

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

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,



Marler

Director, Iowa DOT
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.

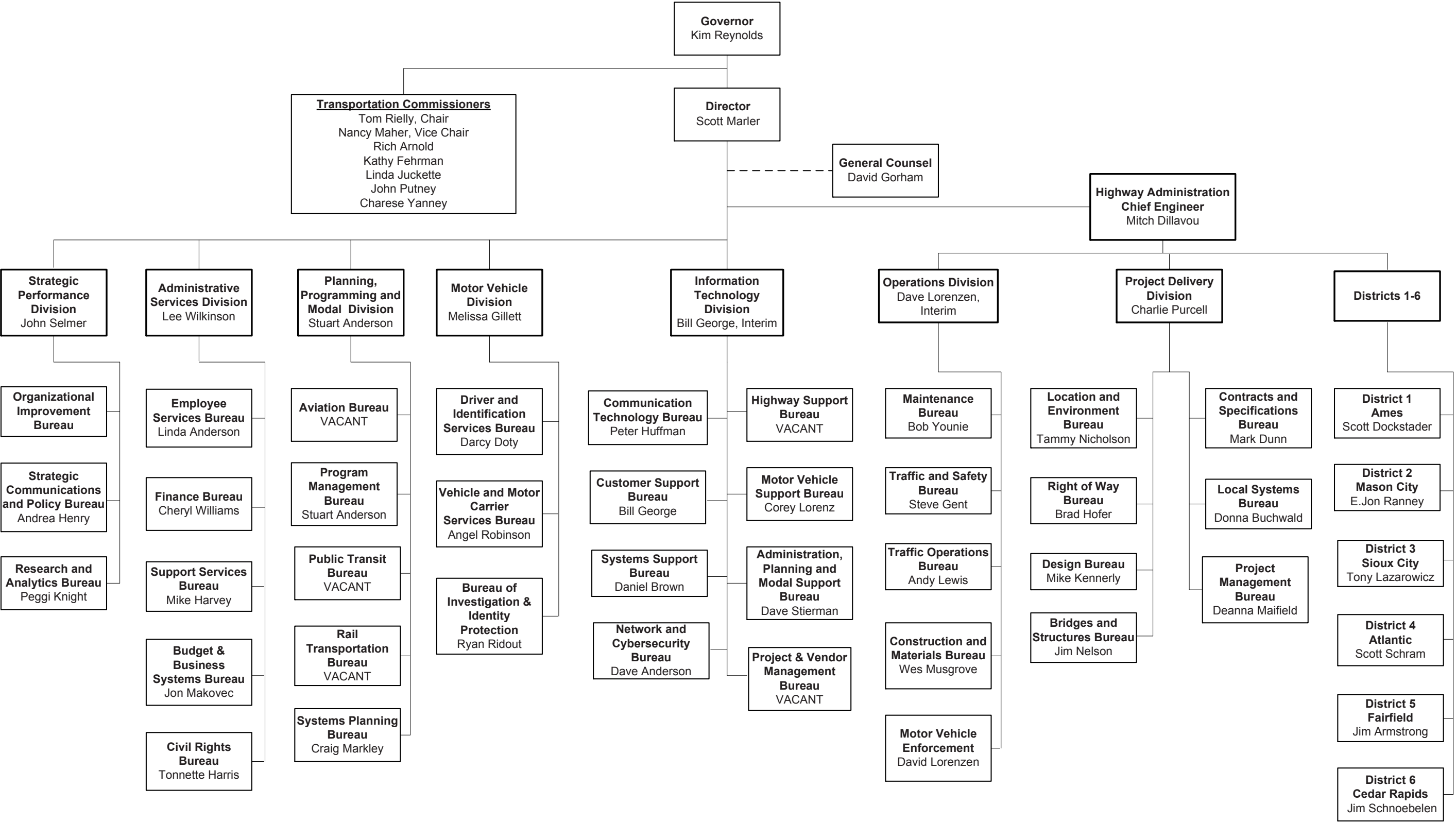
Marler is active on several national committees associated with the American Association of State Transportation Officials (AASHTO) and the Transportation Research Board (TRB). He has served on a national technical committee for the U.S. Army Corps of Engineers, an expert panel for TRB, and a course 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.

