

AMENDED ITEMS—FEBRUARY 4, 2013

REGULAR AGENDA:

3a. Flood Diversion Board of Authority billing for January

SUGGESTED MOTION:

Move to approve the expenses for the Flood Diversion Board of Authority in the amount of \$455,763.02 for the month of January, 2013.



Auditor

January 31, 2013

Michael Montplaisir, CPA
701-241-5601

Treasurer

Charlotte Sandvik
701-241-5611

Director of Equalization

Frank Klein
701-241-5616

Cass County Board of Commissioners
Cass County Government
211 9th Street South
Fargo ND 58103

RE: January Diversion Billing

Dear Commissioners:

The January billing for the Flood Diversion Board of Authority are attached. The expenses are the county's share of engineering, legal, management contract, and accounting services.

Sincerely,

Michael Montplaisir, CPA
Cass County Auditor

SUGGESTED MOTION:

Move to approve the expenses for the Flood Diversion Board of Authority in the amount of \$455,763.02 for the month of January, 2013.

MY DOCUMENTS\HEATHER\DIVERSION DOCUMENTS\COMMISSION LETTER FOR DIVERSION BILLING-JAN 2013.DOCX

Box 2806
211 Ninth Street South
Fargo, North Dakota 58103

Fax 701-241-5728

www.casscountynd.gov

INVOICE



CITY OF FARGO, NORTH DAKOTA
CITY AUDITORS OFFICE
PO BOX 1607
FARGO, ND 58107

(701) 241-1333

TO: Cass County Auditors Office
Mike Montplaisir
PO Box 2806
FARGO, ND 58107

INVOICE NO: 210201
DATE: 1/31/13

CUSTOMER NO: 899/17916

TYPE: DV - DIVERSION AUTHORITY

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	FM Diversion Authority Additional 2012 billing	455,682.02	455,682.02

*DUE UPON RECEIPT. LATE PAYMENT CHARGE OF 1.5%/MO
WILL BE APPLIED 30 DAYS AFTER INVOICE DATE.

TOTAL DUE: \$455,682.02

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 1/31/13 DUE DATE: 1/31/13
CUSTOMER NO: 899/17916

NAME: Cass County Auditors Office
TYPE: DV - DIVERSION AUTHORITY

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF FARGO, NORTH DAKOTA
CITY AUDITORS OFFICE
PO BOX 1607
FARGO ND 58107

INVOICE NO: 210201
TERMS: NET 0 DAYS

AMOUNT: \$455,682.02

**FM DIVERSION AUTHORITY
LOCAL AGENCY BILLINGS (Cash Disbursement Basis)**

BILLING PERIOD:	13/2012
INVOICE DATE:	1/31/2013
TOTAL INVOICED AMOUNTS:	\$ 1,012,626.71

Details of Costs Billed:		Cash Disbursed
33-05	Engineering Services	\$ 877,461.69
33-20	Accounting Services	160.00
33-25	Legal Services	42,099.55
34.65	Right of Entry Requests	1,247.16
80-17	Property Tax	91,658.31
Total Disbursed		\$ 1,012,626.71

FM Diversion Cost Allocation	A/R Type	A/R Code	Cust. ID #	Agency Cost Share	Billed Amounts	
337-80-20	City of Fargo			45%	455,682.02	
337-80-25	City of Moorhead	DV	FMDV1	1969	10%	101,262.67
337-80-30	Cass County	DV	FMDV2	899	45%	455,682.02
Total Partnership A/R Billing Totals					\$ 1,012,626.71	

FM Diversion Authority
Summary of Cash Disbursements
Period 13, 2012 - Additional 2012 Expenses

