

IOWA

TRANSPORTATION COMMISSION



A GUIDE TO YOUR ROLE AS AN IOWA TRANSPORTATION COMMISSIONER



800 LINCOLN WAY
AMES, IA 50010

WELCOME

FROM THE IOWA DOT DIRECTOR

MARK LOWE

Dear Commissioners,

Thank you for your service to the State of Iowa as member of the Iowa Transportation Commission, and if you are 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,



Lowe

Director of the Iowa DOT
800 Lincoln Way
Ames, IA 50010
Office: 515-239-1111
E-mail: mark.lowe@iowadot.us

Before entering state government, Mark was an associate and then shareholder with Hopkins & Huebner, P.C. in Des Moines. He has also served as associate general counsel for Norwest Financial in Des Moines and, prior to law school, as a planner at the Region XII Council of Governments in Carroll, Iowa.

Mark was born in Illinois in 1966 and lived for a number of years in rural Illinois and Missouri before moving to Iowa in 1977. He graduated from Carroll High School in 1984 and from Iowa State University in 1988 with a bachelor's degree in community and regional planning. He earned his law degree from Drake University in 1993 and served as editor in chief of the Drake Law Review for the 1992-1993 year.

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OVERVIEW

OF THE IOWA DOT



CONTACTS AND ORGANIZATION

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Special Assistant Attorney General
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Sioux City, IA 51104
Home: 712-277-3129
Charese.Yanney@dot.iowa.gov

CONTACTS AND ORGANIZATION

IOWA DOT DIVISIONS

ADMINISTRATIVE SERVICES DIVISION

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

Office of:

Budget and Business Systems .. Jon Makovec 515-239-1318
Employee Services Todd Sadler 515-239-1399
Finance Cheryl Williams 515-239-1474
Support Services Mike Harvey 515-239-1327

HIGHWAY DIVISION

Mitchell J. Dillavou, P.E., 515-239-1124
Fax: 515-239-1120
800 Lincoln Way, Ames, IA 50010

Operations Bureau
Scott Marler, 515-239-1128

Office of:

Construction & Materials Wes Musgrove, P.E. 515-239-1352
Fax: 515-239-1845
Maintenance Bob Younie, P.E. 515-239-1971
Fax: 515-239-1005
Motor Vehicle Enforcement Dave Lorenzen 515-237-3219
Fax: 515-237-3387
Traffic & Safety Steve Gent, P.E. 515-239-1557
Fax: 515-239-1891
Traffic Operations Andy Lewis 515-239-1919

Project Delivery Bureau
Charlie Purcell, P.E., 515-239-1128

Office of:

Bridges & Structures Jim Nelson, P.E. 515-239-1206
Fax: 515-239-1978
Contracts Mark Dunn, P.E. 515-239-1414
Fax: 515-239-1325
Design Michael J. Kennerly, P.E. 515-239-1783
Fax: 515-239-1873
Local Systems Donna Buchwald, P.E. 515-239-1528
Fax: 515-239-1966
Location & Environment ... Tamara Nicholson, P.E. 515-239-1225
Fax: 515-239-1726
Project Management Deanna Maifield, P.E. 515-239-1817
Right of Way Martin Sankey, P.E. 515-239-1216
Fax: 515-239-1247

INFORMATION TECHNOLOGY DIVISION

Annette Dunn, 515-239-1284
Fax: 515-239-1120
800 Lincoln Way, Ames, IA 50010

Office of:

Administration Planning
& Modal Support Dave Stierman 515-239-1110
Communications Technology Sandra Black 515-239-7808
Customer Support..... Bill George 515-233-7783
Highway Support Matthew Rensch 515-239-1363
Motor Vehicle Support Corey Lorenz 515-239-1827
Project Management Alesia Trask 515-239-1815
Network and Security David Anderson 515-239-1543
Systems Support Vacant 515-239-1911

MOTOR VEHICLE DIVISION

Melissa Spiegel, Director 515-237-3121
Fax: 515-237-3355

Mailing address: P.O. Box 9204
Des Moines, IA 50306-9204

Physical address: 6310 SE Convenience Blvd.
Ankeny, IA 50021

Bureau of Investigation

& Identity Protection.....Ryan Ridout..... 515-237-3260
Fax: 515-237-3387

Office of:

Driver & Identification Services Darcy Doty 515-237-3131
Fax: 515-237-3071
Vehicle & Motor Carrier Services Angel Robinson .. 515-237-3040
Fax: 515-237-3056

Motor Vehicle Information Center

From Des Moines: 515-244-8725
or 515-244-9124

TDD number: 515-237-3192

Mon.-Fri., 8 a.m. - 4:30 p.m.

Bureau of Investigation & Identity Protection

Investigator contact: 515-237-3050

Mon.-Fri., 8 a.m. - 3:30 p.m.