TABLE OF CONTENTS

WELCOME FROM THE IOWA DOT DIRECTOR	1
COMMISSIONER BIOGRAPHIES	4
OVERVIEW OF THE IOWA DOT	7
COMMISSION ROLES AND RESPONSIBILITIES	19
HIGHWAY FUNDING IN IOWA	28
SCHEDULE OF MAJOR COMMISSION ITEMS	32
CONDUCT OF MEETINGS	33
CONDUCT OF COMMISSIONERS	37
STATUTES OF RELEVANCE	40

IOWA DOT ORGANIZATION CHART



COMMISSIONER

BIOGRAPHIES



Tom Rielly, chair

304 N. Eighth St.
Oskaloosa, IA 52577
Office: 641-673-0359
Mobile: 641-660-0336
tom@riellyinsurance.com
Term: May 1, 2017 to June 30, 2021

Rielly, a Democrat, owns Rielly Insurance & Financial Services in Oskaloosa, and has been active in insurance and financial services since 1989.

Tom is a lifelong resident of Oskaloosa and Mahaska County. He graduated from Oskaloosa Senior High School in 1985 and from Loras College in 1989 with a BA in Finance.

Tom is currently active in several civic organizations including: Knights of Columbus, BPOE Oskaloosa Elks Lodge #340, Sons of the American Legion, and the Oskaloosa Area Chamber and Development Group. He is also a former Junior Achievement instructor, Jaycees president, Rotary member and YMCA board member.

Tom served as the mayor of Oskaloosa for four terms, from 1997-2004 and was elected to the Iowa State Senate in 2004, where he served as a State Senator for two terms from 2005-2012. While in the Senate, he was Chairman of the Transportation Committee from 2007-2012. He also held the Vice Chair position on the Commerce and Agriculture committees as well as serving on the Economic Growth, and Local Government committees.

He is a graduate of the Iowa Association of Business & Industry's Leadership Iowa Program, Class 1999-2000; a graduate of the Emerging Political Leaders Program, at the Darden School of Business; Univ. of Virginia Class of 2005; and a two-time Association of General Contractors Legislator of the Year.

Tom met his wife Mary at Loras College, in Dubuque and they married in 1990. In 1993 they moved back to Oskaloosa and raised their two daughters Katie and Shawn, who now live and work in Des Moines, and enjoy life with their two Boston Terriers, Bean & Lucy.



Nancy Maher, vice chair

17 Applewood Drive
Shenandoah, IA 51601
Mobile: 712-215-2884
Nancy.Maher@dot.iowa.gov
Term: May 1, 2017 to
June 30, 2021

Nancy, a Democrat, worked at Iowa Western Community College in the Economic Development Department before owning and operating three retail businesses in Shenandoah.

Nancy is a lifelong resident of Southwest Iowa. She graduated from Shenandoah Community High School. Nancy earned BS degrees in Personnel Management & Psychology and an MBA from Northwest Missouri State University.

She served on the Southwest Iowa Girl Scouts of America Board. Nancy is a member of the Shenandoah Chamber and Industry Association and the Shenandoah beautification committee. Nancy is actively involved in economic development in Shenandoah.

Nancy lives in Shenandoah, Iowa with her significant other, Gregg Connell. Gregg is Executive Vice President of Shenandoah Economic Development Board and served on the first Vision Iowa Board as Chairman of the CAT program. They have two sons, Todd Maher and wife Lori of Colorado Springs, CO and Nick Maher and wife Amy of Lincoln, Nebraska and four grandchildren.



Richard Arnold

26875 407th St.
Russell, IA 50238
Mobile: 641-203-0298
rcarnold1945@hotmail.com
Term: July 1, 2019, to
June 30, 2023

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

3386 Cumming Road
Cumming, IA 50061
Mobile: 515-490-9632
ljuckette@gmail.com
March 1, 2019 to
June 30, 2022

Linda, a Republican is currently the President & CEO of Capstone Management, and President of Prairie Valley Farms.

Born and raised in Waukee, Linda graduated from Waukee High School. After she married her husband Tom Juckette, Linda ran Prairie Valley Farms running a successful thoroughbred breeding operation along with the farm grain, clear hylum used for tofu production in Japan, and organic hay operations.

Tom was part owner in Juckette Management Services building and managing long term care facilities in Florida, Nebraska, Missouri and Iowa since 1967. Linda's passion for care of the elderly led her to open Capstone Management in 2014 managing long term skilled facilities across Iowa.

Linda has been active in Iowa Health Care 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 leading worship through music ministry at Hope Lutheran Church 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 Lincoln Nebraska, Cole will be graduating in May 2019 from the University of Nebraska with a Masters Degree in Anthropology.



