediately after graduation (January 1990), Tony began his career with the Iowa DOT as an engineer-in-training in the Office of Design. Tony has worked in the capacity has an assistant section engineer in the Office of Design, resident construction engineer in the Cherokee Construction Residency, and I-235 Design Section Engineer in the Office of Design. In August of 2000 he was promoted to the Assistant District 1 Engineer (central Iowa area) and then in August of 2020 began serving as the District 1 Engineer. On July 7, 2023, Tony became the Field Operations Division Director/Chief Engineer of the Iowa DOT.

Field Operations Division's primary responsibilities:

The Field Operations Division aims to deliver, build, maintain, and operate Iowa's highway transportation system. The Field Operation's strategic goals include promoting and providing a safety first culture, implementing TSMO, optimizing staffing and resources while minimizing outsourcing, and rebuilding promotional structures. Field Operations has 1,504 full-time employees and more than 600 temporary/part-time positions throughout the six DOT Districts.

- District 1, Ames
- District 2, Mason City
- District 3, Sioux City
- District 4, Atlantic
- District 5, Fairfield
- District 6, Cedar Rapids

The six districts are divided throughout the state, including 102 maintenance garages, and 14 Resident Construction Engineer Offices.

The Field Operations Division designs, maintains, constructs and enforces safe mobility on 9,600 miles of roadway, and approximately 4161 bridges throughout Iowa.

Motor Vehicle Division



Kathleen Meradith-Eyers
Director, Motor Vehicle Division
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Kathleen Meradith-Eyers was appointed director of the Motor Vehicle Division in December 2024.

Kathleen came to the Iowa Department of Transportation (DOT) in 2017, first as an operational analyst in the Motor Vehicle Division supporting the driver education, driver fitness, and commercial driver licensing (CDL) programs. She soon went on to serve a variety of leadership and policy-focused positions within the division, most recently serving as the deputy director of the Motor Vehicle Division from 2022-2024 where she oversaw service innovations, resource prioritization, and operations.

Before joining the Iowa DOT, Kathleen earned dual degrees in Political Science and International Studies, graduating magna cum laude with honors from Loyola University Chicago. She is a graduate of the Certified Public Management program at Drake University and the AASHTO management institute. She began her public service career as a constituent affairs assistant in a Chicago alderman's office, and then as a policy and budget analyst for the Illinois State Senate.

Motor Vehicle Division's primary responsibilities:

The Motor Vehicle Division provides products and methods for customers to access the transportation system and is a customer's "front door" to using Iowa's transportation system. In partnership with the 99 County Treasurer's offices, MVD is responsible for testing and issuance of driver's licenses and identification cards, vehicle titles, registrations, and plates; vehicle dealer licenses; and motor carrier permits, titles and registrations. MVD staff ensure compliance with state and federal regulations, and investigate fraud in all of its business areas. Its strategic goals include becoming the role model for excellent customer service. MVD has 290 staff headquartered in 18 different locations and is organized into the Bureaus:

- Central Programs Bureau
- Customer Services Bureau
- Systems and Administration Bureau
- Training, Auditing, and Enforcement Bureau

Systems Operations Division



Wes Musgrove, P.E.
Director, Systems Operations Division
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Wes holds a Bachelor of Science degree in Civil Engineering from Washington State University. He has 28 years of experience with the Iowa DOT, including 16 years focused on construction contract administration and materials-related responsibilities in the field.

He began his career as an Engineer-in-Training at the Davenport Construction Residency, working four years before becoming a licensed Professional Engineer. He then served two years as the Assistant Resident Construction Engineer (RCE) in Des Moines, followed by four years as the Des Moines RCE, during which the 14-mile I-235 corridor reconstruction project through the metro area was substantially completed.

Wes went on to serve six years as the District 1 Construction Engineer, overseeing contract administration and materials inspection in 12 central Iowa counties. He later spent four years as Director of the Contracts and Specifications Bureau, where Iowa became the first state DOT to achieve a fully electronic contracting process—from plan submittal to signed construction contract—including digital contract and performance bond signatures. At that time, the department was awarding up to \$1.2B in contracts annually.

Before his appointment as the Iowa DOT's Systems Operations Division Director, Wes served 8.5 years as Director of the Construction and Materials Bureau. In that role, he provided central oversight of Iowa's \$900M annual transportation program. He also advanced initiatives such as e-ticketing for concrete, asphalt, and aggregate materials, and the use of drones for field inspection, project documentation, and measurement of contract items using ground control points and software.

Systems Operations Division's primary responsibilities:

The purpose of the Systems Operations Division is to proactively manage, operate, and maintain the highway transportation system as safely and efficiently as possible. The goals of Systems Operations include advancing highway safety, well-maintained roadside facilities, operating the statewide TMC, supporting construction, and supporting the Iowa economy through excellent operations. Its staff consists of 177 full-time employees throughout the following bureaus and business units:

- Construction and Materials Bureau
- Traffic and Safety Bureau
- Maintenance Bureau
- Traffic Operations Bureau
- TraCS Unit

Transportation Development Division



Stuart Anderson
Director, Transportation Development Division
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Anderson joined the department in 1992 as an engineer-in-training in the Systems Planning Bureau. He served various roles within the bureau until his appointment to director of the Office of Systems Planning in 2002. He was appointed director of the Planning, Programming, & Modal Division in January 2009 and is the current director of the Transportation Development Division.

Anderson is a 1991 graduate of Iowa State University with a bachelor's degree in Civil Engineering.

Transportation Development Division's primary responsibilities:

The Transportation Development Division supports the Commission's development of Iowa's long-range transportation plan and five-year program and administers state and federal grant funding programs. The Division also supports planning, project development and programming activities at city, county, regional, and metropolitan levels and promotes all modes of transportation. The division also supports and coordinates the department's research, Geographic Information System, and pavement management activities. Strategic goals include modifying the organizational structure to provide a comprehensive modal focus, advancing asset management, implementing improved grant management tools, and improving tracking of federal fund usage within the department.

The Division is committed to developing and delivering high quality transportation projects on time and within budget. In this context, the Division is focused on project and portfolio management, performance management, scoping and prioritizing projects, managing the Master Works project scheduling system and employee engagement.

This Division has 404 full-time staff members and an additional 45 temporary positions seasonally across the following bureaus and business units:

- Modal Transportation Bureau
- Design Bureau
- Program Management Bureau
- Local Systems Bureau
- Systems Planning Bureau
- Location and Environment Bureau
- Research and Analytics Bureau
- Project Management Bureau
- Bridges and Structures Bureau
- Right of Way Bureau
- Contracts and Specifications Bureau

COMMISSION

ROLES AND RESPONSIBILITIES



CHAPTER 307 OVERVIEW

Authority of and governance of the Iowa State Transportation Commission

The Iowa State Transportation Commission (Transportation Commission) is created under [Chapter 307A of the Iowa Code](#) and derives its authority from, and is governed by, the provisions of that chapter, as well as other statutes and laws that govern the activities of public boards and commissions in Iowa. The following outlines the provisions of Chapter 307A, as well as other relevant statutes. Notes are added to provide additional relevant information or reference to Commission or Iowa DOT practice.

Appointment and terms – Iowa Code § 307A.1A

Subsection 1 of this section creates the Transportation Commission and provides that it shall consist of seven members, not more than four of whom shall be from the same political party. Members are appointed by the

governor, subject to confirmation by the Iowa Senate.