Motor Carrier Services

P.O. Box 10382

Des Moines, IA 50306-0382

515-237-3264; Fax: 515-237-3257

Motor Vehicle Enforcement

Commercial vehicle information:

515-237-3305

Mon.-Fri., 8:30 a.m. - 3:30 p.m.

PLANNING, PROGRAMMING & MODAL DIVISION

Stuart Anderson, P.E., 515-239-1661

Fax: 515-239-1120

800 Lincoln Way, Ames, IA 50010

Office of:

Aviation Vacant 515-239-1659
Program Management Vacant 515-239-1500
Public Transit Vacant 515-239-1659
Rail Transportation Vacant 515-239-1052
Systems Planning Craig Markley 515-239-1027

STRATEGIC PERFORMANCE DIVISION

John Selmer, P.E., 515-239-1333

Fax: 515-239-1120

800 Lincoln Way, Ames, IA 50010

Office of:

Research and Analytics Peggi Knight, P.E. 515-239-1530
Strategic Communications & Policy Andrea Henry.... 515-239-1730

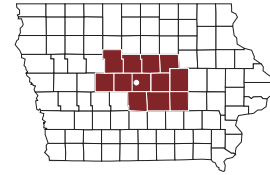
CONTACTS AND ORGANIZATION

HIGHWAY DIVISION DISTRICTS

DISTRICT 1

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

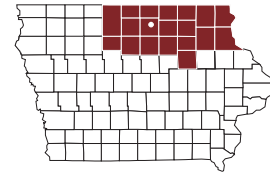
District 1 Engineer	Scott Dockstader, P.E.	515-239-1194
Assistant District Engineer	Tony Gustafson, P.E.	515-239-1430
Construction Engineer	Jesse Tibodeau, P.E.	515-239-1542
Field Services Coordinator	Vacant	515-239-1996
Local Systems Engineer	Gregg Durbin, P.E.	515-239-1421
Maintenance Manager	Lance Starbuck	515-239-1634
Materials Engineer	Jeff Devries	515-239-1926



DISTRICT 2

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

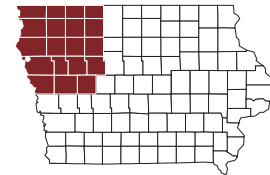
District 2 Engineer	Jon Ranney, P.E./P.L.S.	641-422-9465
Assistant District Engineer	Dave Little, P.E.	641-422-9464
Construction Engineer	Roy Gelhaus, P.E.	641-422-9448
Field Services Coordinator	Pete Hjelmstad	641-422-9459
Maintenance Manager	Randy Taylor	641-422-9475
Materials Engineer	Robert Welper, P.E.	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

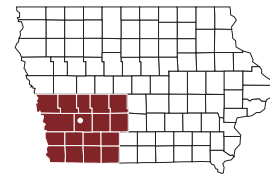
District 3 Engineer	Tony Lazarowicz, P.E.	712-276-1451
Assistant District Engineer	Shane Tymkowicz, P.E.	712-274-5834
Construction Engineer	Darwin Bishop, P.E.	712-274-5826
Field Services Coordinator	Dakin Schultz	712-274-5837
Local Systems Engineer	Brian Catus, P.E.	712-274-5839
Maintenance Manager	John Jepsen	712-274-5825
Materials Engineer	William Dotzler, P.E.	712-239-4713



DISTRICT 4

2210 E. Seventh St., Atlantic 50022
712-243-3355 800-289-4368 Fax: 712-243-6788

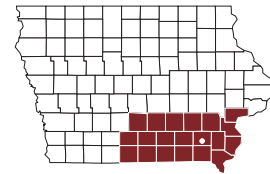
District 4 Engineer	Scott Schram, P.E.	712-243-7626
Assistant District Engineer	Wes Mayberry, P.E.	712-243-7622
Construction Engineer	Daniel Redmond, P.E.	712-243-7628
Field Services Coordinator	Scott Suhr	712-243-7627
Council Bluffs Interstate Project	Jim Muetzel, P.E.	712-243-7633
Local Systems Engineer	Vince Ehler, P.E.	712-243-7638
Maintenance Manager	Steve Mefford	712-388-6889
Materials Engineer	Timothy Hensley, P.E.	712-243-7629



DISTRICT 5

P.O. Box 400, Fairfield, IA 52556
641-472-4171 800-766-4368 Fax: 641-472-3622

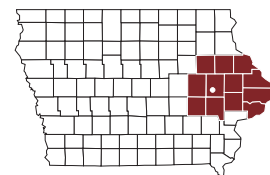
District 5 Engineer	Jim Armstrong, P.E.	641-472-4171
Assistant District Engineer	Mark Van Dyke, P.E.	641-469-4003
Construction Engineer	James Webb, P.E.	641-469-4045
Field Services Coordinator	Hector Torres-Cacho	641-469-4007
Local Systems Engineer	Christy VanBuskirk, P.E.	641-469-4017
Maintenance Manager	Bruce Hucker, P.E.	641-469-4008
Materials Engineer	Vacant	641-469-4018
Traffic Operations Engineer	Jared Klein, P.E.	641-469-4026



