

2023 New Officers Meeting

“The County Supervisors and Engineer
Relationship and Funding Sources
available to the Secondary Roads”.

Thursday, January 19, 2023
Sheraton West Des Moines
NCO Meeting

Danny R. Waid, P.E.
Executive Director
ICEA Service Bureau



Board of Supervisors / County Engineer Relationship

- Duties, Roles, and Responsibilities
 - Board of Supervisors
 - County Engineers
- Policies
- Funding Overview
- Resources and Association Services
- ICEA Service Bureau Support Services

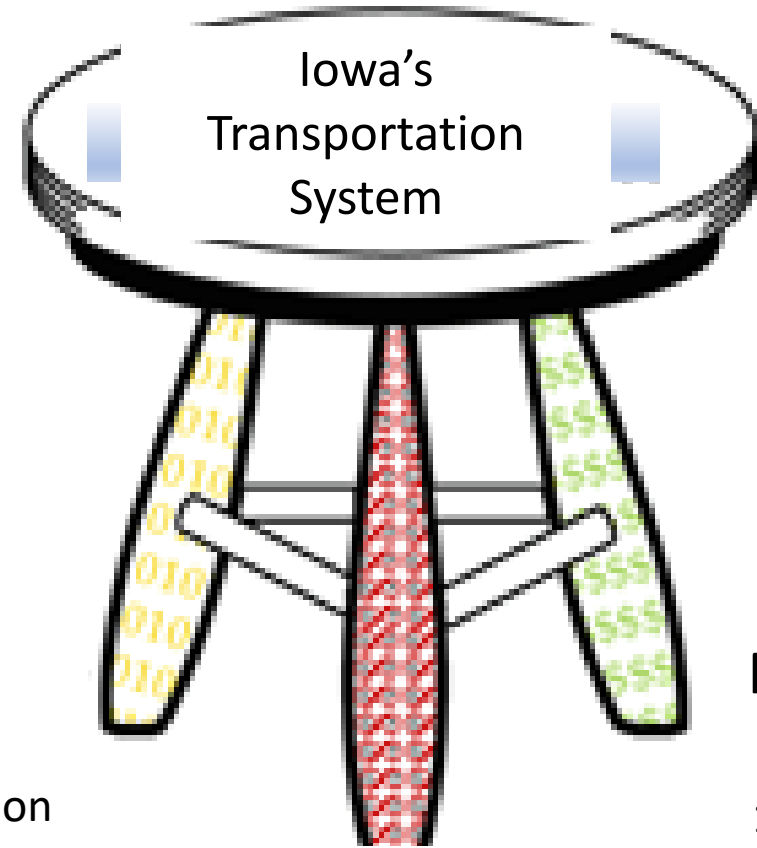
Iowa Code References

- Iowa Code Chapter 306 – Defines jurisdiction of the System.
- Iowa Code Chapter 309 – Secondary Roads
- Iowa Code Chapter 310 – Farm to Market Road System
- Iowa Code Chapter 311 – Secondary Road Assessment Districts
- Iowa Code Chapter 312 – Road Use Tax Fund
- Iowa Code Chapter 313 & 314 – Iowa Department of Transportation
- Iowa Code Chapter 315 – RISE
- Iowa Code Chapter 316 – Relocation of people displacement by Transportation
- Iowa Code Chapter 317 – Weeds
- Iowa Code Chapter 318 – Obstructions in the Highway
- Iowa Code Chapter 320 – Use of Highway for Sidewalks, Service Mains, or Cattle-ways
- Iowa Code Chapter 321 thru 326 – Motor Vehicle Laws of the Road
- Iowa Code Chapter 331 – County Home Rule
- Iowa Code Chapter 468 – Iowa Drainage Law & Drainage Districts

Transportation System ICS-306

Three Legged Stool

Primary System
9,000 miles
4200 Bridges
Department of Transportation



Secondary Roads

Farm to Market Roads
Local Roads
90,000 miles
18,500 Bridges
County

**Municipal
Street**
15,000 miles
1,200 Bridges
Cities



Duties, Roles, and Responsibilities

- Board of Supervisors Responsibilities
 - Iowa Code Section 306.10 gives the authority to the Board to establish, alter and vacate roads.
 - The Board has sole authority to define and change what roads are to be included in the Secondary Road System.
 - Board can pass resolutions/ordinances to establish speed limits (Iowa Code Section 321.285) and stop signs (Iowa Code Section 321.345) in the county.
 - Iowa Code Section 318 discusses removal of obstructions in the highway rights of way.
 - The highway authority shall cause all obstructions in a highway right-of-way under its jurisdiction to be removed.

Board of Supervisors – (Continued)

- Iowa Code 309.17 Engineer– term:

“The board of supervisors shall employ one or more licensed civil engineers who shall be known as county engineer. The board shall fix their term of employment which shall not exceed three years, but the tenure of office may be terminated at any time by the board.”