Members appointed and confirmed serve a term of four years beginning at 12:01 a.m. on July 1 in the year of appointment and expiring at 12:00 midnight on June 30 in the year of expiration.

***Note:** Prior to April 2, 2018, members were appointed to a four-year term beginning May 1 in the year of appointment and ending April 30 in the year of expiration, rather than the current July 1 to June 30 terms outlined above. To avoid gaps in service, the legislation that implemented the shift to July 1 to June 30 terms (2018 Iowa Acts, ch. 1065, § 2, effective April 2, 2018) extended the terms of current Commissioners appointed before April 2, 2018, from April 30 to June 30 in the year of expiration.*

Election of officers – Iowa Code § 307A.1A

Subsection 2 of this section states that the Transportation Commission shall meet in July of each year for the purpose of electing one of its members as chairperson.

Note: *For purposes of procedure in the absence of the chairperson, a vice-chair is also selected at that time. There is no presumption that vice-chair will serve as chair during the subsequent year; election of the chairperson is an open election each year.*

Duties of the Commission – Iowa Code § 307A.2

Section [307A.2](#) states the duties of the Transportation Commission are as follows:

1. Develop, coordinate, and annually update a comprehensive transportation policy and plan for the state.
2. Promote the coordinated and efficient use of all available modes of transportation for the benefit of the state and its citizens, including but not limited to the designation and development of multimodal public transfer facilities if carriers or other private businesses fail to develop such facilities.
3. Prepare, adopt, and cause to be published a long-range (five-year) program for the primary road system, in conjunction with the state transportation plan adopted by the Commission. The following details the statutory requirements for the program and the Transportation Commission's implementation of the program:
 - a. The program shall be prepared for a period of at least five years and shall be revised, brought up-to-date, and republished at least once every year in order to have a continuing five-year program.
 - b. The program shall include, insofar as such estimates can be made, an estimate of the money expected to become available during the period covered by the program and a statement of the construction, maintenance, and other work planned to be performed during such period.
 - c. The Transportation Commission shall conduct periodic re-inspections of the primary roads in order to revise, from time to time, its estimates of future needs to conform to the physical and service conditions of the primary roads.
 - d. Before the last day of December of each year, the Transportation Commission shall adopt and cause to be published from its long-range program, a plan of improvements to be accomplished during the next calendar year. However, in years when the federal government is reauthorizing federal highway funding, the annual plan of improvements is not required to be completed until at least ninety days from the enactment of the new federal funding formula. This annual program must list definite projects in order of urgency and shall include a reasonable year's work with the funds

estimated to be available. The annual program shall be final and followed by the Transportation Commission in the next year except that deviations may be made in case of disaster or other unforeseen emergencies or difficulties. The relative urgency of the proposed improvements shall be determined by a consideration of the physical condition, safety, and service characteristics of the various primary roads.

Note: *Under current practice, the five-year program and annual plan of improvements is adopted before the end of the state fiscal year, June 30, which allows the programming cycle to coincide with state funding cycles and facilitates better funding certainty in the annual program. The five-year program and annual plan of improvements is discussed further on [page 22](#).*

To meet the requirement to conduct periodic inspections of the primary roads, we organize and conduct regular tours of various areas of the primary road system each year. The tour schedule and areas of tour are selected and approved by the Commission.

4. Adopt rules pursuant to Chapter 17A of the Iowa Code (The Iowa Administrative Procedures Act) establishing the criteria to be used by the Transportation Commission for allocating funds as a result of any long-range planning process. The Transportation Commission shall adopt such rules and regulations in accordance with the provisions of Chapter 17A as it may deem necessary to transact its business and for the administration and exercise of its powers and duties.

Note: *Administrative rules that govern functions or programs within the purview of the Commission are included on [page 41](#).*
5. Identify, within the primary road system, a network of commercial and industrial highways in accordance with section [313.2A of the Iowa Code](#). The improvement of this network shall be considered in the development of the long-range program and annual plan of improvements.

Note: *The current commercial and industrial network identified by the Commission is shown on [page 97 of the Long Range Plan, Iowa in Motion](#).*
6. Approve all rules of the Iowa Department of Transportation before they are adopted by the Director of the Iowa Department of Transportation pursuant to section [307.12, subsection 1, paragraph "j"](#).
7. Establish and utilize such ad hoc advisory committees as determined necessary by the commission. The commission shall establish appointment provisions, membership terms, operating guidelines, and any other operational requirements for committees established pursuant to this subsection. Members of committees established pursuant to this subsection shall serve without compensation but may be reimbursed for actual expenses.

Conflicts of interest – Iowa Code § 307A.3

[Section 307A.3](#) provides that a person shall not serve as a member of the commission if the person has an interest in a contract or job of work or material or the profits thereof or service to be performed for the Iowa Department of Transportation. Any member of the Transportation Commission who accepts employment with or acquires any stock, bonds, or other interest in any company or corporation doing business with the Iowa Department of Transportation shall be disqualified from remaining a member of the commission.

Note: In addition to this section, which is specific to the Transportation Commission, all board and commission members in the State of Iowa are subject to section [68B.2A](#) of the Iowa Code, which in general prohibits any person who serves or is employed by the state or a political subdivision of the state from using the person's state position to give the person or member of the person's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public; from engaging in outside employment or activity that involves the receipt of, promise of, or acceptance of money or other consideration by the person, or a member of the person's immediate family, from anyone other than the state or the political subdivision for the performance of any act that the person would be required or expected to perform as a part of the person's regular duties or during the hours during which the person performs service or work for the state or political subdivision of the state; and from engaging in outside employment or an activity that is subject to the official control, inspection, review, audit, or enforcement authority of the person, during the performance of the person's duties of office or employment. This section is referenced in the [Iowa Gubernatorial Appointee Handbook](#).

Vacancies on the Commission – Iowa Code § 307A.4

Any vacancy in the membership of the Transportation Commission shall be filled in the same manner as regular appointments are made for the unexpired portion of the regular term. In the event the governor fails to make an appointment to fill a vacancy or fails to submit the appointment to the Iowa Senate for confirmation as required by section [2.32](#) of the Iowa Code, the senate may make the appointment prior to adjournment of the general assembly.

Compensation for and expenses of Transportation Commission members – Iowa Code §§ 307A.5, 307A.7

[Section 307A.5](#) provides that each member of the commission shall be compensated as provided in section [7E.6](#), which states that Transportation Commission members shall be compensated at the an annual rate of \$10,000.

[Section 307A.7](#) provides that members of the Transportation

Commission shall be allowed their actual and necessary expenses incurred in the performance of their duties. All expenses and salaries shall be paid from appropriations for such purposes and the Transportation Commission shall be subject to the budget requirements of Chapter 8 of the Iowa Code.

Note: For purposes of annual budget the positions, expenses, and salaries of the Transportation Commission are included in the annual budget for the Iowa Department of Transportation approved and appropriated by the Iowa Legislature each year and are included for budgetary purposes in the budget unit established for the Iowa Department of Transportation's Director's office. The Iowa Department of Transportation provides for all accounting and disbursement of salaries and expenses for Transportation Commission members. Transportation Commission members complete an I-9 at the outset of their term for this purpose and are compensated on the same bi-monthly basis as all state employees.

Transportation Commission meetings – call, notice, and quorum – Iowa Code § 307A.6

[Section 307A.6](#) provides that the Transportation Commission shall meet at the call of the chairperson or when any four members of the commission file a written request with the chairperson for a meeting. Written notice of the time and place of each meeting shall be given to each member of the commission.

A majority of the commission members shall constitute a quorum.