DISTRICT 6

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

District 6 Engineer	Jim Schnobelen, P.E.	319-364-0235
Assistant District Engineer	Kenneth Yanna, P.E.	319-364-0235
Construction Engineer	Doug McDonald, P.E.	319-364-0235
Field Services Coordinator	Catherine Cutler	319-364-0235
I-74 Project Manager	Danielle Mulholland, P.E.	563-823-4373
Local Systems Engineer	Kent Ellis, P.E.	319-364-0235
Maintenance Manager	Jeff Tjaden	319-364-0235
Materials Engineer	Roger Boulet, P.E.	319-366-0446
Project Manager	John Vu, P.E.	319-730-1505



CONTACTS AND ORGANIZATION

DISTRICT INFORMATION

ACCESS AND UTILITY PERMITS

District 1	Kevin Schlesky 57073 U.S. 30 E. Ames 50010 515-663-6363	Vacant 57073 U.S. 30 E. Ames 50010 515-663-6362	Deanna Smyth-Peters 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	Daryl Erickson 428 43rd St. SW Mason City 50401 641-422-9476 866-452-8502	Jess Ellingson 2224 225 th St. New Hampton, IA 50659 641-394-3161 800-373-7343		
District 3	Kelly Mulvihill 4611 U.S. 75 N. Sioux City 51108 712-202-0821 800-579-2711	Wayne Brensel 2435 Airport St. P.O. Box 70 Denison 51442 712-263-8488 800-683-8900	Brent Klaahsen 1204 N. Second Ave. E. P.O. Box 430 Rock Rapids 51246 712-472-2315 800-373-7347	
District 4	Kurt Shackelford – CBIS 2210 E. Seventh St. Atlantic 50022 712-243-7652 800-289-4368	Eric Keiner 300 W. Broadway, Ste 401 Council Bluffs 51503 712-323-6125 800-579-2718	Richard Moraine 300 W. Broadway, Suite 401 Council Bluffs 51503 712-323-6125 800-579-2718	
District 5	Nora Lind 2930 N Court St. Ottumwa 52501 641-469-4025	Brenda Sanders 2930 N. Court St. Ottumwa 52501 641-683-3331 800-224-6018	Dale O'Brien U.S. 34 W. P.O. Box 733 Chariton 50049 641-774-2420 800-283-9731	
District 6	Joel Keim 5455 Kirkwood Blvd. SW Cedar Rapids 52404 319-365-3558 800-262-5144	Sheila Lee 8723 Northwest Blvd. P.O. Box 2646 Davenport 52809 563-391-4643 800-262-5143	Steve Lueck 14117 Iowa 136 N. P.O. Box 325 Dyersville 52040 563-875-2375 800-262-5142	

DISTRICT OPERATIONS MANAGERS

District 1	Dennis Howe 2300 SE 17 th St. Grimes 50111 515-986-5459 800-251-2702
District 2	Roger Burns 2224 225 th St. New Hampton 50659 641-394-5634 866-849-0327
District 3	Tom Jungers 4623 N. U.S. Hwy 75 Sioux City 51108 712-239-2856 800-373-7348
District 4	Tony Arrick 3540 S. Expressway Council Bluffs 51501 712-366-4642 866-834-9673
District 5	Mark Claeys 307 W Briggs St. P.O. Box 400 Fairfield 52556 641-469-4051
District 6	Fred Thiede 5455 Kirkwood Blvd. SW Cedar Rapids 52404 319-364-0235 800-262-5144

