County of Anoka

Public Services Division

*-Highway -Parks & Recreation -Surveyor -GIS -Transit -Administration*

*Integrated Waste Management License Centers*

Government Center

2100 3rd Avenue STE 700 • Anoka, Mn 55303-5024

 (763) 323-5700

September 13, 2012

**JON G. OLSON, P.E.**

Division Manager

Direct #763-323-5789

Fax #763-323-5682

Cell #612-850-4106

jon.olson@co.anoka.mn.us

Derek Dixon

Business Services Marketing Coordinator

WSB & Associates, Inc.

701 Xenia Avenue, Suite 300

Minneapolis, MN 55416

SUBJECT: Purchase of Service Agreement – Anoka County Ditch #56

Dear Mr. Dixon:

On Tuesday, September 10, the Anoka County Board approved entering into Contract #2012-0285, Purchase of Service Agreement with WSB & Associates for engineering services associated with a proposed water outlet diversion of Anoka County Ditch #56, as detailed in Section 2 of the contract.

Enclosed are three copies of the agreement. Please review and sign each copy and return them to me, along with a Certificate of Insurance that meets the criteria detailed in Exhibit B. Once the contract is fully executed, a signed copy will be returned to you.

I will then contact you to begin Phase 1 of the services outlined in Exhibit A.

 Sincerely,

 Jon G. Olson, P.E.

 Division Manager, Public Services

JO:kr

Enclosures: 3

cc: Pete Willenbring, Vice President, WSB & Associates

 Todd Hubmer, Group Manager, Water Resources, WSB & Associates