Note: A quorum requires a majority of all commission members, not just a majority of those members present at a meeting. Actions of the Transportation Commission are subject to Iowa's open meetings laws (Chapter 21 of the Iowa Code), which are described on [page 31](#).

Commission meetings are typically divided into workshops at which information is provided but no formal action is taken and business meetings at which formal actions are taken. The schedule of meetings for the year, including tours, is included on [page 32](#).

Staff develop proposed workshop agendas in consultation with the Commission chair, and the proposed agendas are submitted to the entire Commission for review and approval before being finalized

Removal from office – Iowa Code § 307A.6

Any member of the commission may be removed for any of the causes and in the manner provided in [Chapter 66 of the Iowa Code](#), and such removal shall not be in lieu of any other punishment that may be prescribed by the laws of this state.

Chapter 66 of the Iowa Code provides for removal of appointed or elected officers from office by order of an Iowa district court for willful or habitual neglect or refusal to perform the duties of the office, willful misconduct or maladministration in office, corruption, extortion, conviction of a felony, intoxication or a conviction of being intoxicated, or conviction of violating the provisions of chapter 68A (which relates to campaign finance and disclosure).

SPECIFIC PROGRAMS AND ACTIVITIES

The following activities and programs include involvement from the Commission. Please see the schedule following the program descriptions which lays out when the Commission should typically expect to take action on each activity.

State Long Range Transportation Plan

Iowa in Motion is a multimodal transportation planning document developed and approved by the Commission typically every five years. It helps provide policy direction for the types of investments the department should be making, and also identifies specific strategies and corridor-level improvement types for consideration. Additionally, Metropolitan Planning Organization (MPO) and Regional Planning Affiliation (RPA) policy boards and technical committees may use the Plan to help capture the Commission's perspective for their local planning efforts and guide their own investment decisions. Projects programmed within the Iowa Five-Year Program, which is approved by the Commission, support implementation of the plan. In addition, more specialized plans will provide further detail concerning the implementation of elements of the plan.

<https://iowadot.gov/transportation-development/systems-planning/areas-planning/transportation-plans/state-transportation-plan>

Five-year program

Each year, the Commission develops and approves the five-year Iowa Transportation Improvement Program, which contains the planned investments for the next five fiscal years to support our state's multimodal transportation system, including aviation, public transit, railroads, trails, rivers, and highways. A major component of the program is the highway program, and the Iowa Transportation Commission (Commission) continues to advance investment of funding to improve state roads and bridges in the highway program.

<https://iowadot.gov/transportation-development/future-programs/five-year-highway-program>

Approval of administrative rules

The Department currently has 111 administrative rule chapters. To adopt, amend, or rescind administrative rules, the Department must follow a rule-making process that is established in [Iowa Code chapter 17A](#). The entire administrative rule-making process takes between four and five months to complete and involves publishing a Notice of Intended Action and an adopted and filed document in the Iowa Administrative Bulletin. A Notice of Intended Action allows for public comment and, after public comment, an adopted and filed document is published to implement the changes.

Before the Department can publish an adopted and filed document, the Commission must review and approve the proposed rules.

There are rare occurrences when the Department must implement rules faster than the normal process will allow and the Department must then use "emergency" rulemaking procedures. In those cases, the Commission must review and approve the rules prior to the Department publishing an emergency rule making.

GRANT PROGRAMS

State Recreational Trails

This grant program is for state agencies, counties, cities, and non-profit organizations to fund public recreational trails. Sponsoring entities are required to make a 25% minimum match. Matching funds may include grants from other state agencies and donated labor, materials, equipment, and services from a third party (in-kind). Trails resulting from the grants must be maintained as a public facility for a minimum of 20 years. Up to \$2.5 million available however funding varies per year depending on allocation by the Iowa legislature.

More information: https://iowadot.gov/systems_planning/Grant-Programs/-Federal-and-State-Recreational-Trails

Federal Recreational Trails

This grant program is for public agencies and non-profit or private organizations (must be co-sponsored by a public agency) to provide and maintain motorized and non-motorized recreational trails and trail-related projects. Sponsoring entities are required to make a 20% minimum match and maintain any trails resulting from the grants as a public facility for a minimum of 20 years. Up to \$1.3 million available.

More information: https://iowadot.gov/systems_planning/Grant-Programs/-Federal-and-State-Recreational-Trails

Statewide Transportation Alternatives Program

This grant program is for local or regional government agencies who have an improvement project that has a direct relationship to existing or planned surface transportation facilities. Typical projects include:

- On- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation
- Recreational trail projects
- Safe routes to school projects
- Projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former divided highways

Within these broad areas, there are a variety categories of projects listed as eligible for this grant and a local match of 20% or more is required. Project applications can be submitted for projects with statewide significance. Approximately \$5.0 million is available for statewide projects annually.

More information: https://iowadot.gov/systems_planning/grant-programs/transportation-alternatives

Iowa's Clean Air Attainment Program

This program funds highway/street, transit, bicycle/pedestrian, or freight projects or programs which help maintain Iowa's clean air quality by reducing transportation-related emissions. Eligible highway/street projects must be on the federal-aid system, which includes all federal functional class routes except local and rural minor collectors. Public entities are eligible to submit an application and a minimum of 20% match is required. There is also a minimum \$20,000 total project cost and approximately \$4 million is available for these projects annually.

More information: https://iowadot.gov/systems_planning/Grant-Programs/Iowa-Clean-Air-Attainment-Program-ICAAP

Revitalize Iowa's Sound Economy (RISE)

Projects funded by the RISE program promote economic development in Iowa through the establishment, construction, and improvement of roads and streets. The RISE program is targeted toward value-adding activities that feed new dollars into the economy and provide maximum economic impact to the state on primary or secondary roads, and city streets open for public use. While all counties and incorporated cities in Iowa are eligible to apply, funding is generally limited to industrial, manufacturing, warehousing, distribution, and professional office developments, with few exceptions. Funding may be in the form of a grant, loan, or combination thereof. Annually there is approximately \$12 million available for city projects and \$6 million for county projects.

More information:

https://iowadot.gov/systems_planning/Grant-Programs/Revitalize-Iowas-Sound-Economy-RISE-Program

GRANT PROGRAMS

Traffic Safety Improvement Program

The Traffic Safety Improvement Program provides funding for traffic safety improvements or studies on any public roads under county, city, or state jurisdiction. The program's annual funding level is one-half percent of Iowa's Road Use Tax Fund (approximately \$7 million per year). Total funding for all traffic control device projects cannot exceed \$500,000 annually. Total funding for all research, studies, and public information initiatives cannot exceed \$500,000 annually. Site-specific project funding cannot exceed \$500,000 per project.

More information: <https://iowadot.gov/traffic/traffic-and-safety-programs/tsip/tsip-program>

Federal Aviation Improvement Program

This is a program available for airport improvements and airport planning. Public agencies owning public-use airports in the Federal Aviation Administration's (FAA) National Plan of Integrated Airport Systems are eligible to request funds. The program requires a 10% local match/90% federal share. There is a \$25,000 minimum application amount. Iowa DOT staff prioritizes projects and the Iowa Transportation Commission approves the priorities prior to being submitted to the FAA. FAA then selects projects for funding and offers the grant directly to the airport sponsor.