Date: 1/31/2013

Period/Year: 13/2012

Account Number	Check Date	Check Number	Vendor Name	Transaction Amount	Description 1	Project Number	Project Description
790-7910-429.33-20	1/29/2013	JB13120033	CITY OF FARGO	160.00	FISCAL SERVICES	V00102	General & Admin. WIK
Total Accounting Services				160.00			
790-7910-429.33-25	1/23/2013	235931	DORSEY & WHITNEY LLP	15,177.50	LEGAL SVCS THRU 11/30/12	V00101	Dorsey Whitney Legal WIK
	1/23/2013	235943	ERIK R JOHNSON & ASSOCIATES	21,338.40	METRO FLOOD PROJECT	V00102	General & Admin. WIK
	1/23/2013	235943	ERIK R JOHNSON & ASSOCIATES	5,583.65	METRO FLOOD PROJECT	V00102	General & Admin. WIK
Total Legal Services				42,099.55			
790-7915-429.33-05	1/9/2013	235522	MINNESOTA DNR	115,550.00	EIS SCOPING PROCESS	V00701	MN DNR EIS
	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	262,276.87	NOV 2012	V01603	CR-81 & I29 BRIDGE DESIGN
	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	421.29	NOV 2012	V01605	POST FEASIBILITY ANALYSIS
	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	19,889.63	NOV 2012	V01607	RECREATION/USE MASTER PLN
	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	2,653.75	NOV 2012	V01608	WORK-IN-KIND (WIK)
	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	35,459.93	NOV 2012	V01609	HYDROLOGY/HYDRAULIC MODEL
	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	18,617.76	NOV 2012	V01613	LEVEE DESIGN & SUPPORT
	1/16/2013	235862	URS CORPORATION	42,765.85	THRU 12/7/12	V01002	NW Alignment Survey-URS
	Total Engineering Services				497,635.08		
790-7920-429.33-05	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	57,744.32	NOV 2012	V01601	HMG - PROJECT MANAGEMENT
Total Engineering Services				57,744.32			
790-7930-429.33-05	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	124,659.70	NOV 2012	V01602	CR-31 BRIDGE DESIGN
	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	111,067.83	NOV 2012	V01604	CR-32 & CR-22 BRIDGE DSGN
	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	50,257.50	NOV 2012	V01604	CR-32 & CR-22 BRIDGE DSGN
	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	35,635.26	NOV 2012	V01606	LAND MANAGEMENT SERVICES
	1/23/2013	235978	HOUSTON-MOORE GROUP LLC	462.00	NOV 2012	V01610	UTILITIES DESIGN
Total Engineering Services				322,082.29			

FM Diversion Authority
Summary of Cash Disbursements
Period 13, 2012 - Additional 2012 Expenses

Date: 1/31/2013

Period/Year: 13/2012

Account Number	Check Date	Check Number	Vendor Name	Transaction Amount	Description 1	Project Number	Project Description
790-7930-429.80-17	1/23/2013	235917	CASS COUNTY TREASURER	84,832.36	2012 PROP TXS HAYDEN/OXBO	V01701	ND LAND PURCHASES
	1/23/2013	235917	CASS COUNTY TREASURER	6,825.95	2012 PROP TXS HAYDEN/OXBO	V01702	ND LAND PURCHASE-HARDSHIP
Total Property Tax - FMDA				91,658.31			
790-7931-429.34-65	1/23/2013	236040	OHNSTAD TWICHELL PC	1,247.16	10/22-12/18/12 RIGHT OF W	V01301	City of Moorhead ROE
Total Right of Entry Requests				1,247.16			
Total Disbursements for Period				\$1,012,626.71			

**CITY OF FARGO
ADJUSTING JOURNAL ENTRY (AJ)**

DATE:	<u>1/29/2013</u>	AJ#	<u>JB13120033</u>
BY:	<u>JB</u>	GROUP#	<u>6475</u>
APPROVED:	_____	Period/Fiscal Year:	<u>13 / 2012</u>
REASON:	<u>Charge Diversion Authority for City of Fargo time spent working on project 12/28/2012 - 12/31/2012</u>		

ACCOUNT CODE:

#	FUND	DP/DIV	BA	EL	SE	PROJECT
100	790	7910	429	33	20	V00102
200	790	0000	104	00	00	V00102
300	101	1010	405	11	00	
400	101	0000	104	00	00	

DEBIT AMOUNT	CREDIT AMOUNT
160.00	
	160.00
	160.00
160.00	

GROUP TRANSACTION TOTALS:

320.00	320.00
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Management Accountability Tracking System

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Update Progress

Project #: 152

Project Description: Special Projects

Date: 11/15/2011

Assigned to: Kent

Assigned by: FM

Report to: Pat

Type: Special Projects

Project, Activity, or Goal to be Accomplished:

Fiscal administration services per agreement with the FM Diversion Authority.

Purpose or Intent:

FM Diversion fiscal operations

Time Frame for Completion

Ongoing until project future is certain.

Possible Resources, Persons to Contact for Assistance, Sources for Additional Help:

FM Diversion Authority
City Administrator
FM Diversion Finance Members
Martin Nicholson, PE CH2M Hill 530-604-4902

Progress Log

(Click headings to sort. Shift-click to sort by multiple columns)

	Date	Action	Staff	Sub-project	Status
.5	1/22/2013	Processed payment of bills received. H = .5	Jamie Bullock	Payment Processing	Project in Process
	1/15/2013	Reviewed and approved contract pay estimates for period ending December 31, 2012.	Kent Costin	Contract Payment Processing	Project in Process
.5	1/8/2013	Reviewed LERRDS property tax billing from Cass County, coded and forwarded to Jamie to pay taxes due by 2/15/2013. This is for the properties acquired in 2012 in Hayden Heights (21 lots) and Oxbow (2 lots). Set up new g/l account to track property tax payments on an ongoing basis. H=.50	Kent Costin	Property Tax Payment Processing	Project in Process
1	1/8/2013	Reviewed ACE draft documents relating to crediting of NFS costs. These establish the procedure and ongoing protocol fo credit of our program costs. h=1.0	Kent Costin	WIK & LERRDS Crediting Policy	Project in Process
.5	1/7/2013	Contract payment request processed for MN DNR for EIS scoping. Final payment of \$115,550 made. h=.50	Kent Costin	Contract Payments	Project in Process

