



Please note the meeting will be held 7:00pm, **MONDAY**, November 19, 2018 in the County Board Room at the Carver County Government Center, 602 East 4th Street, Chaska, MN.

# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Monday, November 19, 2018

### **Agenda Item**

**Item 4. E. - 2019 Agreement with Time Saver Off Site Secretarial**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

Time Saver Off Site Secretarial is the service the LMRWD uses to prepare monthly meeting minutes. Attached is an agreement for services in 2019.

### **Attachments**

Agreement with Time Saver Off Site Secretarial for 2019 services

### **Recommended Action**

Motion to authorize 2019 agreement

# *TimeSaver Off Site Secretarial, Inc.*

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November 1, 2018

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

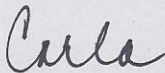
Dear Linda,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2019. The rates reflect an 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 2019.

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, 2018**

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, 2017, shall be extended under the same terms and conditions to December 31, 2019.
2. TOSS Charges. TOSS shall be paid for its services as recording secretary for each meeting (the highest rate will prevail), as follows:
  - a. Base Rate of One Hundred Forty-Five and 00/100 dollars (\$145.00) for any meeting up to one (1) hour (billable time) plus Thirty-Five and 00/100 dollars (\$35.00) for each thirty (30) minutes following the first one (1) hours; **or**
  - b. Thirty-One and 00/100 dollars (\$31.00) per hour for length of meeting, and fifteen (15) minutes prior to Call to Order and fifteen (15) minutes following Adjournment with a one and one-half (1.5) hour minimum; and Fourteen and 00/100 dollars (\$14.00) 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 \_\_, 2019

LOWER MINNESOTA RIVER WATERSHED DISTRICT

By \_\_\_\_\_

Linda Loomis

Its Administrator

November 1, 2018

TIMESAVER OFF SITE SECRETARIAL, INC.

By \_\_\_\_\_

*Carla Wirth*  
Carla Wirth

Its President & CEO