Board and Engineer

- 309.22 Construction project — progress report by engineer.
 - On or before the fifteenth day of April of each year the board of supervisors, with the assistance of the county engineer, shall, subject to the approval of the department, adopt a secondary road construction program...
 - ... After the close of each fiscal year, and not later than September 15, the county engineer shall submit an annual report to the department. The annual report shall include a statement of the progress made toward the completion of each project contained in the approved project accomplishment list on which work was accomplished, a statement of the total amount expended on each project during the year, and a statement of what portion of the work on each project was done on contract and the amount expended on each contract for each project.



Duties, Roles, and Responsibilities

- County Engineers
 - Iowa Code 309.21 Supervision of Construction and Maintenance Work:

“All construction and maintenance work shall be performed under the direct and immediate supervision of the county engineer who shall be deemed responsible for the efficient, economical and good-faith performance of said work.”

Generally:

- County Engineer is to advise the Board on road matters.
- County Engineer, pursuant to 309.21 and the Board's established policies, has direct oversight of the Secondary Roads Department to carry out those policies.



Symbiotic Relationship

- **Symbiotic relationships** are a special type of interaction between species. Sometimes beneficial, sometimes harmful, these **relationships are essential** to many organisms and ecosystems, **and they provide a balance that can only be achieved by working together.**
- Trust
- Credibility
- Consistency
- Communication
- Goals
 - Best condition practicable
 - Build Higher Level of Public Trust



Iowa Code 309.67 Duties of County Board of Supervisors and County Engineer

Board's Duties

- Establish Secondary Road Policy
- Provide adequate funds to properly maintain the secondary road system

Board of Supervisors set policy for the secondary roads.

Engineer's Duties

- ... pursuant to section 309.21 and board policy, adopt such methods and recommend such personnel and equipment necessary to maintain continuously, in the best condition practicable, the entire mileage of said system

County Engineer is the official responsible for operations of the Secondary Roads.



Other Areas of Expertise

- Landfill requirements
- Urban Development
- Hydrology, Hydraulics, and Drainage
- Land surveying
- Herbicide application
- Labor relations
- Civil defense
- Homeland security
- Functional classification of roads
- Equipment purchase and repair
- Management and personnel
- Legal requirements
- Programming, budgeting, and accounting procedures
- Safety standards
- etc.

Typical Yearly Activities

Winter: Dec. – Feb.

- Winter Snow and Ice Control
 - Brush cutting
 - Equipment repairs and shop interior maintenance
-
- Design and Plan Preparation
 - Budget and 5 Year Program Prep.

Typical Yearly Activities

Spring: March – May

- Frost-boil repair and spring road reshaping
 - Sign replacement
 - Equipment retooling for summer activities
 - Road spot rocking
-
- Equipment, Material, and supplies procurement and re-stocking
 - Design and Project Lettings

Typical Yearly Activities

Summer: June – August

- Day Labor Construction
 - Bridge and Culvert Work
 - Mowing, Weed Spraying, and shoulder repair
 - Drainage work and Dust Control Application
 - Pavement Patching and Crack Sealing
 - Blading and rock re-surfacing
-
- Surveying and Construction Staking
 - Construction Observation and Materials Inspection
 - Contract administration
 - Year End Inventories and Accounting

Typical Yearly Activities

Fall: Sept. – Nov.

- Final mowing, rocking, and road shaping for winter.
 - Finish up day labor construction projects
 - Re-stock snow and ice control materials
 - Equipment retooling for winter
-
- Finishing project construction
 - Preliminary Surveys for winter design work
 - Project close out and project file audits

Other Year Around Activities

- Bridge Inspections and ratings
- Permitting
- Safety Training
- Pavement review and evaluation
- Sign Inspection and Replacement
- Equipment repair and replacement
- Human Resources and Personnel Issues
- Work Requests from the Public

Policies

- Typical Written (or Unwritten) Policies
 - **Level B (and/or Level C) Road Ordinance**
 - **Snow and Ice Control Ordinance**
 - **Dust Control policy**
 - **Utility Permits / Work in the ROW / Oversize Load / other**
 - Adopt a Highway policy
 - **Entrance Policy**
 - Ditch Cleaning / Disposal of ditch cleaning spoil
 - **Sign Inspection Policy per MUTCD**
 - Tile Crossing/Outlet Policy
 - ATV/Snowmobile on-right-of-way Policy
 - **Personnel Handbook**
 - **Safety Manuals – OSHA and MSHA**
 - **ADA Compliance and Transition Plan**
 - **Title VI Standards Assurance Plan**
- List is not exhaustive

