

**MEMORANDUM**  
OFFICE OF THE  
**BOARD OF SUPERVISORS**  
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Mike Boyle, Assistant County Executive Officer

DATE: April 27, 2010

SUBJECT: Approve the contract with Lisa Kotey to provide Secretarial services to the North Auburn Municipal Advisory Council.

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**ACTION REQUESTED**

Approve the contract with Lisa Kotey to provide Secretarial services to the North Auburn Municipal Advisory Council.

**BACKGROUND**

The duties of the MAC Secretary include:

- Transcribe all regular meeting agendas for NORTH AUBURN MAC meetings, to be publicly posted and mailed no later than one week prior to each regular meeting.
- Transcribe all special meeting agendas for NORTH AUBURN MAC meetings, to be publicly posted and mailed no later than 72 hours prior to each special meeting.
- Attend all regular and special NORTH AUBURN MAC meetings.
- Prepare summary minutes for each regular and special meeting of the NORTH AUBURN MAC, to be completed no later than two weeks after each meeting.
- Distribute agendas and minutes for NORTH AUBURN MAC.
- Transcribe and distribute correspondence prepared by the MAC chair or other members, as directed by the MAC chair, for the NORTH AUBURN MAC.

**FISCAL IMPACT**

Funding is allocated within the Board of Supervisors' budget. The amount is \$150 per meeting.

**DESCRIPTION:**  
CONTRACT FOR PROFESSIONAL SERVICES  
FOR SECRETARIAL DUTIES FOR THE NORTH  
AUBURN MUNICIPAL ADVISORY COUNCIL

CONTRACT NO. _____
BEGINS: April 27, 2010 _____
ENDS: _____
ADMINISTERING AGENCY: <u>BOS</u>

This agreement made on April 27, 2010 by the County of Placer, referred to hereafter as COUNTY and Lisa Kotey, referred to hereafter as SECOND PARTY.

**WITNESSETH:**

WHEREAS, the COUNTY wishes to obtain certain services, and

WHEREAS, SECOND PARTY is willing to perform such services,

NOW, THEREFORE, in consideration of the mutual agreements described below, the contract is agreed by the parties signing below as follows:

1. SCOPE OF WORK COUNTY hires SECOND PARTY as an independent contractor to do the work listed in the Section entitled *Scope of Work*, attached below.
2. AMENDMENT OF SCOPE OF WORK Said *Scope of Work* may be amended with the written approval of the Board of Supervisors. However, no such amendments will create any additional liability to the COUNTY or additional compensation to the SECOND PARTY without further action by the Board of Supervisors.
3. TIME OF COMPLETION SECOND PARTY agrees to complete all work and other duties as described in the *Scope of Work*.
4. PROGRESS REPORTS SECOND PARTY shall submit progress reports and prepared documents as requested by COUNTY.
5. AMOUNT OF PAYMENT COUNTY shall pay the sum of one-hundred fifty dollars (\$150) per meeting to SECOND PARTY as full payment for all services described below, performed for a regular or special MAC meeting. COUNTY shall pay the sum of fifty dollars (\$50.00) per meeting to SECOND PARTY as full payment for services performed when a MAC meeting is cancelled. SECOND PARTY may be reimbursed for additional expenses incurred while completing the work required by this contract, upon submission of *draft or approved minutes with an invoice* and all receipts and with the prior approval of COUNTY staff.
6. PAYMENT SCHEDULE Payment shall be made to SECOND PARTY as described below in the *Payment Schedule* for completion and acceptance of the work described in the *Scope of Work*, and for documented expenses approved by COUNTY staff.
7. RECORDS SECOND PARTY shall maintain during the period of this contract complete detailed records of work performed under this agreement in a form

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acceptable to COUNTY, and COUNTY shall have the right to inspect such records at any reasonable time. Notwithstanding any other terms of this agreement, no payments shall be made to SECOND PARTY until COUNTY is satisfied that work of such value has been completed as described in this contract.