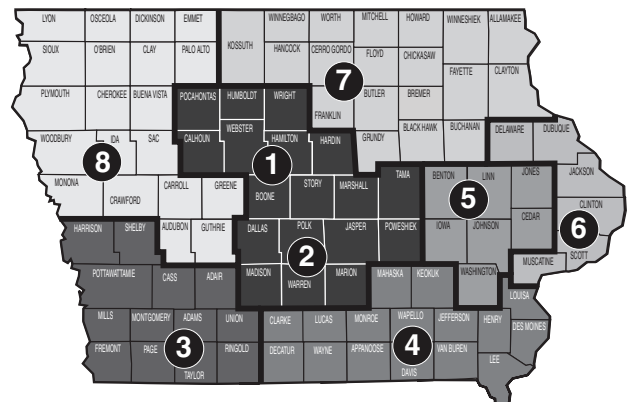
RESIDENT CONSTRUCTION ENGINEERS

District 1	Benjamin Hucker, P.E. 2300 Southeast 17 th St. Grimes 50111 515-986-2852 800-251-2707	Dustin Skogerboe, P.E. 1308 Iowa Ave. W. P.O. Box 715 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	Vacant 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	Steve McElmeel, P.E. 1833 Industrial Road N. Cherokee 51012-2235 712-225-5786 800-579-2712	Dean Herbst, P.E. 4611 U.S. 75 N. Sioux City 51108 712-239-1367 800-579-2713	
District 4	Dave Dorsett, P.E. 3538 S. Expressway Council Bluffs 51501 712-366-0568 800-579-2719	Scott Nixon, P.E. 701 E. Taylor Creston 50801 641-782-4518 877-226-8109	
District 5	Liz Finarty, P.E. U.S. 34 W. P.O. Box 733 Chariton 50049 641-774-5056 800-881-5778	Lauren Giarro, P.E. 205 E. Taft St. Mount Pleasant 52641 319-385-2211 800-224-6021	
District 6	Hugh Holak, P.E. 1009 W. Main P.O. Box 129 Manchester 52057 563-927-2397 800-262-5146	Ahmad Abu Afifeh, P.E. 8721 Northwest Blvd. P.O. Box 2646 Davenport 52809 563-391-2750 800-262-5145	

DISTRICT TRANSPORTATION PLANNERS

- Ames MPO
Phil Mescher
Vacant
800 Lincoln Way
Ames 50010
Phil: 515-239-1629
Vacant: 515-239-1520
- Andy Loonan
1020 S. Fourth St.
Ames 50010
515-239-1996
800-899-0623
- Scott Suhr
2210 E. Seventh St.
Atlantic 50022
712-243-7627
800-289-4368
- Hector Torres-Cacho
307 W. Briggs
P.O. Box 587
Fairfield 52556
641-469-4007
800-766-4368
- Catherine Cutler
5455 Kirkwood Blvd. SW
Cedar Rapids 52404
319-364-0235
800-866-4368
- Sam Shea
5455 Kirkwood Blvd. SW
Cedar Rapids 52404
319-364-0235
800-866-4368
- Krista L. Billhorn
428 43rd St. SW
Mason City 50401
641-422-9447
800-477-4368
- Dakin Schultz
2800 Gordon Drive
P.O. Box 987
Sioux City 51102-0987
712-274-5837
800-284-4368

District Transportation Planners' Areas of Responsibility



MORE ABOUT THE IOWA DOT DIVISIONS



Wilkinson

Administrative Services Division

Lee Wilkinson
Director, Administrative Services Division

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 Office of Maintenance. 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 are to:

- Provide internal support services for facilities' management, including facility design and construction, building and grounds maintenance, lease management, and work-site remodeling and relocation; procurement and distribution activities, including specification development, purchasing, equipment assignment, inventory management, and surplus disposal.
- Administer central motor pool, fueling site, and warehouse and distribution center, including printing and assembly, and mail services.
- Manage human resource programs, including labor relations, affirmative action, employee training coordination, oversight of classification and pay systems, recruitment coordination, administration of drug screening, employee relocation assistance, educational assistance, employee recognition programs, employee benefits administration, workers' compensation, survey development and analysis, and accountable government implementation and reporting.
- Manage department financial programs, including budget development and monitoring, administering the agency's accounting and payroll systems, conducting external and motor carrier audits, and processing of tort claims.
- Develop federal and state policy and evaluation, including identification and analysis of major transportation issues, administrative rules, the Iowa DOT's Policies and Procedures Manual, contested case appeals; and state legislative programs.

MORE ABOUT THE IOWA DOT DIVISIONS



Dillavou

Highway Division

Mitchell J. Dillavou, P.E.
Director, Highway Division

Mitchell J. Dillavou was raised in Waverly, Iowa and graduated from Waverly-Shell Rock High School in May 1975. He continued his education at Iowa State University, earning a Civil Engineering degree in May 1987.

Immediately after graduation, Mitch began his career with the Iowa Department of Transportation (DOT) as an Estimator in the Contracts office.

Since 1989, Mitch has worked in the capacity of Inspector and Assistant Resident Construction Engineer in the Ames Construction Residency, Resident Construction Engineer in the Des Moines Construction Residency, and Director for the Office of Design. In March 2002, he began serving as Director of the Engineering Bureau. In 2012, the bureau was reorganized and renamed the Project Delivery Bureau. On January 1, 2016, Mitch became the Highway Division Director, or Chief Engineer of the Iowa DOT.