Classification of Roads

- Area Service Classification – Local Roads

- Level A
- Level B
- Level C

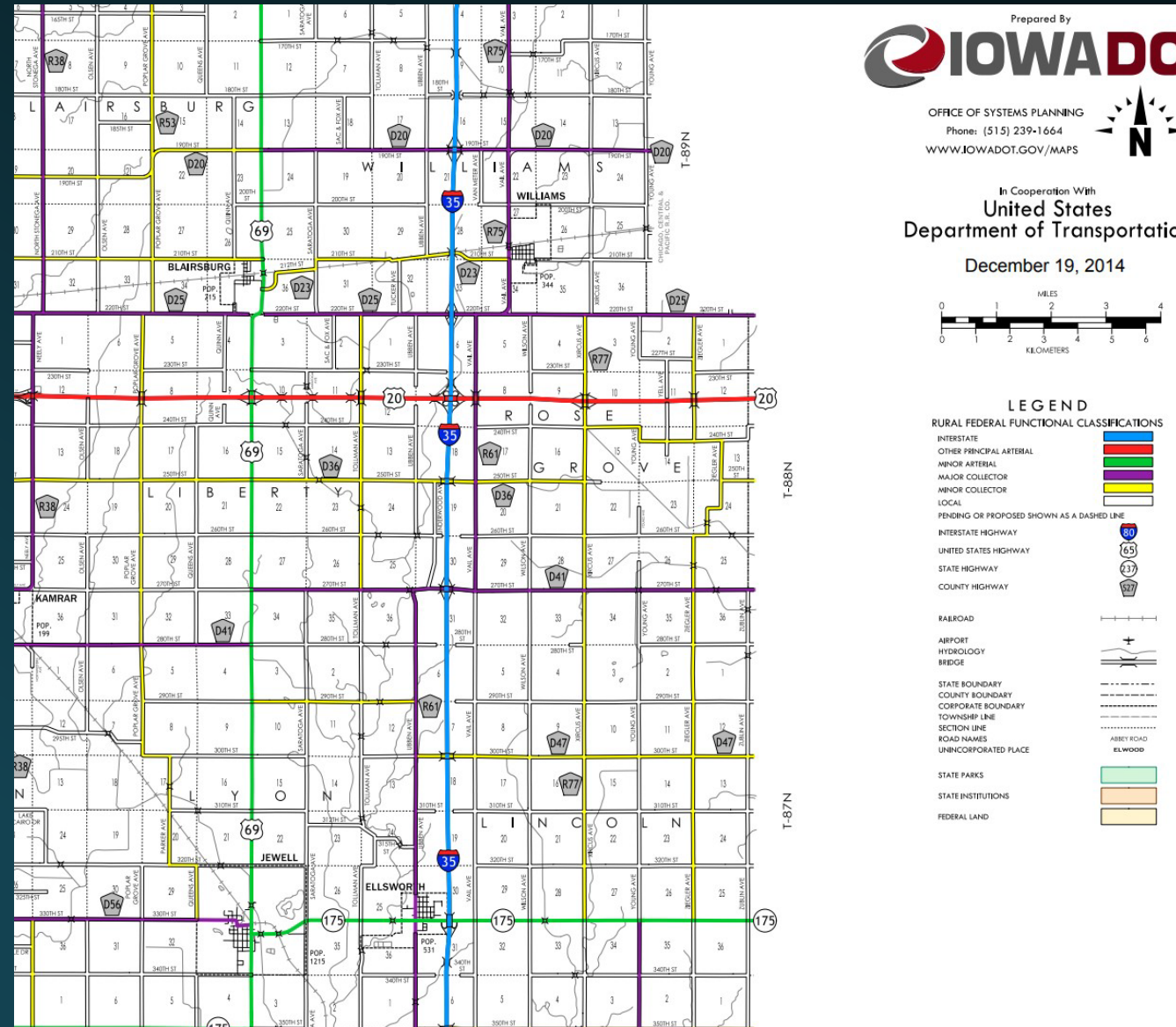
- Farm to Market Classification – FM

- Federal Aid System – FAS

- Federal Aid - Bridge
- Federal Aid - Surface Transportation

- Other - maintenance responsibilities

- State parks that begin and end on County Route
- Cemetery access



Area Service Classification

- 309.57 Allows for three levels of road maintenance
 - Level A – Continuously Maintained
 - Level B – Minimum Maintenance
 - Level C – Minimum Maintenance with restricted access, fenced, gated, or locked



Secondary Road Funding

Made Simple?



