



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, November 16, 2022

### **Agenda Item**

**Authorize Addendum to Recording Secretary Agreement**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

TimeSaver Off Site Secretarial, Inc. has submitted its annual update to the recording secretary agreement.

### **Attachments**

Addendum to Recording Secretary Agreement

### **Recommended Action**

Motion to accept terms of Addendum and authorize execution of Addendum by Administrator

# *TimeSaver Off Site Secretarial, Inc.*

---

October 21, 2022

Ms. Linda Loomis, Administrator  
Lower Minnesota River Watershed District  
112 East Fifth Street  
Chaska, MN 55318

Dear Linda,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2023. The unit rates reflect an increase of \$1 per hour and 50 cents per page and a base rate increase of less than 3.5%.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2023.

If you need further information or have questions, please feel free to contact me at 612-251-8999.

Best regards,



Carla Wirth  
Owner

Enclosure: Recording Secretary Service Agreement  
Return envelope

**ADDENDUM TO  
RECORDING SECRETARY SERVICE AGREEMENT**

**Dated: December 31, 2022**

By and between TimeSaver Off Site Secretarial, Inc. and the Lower Minnesota River Watershed District, 112 East Fifth Street, Chaska, MN 55318.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2021, shall be extended under the same terms and conditions to December 31, 2023.
2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
  - a. Base Rate: One Hundred Fifty-Nine and 00/100 dollars (\$159.00) for any meeting up to one (1) hour (billable time) plus Thirty-Seven and 75/100 dollars (\$37.75) for each thirty (30) minutes following the first one (1) hour; or
  - b. Unit Rate: Fifty and 25/100 dollars (\$50.25) for the first hour of meeting time and Thirty-Three and 50/100 dollars (\$33.50) for every hour after the first hour plus Fifteen and 25/100 dollars (\$15.25) for each page of draft minutes for submission to the Lower Minnesota River Watershed District for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January \_\_\_\_, 2023

LOWER MINNESOTA RIVER WATERSHED DISTRICT

By: \_\_\_\_\_  
Linda Loomis

Its: Administrator

November 1, 2022

TIMESAVER OFF SITE SECRETARIAL, INC.

By: Carla Wirth  
Carla Wirth

Its: President & CEO