Highway Division's primary responsibilities are to:

- Provide project design, contracts, construction, technical assistance and consultation, right-of-way issues; and environmental investigations/compliance.
- Ensure consistency with engineering practices and acts as liaison with the U.S. DOT, local jurisdictions, the construction industry, and professional associations.
- Review traffic safety situations/issues and maintains safety management systems.
- Develop transportation technology transfer; manages the preservation and operation of the transportation system to ensure safe travel.
- Administer and provide statewide direction for all maintenance activities completed by contract and Iowa DOT forces.
- Plans and administer maintenance of highways and bridges, bridge inspection program, traffic services, and snow and ice control.
- Oversees Adopt-A-Highway program, maintenance information management systems, bridge and highway painting, roadside management, rest area administration, road weather information systems, highway lighting, and utility, access and drainage permits.
- Monitor and evaluate the performance of field operations in all maintenance functions.
- Plan, develop maintain, and support information technology within the Highway Division and integration of information technology into all aspects of the division's functions and responsibilities.
- Manage engineering co-op program.
- Enhance the safety, efficiency, mobility, and convenience of the state's transportation system through intelligent transportation systems
- Provide team facilitation, training, and partnering through workplace initiatives.

MORE ABOUT THE IOWA DOT DIVISIONS



Dunn

Information Technology Division

Annette Dunn
Director, Administrative Services Division

Dunn was appointed Information Technology Division director (CIO) for the Iowa Department of Transportation in January 2015. Prior to this appointment, Dunn served as the Director of Support Services and as the Winter Operations Administrator for the Iowa DOT, where she was instrumental in the implementation of the statewide winter operation Global Positioning System/Advanced Vehicle Location project in more than 900 snow plows that has been replicated in several other state DOT's.

Dunn is a graduate of Iowa State University, and obtained a Certified Public Manager designation through Drake University. She spent eight years in military service, and has lived in Iowa for the majority of her civilian life and career. She is married to Mark Dunn, Transportation Engineer Executive for the Iowa DOT, and has two son's Colby, pharmacy student at Drake University, and Garrett, currently attending the United States Military Academy at West Point where and will be commissioned a second lieutenant in the U.S. Army upon graduation at West Point. Dunn also currently serves as the president of the West Point Parent Club of Iowa.

Information Technology Division's primary responsibilities are to:

- Provide internal support services, automation support, and facilities and equipment support.
- Assist internal and external customers in applying technology to the business needs of the department.
- Collect, process, and disseminate information throughout the department.
- Monitor the constantly changing business and information environment.
- Maximize current investments in technology.
- Implement new technologies and new directions
- Coordinate information sharing.
- Provide technical solutions designed to achieve balance between risk and usability.

MORE ABOUT THE IOWA DOT DIVISIONS



Spiegel

Motor Vehicle Division

Melissa Spiegel
Director, Motor Vehicle Division

Spiegel was appointed director of Office of Driver Services within the Motor Vehicle Division on January 29, 2016.

She started her career with the Iowa DOT in 2010, first as a records administrative assistant working out of the Ankeny driver's license station, and then as a member of the Motor Vehicle Division's management team, serving as the division's communications and policy officer, where she lead the development of web-based services, internal and external communications, and administrative rule and legislative proposals.

Before joining the Iowa DOT, Melissa obtained a bachelor of arts degree 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 Association, providing key guidance and oversight for disaster recovery public assistance.

Motor Vehicle Division's primary responsibilities are to:

- Administer and enforce federal and state motor vehicle laws and regulations, including the testing, licensing, and appropriate sanctioning of all drivers.
- Maintain/update all driver history files for Iowa drivers, and cooperates with other jurisdictions in sharing data concerning out-of-state drivers.
- Maintain and update crash reports and information.
- Administer financial responsibility laws.
- Suspend or revoke driving privileges of drivers who have committed OWI or other problem-driver offenses, and lifts suspension or revocation when compliance is achieved.
- Administer driver improvement program and motorcycle rider program.
- Title and register vehicles that operate interstate.
- Register aircraft and aircraft dealers.
- Route overdimension vehicles on Iowa's primary and interstate highways.
- Administer fuel tax and single state registration program for Iowa-based carriers.
- Issue intrastate authority to for-hire carriers.
- Issue trip permits for temporary travel in Iowa.
- Enforce federal motor carrier safety standards and hazardous materials regulations.
- Enforce size, weight, authority, fuel, and registration laws.
- Investigate title and odometer fraud.
- Resolve failure to transfer title complaints.
- Perform salvage theft examinations.
- Investigate driver's license fraudulent applications.
- Provide seminars to retail and liquor establishment personnel and local law enforcement concerning driver license fraud detection.
- Title and issue registrations for all official vehicles, and special and personalized plates.
- Issue all red light certificates for all privately owned emergency vehicles.
- Approve and process abandoned vehicle reports for all law enforcement agencies.
- Process surety bonds for vehicles missing supporting ownership documents.
- Administer county-based registration and refunds for noninterstate vehicles.
- Regulate all dealer, manufacturer, wholesaler, recycler, and leasing licensing programs, including revocations/suspensions.
- Administer and issue persons with disabilities permits.
- Regulate and issue all vehicle registration fees through rate book programs so counties are aware of vehicle registration fees.