Kathy Fehrman

3419 St. Johns Road
Des Moines, IA 50312
Mobile: 308-530-5331
Kathy.Fehrman@dot.iowa.gov
Term: May 1, 2016 to
June 30, 2020

Fehrman, a Democrat, is currently the managing partner of Fehrman Investments, L.L.C. Before moving to Iowa in 2008, she worked in the field of

accounting in Columbus, North Platte, and Omaha, Neb.

She was born in Omaha and graduated from Northwest High School in 1979. In 1984, Fehrman earned a BS degree in Business Administration from University of Nebraska-Lincoln.

Fehrman has served on the Board of Salisbury House and Gardens Foundation and currently serves on the Boards of Greenwood Historic Neighborhood Association and the Community Foundation of Greater Des Moines.

She and her husband, Bill, have been married since 1981 and have two sons, Ben Fehrman of Oxford, UK, and Scott Fehrman of Las Vegas, NV.



John Putney

1365 170th St.
Gladbrook, IA 50635
Mobile: 515-240-8866
jlputney@windstream.net
Term: May 1, 2014 to
June 30, 2022

Putney, a Republican, was the executive director of the Iowa State Fair Blue Ribbon Foundation from its inception

in 1993 until his retirement in 2014. In this role, he spearheaded the efforts to renovate and preserve the historic Iowa State Fairgrounds.

Putney is a native of Gladbrook, attended the University of Nebraska–Lincoln, and received his BS in Agriculture from Iowa State University. He graduated from the Iowa Military Academy and served as an officer in the Iowa National Guard. Putney operated a grain and livestock operation in Tama County for 23 years. From 1989 until 1993, he served as a special assistant to Senator Charles Grassley. During his tenure with Grassley, Putney planned statewide activities to foster economic growth and coordinated numerous federal conferences.

Putney was elected to the Iowa Senate in 2002 and served two terms representing the counties of Tama, Benton, Grundy, and parts of Iowa County before retiring. He served as vice chairman, co-chairman, ranking member of the Senate Transportation Committee, and ranking member of the Transportation, Infrastructure, and Capitals Appropriations Subcommittee. He also was an assistant leader for five years and served as his party's whip.

In addition to his fundraising role, Putney has been an avid participant in the Iowa State Fair for many years – as an exhibitor, president of the Sale of Champions, and beef superintendent.

Putney has been active in numerous civic and agricultural organizations. He and his wife of 52 years, Emily, reside on their farm near Gladbrook and raise registered Angus cattle. They have three children, Leah, of Marion; Carolyn, of Ankeny; and Mark, of Elgin. They also have nine grandchildren.



Charese E. Yanney

3435 Pawnee Place
Sioux City, IA 51104
Mobile: 712-251-1277
Charese.Yanney@dot.iowa.gov
Term: May 1, 2016 to
June 30, 2020

Yanney, a Republican, is a partner in Guarantee Roofing, Siding and Insulation Company of Sioux City

(1976-present). The company provides a full range of products and services, and holds the prestigious GAF certification as “Master Elite Contractor.”

She attended Morningside College in Sioux City, and obtained her BS in Education from the University of Nebraska, Lincoln, Nebr., with a major in English/Speech and Drama, and minor in Physical Education.

Yanney is a former junior high and high school teacher at the Sioux City Community Schools (1973-76), and O'Neill Public Schools in O'Neill, Nebr. (1972-1973). In addition to teaching core curriculum classes, Yanney coached drama, was an assistant coach for junior high girls track, and organized pep club and cheerleading activities.

Yanney is currently a member of the Vision Iowa board of directors. She is a current member of St. Luke's Regional Medical Center's board of directors of Sioux City. Yanney is past president of the Sioux City Symphony's board of directors and past chairman of the Siouxland Chamber of Commerce (2004-2005). Yanney was past chair of the Iowa Association of Business and Industry and is currently chair of their foundation board.

In 2010, Yanney was inducted into the Iowa Women's Hall of Fame. The Iowa Commission on the Status of Women established the honor in 1975 to provide visible examples for future female leaders.

Previously, Yanney served in several governor-appointed positions, including the Privacy Task Force (2001-2002); Vertical Infrastructure Committee (2000-2004); Governor's Committee on Community Colleges, a five-year plan for community colleges (2000-2001); Governor's Committee on Reformed Spending (1991-1992); Iowa Economic Development Board (1992-1998); and Iowa Beer & Liquor Control Department Board, including board chairperson (1982-1985).