Driver License Fees 17.8
Other Vehicle Taxes and Fees 6.2

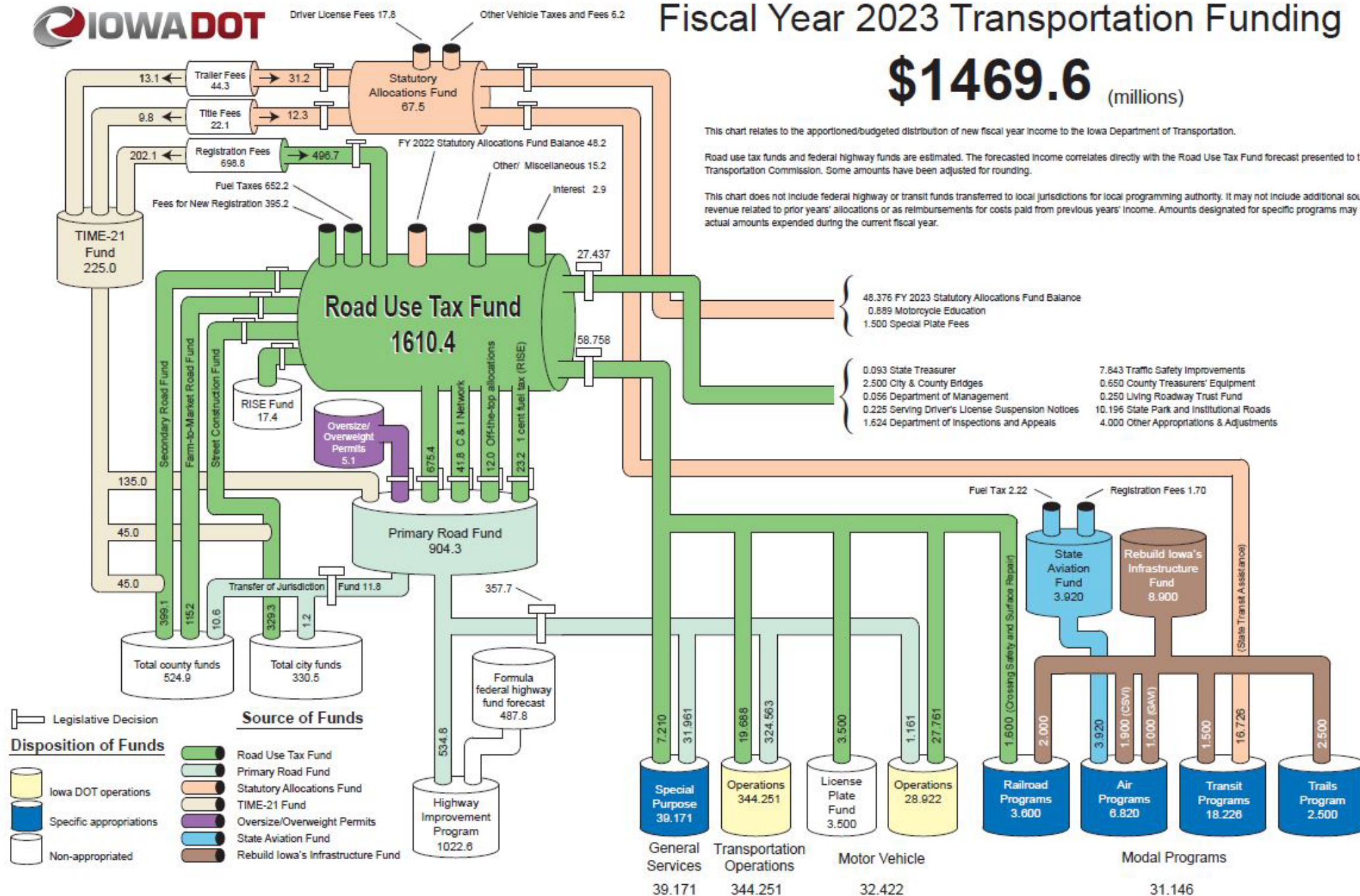
Fiscal Year 2023 Transportation Funding

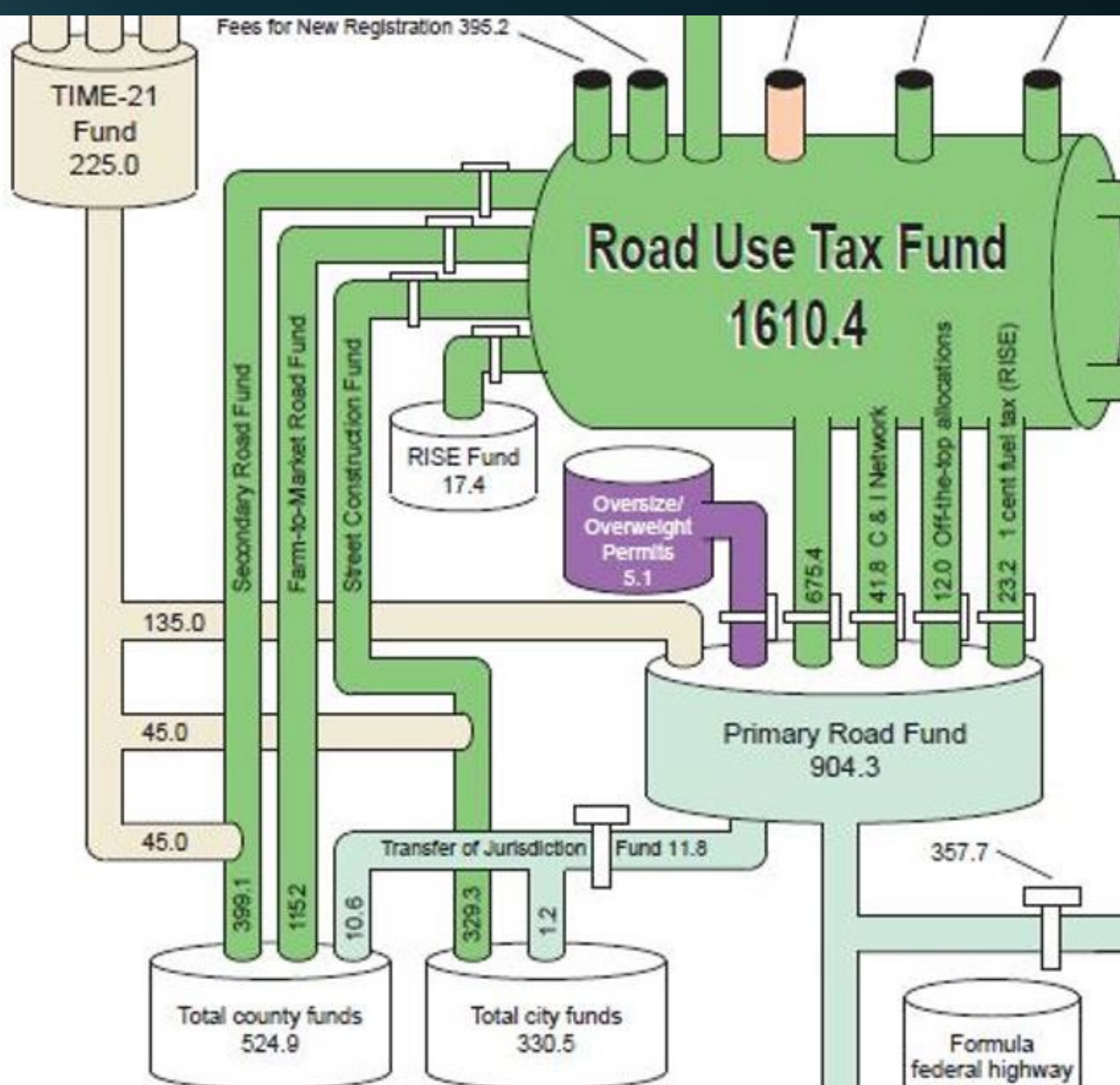
\$1469.6 (millions)

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

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

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







Road Use Tax

- Taxes from new vehicle sales, Registration Fees, & Fuel Tax
 - RUT (and any \$ co-mingled with) are Constitutionally Protected to be spent on roads only
- Last Fuel Tax Increases in 1989 and 2015 (10 cents)
 - 47.5% State
 - 20% City
 - 24.5% County (Local)
 - 8% Farm to Market Fund
- TIME-21: Created in 2008 with any additional “new” revenues split:
 - 60% State
 - 20% City
 - 20% County



Funding Sources Available to Counties

- Local Secondary Road Fund – Account is managed at County
 - Road Use Tax
 - New vehicle sales
 - Registration Fees
 - Fuel Tax
 - Misc Fees
 - Property Tax
 - Rural Services Basic: Rural Property Valuation x \$3.00375/1000 (Max Transfer)
 - General Basic: All Property Valuation x \$0.16875/1000 (Max Transfer)
 - Other: LOST, TIFF, RISE, HSIP , etc.
- Farm to Market Fund – Account is managed at Iowa DOT
- Federal Aid / SWAP – Account is managed at Iowa DOT

Local Secondary Road Funds – Local \$

- Local Property Tax (30% of revenues)
 - Rural Services Funds
 - General Basic Funds
