



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday November 20, 2019

Agenda Item

Item 4. G. - Addendum to Recording Secretary Service Agreement

Prepared By

Linda Loomis, Administrator

Summary

TimeSaver Off Site Secretarial Services has provided an Addendum to the Recording Secretary Service agreement with its rates for 2020. Time Saver prepares meeting minutes for the LMRWD based on an audio recording of the meeting. The 2020 rate reflects an increase of less than 2.5% and simplifies the cost of the first hour.

Attachments

Addendum to Recording Secretary Service Agreement, dated December 31, 2019

Recommended Action

Motion to authorize Administration to execute Addendum to Recording Secretary Service Agreement dated December 31, 2019.

TimeSaver Off Site Secretarial, Inc.

November 4, 2019

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, 2020. The rates reflect an increase of less than 2.5%. You'll notice the wording in Paragraph 2b, Unit Rate, has been simplified to clearly state the cost of the first hour (1 hour + .5 hour).

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2020.

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, 2019

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, 2018, shall be extended under the same terms and conditions to December 31, 2020.
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 Forty-Eight and 00/100 dollars (\$148.00) for any meeting up to one (1) hour (billable time) plus Thirty-Five and 50/100 dollars (\$35.50) for each thirty (30) minutes following the first one (1) hour; ~~or~~
 - b. Unit Rate: Forty-Seven and 25/00 dollars (\$47.25) for the first hour of meeting time and Thirty-One and 50/100 dollars (\$31.50) for every hour after the first hour plus Fourteen and 25/100 dollars (\$14.25) 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 __, 2020

LOWER MINNESOTA RIVER WATERSHED DISTRICT

By

Linda Loomis

Its Administrator

November 4, 2019

TIMESAVER OFF SITE SECRETARIAL, INC.

By

Carla Wirth
Carla Wirth

Its President & CEO