Yanney was also formerly active in a number of civic and community organizations, including the University of Briar Cliff; United Way; Iowa Jobs for America's Graduate; Council on Human Investment; Girls Inc. of Sioux City; Looking for Secondary Education, a committee for the local school board; Sioux City Chamber of Commerce; and Junior Achievement.

OVERVIEW

OF THE IOWA DOT



CONTACTS AND ORGANIZATION

DIRECTOR

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

EXECUTIVE OFFICER TO THE DIRECTOR

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COMMISSION ASSISTANT

Danielle Madden, 515-239-1919
800 Lincoln Way, Ames, IA 50010

GENERAL COUNSEL

David Gorham, 515-239-1521
Special Assistant Attorney General
Fax: 515-239-1609
800 Lincoln Way, Ames, IA 50010

IOWA TRANSPORTATION COMMISSIONERS

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jiputney@windstream.net

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Sioux City, IA 51104
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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

Bureau:

Budget and Business Systems ..Jon Makovec515-239-1318
Civil Rights..... Tonnelle Harris
Employee Services Linda Anderson515-233-7757
Finance Cheryl Williams515-239-1474
Support Services Mike Harvey515-239-1327

HIGHWAY ADMINISTRATION

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

OPERATIONS DIVISION

Dave Lorenzen, Interim, 515-239-1128

Bureau:

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 DIVISION

Charlie Purcell, P.E., 515-239-1128

Bureau:

Bridges & Structures Jim Nelson, P.E. 515-239-1206
Fax: 515-239-1978
Contracts & Specifications 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 Brad Hofer 515-239-1216
Fax: 515-239-1247

INFORMATION TECHNOLOGY DIVISION

Bill George, Interim, 515-239-1284
Fax: 515-239-1120
800 Lincoln Way, Ames, IA 50010

Bureau:

Administration Planning
& Modal Support Dave Stierman515-239-1110
Communications Technology Peter Huffman515-233-7808
Customer Support..... Bill George515-233-7783
Highway Support Vacant.....515-239-1363
Motor Vehicle Support Corey Lorenz.....515-239-1827
Project & Vendor Management Vacant.....
Network and Security..... David Anderson515-239-1543
Systems Support Daniel Brown515-239-1911

MOTOR VEHICLE DIVISION

Melissa Gillett, 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

Investigation & Identity

Protection Bureau Ryan Ridout..... 515-237-3260
Fax: 515-237-3387:
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.

Motor Carrier Services

P.O. Box 10382
Des Moines, IA 50306-0382
515-237-3264; Fax: 515-237-3257

Bureau of Investigation & Identity Protection

Investigator contact: 515-237-3050
Mon.-Fri., 8 a.m. - 3:30 p.m.

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

Bureau:

Aviation Vacant 515-239-1659
Program Management Stuart Anderson 515-239-1661
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

Bureau:

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

CONTACTS AND ORGANIZATION

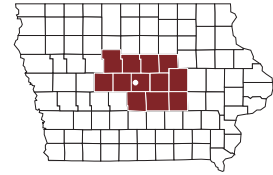
HIGHWAY ADMINISTRATION DISTRICTS

DISTRICT 1

1020 S. Fourth St., Ames 50010

515-239-1635 800-899-0623 Fax: 515-239-1472

District 1 Engineer, Interim	Tony Gustafson, P.E.	515-239-1194
Assistant District Engineer	Tony Gustafson, P.E.	515-239-1430
Construction Engineer	Scott Nixon	515-239-1542
Field Services Coordinator	Vacant	515-239-1996
Maintenance Manager	Lance Starbuck	515-239-1634
Materials Engineer	Gregg Durbin, P.E.	515-239-1926

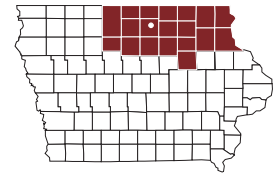


DISTRICT 2

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	Nick Humpal, P.E.	641-422-9446
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

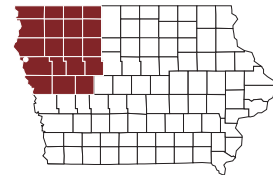


DISTRICT 3

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
Maintenance Manager	John Jepsen	712-274-5825
Materials Engineer	William Dotzler, P.E.	712-239-4713

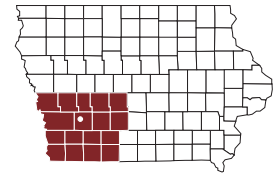


DISTRICT 4

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	Vacant	712-243-7633
Maintenance Manager	Steve Mefford,	712-388-6889
Materials Engineer	Timothy Hensley, P.E.	712-243-7629