More information:

<https://iowadot.gov/aviation/airport-managers-and-sponsors/Federal-Funding/federal-funding-programs>

Commercial Service Vertical Infrastructure

This program provides funding for landside development and renovation of terminals, hangars, maintenance buildings, and fuel facilities at commercial service airports. Routine maintenance of buildings and minor renovation projects are not eligible. Appropriated funds are distributed to the commercial service airports by a 50/40/10 formula. One half of the funds are allocated equally between each airport, 40 percent of the funds are allocated based on the percentage of enplaned passengers at each airport versus the total number of enplaned passengers in the state, and 10 percent of the funds are allocated based on the percentage of the air cargo tonnage at each airport versus the total tonnage in the state. Commercial service airports are required to submit applications for specific projects for approval by the Transportation Commission. No local match is required. Up to \$1.5 million available, however funding varies per year depending on appropriation by the Iowa legislature.

More information: <https://iowadot.gov/aviation/airport-managers-and-sponsors/State-Funding/state-funding-programs#20349467-commercial-air-service-vertical-infrastructure-csvi--program>

General Aviation Vertical Infrastructure

Public owned general aviation airport sponsors may apply for projects under this program that include landside development and renovation of airport terminals, hangars, maintenance buildings, and fuel facilities. Routine maintenance of buildings and minor renovation projects are not eligible. Eligible projects may be funded up to 85 percent when funding is available for the program. Up to \$750,000 is available, however funding varies per year depending on allocation by the Iowa legislature.

More information: <https://iowadot.gov/aviation/airport-managers-and-sponsors/State-Funding/state-funding-programs#20349466-general-aviation-vertical-infrastructure-gavi-program>

State Airport Improvement Program

This program provides funding for airport improvements, navigational aids, communications equipment, marketing, safety, security, outreach, education, and planning. Airport Development and Immediate Safety Enhancement are specific funding programs under the Airport Improvement Program. Any publicly-own airport in Iowa is eligible to apply for one of the two program types. For Airport Development projects, up to 85 percent of the project can be funded by the state if projects meet the objectives of state aviation system plan. For Immediate Safety Enhancement projects, up to 70 percent of the project can be covered by state funds. Program funding level vary per year depending on appropriation by the Iowa legislature.

More information: <https://iowadot.gov/aviation>

GRANT PROGRAMS

Public Transit Infrastructure Grant Program

This program provides state funding assistance to support vertical infrastructure needs of Iowa's public transit systems. Urban or regional transit systems as designated by local officials under [Chapter 324A of the Code of Iowa](#) are eligible to apply. (Transit systems may be organized as public bodies or as private not-for-profit corporations.) Projects can involve new construction, reconstruction, or remodeling, but must include a vertical component. Projects are evaluated based on anticipated benefits to transit, as well as the ability to have projects completed quickly (generally within 18 months). A minimum 20 percent local match is required, even when state and federal funds are combined to fund the project. Up to \$1.5 million available however funding varies per year depending on allocation by the Iowa legislature.

More information: <https://iowadot.gov/transit/Funding-programs-and-applications/funding-programs>

Federal Transit Capital Discretionary Funding

Although the specific program(s) can change from year-to-year, there typically are federal discretionary funding programs to support bus replacement at public transit agencies. In recent years, the major program available through the Federal Transit Administration is the Bus and Bus Facilities Infrastructure Investment Program (<https://www.transit.dot.gov/bus-program>). This has been an annual application based program eligible for public transit agencies and state DOT's. While some individual Iowa public transit agencies have applied for funds, the Iowa DOT has also applied for and received grants on behalf of transit agencies in Iowa to replace aging buses. Eligible activities include "capital projects to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities." If Iowa DOT receives an award, buses to be replaced are identified using the Commission's Public Transit Management System which prioritizes bus replacement primarily on vehicle age and mileage. Bus replacement recommendations are presented to the Commission for review and action.

Intercity Bus Program

This program provides funds for existing intercity bus routes that tie Iowa to the rest of the country; new feeder routes which will give smaller communities access to existing intercity routes; marketing for new or existing routes; and providers' efforts to upgrade equipment and facilities to become compliant with the Americans with Disabilities Act of 1990 (ADA). Private intercity bus companies, public transit agencies, and local communities are eligible. Joint private/public applications are encouraged. Qualifications for funding varies depending on project type.

More information: <https://iowadot.gov/transit/Funding-programs-and-applications/funding-programs>

Railroad Revolving Loan and Grant Program

This state loan and grant program was established to build or improve rail infrastructure or facilities that will spur economic development and job growth and provide assistance to railroads for the preservation and improvement of the rail transportation system. Those eligible to request funds include businesses and industries, railroads, local governments, and economic development agencies. Projects may be funded through a grant or loan, or a combination thereof. Justification for projects will focus on job creation, wage quality, and project investment. The program is funded from loan repayments and state appropriations - funding availability varies.

More information: <https://iowadot.gov/iowarail/Financial-Assistance/rrlqp>

GRANT PROGRAMS

Highway-Railroad Crossing Surface Repair Program

This program assists railroad companies and public road jurisdictions with rebuilding public highway-railroad grade crossing surfaces in Iowa. Railroad companies or other private entities, such as grain elevators, that own a railroad track; and public road jurisdictions are eligible to apply. Qualifications for funding include a 20% railroad match; 20% public road jurisdiction match. The program is funded at \$900,000, appropriated annually from the Road Use Tax Fund.

More information: <https://iowadot.gov/iowarail/safety/grade-crossing-surface-repair-program>

Highway-Railroad Crossing Safety Program

This federally funded program improves the safety of public highway-railroad grade crossings. These funds are used to install new crossing signal devices, to upgrade existing signals, and to provide low-cost improvements; such as increased sight distance, widened crossings, increased signal lens size, or crossing closures. However, the available funding allows only a limited number of safety improvements each year. The program is available to either a railroad or a roadway jurisdiction. Ninety percent of approved projects are funded, with the remaining 10 percent paid by the highway authority, the railroad, or most commonly, a portion paid by each. There is \$4.9 million available annually for this program.

More information: <https://iowadot.gov/iowarail/safety/federal-aid-crossing-safety-program>

HIGHWAY FUNDING IN IOWA

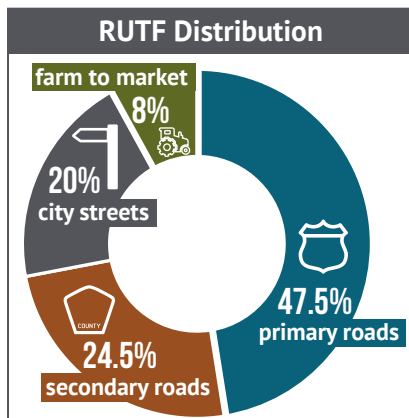


STATE FUNDING/ALLOCATION

State highways maintained by the Iowa DOT are financed with funds that are principally derived from vehicle fuel taxes and registration fees collected and allocated by the state and federal governments.

Road Use Tax Fund (RUTF)

Dedicated highway user revenue, collected through a state excise tax on fuels, motor vehicle registration fees, and other fees designated by state law, are deposited into the Iowa RUTF. No State of Iowa general fund (i.e. general tax) revenue is used for highway projects in Iowa. Established in 1949 by the 53rd Iowa General Assembly, the RUTF has provided a stable and reliable source for investing in the state's primary, secondary, and municipal roadway systems.



After some off-the-top allocations, receipts into the RUTF are distributed according to a formula of 47.5 percent for the primary road system programmed by the Commission and constructed and maintained by the Iowa DOT, 24.5 percent for secondary county roads, 20 percent for city streets, and 8 percent for farm-to-market county roads.