8. EMPLOYEES OF SECOND PARTY All persons performing services for SECOND PARTY shall be solely employees of SECOND PARTY and not employees of COUNTY. SECOND PARTY shall be solely responsible for the salaries and other benefits, including Workmen's Compensation, of all such personnel.
9. HOLD HARMLESS SECOND PARTY agrees to hold harmless and indemnify COUNTY from every claim or demand of any kind or nature whatsoever which may be made by any person resulting from the action or inaction of SECOND PARTY or his/her officers, agents or employees under the terms of this agreement, and further agrees, at his/her own cost, expense and risk to defend any and all actions, suits, or other legal proceedings which may be brought against COUNTY as a result of such action or inaction, and further agrees that he/she will pay or satisfy any judgment which may be rendered therein.
10. NON-ASSIGNABILITY This contract, and the rights and duties it describes, shall not be assigned in whole or in part without the express written consent of COUNTY.
11. INSURANCE SECOND PARTY shall, at the time of signing this agreement, file with the COUNTY a Certificate of Insurance showing automobile liability coverage in the amount of not less than \$100,000/ \$300,000 Bodily Injury; and \$25,000 Property Damage or as approved by Risk Management.
12. CANCELLATION This agreement may be canceled by either party upon the giving of ten (10) days' advance written notice. Written notice shall be personally served or delivered by United States mail. In the event of cancellation by COUNTY, SECOND PARTY shall be paid for all work performed to the date of cancellation.

IN WITNESS WHEREOF, the parties signing below have executed this agreement on the day and year noted above.

COUNTY OF PLACER – COUNTY EXECUTIVE OFFICE

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Thomas M. Miller, County Executive Officer

SECOND PARTY

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Lisa D. Kotey

APPROVED AS TO FORM:

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Anthony J. La Bouff, County Counsel

**SCOPE OF WORK**

1. Transcribe all regular meeting agendas for NORTH AUBURN MAC meetings, to be publicly posted and mailed no later than one week prior to each regular meeting.
2. Transcribe all special meeting agendas for NORTH AUBURN MAC meetings, to be publicly posted and mailed no later than 72 hours prior to each special meeting.
3. Attend all regular and special NORTH AUBURN MAC meetings.
4. Prepare summary minutes for each regular and special meeting of the NORTH AUBURN MAC, to be completed no later than two weeks after each meeting.
5. Distribute agendas and minutes for NORTH AUBURN MAC.
6. Transcribe and distribute correspondence prepared by the MAC chair or other members, as directed by the MAC chair, for the NORTH AUBURN MAC.

**PAYMENT SCHEDULE**

Payment shall be upon receipt of a detailed invoice *along with a draft or approved copy of minutes for said meeting(s)*. Payment will occur on or before the 25th day of the month following submission by SECOND PARTY to COUNTY of an invoice for the completed work; and for documented expenses approved by COUNTY staff.



PLACER COUNTY BOARD OF SUPERVISORS

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD OR COMMISSION

[REDACTED]

APPLICATION FOR MEMBERSHIP ON: North Auburn Municipal Advisory Council  
(NAME OF BOARD, COMMISSION, OR COMMITTEE)

IF THIS BOARD/COMMISSION/COMMITTEE CALLS FOR A SPECIFIC TYPE MEMBER, PLEASE INDICATE THE POSITION FOR WHICH YOU ARE APPLYING: Secretary for North Auburn Municipal Advisory Council

NAME: Lisa D. Kotey

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE: District 5

TIMES YOU ARE AVAILABLE FOR MEETINGS: DAYS: Mon Wed Fri TIMES: 9 AM to 3 PM

EMPLOYMENT EXPERIENCE/PROFESSION (A RESUME MAY BE ATTACHED): I have experience typing letters, sending out office mailings, filing, answering phones, using Microsoft Word & Excel, Quickbooks for payroll, accounts payable and accounts receivable, and using general office machines and computers.

ORGANIZATION/COMMUNITY EXPERIENCE: I currently work for Larry Ferreira as his secretary for his construction business Aero-Weat Engineering. He recommend me for this position. I have worked on school committees, church committees, and currently help at my church in our women's ministry as a small group leader. My husband and I have lived in the Colfax area for 20 yrs.

EDUCATIONAL EXPERIENCE: I have an AA from Sierra College in Liberal Arts with minor in Secretarial/Administrative courses. I have also taken a class at Sierra College for Quickbooks.

APPLICATIONS WILL BE RETAINED FOR TWO YEARS

APPLICATION MUST BE FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS  
175 FULWEILER AVENUE, ROOM 101, AUBURN, CALIFORNIA 95603

DATE: April 15, 2010

SIGNATURE