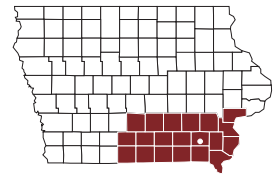


DISTRICT 5

205 E. 227th Street, 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
Maintenance Manager	Diana Upton	641-469-4008
Materials Engineer	Vacant	641-469-4018
Traffic Operations Engineer	Jared Klein, P.E.	641-469-4026

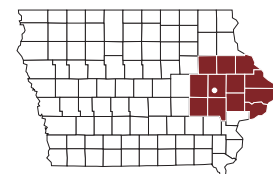


DISTRICT 6

5455 Kirkwood Blvd. SW, Cedar Rapids 52404

319-364-0235 800-866-4368 Fax: 319-364-9614

District 6 Engineer	Jim Schnoebelen, P.E.	319-364-0235
Assistant District Engineer	Jesse Tibodeau, P.E.	319-364-0235
Construction Engineer	Steve McElmeel, P.E.	319-364-0235
Field Services Coordinator	Catherine Cutler	319-364-0235
I-74 Project Manager	Danielle Alvarez, P.E.	563-823-4373
Maintenance Manager	Jeff Tjaden	319-364-0235
Materials Engineer	Roger Boulet, P.E.	319-366-0446



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	Michael Frank 428 43rd St. SW Mason City 50401 641-422-9476 866-452-8502	Jess Ellingson 2224 225th 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	Bethany Waltersdorf 300 W. Broadway, Ste 12 Council Bluffs 51503 712-323-6125 800-579-2718	Richard Moraine 300 W. Broadway, Suite 12 Council Bluffs 51503 712-323-6125 800-579-2718	
District 5	Nora Lind 205 E. 227th St. Fairfield 52556 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 205 E. 227th St. Fairfield 52556 641-469-4051
District 6	Fred Thiede 5455 Kirkwood Blvd. SW Cedar Rapids 52404 319-364-0235 800-262-5144

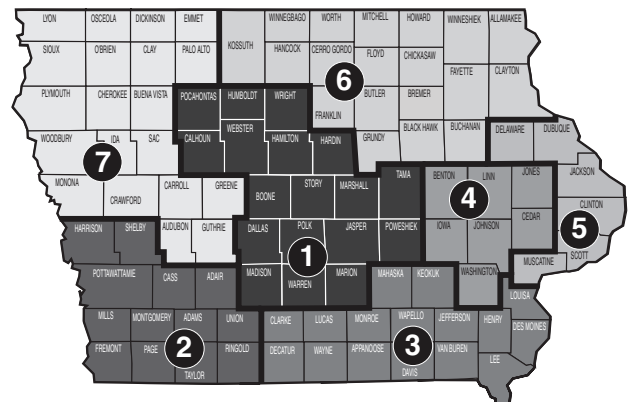
RESIDENT CONSTRUCTION ENGINEERS

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	Kenneth Howe, P.E. 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	Brian Smith, 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	Vacant 205 E. 227th St. Fairfield 52556 641-469-4090 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	Newman Abuissa, P.E. 5455 Kirkwood Blvd. SW Cedar Rapids, IA 52404 319-365-6986

DISTRICT TRANSPORTATION PLANNERS

1. Andy Loonan
1020 S. Fourth St.
Ames 50010
515-239-1996
800-899-0623
2. Scott Suhr
2210 E. Seventh St.
Atlantic 50022
712-243-7627
800-289-4368
3. Hector Torres-Cacho
205 E. 227th St.
Fairfield 52556
641-469-4007
800-766-4368
4. Catherine Cutler
5455 Kirkwood Blvd. SW
Cedar Rapids 52404
319-364-0235
800-866-4368
5. Sam Shea
5455 Kirkwood Blvd. SW
Cedar Rapids 52404
319-364-0235
800-866-4368
6. Krista L. Billhorn
428 43rd St. SW
Mason City 50401
641-422-9447
800-477-4368
7. Dakin Schultz
2800 Gordon Drive
P.O. Box 987
Sioux City 51102-0987
800-284-4368

District Transportation Planners' Areas of Responsibility



MORE ABOUT THE IOWA DOT DIVISIONS



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 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 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.
- The division is also responsible for administering the Title VI, ADA, and Civil Rights programs for the department.