MORE ABOUT THE IOWA DOT DIVISIONS



Anderson

Planning, Programming and Modal Division

Stuart Anderson, P.E.
Director, Planning, Programming and Modal Division

Anderson joined the department in 1992 as an engineer-in-training in the Office of Systems Planning. He served various roles within the office until his appointment to director of the Office of Systems Planning in 2002. He was appointed director of the Planning, Programming and Modal Division in January 2009.

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

Planning, Programming and Modal's primary responsibilities are to:

- Develop both long- and short-range transportation system plans.
- Conduct public involvement sessions.
- Administer the Revitalize Iowa's Sound Economy (RISE) program.
- Develop city, county, and state transportation maps.
- Administer the Transportation Alternatives program;
- Develop the Iowa Statewide Transportation Improvement Program (STIP).
- Administer the state's Recreational Trails Program.
- Develop the department's Five-Year Program.
- Administer the national Recreational Trails Program.
- Establish and maintain the department's traffic and roadway condition databases.
- Administer the Iowa Clean Air Attainment Program (ICAAP).
- Develop traffic forecasts for highway projects and manage the traffic count program.
- Coordinate planning activities with the metropolitan planning organizations and regional planning affiliations.
- Manage special legislative and congressionally mandated studies.

The division's responsibilities also include aviation, rail, public transit, and water transportation activities as discussed in the following paragraphs.

The Office of Aviation serves as an advocate and provider of services that promote and enhance a safe and healthy transportation system in Iowa. The Office of Aviation administers several funding programs for airport improvement projects and works as a liaison with the Federal Aviation Administration. Office staff emphasizes advocacy, building partnerships, and economic development.

The Office of Rail Transportation delivers a variety of programs and services to maintain a viable rail infrastructure system in Iowa. The office administers several programs to improve the safety of highway-railroad crossings, and several programs to assist railroads to improve their trackage. The office promotes the importance of the rail system to Iowa's economy.

The Office of Public Transit promotes a public transportation system that meets the transportation needs of Iowans through advocacy, technical assistance, and administration of state and federal funds. The office promotes coordination of all public transportation through the designated public transit agencies while providing technical assistance to agencies receiving federal funds. The office serves as a liaison with the Federal Transit Administration in distributing funds to transit agencies in Iowa.

The river section promotes transportation on Iowa's navigable rivers. This section also represents Iowa navigation interests with other state and federal agencies.

MORE ABOUT THE IOWA DOT DIVISIONS



Selmer

Strategic Performance Division

John R. Selmer, P.E.
Director, Strategic Performance Division

Selmer was appointed director of the Strategic Performance Division in August 2012. He started his career with the department in 1989 as resident maintenance engineer in Atlantic. He was promoted to director of the Office of Maintenance Operations in 1994 focusing on pavement preservation and process improvement. He was appointed District 4 engineer in 2000. Just prior to being named director of the Strategic Performance Division, Selmer was the director of the Statewide Operations Bureau with responsibilities in construction, maintenance, materials, local systems contracts, and specifications.

Selmer is a 1983 graduate of the University of Nebraska-Omaha with a bachelor's degree in civil engineering.

Strategic Performance Division's primary responsibilities are to:

- Provide services focused on performance management, asset management, process improvement, strategic planning, and strategic communications.
- Perform media and marketing services, including media relations, development of marketing and communications plans, issuance of news releases, intranet and Internet site management, technical editing, graphic design, publications, radio news service, and photography and video services.
- Facilitate the coordination and management of departmental research activities in collaboration with other divisions, U.S. DOT, Transportation Research Board, National Cooperative Highway Research Program, American Association of State Highway and Transportation Officials, Iowa Highway Research Board, universities, other states, private sector partners, and state and local agencies.
- Manage research needs identification, research program development and implementation, and related funding.

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 in [\[link to handbook that discussed five-year program\]](#).*

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 in [\[link to section of handbook that includes pertinent department rules\]](#).*
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 in [\[link to appropriate reference to the long-range plan.\]](#)*
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".

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, which is included in appendix [\[insert appendix reference\]](#), and a full text copy of the statute appears at [\[include reference to appropriate section of the handbook for statutory references.\]](#)*

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 at [\[include reference to section of handbook.\]](#)*

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 at [\[link to appropriate section of the handbook\]](#).

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

The Plan is a multimodal transportation planning document developed and approved 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, MPO and 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.

WE WILL ALSO INCLUDE A COPY OF THE CURRENT LONG RANGE PLAN IN HARDCOPY AT THE BACK OF THE DOCUMENT AND A LINK TO THE PLAN IN ELECTRONIC VERSION

Five-year program

Each year the Commission develops and approves the five-year 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.