Legislation that went into effect in 2003, which involved the transfer of jurisdiction of some roadways from the state to either a city or county government, requires a share (1.75 percent) of the primary road system funds be paid to local governments.

The RUTF is a constitutionally protected fund.

This comes from Article 7, section 8 of the Iowa Constitution, which states that motor vehicle registration fees and all licenses and excise taxes on motor vehicle fuel, except cost of administration, shall be used exclusively for the construction, maintenance, and supervision of the public highways.

Because the RUTF mingles these protected sources of revenue with other sources of revenue, all funds in the RUTF are subject to this constitutional protection, and must be dedicated to construction, maintenance, and supervision of public highways.

IOWA TRANSPORTATION COMMISSION

STATE EXCISE TAX ON FUELS – (CENTS PER GALLON)¹	
MOTOR FUEL	TAX
Gasoline including ethanol blends of E10 to E14	30.0
Ethanol-blended gasoline ² (Fuel that has been blended with alcohol distilled from cereal grains, the end product containing at least 15 percent alcohol)	26.5
Aviation gasoline	8.0
SPECIAL FUEL	TAX
Diesel including biodiesel B19 or lower	32.5
Diesel B20	29.5
Aviation jet fuel	5.0
Liquefied petroleum gas (LPG)	30.0
Liquefied natural gas (LNG)	32.5
Compressed natural gas (CNG)	31.0
<small>¹Rates as of July 1, 2025. Excise taxes are governed by Iowa Code 452A.3. Only dyed diesel fuel used for off-highway purposes and fuel exported outside of Iowa is sold tax-free. ²On July 1, 2025 the rate for ethanol blended gasoline (E-15 or higher) changed from 25.5 cents per gallon to the rate shown above.</small>	

TIME-21

In 2008, an additional stream of state revenue was established through legislation creating a separate “TIME-21” fund. This revenue is dedicated to maintenance and construction of certain primary highways in the state (60 percent), secondary roads (20 percent), and municipal streets (20 percent).

TIME-21 was a response to a “perfect storm” of factors threatening to create an estimated \$267 million per year funding shortfall, hindering the state’s ability to adequately maintain and improve public roadways in Iowa. Those factors include a large and aging public roadway system, increasing demands on that system, flattening revenue, and increased construction costs.

The new revenue stream, which helps to address the projected shortfall, was created by changing certain vehicle registration fees and schedules, and by increasing trailer registration and title fees.

Total state funding

For state FY 2026, receipts into the RUTF and the TIME-21 fund are estimated to be \$2.013 billion, comprised of \$673 million in fuel taxes, \$1.220 billion in various registration fees, plus \$120 million from miscellaneous other sources.

Primary Road Fund

Of the \$2.013 billion in total state funding estimated for FY 2026, approximately \$970 million is deposited into the Primary Road Fund. The Primary Road Fund is the major source of funding appropriated by the legislature on an annual basis for the Iowa DOT’s operations budget (there is also a smaller amount appropriated annually by the legislature from the Road Use Tax Fund for Iowa DOT operations to cover activities that go beyond support of just the primary road system). For FY 2026, approximately \$429 million was appropriated from the Primary Road Fund for Iowa DOT operations budget.

The remaining balance of Primary Road Fund revenue (estimated to be \$527 million in FY 2026) is then available for the Commission to program on road and bridge projects on the primary road system. In addition to the state funding from the Primary Road Fund, approximately \$524 million of federal funding (described in the next section of the guidebook) is also available for the Commission to program on road and bridge projects on the primary road system.

Allocation

Iowa’s Five Year Transportation Improvement Program is developed yearly by the Iowa Transportation Commission with input from Iowa DOT staff and the public. It describes planned investments in Iowa’s multimodal transportation system, including aviation, transit, railroads, trails and highways. For FY 2026-2030, approximately \$4.3 billion is forecast to be available for highway right of way and construction.

[Iowa Transportation Improvement Program](#)

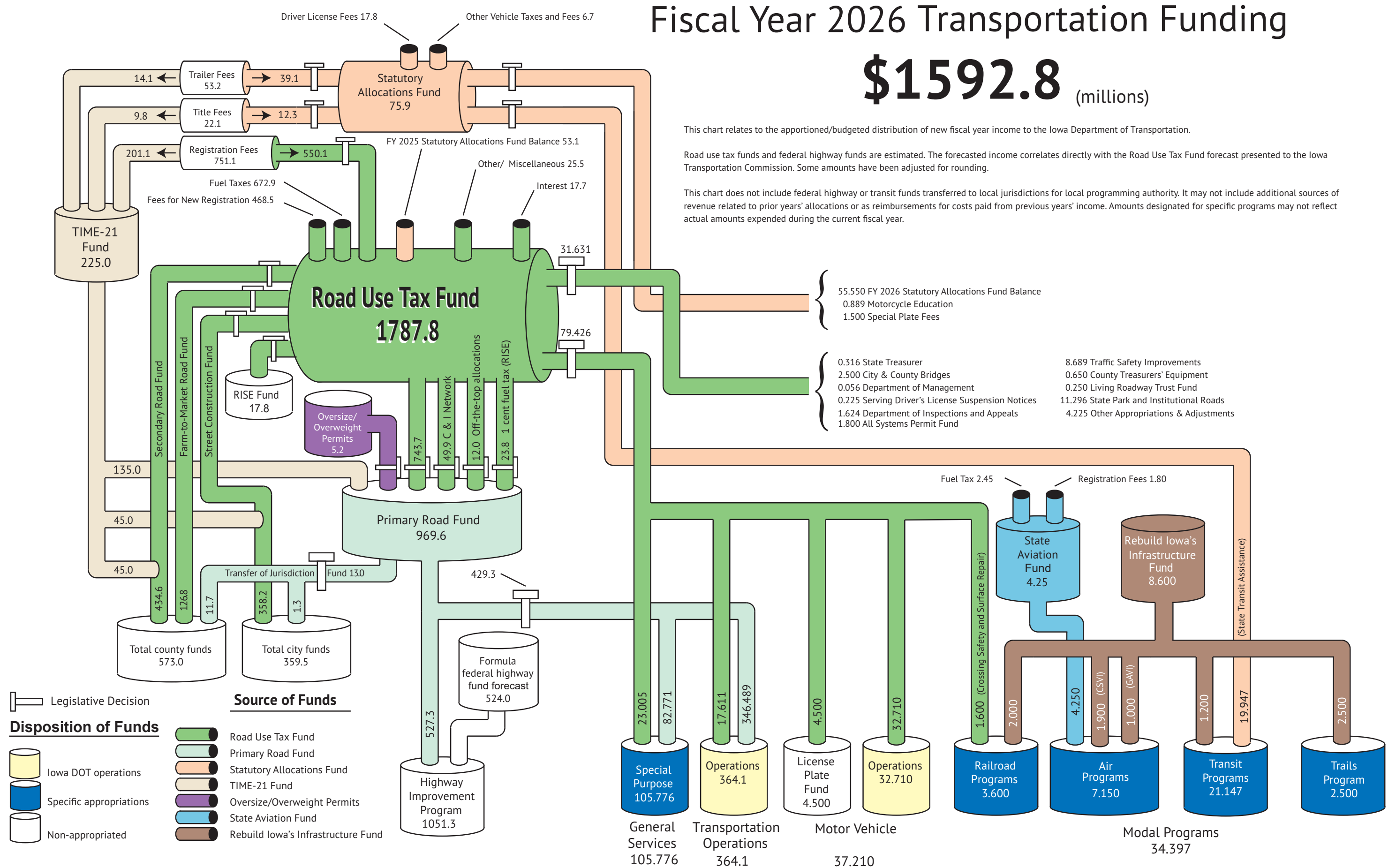
Fiscal Year 2026 Transportation Funding

\$1592.8 (millions)

This chart relates to the apportioned/budgeted distribution of new fiscal year income to the Iowa Department of Transportation.

