



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, November 6, 2024

Agenda Item

Item 5. H. – Authorize execution of Addendum to Recording Secretary Agreement

Prepared By

Linda Loomis, Administrator

Summary

TimeSaver Off Site Secretarial, Inc. has submitted an addendum to the recording secretary agreement. TimeSaver prepares the meeting minutes for the Board and other meetings. Addendums are requested annually before the end of the current year.

Attachments

Addendum to Recording Secretary Agreement dated December 31, 2024

Recommended Action

Motion to accept Addendum to Recording Secretary Agreement and authorize execution by Administrator

TimeSaver Off Site Secretarial, Inc.

October 14, 2024

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, 2025. The unit rates reflect an increase of \$1.50 per hour and 50 cents per page. The base rate reflects an increase of less than 3.5%.

Kristin Wirth, our CFO, is stepping in to replace Allen, who will retire on December 31, 2024.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2025.

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, 2024

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, 2023, shall be extended under the same terms and conditions to December 31, 2025.
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 Seventy-Two and 00/100 dollars (\$172.00) for any meeting up to one (1) hour (billable time) plus Forty and 50/100 dollars (\$40.50) for each thirty (30) minutes following the first one (1) hour; or
 - b. Unit Rate: Fifty-Four and 00/100 dollars (\$54.00) for the first hour of meeting time and Thirty-Six and 00/100 dollars (\$36.00) for every hour after the first hour plus Sixteen and 25/100 dollars (\$16.25) 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 __, 2025

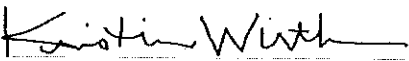
LOWER MINNESOTA RIVER WATERSHED DISTRICT

By: _____
Linda Loomis

Its: Administrator

October 14, 2024

TIMESAVER OFF SITE SECRETARIAL, INC.


By: _____
Kristin Wirth

Its: CFO