WE WILL ALSO INCLUDE A COPY OF THE CURRENT FIVE YEAR PROGRAM IN HARDCOPY AT THE BACK OF THE DOCUMENT AND A LINK TO THE PLAN IN ELECTRONIC VERSION

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; and
- 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 \$1.0 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. For FY 2018, \$1.9 million was available.

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

Linking Iowa's Freight Transportation System (LIFTS) Program

The LIFTS program is a grant funding opportunity to improve Iowa's freight transportation system and focuses on projects not typically funded through highway funding programs. The LIFTS program seeks to address the gaps in multimodal funding to assist in bolstering the freight transportation system - be that by truck, train, barge, airplane, or multiple modes. Products grown or made in Iowa take a journey on multiple modes of transportation around the United States and the world. Efficient, diverse, and cost-effective freight transportation is critical to the health of Iowa's businesses, communities, and economy. The Fixing America's Surface Transportation (FAST) Act of 2015 expands the eligibility to include multimodal freight projects for federal transportation funding through the establishment of a National Highway Freight Program (NHFP). Up to 10 percent of Iowa's NHFP apportionment may be used on freight intermodal or freight rail projects. Applicants must provide a local match for the proposed project that may include cash, noncash or approved state fund contributions. The minimum amount of matching funds required of a public entity or a public/private partnership is 20 percent; private entities must provide a 50 percent match if not partnering with a public agency. The program has approximately \$1.3 million in a funding cycle.

More information: <https://iowadot.gov/iowarail/financial-assistance/lifts>

GRANT 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/rrlgp>

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>

SCHEDULE OF REGULAR TRANSPORTATION COMMISSION ACTIVITIES

 preview
  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>)												
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												
Project Prioritization Criteria/Weighting												
Highway Program Development Overview												
Statewide Line Items												
Review Previous Highway Program Objectives												
Discuss Highway Program Funding Forecast/Funding Balance												
Review Highway Program Candidates												
Determine New Program Objectives												
Highway Program Decisions (<i>continue programmed projects and balance utilization</i>)												
Continue to Review New Highway Program Candidates												
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												
Linking Iowa's Freight Transportation System Program												
Railroad Revolving Loan and Grant Program												
Highway-Railroad Crossing Surface Repair Program												
Highway-Railroad Crossing Safety Program												

SCHEDULE

OF MAJOR COMMISSION ITEMS



2019-2020 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 1:30 p.m. and is usually brief.

Commission Tour Structure: Three 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/commission/meeting-dates>

2019 MEETING AND TOUR DATES

June 11 Workshop and Meeting	September 9-10 Tour and Meeting
July 8-9 Tour and Meeting	October 8 Workshop and Meeting
August 13 Workshop and Meeting	December 10 Workshop and Meeting

2020 MEETING AND TOUR DATES

January 14 Workshop and Meeting	April 14 Workshop and Meeting
February 10-11 Tour and Meeting	May 11-12 Tour and Meeting
March 10 Workshop and Meeting	June 9 Workshop and Meeting

ADD TOUR LOCATION INFO WHEN READY

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 E-mail 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. E-mail 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, E-mails 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 E-mails should not include opinion or positions about policy or action items and should not advocate for a specific result or position by E-mail. 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."
- E-mails concerning public business are public records. Therefore, it is good advice to not send in an E-mail 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

To Do This <i>*not amendable</i>	Say This	Interrupt	Seconded	Debatable	Vote Required
*Adjourn	"I move the meeting be adjourned"	No	Yes	No	Majority
Recess	"I move the meeting be recessed until"	No	Yes	No	Majority
*Complain about noise, room, etc.	"Point of privilege"	Yes	No	No	No Vote
*Suspend further consideration	"I move to table the motion"	No	Yes	No	Majority
End debate	"I move the previous question"	No	Yes	No	2/3 Vote
Postpone consideration	"I move this matter be postponed until"	No	Yes	Yes	Majority
Study something further	"I move this matter to be referred to a committee"	No	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended"	No	Yes	Yes	Majority
Introduce business	"I move that"	No	Yes	Yes	Majority
Object to a procedure or personal affront	"Point of order"	Yes	No	No	No Vote Chair Decides
Request information	"Point of information"	Yes	No	No	No Vote
*Ask for an actual vote by voice	"I call for a division of the house"	No	No	No	No Vote
*Object to considering a matter	"I object to consideration of this matter"	Yes	No	No	2/3 Vote
*Take off the table	"I move to take from the table"	No	Yes	No	Majority
*Reconsider	"I move to reconsider the action"	Yes	Yes	Yes	Majority
*Consider something out of order	"I move to suspend the rules and consider"	No	Yes	No	2/3 Vote
*Vote of ruling by chair	"I appeal the chair's decision"	Yes	Yes	Yes	Majority

CONDUCT OF COMMISSIONERS



ETHICS, LOBBYING AND FINANCIAL DISCLOSURES

Conflicts of interest

See discussion in [Iowa Code § 307A.3](#)

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 “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

E-mail: 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; and
- 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.