Road use tax funds and federal highway funds are estimated. The forecasted income correlates directly with the Road Use Tax Fund forecast presented to the Iowa Transportation Commission. Some amounts have been adjusted for rounding.

This chart does not include federal highway or transit funds transferred to local jurisdictions for local programming authority. It may not include additional sources of revenue related to prior years' allocations or as reimbursements for costs paid from previous years' income. Amounts designated for specific programs may not reflect actual amounts expended during the current fiscal year.



FEDERAL FUNDING/ALLOCATION

OVERVIEW:

In addition to state revenue, highway projects in Iowa are funded via federal programs.

The primary funding source for these federal programs is revenue from federal taxes on motor fuel and other user fees which flow into the federal Highway Trust Fund (HTF). The HTF was created through enactment of the Highway Revenue Act of 1956. The taxes are collected by the federal government and placed in the HTF which consists of two accounts: the Highway Account, and the Mass Transit Account.

CURRENT FEDERAL TAXES ON MOTOR FUEL AND SPECIAL FUEL (CENTS PER GALLON)				
FUEL TYPE	TAX RATE	TO HIGHWAY ACCOUNT	ACCOUNT TO TRANSIT ACCOUNT	LUST FUND
Gasoline/Gasohol	18.4	15.44	2.86	0.1
Diesel	24.4	21.44	2.86	0.1
Liquid petroleum gas	18.3	16.17	2.13	
Liquid natural gas	24.3	22.44	1.86	
Compressed natural gas	18.3	17.07	1.23	

FEDERAL DOLLARS BACK TO IOWA

The federal funds are apportioned (returned) to the states per provisions in the Infrastructure Investment and Jobs Act (IIJA) which was passed by Congress and signed on Nov. 15, 2021 (PL 117-58). The IIJA reauthorized surface transportation programs through Sept. 30, 2026. Most federal transportation taxes, including those on gasoline and diesel fuel, are authorized through Sept. 30, 2026.

The total of apportionments and allocations paid out nationally now exceeds revenue contributed to the trust fund because federal general fund dollars have been added to the HTF in recent years to supplement the revenue. A combination of factors has made the revenue stream inadequate to fund the programs and projects the HTF was intended to cover. These factors include inflation, higher gas mileage and use of vehicles powered by electricity.

HIGHWAY TRUST FUND DOLLARS TO STATES – FORMULA AND ALLOCATION FY 2025 (LATEST AVAILABLE COMPREHENSIVE DATA)		
ACCOUNT	NATIONAL	AMOUNT TO IOWA
Highway account	\$61.0 B	\$814.2 M
Transit account	\$14.3 B	\$63.7 M
Total	\$75.3 B	\$877.9 M
Federal funds are available only as reimbursement of expenditures on approved projects. Most projects require a 20 percent non-federal match.		

Federal funds returned to Iowa

In FY 2025, \$814.2 million of the Highway Account funding was returned to Iowa in the form of apportionments and allocations for the improvement and maintenance of roadways and bridges and other federal-aid eligible projects around the state.

SCHEDULE OF MAJOR COMMISSION ITEMS



2025-2026 MEETINGS

Standard Commission meeting structure: Meetings are held on the second Tuesday of every month. They are typically located in Ames, with the workshop beginning around 9:30-10 a.m. The business meeting begins at 1:00 p.m. and is usually brief.

Commission tour structure: Four times a year the Commission tours a different area of the state and hosts the workshop and business meeting, as well as a public input meeting, in a host city other than Ames. The Iowa DOT provides bus transportation for the tour. Tours take place on Monday morning, through lunch, and early afternoon. They typically begin and end at the hotel, with lunch provided along the tour. The workshop is held after the tour, normally at the hotel. The business meeting is at 8 a.m. and the public input meeting follows, which is usually over before noon.

Current meeting information is located at: <https://iowadot.gov/about/transportation-commission>

2025 MEETING AND TOUR DATES

July 8 Workshop and Meeting	October 13-14 Tour and Meeting
August 11-12 Tour and Meeting	November 12 (Wednesday) Workshop and Meeting
September 9 Workshop and Meeting	December 9 Workshop and Meeting

2026 MEETING AND TOUR DATES

January 13 Workshop and Meeting	April 13-14 Tour and Meeting
February 10 Workshop and Meeting	May 12 Workshop and Meeting
March 10 Workshop and Meeting	June 8-9 Tour and Meeting
March 19 Workshop	

SCHEDULE OF REGULAR TRANSPORTATION COMMISSION ACTIVITIES

👁 preview or for info. only
 ✔ action at business meeting
 🕒 recommendation at workshop and action at business meeting
★ recommendation at workshop

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
General												
Approve Future Commission Meeting Dates		👁	✔									
Commission Public Input Tour				👁		👁		👁		👁		
Election of Officers/Beginning of Commissioner Term							✔					
Review and Ratification of Iowa Transportation Commission Self-Governance Document							👁	✔				
DOT Budget Presentation (<i>information only</i>)			👁									
Secondary Road Fund Distribution Committee Update							👁					
Administrative Rules (<i>as needed but occurs most months</i>)	🕒	🕒	🕒	🕒	🕒	🕒	🕒	🕒	🕒	🕒	🕒	🕒
Five-Year Transportation Improvement Program												
Highway Program Balance Report	👁	👁	👁	👁	👁	👁	👁	👁	👁	👁	👁	👁
Asset Management/Program Development Process	👁	👁	👁							👁	👁	👁
Review status of Long-Range Transportation Plan Implementation	👁											
Highway Program Development Overview	👁											
Review Previous Highway Program Objectives	👁											
Review Highway Program Candidates	👁	👁	👁	👁								
Statewide Line Items		★	✔									
Discuss Highway Program Funding Forecast/Funding Balance			👁									
Determine New Program Objectives			★	✔								
Present Draft Highway Program/Transportation Improvement Program					👁							
Final Highway Program/Transportation Improvement Program						✔						
Grant Programs												
State Recreational Trails									★	✔		
Federal Recreational Trails	✔											★
Statewide Transportation Alternatives Program	✔											★
Iowa's Clean Air Attainment Program	✔											★
Revitalize Iowa's Sound Economy (RISE)	🕒	🕒	🕒	🕒	🕒	🕒	🕒	🕒	🕒	🕒	🕒	🕒
Traffic Safety Improvement Program											★	✔
State Aviation Program												
Commercial Service Vertical Infrastructure							★	✔				
General Aviation Vertical Infrastructure							★	✔				
Airport Improvement Program							★	✔				
FAA Funding Pre-Applications		🕒										
Public Transit Infrastructure Grant Program						★	✔					
Federal Transit Capital Discretionary Funding (<i>dependent on congressional action</i>)						★	✔					
Intercity Bus Program											★	✔
State Transit Assistance Special Projects	✔											★
Railroad Revolving Loan and Grant Program									★	✔		
Highway-Railroad Crossing Surface Repair Program									★	✔		
Highway-Railroad Crossing Safety Program									★	✔		

CONDUCT OF MEETINGS



OPEN MEETINGS LAWS

Open meetings laws

Board meetings are regulated by the state's open meetings law, governed by Iowa Code Chapter 21. The intent of the law is for every meeting of governmental bodies to be open to the public unless there are overriding reasons to close the meeting.