 - Requires at least 75% Local Effort
- Road Use Tax – RUT (60% of revenues)
 - Regular RUT
 - Transfer of Jurisdiction
 - FM Extension Transfers
 - TIME-21
 - RUT co-mingled with other road funds are constitutionally protected to be only used for roads
- Other Misc. Revenues (10% of revenues)





Federal Funds

- Federal Funds are allocated through the Regional Planning Organizations (RPA or MPO)
- Bridge Replacement Funds – County receives direct allocation (\$250K per year)
- Surface Transportation Funds, STP – County submits application and receives project approval from regional planning process (\$225K per year)

Distribution of funding between Counties

- “Old Needs Formula” Previous distribution method was not reliable, massive fluctuations in allocations
 - 30% Area and 70% needs (subjective input from field review personnel)
- Iowa Secondary Roads Fund Distribution Advisory Committee – 2002 Code of Iowa Section 312.3C
 - Committee to study methodologies for distribution of the SRF and FM funds
 - Final SRFDC report submitted in 2005 and officially adopted in Iowa Administrative Code in 2006
 - It has been very stable, long term adaptation, fair to all citizens (urban and rural alike), Reduced inverse incentives, Treats like counties alike, and remains easy to understand and evaluate.
- SRFDC Formula Factors and weightings – see chart (ICEA Service Bureau)