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

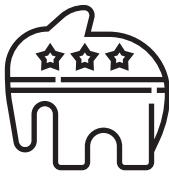
You should communicate with the Governor's Chief of Staff and Director of Boards and Commissions in any of the following situations:



CHANGE OF ADDRESS



NOTICE OF RESIGNATION



CHANGE OF POLITICAL PARTY



REQUEST FOR REAPPOINTMENT

GOVERNOR'S STAFF CONTACT INFORMATION

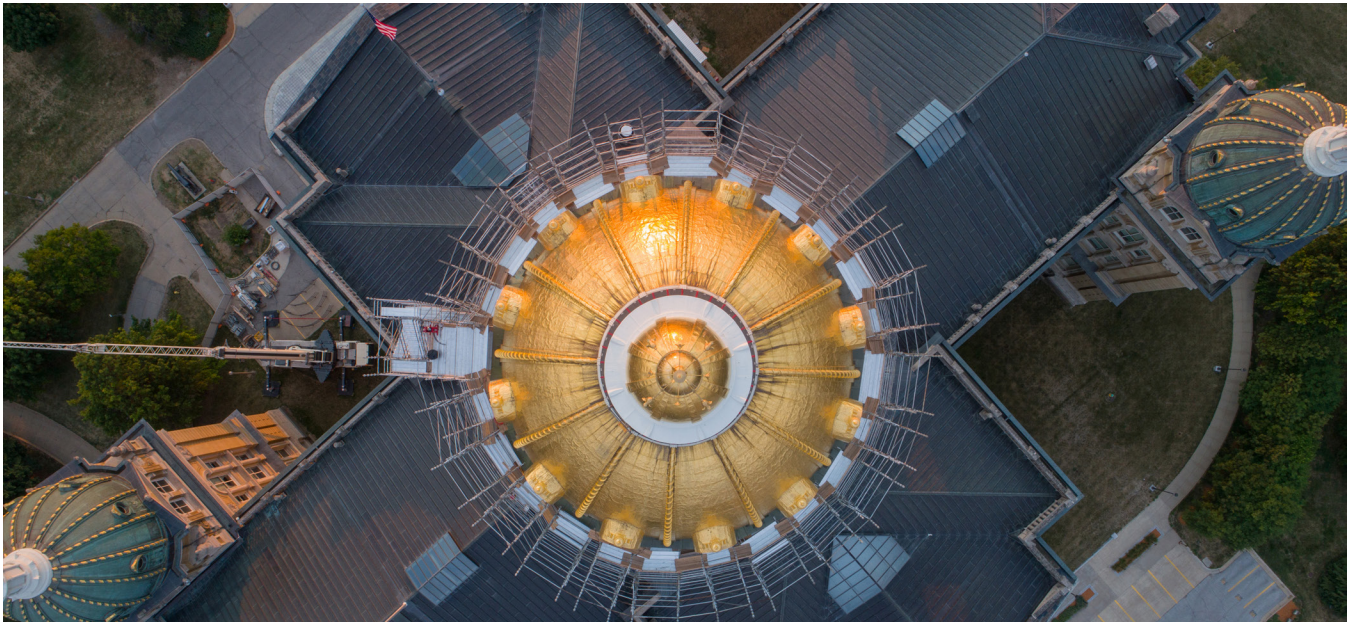


Chief of Staff
Sara Craig
Sara.craig@iowa.gov
515-725-3501



Director of Boards and Commissions
Nick Boeyink
Nick.boeyink@iowa.gov
515-725-3509

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.
- **69.16A:** No more than half, plus one, of the members of the Commission shall be of the same gender.
- **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.

- **1:** Organization of the Department of Transportation
- **2:** Provisions Applicable to All Rules
- **4:** Public Records and Fair Information Practices
- **10:** Administrative Rules
- **162:** Surface Transportation Block Grant Program
- **163:** RISE Program
- **164:** Traffic Safety Improvement Program
- **165:** Recreational Trails Program
- **201:** Intermodal Pilot Project Program
- **710:** Airport Improvement Program
- **715:** Air Service Development Program
- **716:** Commercial Service Vertical Infrastructure Program
- **717:** General Aviation Vertical Infrastructure Program
- **822:** Railroad Revolving Loan and Grant Fund Program
- **920:** State Transit Assistance
- **923:** Capital Match Revolving Loan Fund
- **924:** Public Transit Infrastructure Grant Program

APPENDIX MATERIALS

- Gov's Appointee Handbook?
- What else would you like included?