MORE ABOUT THE IOWA DOT DIVISIONS



Highway Administration

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

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 Bureau.

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 Design Bureau. In March 2002, he began serving as director of the Project Delivery Division. On January 1, 2016, Mitch became the Highway Administration Director, or Chief Engineer of the Iowa DOT.

Highway Administration's primary responsibilities are to:

- Provide project design consultation.
- Ensure consistency with engineering practices and acts as liaison with the U.S. DOT, local jurisdictions, the construction industry, and professional associations.
- Develop transportation technology transfer; manages the preservation and operation of the transportation system to ensure safe travel.
- Plan, develop, maintain, and support information technology within the Highway Administration and integration of information technology into all aspects of the division's functions and responsibilities.
- Manage engineering co-op program.
- Provide team facilitation, training, and partnering through workplace initiatives.

MORE ABOUT THE IOWA DOT DIVISIONS



Information Technology Division

Bill George
Interim Director, Information Technology Division

George has been with the Iowa DOT's Information Technology Division for over 30 years. He was appointed director of the Customer Support Bureau in 2002.

He began his career with the Iowa DOT as a computer programmer within the Operations and Finance and Planning, Programming and Modal Support Team in 1989. In 1991 George advanced to program analyst and then in 1994 was promoted to systems analyst within the Operations and Finance and Planning, Programming and Modal Support Team. He was then promoted in 1995 to an Information Technology Specialist 5 within the Highway Support Team.

George received an associate degree in computer science from the Des Moines Area Community College in 1989.

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



Motor Vehicle Division

Melissa Gillett
Director, Motor Vehicle Division

Gillett was appointed director of the Motor Vehicle Division in June 2017. She started her career with the Iowa DOT in 2010, first as a records administrative assistant working out of the Ankeny Driver & Identification Service Center, and then as a member of the Motor Vehicle Division's management team, serving as the division's communications and policy officer, where she led the development of web-based services, internal and external communications, and administrative rule and legislative proposals.

Melissa was then appointed director of the Driver & Identification Services Bureau in January 2016, serving dually in that role and as interim Motor Vehicle Division director from January 2017 to June 2017.

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 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 cooperate 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.
- 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



Operations Division

Dave Lorenzen
Interim Director, Operations Division

Operations Division's primary responsibilities are to:

- Provide oversight and guidance for field construction, laboratories, materials testing/supply, product evaluation, and construction training.
- Provide consistent standards, guidance, technology, and techniques for field construction staff statewide.
- Support and administer agency winter operations programs.
- Ensure a high level of maintenance of DOT infrastructure, equipment, and vehicles.
- Oversee rest area and truck parking sites statewide.
- Enforce federal commercial motor vehicle safety regulations, federal hazardous material regulations, size/weight regulations, traffic management, and commercial driver's license programs.
- Oversee the motor carrier assistance program.
- Oversee scale sites statewide.
- Administer the state's Traffic and Criminal Software system.
- Conduct traffic engineering to improve/review road safety, speed limits, signs, lighting, signals, work zone design/safety, standards.
- Manage advertising and visual display along roadways.
- Fabricate and deliver roadway signs.
- Oversee and guide Iowa's strategic highway safety plan and highway safety improvement program.
- Perform real-time monitoring of Iowa's primary roads using cameras, sensors, and signs.
- Manage the Traffic Management Center and Highway Helper programs.
- Oversee and guide the agency's Transportation Systems Management and Operations programs.
- Perform crisis and emergency management functions statewide.

MORE ABOUT THE IOWA DOT DIVISIONS



Planning, Programming, & Modal Division

Stuart Anderson
Director, Planning, Programming, & Modal Division

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.

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

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

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

The Public Transit Bureau promotes a public transportation system that meets the transportation needs of Iowans through advocacy, technical assistance, and administration of state and federal funds. They promote coordination of all public transportation through the designated public transit agencies while providing technical assistance to agencies receiving federal funds. The bureau 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's navigation interests with other state and federal agencies.

MORE ABOUT THE IOWA DOT DIVISIONS



Project Delivery Division

M.J. "Charlie" Purcell, P.E.
Director, Project Delivery Division

Charlie grew up in Cedar Falls, Iowa, and graduated from Northern University High School in 1988. He earned a bachelor of science in Civil Engineering from Iowa State University in December 1993. He is also a Certified Public Manager (CPM) and a graduate of the AASHTO National Transportation Leadership Institute.

Before coming to the Iowa Department of Transportation (DOT), Charlie worked for TranSystems Corporation in Kansas City as a roadway design engineer and project manager.