Factors	Total Area	Rural Pop	VMT	Earth	Granular	Paved	LFBD	Total
SRF	30%	10%	12.5%	0.5%	20%	13%	14%	100
FM	30%	15%	10%	0%	9%	23%	13%	100
	Area Served	Usage	Used	System	System	System	System	

Resources for County Engineers

- Agencies, Associations, & Organizations
 - ICEA – Iowa County Engineers Association
 - NACE – National Associations of County Engineers
 - ISAC – Iowa State Association of Counties
 - NACo – National Associations of Counties
- InTrans – Institution for Transportation (ISU)
- Iowa LTAP – Iowa Local Technical Assistance Program
- National Concrete Pavement Technology Center
- Iowa DOT Office of Local Systems
- ICPA
- APAI
- Iowa Highway Research Board
- ICEA Service Bureau



Iowa Highway Research Board (IHRB) Overview

- 1949 – Legislation established the Secondary Road Research Fund
 - 1 ½ % Farm-to-Market RUT
- Iowa Highway Research Board - 1st meeting of the Board in 1950
 - 15 Member
 - 7 County Engineers
 - 4 Iowa DOT Staff
 - 2 City Engineer Representatives
 - 2 University Representatives – ISU and U of I
- 1980 – County Engineers endorsed a Secondary Roads Research Position
- 2016 – DOT/ICEASB agreement made the SRRE position an employee of the Service Bureau

What is the Service Bureau?

The Iowa County Engineers Association Service Bureau (ICEASB) is a small, 28-E agreement inter-governmental agency serving Iowa's 99 county road departments.

Formed in 1998, ICEASB operates from office space sub-leased from the Iowa State Association of Counties.

It provides a variety of support, data and web-app services to Iowa secondary road departments and by extension, to Iowa DOT and the transportation community, via the Internet.

The Board of Directors, consisting of county engineers and county supervisors, sets policies and establishes budgets.

The ICEA Exec Board provides guidance on priority of projects and ICEA support issues.

CIT Committee provides periodic project review and technical feedback to help direct the look and feel of the web applications.

Dependencies and Resources

Independent Board of Directors - 28E (1998)