- Public notice of the meeting must be given at least 24 hours prior to the meeting.
- Meetings must be held at a place reasonably accessible to the public and at a time that is reasonably convenient to the public, unless impossible or impractical.
- Meetings are open unless they are closed for a very specific reason. Closed sessions are permitted when the vote passes by two-thirds of the total membership or if the vote is unanimous by the members who are present.
- If a meeting is closed, the board must take a roll call vote to go into closed session and keep a tape recording and detailed minutes of the closed session.
- Final action must be taken in open session.
- Telephone conference calls may be held only in specific circumstances.

In addition, each board and commission is required to keep minutes of all its meetings showing the date, time, place, members present, and the actions taken at each meeting. The minutes should also show the results of each vote taken and information sufficient to indicate the vote of each member present.

Failure to comply with the provisions of the open meetings law can result in a fine being assessed against an individual. A board or commission member may be liable for the legal fees incurred by the person bringing the action against the board for violation of the open meetings law. A member can be removed for repeated violations and an injunction can be issued to order the board or commission to refrain from further violations.

Use of email and open meetings law

[Iowa Code, Section 21.2\(2\)](#) defines a meeting as a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body where there is deliberation or action upon any matter within the scope of the governmental body's policy-making duties. Email communications that include a majority of the Commission may constitute a meeting and violate Iowa's open meetings laws if they engage in deliberation.

To avoid potential violations, emails that are sent to a majority of the Commission should pertain to ministerial matters such as scheduling or to share general information and should not include anything that will spur or invite deliberation. This does not preclude suggesting potential topics or requesting information be provided to the Commission, but to avoid potential violations, emails should not include opinion or positions about policy or action items and should not advocate for a specific result or position by email. Statements of that nature should be reserved for open meetings in Commission workshops and business meetings.

Additional guidance

- A "meeting" is defined to be "a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body where there is deliberation or action upon any matter within the scope of the governmental body's policy-making duties." The term does not include a gathering of members for "purely ministerial or social purposes when there is no discussion of policy or no intent to avoid [the opening meetings requirements]." Iowa Code § 21.2(2).
- Consistent with the above, members can gather for social occasions but not to discuss business. A gathering becomes a "meeting" if a quorum of officials engages in the discussion of business or policy.
- A "walking quorum" is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly to act uniformly in sufficient number to reach a quorum. A walking quorum may produce a predetermined outcome and thus render a publicly held meeting a mere formality. Do not engage in any activity that could constitute a "walking quorum."
- Emails concerning public business are public records. Therefore, it is good advice to not send in an email anything which you would not be comfortable seeing in a newspaper or other public document or presentation.

Attorney General Tom Miller has issued dozens of "Sunshine Advisories" to educate public officials and the public about Iowa's Open Meetings and Public Records Laws. The advisories (with index) are found at <http://www.iowaattorneygeneral.gov/about-us/sunshine-advisories>.

You may also wish to consult the web page of the Iowa Public Information Board at <https://www.ipib.iowa.gov>.

PUBLIC APPEARANCE OUTSIDE OF COMMISSION WORKSHOPS AND MEETINGS

There may be occasions in which you are called upon or choose to appear at public events and meetings that are related to projects or other events related to state transportation or activities of the Iowa DOT.

You are of course free to attend these events and meetings as you choose. To avoid the appearance of committing the Transportation Commission to positions the Transportation Commission has not discussed or adopted, it's recommended you delineate personal positions from positions of the Transportation Commission when discussing issues that are pending before or may come before the Transportation Commission.

Additionally, because some members of the public make the understandable assumption that the Transportation Commission has broad operational authority over the Iowa DOT that it does not have, it is recommended that you note the issue in question is outside the Transportation Commission's authority when discussing items of that nature.



PARLIAMENTARY PROCEDURE

Business meetings will be conducted using Robert's Rules of Order. A parliamentarian will be available at business meetings to provide governance on parliamentary procedure when necessary.

Roberts Rules of Order

PART 1, MAIN MOTIONS. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.§ indicates the section from Robert's Rules.							
§	PURPOSE	YOU SAY	INTERRUPT	2ND	DEBATE	AMEND	VOTE
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	No	No	No	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority
PART 2, INCIDENTAL MOTIONS. No order of precedence. These motions arise incidentally and are decided immediately.							
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
§33	Request for information	Point of information	Yes if urgent	No	No	No	None
PART 3, MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY. No order of precedence. Introduce only when nothing else is pending.							
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority w/ notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Taken from <https://robertsrules.org/motions.html>

CONDUCT OF COMMISSIONERS



ETHICS, LOBBYING, AND FINANCIAL DISCLOSURES

Conflicts of interest

See the discussion of conflicts of interest under Commission Roles and Responsibilities on [page 21](#).

Gifts and honoraria

A public official or their family cannot directly or indirectly accept or receive any gift or series of gifts from a restricted donor. For a complete list of prohibited and permitted items see [Iowa Code § 68B.22](#)

Lobbying

Under [section 68B.2\(13\) of the Iowa Code](#), lobbying means “to encourage the passage, defeat, approval, veto, or modification of legislation, a rule, or an executive order by the members of the general assembly, a state agency, or any statewide elected official.” under [section 69B.36 of the Iowa Code](#) the Commission may not appoint a member to lobby unless that member has registered as a lobbyist. This does not prohibit the Transportation Commission from considering and acting on rules of the Iowa DOT that come before the Transportation Commission under [section 307A.2 of the Iowa Code](#).

Personal financial disclosures

Commissioners receive an annual salary, therefore they are required to file financial statements with the state. The statement must list: each business, occupation, or profession in which the individual is engaged, as well as the nature of that business, occupation, or profession; and all other sources of income if the source produces more than \$1,000 annually in gross income. See [Iowa Code § 68B.35](#).

Resources and contacts for ethics questions

If you have questions or need more information regarding ethics contact:

Iowa Ethics & Campaign Disclosure Board

<https://ethics.iowa.gov>

Phone: (515) 281-4028

Email: ethicsboard@iowa.gov

STATE OF IOWA WORKPLACE POLICIES

Substance abuse

The State of Iowa is committed to maintaining a safe work environment free from the use, abuse or effects of alcohol or drugs/controlled substances. Individuals have the right to work in an environment that is free from drug and alcohol abuse or misuse. Those who are under the influence of drugs or alcohol may adversely affect other employees and the public at large. Therefore, individuals are prohibited from:

- Reporting to work while under the influence of alcohol or drugs
- Unauthorized or illegal manufacture, possession, sale, purchase, transfer, consumption or use of any drugs or alcoholic beverages while engaged in state business, or on state property
- Illegal use or abuse of drugs or alcoholic beverages during or within either hours before operating a state or personal vehicle when the individual is engaged in state business
- Unauthorized use of prescription drugs while engaged in state business or on state property

Violence

The State of Iowa recognizes that violence at work can seriously affect employee work performance or morale. Threats, intimidation, harassment, or acts of violence will not be tolerated. The state further establishes that all officials, managers, supervisors, or employees will treat each other with courtesy, dignity, and respect. The state is committed to creating a violence-free workplace.

An individual who is the victim of workplace violence should report the incident immediately. In addition, anyone who witnesses workplace violence or the potential for such violence directed at another person or property of the state should report such incidents. Reports should be given to a supervisors or administrator of a board or commission. Corrective action will be taken to remedy violations of this policy when warranted, which could include discharge of the individual.