Charlie joined the DOT in 1999 as the Urban Systems Projects Engineer with the Local Systems Bureau. In 2003, Charlie was promoted to the Deputy Director of Local Systems, and then again as the Director of Local Systems in 2008. In February of 2016, he became the Project Delivery Division Director.

Project Delivery Division's primary responsibilities are to:

- Manage projects to ensure quality, on-time delivery within budget.
- Perform the required environmental review and conduct planning studies for future highway projects.
- Provide roadway and bridge design and related services.
- Inspect, manage, and maintain bridges.
- Acquire and manage the right-of-way necessary for highway projects.
- Advertise, let, and award contracts for maintenance and improvement projects.
- Provide assistance and oversight for federal and state funded local agency projects.

MORE ABOUT THE IOWA DOT DIVISIONS



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 Maintenance Operations Bureau 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 communications 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, social media administration, 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.
- 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 and federal legislative programs.

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"](#).

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/iowainmotion>

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/program_management/FINAL_2020-2024_5YrProg.pdf

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 \$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.

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												

HIGHWAY FUNDING IN IOWA

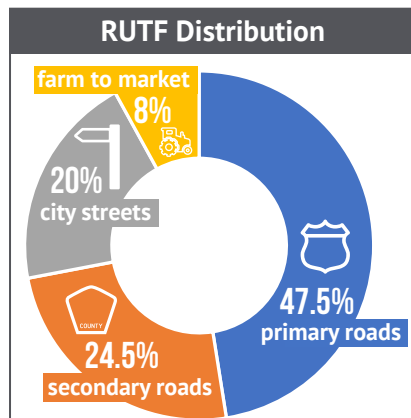


STATE FUNDING/ALLOCATION

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.

STATE EXCISE TAX ON FUELS – (CENTS PER GALLON) ¹	
MOTOR FUEL	TAX
Gasoline ²	30.5
Ethanol-blended gasoline ² (Fuel that has been blended with alcohol distilled from cereal grains, the end product containing at least 10 percent alcohol)	29.0
Aviation gasoline	8.0
SPECIAL FUEL	TAX
Diesel	32.5
Diesel B11	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
¹ Rates as of July 1, 2019. 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. ² On July 1, 2019, the rates for gasoline and ethanol-blended gasoline changed – from 30.7 cents per gallon and 29 cents per gallon, respectively, to the rates shown above. This change is based on an ethanol distribution percentage of between 65-70 percent as determined by the Department of Revenue.	

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 2020, receipts into the RUTF and the TIME-21 fund are estimated to be \$1.723 billion, comprised of \$663 million in fuel taxes, \$973 million in various registration fees, plus \$87 million from miscellaneous other sources.

Primary Road Fund

Of the \$1.723 billion in total state funding estimated for FY 2020, approximately \$839 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 2020, approximately \$353 million was appropriated from the Primary Road Fund for Iowa DOT operations budget.

The remaining balance of Primary Road Fund revenue (estimated to be \$475 million in FY 2020) 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 \$390 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 2020-2024, approximately \$3.5 billion is forecast to be available for highway right of way and construction.

[Iowa Transportation Improvement Program](#)

FEDERAL FUNDING/ALLOCATION

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

The primary funding source for these federal programs is revenue from federal taxes on 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	15.92	2.88	
Liquid natural gas	24.3	21.08	3.22	
Compressed natural gas	18.3	17.1	1.2	

FEDERAL TAX REVENUE DEPOSITED INTO THE HIGHWAY TRUST FUND – 2017 (LATEST AVAILABLE)			
ACCOUNT	NATIONAL	AMOUNT FROM IOWA	PERCENT FROM IOWA
Highway account	\$35.7 B	\$496 M	1.4%
Mass transit account	\$5.3 B	\$70 M	1.3%
Total	\$41 B	\$566 M	1.4%

FEDERAL DOLLARS BACK TO IOWA

The federal funds are apportioned (returned) to the states per provisions in the FAST Act which was passed by Congress on Dec. 3, 2015, and signed the following day (PL 114-94). The FAST Act reauthorized surface transportation programs through Sept. 30, 2020. Most federal transportation taxes, including those on gasoline and diesel fuel, are authorized through Sept. 30, 2022.