Date	Action	Staff	Sub-project	Status
1.5 1/7/2013	Printed all ACE crediting materials provided by PMC. Organized files and referenced into crediting cover letter to teh ACE. Loaded data CD to make sure files are included as referenced in ACE letter. New format included to clearly delineate WIK and LERRDS in cost report format. This is ready for submission to ACE. H=1.5	Kent Costin	WIK & LERRDS Crediting Through 9/30/2012	Project in Process
.5 1/5/2013	Received email from Mark Enoch regarding pending items on the last ACE crediting questins plus new data to get us submitted through 9/30/2012. Crediting methology memo created by PMC and provided with ACE crediting materials. H = .50	Kent Costin	WIK & LERRDS Crediting Through 9/30/2012	Project in Process
4 12/28/2012	December 2012 billings and financial reports for Diversion Authority Board. Time Spent - 4 hours	Jamie Bullock	Financial Reporting	Project in Process

2012 Expense:

4 - Total Hours worked for period 12.28.12-12.31.12
X \$40 - Hourly Rate
 \$160.00 - Total to charge FMDA for period

2013 Expense:

4.5 - Total Hours worked for period 1.1.13-1.29.13
X \$40 - Hourly Rate
 \$180.00 - Total to charge FMDA for period

INVOICE



CITY OF FARGO, NORTH DAKOTA
CITY AUDITORS OFFICE
PO BOX 1607
FARGO, ND 58107

(701) 241-1333

TO: Cass County Auditors Office
Mike Montplaisir
PO Box 2806
FARGO, ND 58107

INVOICE NO: 210203
DATE: 1/31/13

CUSTOMER NO: 899/17916

TYPE: DV - DIVERSION AUTHORITY

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	FM Diversion Authority January 2013 Billing	81.00	81.00

*DUE UPON RECEIPT. LATE PAYMENT CHARGE OF 1.5%/MO
WILL BE APPLIED 30 DAYS AFTER INVOICE DATE.

TOTAL DUE: \$81.00

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 1/31/13 DUE DATE: 1/31/13
CUSTOMER NO: 899/17916

NAME: Cass County Auditors Office
TYPE: DV - DIVERSION AUTHORITY

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF FARGO, NORTH DAKOTA
CITY AUDITORS OFFICE
PO BOX 1607
FARGO ND 58107

INVOICE NO: 210203
TERMS: NET 0 DAYS

AMOUNT: \$81.00

**FM DIVERSION AUTHORITY
LOCAL AGENCY BILLINGS (Cash Disbursement Basis)**

BILLING PERIOD:	Jan-13
INVOICE DATE:	1/31/2013
TOTAL INVOICED AMOUNTS:	\$ 180.00

Details of Costs Billed:	Cash Disbursed
33-20 Accounting Services	\$ 180.00
Total Disbursed	\$ 180.00

FM Diversion Cost Allocation	A/R Type	A/R Code	Cust. ID #	Agency Cost Share	Billed Amounts
337-80-20 City of Fargo				45%	81.00
337-80-25 City of Moorhead	DV	FMDV1	1969	10%	18.00
337-80-30 Cass County	DV	FMDV2	899	45%	81.00
Total Partnership A/R Billing Totals					\$ 180.00

**FM Diversion Authority
 Summary of Cash Disbursements
 Period January 2013**

Date: 1/31/2013

Period/Year: 01/2013

Account Number	Check Date	Check Number	Vendor Name	Transaction Amount	Description 1	Project Number	Project Description
790-7910-429.33-20	1/29/2013	JB01130009	CITY OF FARGO	180.00	FISCAL SERVICES	V00102	General & Admin. WIK
Total Accounting Services				180.00			
Total Disbursements for Period				\$180.00			

**CITY OF FARGO
ADJUSTING JOURNAL ENTRY (AJ)**

DATE:	<u>1/29/2013</u>	AJ#	<u>JB01130009</u>
BY:	<u>JB</u>	GROUP#	<u>396</u>
APPROVED:	_____	Period/Fiscal Year:	<u>1 / 2013</u>
REASON:	<u>Charge Diversion Authority for City of Fargo time spent working on project 1/1/2013 - 1/29/2013</u>		

ACCOUNT CODE:

#	FUND	DP/DIV	BA	EL	SE	PROJECT
100	790	7910	429	33	20	V00102
200	790	0000	104	00	00	V00102
300	101	1010	405	11	00	
400	101	0000	104	00	00	

DEBIT AMOUNT	CREDIT AMOUNT
180.00	
	180.00
	180.00
180.00	
360.00	360.00

GROUP TRANSACTION TOTALS:

Management Accountability Tracking System

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