7 Voting Members

3 Supervisors

3 County Engineers

ICEA Past President

Alternates for each by District

4 Associate Members

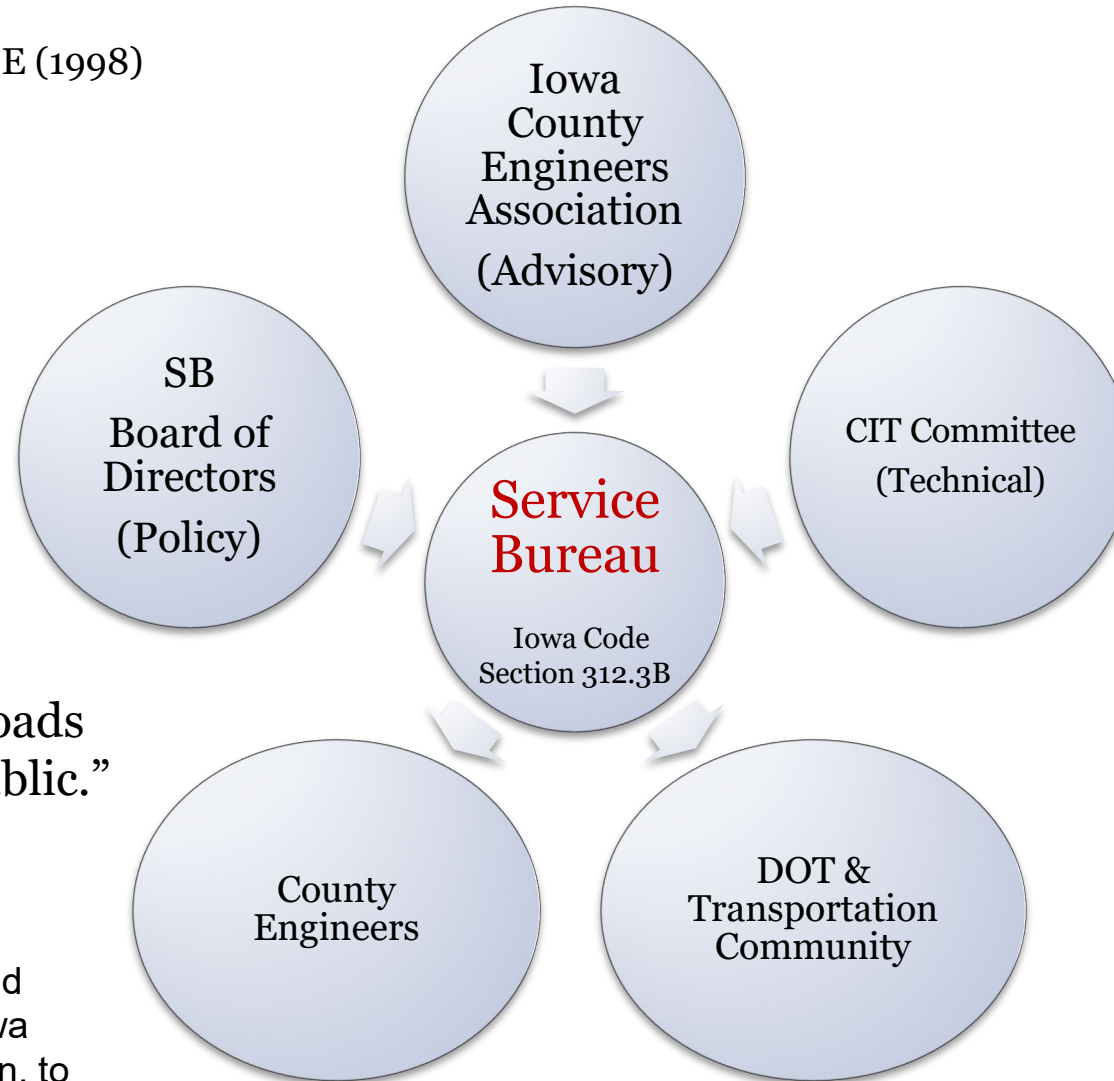
CIT Committee Chair

Local Systems Engineer

SRRE

Exec Dir

“... facilitate better roads
and service to the public.”



Web-Based Tools

- News and Headlines
- Look up & Contact
- Q&A and Surveys
- Job Postings & Staff Roster
- Annual Report & GASB-34
- TPMS- Program & Budget
- Signs, Culverts, & Work Orders
- Local Letting & Notifications
- Road Closure Notifications
- Local Pay System
- Mapping Services
- Public-Facing Website
- Future Projects
 - TPMS 2020
 - OMS
 - GRAMS
 - IPAT

ICEASB provides a variety of support, data and customized web-app services to ICEA and Iowa secondary road departments, and by extension, to Iowa DOT and the transportation community, via the Internet.

ICEA Service Bureau

Bob Gray

Web Developer



Drainage Area, Easy Map, Salary Survey, Users & Staff, Workplaces, Engineer Photo Map, Home, ICEOO Connect, Iowa County Roads, Logs, Lookup & Contact, Q & A, Road Notifications, Roads & Bridges, Work Orders, **Mapping, OMS Time Tracking**

Jenn Johnson

Web Developer



Surveys, TR608, Engineer History, ICEASB Staff, Local Letting Notice, **Time Tracking User Interface**

Tim Schommer

Web Developer



Annual Report, Committees, ICEA Alumni, GASB-34, Local Lettings, Job Postings, Legislative, People History, Prequalified Contractors, Staff Roster, Work Orders, **Time Policies in OMS, SB Orientation**

Brandy Thomason

Web Developer



Culverts, Downloads, Downloads, Local Pay, Signs (ICEA Mobile), Calendar, Headlines, Research, Rock-alyzer, Signs, Territory Marker, **OMS Policies, Equipment and Inventory**

Matthew Mathers

Operations Manager



Developed or worked on: ICEASB website, TPMS Development, TPMS Programming, basic Salary Survey database, Local letting notice tool, Road closure notice tool, surveys, system admin and it100. Sets up and maintains office network plus Internet connection.

Lindsey Schroeder

Grants Coordinator



Khyle Clute

SPR Research Engineer



Brian Moore

Secondary Roads Research Engineer



Assist and support ICEASB and ICEA as liaison with research, DOT Staff, and ICEA Exec Board and committees. Member of NACE Low Volume Road Committee, IHRB liaison, and TRB.


Danny Waid

Executive Director




General and business management, creation and design of products & services, user training and support, ad hoc assistant to ICEA Exec Board and committees as needed. Plans, defines, and oversees development of web applications.

SB Public Facing Website

**IOWA COUNTY ENGINEERS ASSOCIATION**
SERVING IOWA SECONDARY ROAD TRANSPORTATION NEEDS SINCE 1913

5500 Westown Parkway, Suite 190
West Des Moines, Iowa 50266
515-244-0779



HOMEABOUT SECONDARY ROADSABOUT COUNTY ENGINEERINGSECONDARY ROAD PROJECTSFIND YOUR COUNTY ENGINEERCONNECTIONSCONTACT



17,775 MILES OF PAVED ROAD

**YOUR COUNTY ENGINEER**

Each county has a designated engineer who works closely with the county supervisors to build, maintain and operate a road system suited to rural citizens and traffic.

[FIND YOURS](#)

**ONLINE JOB CENTER**

New openings for engineers, assistants, technicians, administrative staff and maintenance personnel come open every year.

[VIEW JOBS](#)

**PROJECT INFORMATION**

Counties design, let, and inspect many construction and maintenance projects each year. This work renews bridges, restores pavement, and improves safety.

