



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, November 15, 2023

### **Agenda Item**

**Item 4. G. – Authorize execution of 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 Addendum to Recording Secretary Agreement and authorize execution by Administrator

# *TimeSaver Off Site Secretarial, Inc.*

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October 27, 2023

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, 2024. To comply with ESST requirements, the unit rates reflect increases of \$1.50 per hour and 50 cents per page. The base rate and unit rate first hour reflect an increase of less than 5.25%.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2024.

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, 2023**

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, 2022, shall be extended under the same terms and conditions to December 31, 2024.
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 Sixty-Seven and 00/100 dollars (\$167.00) for any meeting up to one (1) hour (billable time) plus Thirty-Nine and 50/100 dollars (\$39.50) for each thirty (30) minutes following the first one (1) hour; or
  - b. Unit Rate: Fifty-Two and 50/100 dollars (\$52.50) for the first hour of meeting time and Thirty-Five and 00/100 dollars (\$35.00) for every hour after the first hour plus Fifteen and 75/100 dollars (\$15.75) 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 \_\_\_\_, 2024

LOWER MINNESOTA RIVER WATERSHED DISTRICT

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

Its: Administrator

October 27, 2023

TIMESAVER OFF SITE SECRETARIAL, INC.

By: Carla Wirth  
Carla Wirth

Its: President & CEO