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 2016 (LATEST AVAILABLE COMPREHENSIVE DATA)			
ACCOUNT	NATIONAL	AMOUNT TO IOWA	PERCENT CONTRIBUTED TO IOWA
Highway account	\$42.5 B	\$518 M	1.22%
Transit account	\$12.3 B	\$45.4 M	.37%
Total	\$54.8 B	\$563.4 M	1.03%
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 2017, \$518 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



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: iowadot.gov/commission/meeting-dates

2019 MEETING AND TOUR DATES

June 11 Workshop and Meeting	October 8 Workshop and Meeting
July 8-9 Tour and Meeting	November 12 Workshop and Meeting
August 12 Workshop and Meeting	December 10 Workshop and Meeting
September 9-10 Tour and Meeting	

2020 MEETING AND TOUR DATES

January 14 Workshop and Meeting	April 13-14 Tour and Meeting
February 11 Workshop and Meeting	May 12 Workshop and Meeting
March 10 Workshop and Meeting	June 8-9 Tour and Meeting
March 26 Workshop	

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. <i>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.</i>							
§	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. <i>No order of precedence. These motions arise incidentally and are decided immediately.</i>							
§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. <i>No order of precedence. Introduce only when nothing else is pending.</i>							
§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

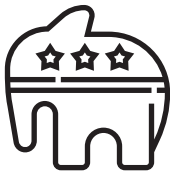
You should communicate with the Governor's Chief of Staff and Director of Boards and Commissions in any of the following situations:



CHANGE OF ADDRESS



NOTICE OF RESIGNATION



CHANGE OF POLITICAL PARTY



REQUEST FOR REAPPOINTMENT

GOVERNOR'S STAFF CONTACT INFORMATION



chief of staff
Sara Craig

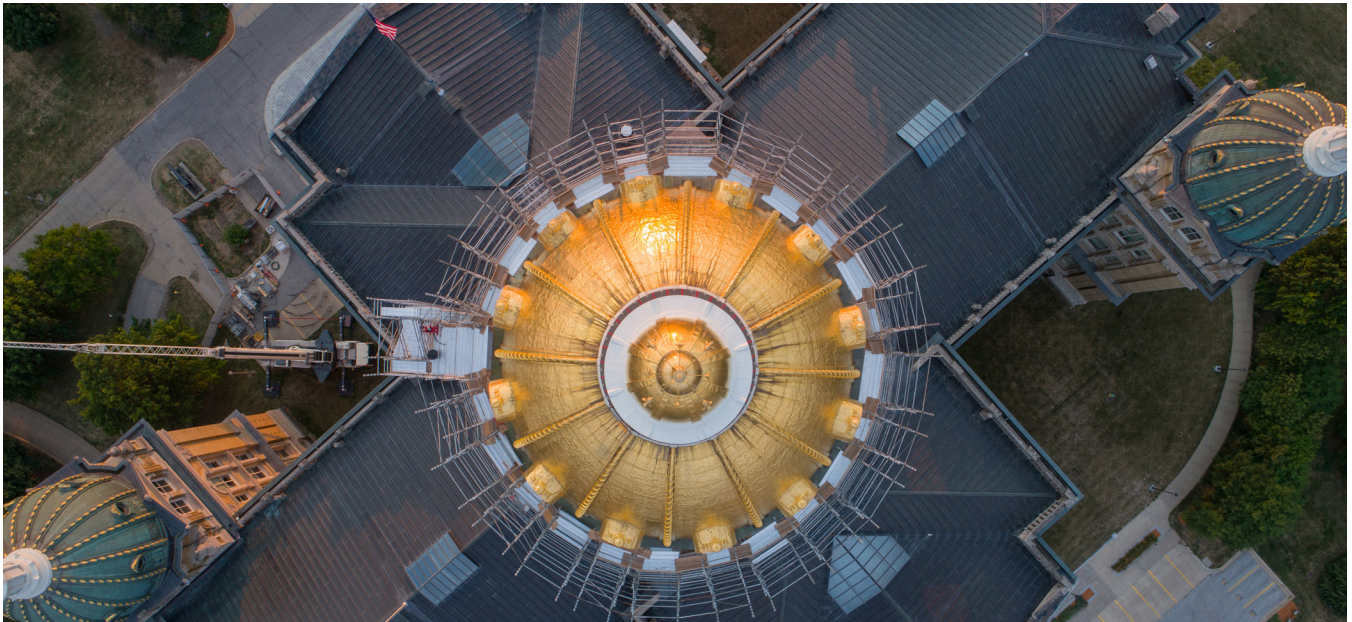
Sara.craig@iowa.gov
515-725-3501



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](#)



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Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.