[VIEW PROJECTS](#)

**COUNTY 511**

Counties must often restrict or close roads on account of emergency conditions, embargos, maintenance work and projects. The 511 section provides current road usability.

[VIEW MAP](#)

WELCOME!
IOWA'S COUNTY ENGINEERS: ROAD AND INFRASTRUCTURE EXPERTS

Welcome to the Iowa County Engineering and County Roads website. Here you can find information about Iowa's 89,000 miles of secondary roads, the 18,000 bridges they contain, the 99 counties that support them and the 90 engineers that oversee their operation.

Iowa's county engineers and staff come from a variety of backgrounds, but all share one trait: they are dedicated to providing Iowa with the best rural road network possible.

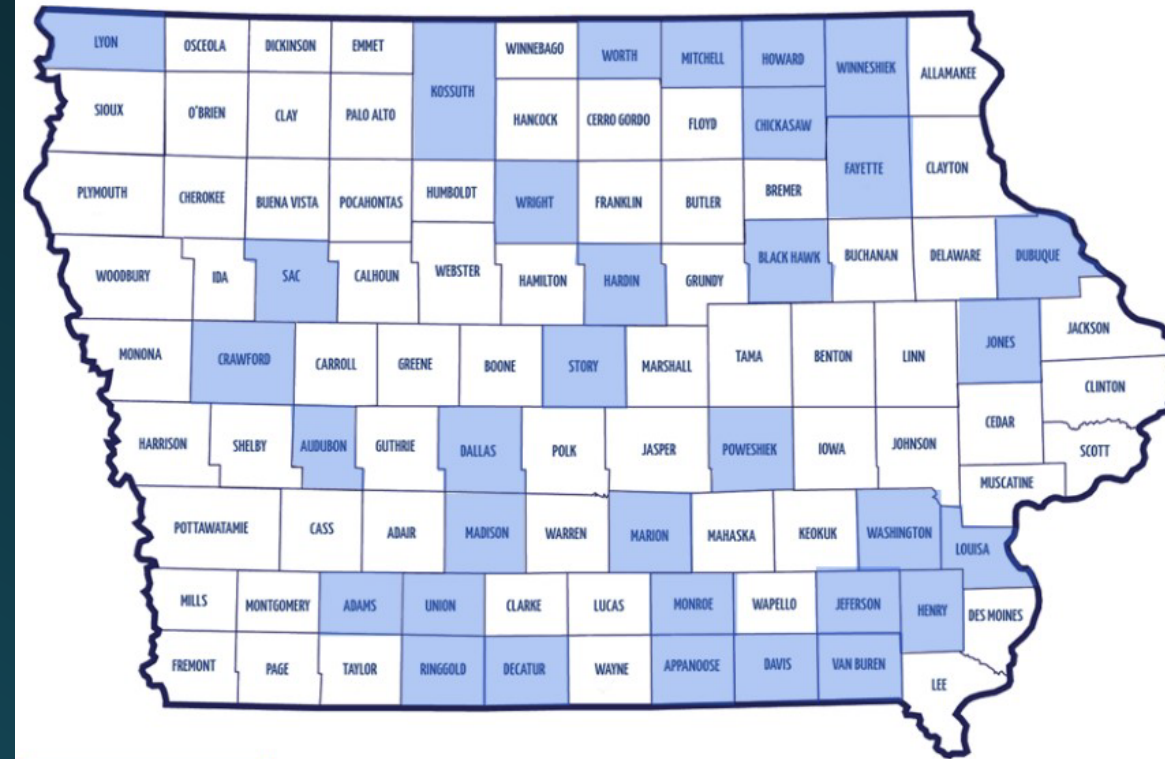
SECONDARY ROADS QUICK FACTS

County Roads Snapshot	Road Miles	Bridge Deck (SF)
Earth	5,032	835,960
Granular	66,244	24,699,650
Hard Surface	1,314	690,248
Paved	17,852	14,500,327

COUNTY 511 MAP

Although ICEA does not yet have state-wide coverage, this map offers access to information on road closures in a number of counties. Highlighted counties are currently reporting active restrictions due to projects, maintenance work, embargos and emergencies, along with detour routes. Click on a county to see its closures. Or click on the blue Statewide Summary View button to see the entire state. (Reminder: this site only shows county road restrictions and closures. Primary highway information can be found at 511ia.org)

If you'd like to receive automatic notifications of county road issues, click [HERE](#). This will open a link that will allow you to subscribe to be notified whenever county road notifications are posted. You may also click the Subscribe link in the upper right corner of the statewide map.



STATEWIDE SUMMARY VIEW



"Coming together is a beginning. Keeping together is progress. Working together is success." --*Henry Ford*

"If everyone is moving forward together, then success takes care of itself." --*Henry Ford*

<https://www.iowacountyroads.org/>

Thank you!

Danny.waid@iceasb.org

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