Equal opportunity

It is the policy of the executive branch of the State of Iowa government to: provide equal opportunity to all employees, applicants, and program beneficiaries; provide equal opportunity for the advancement of employees; provide program and employment facilities that are accessible to all people; administer programs in a manner that does not discriminate against any people because of race, creed, color, religion, sex, sexual orientation, marital status, national origin, age, or physical or mental disability; and apply affirmative action measures to correct underutilization in state employment where such remedies are appropriate.

Furthermore, it is the policy of the state to maintain an environment free of all forms of discrimination on the basis of race, creed, color, religion, sex, sexual orientation, marital status, national origin, age, or physical or mental disability. Such discrimination subverts the public interest, threatens the working relationships within state government employment as a whole, and will not be tolerated.

The state will not tolerate violations of this policy. Gubernatorial appointees and other board and commission members found to have violated this policy will be subject to sanction or removal from office.

Sexual harassment

Sexual harassment is a violation of the Civil Rights Act of 1964 and the Iowa Code. It is defined as either a sexually hostile work atmosphere or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is illegal when submission to or rejection of such conduct unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The Iowa Transportation Commission strongly believes sexual harassment cannot be tolerated. To that end, the Commission is committed to completing the annual State of Iowa Executive Branch Preventing Sexual Harassment Training Course.

Other types of harassment

Harassment of an individual based on their race, creed, color, religion, sex, sexual orientation, national origin, age, or physical or mental disability is a violation of the Civil Rights Act of 1964, Iowa Civil Rights Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act of 1990.

Assignment of responsibility

Department directors have the responsibility of the overall administration of this policy. This includes responsibility for equal opportunity, affirmative action, and prevention of harassment.

Complaints

All complaints will be promptly investigated, and all allegations will remain confidential during investigation. Corrective action will be taken to remedy violations of this policy, which could include removal from office. Individuals may also file charges with the Iowa Civil Rights Commission or the U.S. Equal Employment Opportunity Commission.

COMMUNICATION WITH THE GOVERNOR'S OFFICE

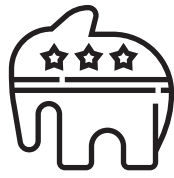
You should communicate with the Governor's Chief of Staff and Director of Boards and Commission in any of the following situations:



CHANGE OF ADDRESS



NOTICE OF RESIGNATION



CHANGE OF POLITICAL PARTY



REQUEST FOR REAPPOINTMENT

GOVERNOR'S STAFF CONTACT INFORMATION

CHIEF OF STAFF

Taryn Frideres

taryn.frideres@governor.iowa.gov

DIRECTOR OF BOARDS

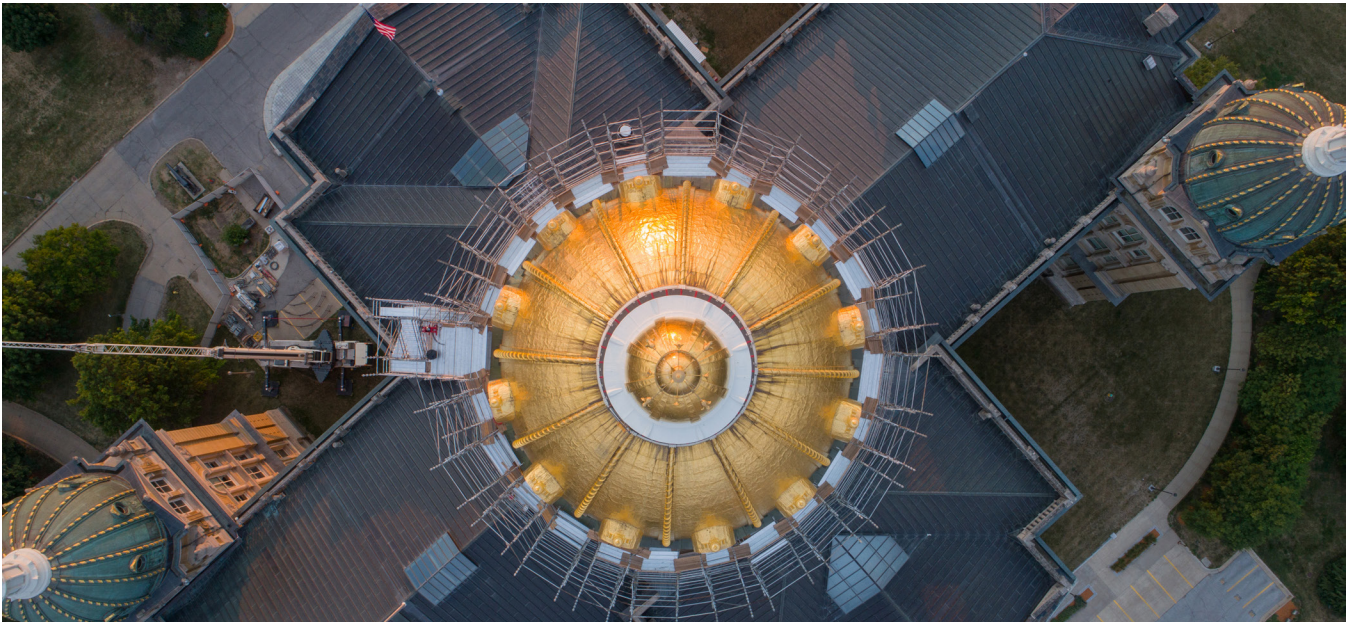
AND COMMISSIONS

Nick Tansey

nick.tansey@governor.iowa.gov

515-805-6587

STATUTES OF RELEVANCE



IOWA CODE

The following Iowa Code chapters/sections govern the role and makeup of the Commission.

- **307A.1A:** No more than four from the same party; Governor appoint to four-year terms July 1 to June 30, subject to Senate confirmation; meet July of each year to elect chair.
- **69.16:** Also requires political party balance.
- **69.16C:** Minority representation is expected on each board and commission, to the extent practicable.
- **69.16E:** Young adults should be represented on every board and commission, to the extent practicable. A young adult is between the ages of 18 and 35.
- **307A.3:** Conflict of interest provision.
- **307A.4:** Vacancies on Commission - Any vacancy filled in same manner as regular appointee for unexpired portion of term.
- **307A.5:** Compensation as provided by 7E.6.
- **7E.6(4):** Compensation is \$10,000 per year.
- **307A.6:** Commission meetings occur at call of chair or when any four members file a written request with chair.
- **307A.7:** Expenses.
- **307A.8:** Removal of Commissioner may occur per Chapter 66.
- **307A.2:** Duties of Commission.
- **21:** Open meetings.
- **68B:** Government ethics and lobbying.

ADMINISTRATIVE RULES

The following administrative rules affect the work of the Commission or fall within their authority.

- [4: Public Records and Fair Information Practices](#)
- [10: Administrative Rules](#)
- [103: Secondary Road Fund Distribution Methodology](#)
- [162: Surface Transportation Block Grant Program](#)
- [163: RISE Program](#)
- [164: Traffic Safety Improvement Program](#)
- [165: Recreational Trails Program](#)
- [700: Aeronautics Programs Administration](#)
- [822: Railroad Revolving Loan and Grant Fund Program](#)
- [920: State Transit Assistance](#)
- [923: Capital Match Revolving Loan Fund](#)
- [924: Public Transit Infrastructure Grant Program](#)



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