



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, December 16, 2020

Agenda Item

Item 4. D. - Motion to authorize execution of Addendum to Recording Secretary Service Agreement with TimeSaver Off Site Secretarial, Inc. dated October 22, 2020.

Prepared By

Linda Loomis, Administrator

Summary

The LMRWD contracts with TimeSavers Off Site Secretarial, Inc. to prepare meeting minutes from the monthly Board meetings. The contract is year by year and requires extension annually. The addendum for 2021 services is attached for the Board to review and authorize execution.

Attachments

Addendum to Recording Secretary Service Agreement with TimeSaver Off Site Secretarial, Inc. dated October 22, 2020

Recommended Action

Motion to authorize execution of Addendum to Recording Secretary Service Agreement with TimeSaver Off Site Secretarial, Inc. dated October 22, 2020

TimeSaver Off Site Secretarial, Inc.

October 22, 2020

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, 2021. The unit rates reflect an increase of 50 cents per hour and 25 cents per page and a base rate increase of less than 2.5%.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2021.

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, 2020

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, 2019, shall be extended under the same terms and conditions to December 31, 2021.

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-One and 00/100 dollars (\$151.00) for any meeting up to one (1) hour (billable time) plus Thirty-Six and 00/100 dollars (\$36.00) for each thirty (30) minutes following the first one (1) hour; or

 - b. Unit Rate: Forty-Eight and 00/100 dollars (\$48.00) for the first hour of meeting time and Thirty-Two and 00/100 dollars (\$32.00) for every hour after the first hour plus Fourteen and 50/100 dollars (\$14.50) 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 __, 2021

LOWER MINNESOTA RIVER WATERSHED DISTRICT

By _____
Linda Loomis

Its Administrator

November 1, 2020

TIMESAVER OFF SITE SECRETARIAL, INC.

By Carla Wirth
Carla Wirth

Its President & CEO