

FLOOD DIVERSION AUTHORITY
FINANCE COMMITTEE
AGENDA FOR NOVEMBER 3, 2011

Cass County Commission Room
3:30 PM

1. Call to Order
2. Review and approve bill paying and reporting as proposed by City of Fargo
3. Flow of bills through the Diversion Authority
 - a. Payments by Fargo and Cass County into the fund
4. Other business
5. Next meeting date
6. Adjournment

cc: Local Media
Flood Diversion Board of Authority

**FLOOD DIVERSION FINANCE COMMITTEE
NOVEMBER 3, 2011—3:30 PM**

1. MEETING TO ORDER

A meeting of the Flood Diversion Finance Committee was held on November 3, 2011, at 3:30 PM in the Cass County Commission Room with the following present: Cass County Auditor and Committee Chairman Mike Montplaisir; City of Fargo Finance Director Kent Costin; City of Moorhead Finance Director Harlyn Ault; Cass County Administrator Keith Berndt; Clay County Auditor Lori Johnson and Fargo City Administrator Pat Zavoral and Cass County Commissioner Darrell Vanyo. Also present were: Martin Nicholson and Tom Waters representing CH2M Hill as well as Eric Dodds representing AE2S.

2. REVIEW AND APPROVE BILL PAYING AND REPORT AS PROPOSED BY CITY OF FARGO

Mr. Costin said the City of Fargo is willing to handle bill paying for the diversion project. All bills will be stored electronically making them easily accessible. A payroll provider could handle payroll in the same manner it is handled with the Red River Dispatch Center. Mr. Zavoral said for the short-term it will work for the City of Fargo to handle the bill paying, however; it may be best to have the project management firm handle bill paying as the project moves forward.

Mr. Costin said in the essence of timeliness it may be necessary to have local entities waive the right to approve bills before submission to the state water commission. Mr. Vanyo said it is important that the bill paying system meets with accounting needs and rules of the state are followed.

Mr. Zavoral distributed a proposed 2012 and 2013 expense budget to be used as a starting point.

MOTION, passed

Mr. Vanyo moved and Mr. Costin seconded to approve the bill paying process as proposed using the City of Fargo for the bill paying process. All members voted in favor. Motion carried.

3. FLOW OF BILLS THROUGH THE DIVERSION AUTHORITY

Mr. Montplaisir said it is important to get a streamlined bill paying process. Mr. Zavoral said any bills approved by the Flood Diversion Board of Authority will be taken back to the local boards for retroactive approval. Mr. Vanyo said Tom Fischer should be contacted to obtain permission from the local water boards as well. Mr. Zavoral advised local boards give written authorization to the Flood Diversion Board of Authority allowing them bill paying authority. Mr. Vanyo said it is essential to keep the lines of communication open informing all boards of bills that have been received and paid.

Mr. Zavoral said the signing of contracts will simplify the process and local boards can pass resolutions to allow for reimbursement from the state. Mr. Costin will draft a fiscal agreement to be signed by participating local entities. Mr. Montplaisir said the Board of Authority should pass a motion allowing the City of Fargo to pay contract amounts and local participating boards will approve bills retroactively. Mr.

Costin said it is important to connect with the project management firm to ensure they have everything they need and get a bill paying process in place as quickly as possible. Mr. Nicholson said the finance portion of the project does not need to be complex.

4. ADJOURNMENT

MOTION, passed

On motion by Mr. Vanyo, seconded by Mr. Berndt, and all voting in favor, the meeting was adjourned at 4:15 PM.

Minutes prepared by Cindy Stoick, Cass County Principal Secretary