

FINAL

**MINUTES OF THE MEETING
of the
HARRIS CHAIN OF LAKES RESTORATION COUNCIL**

July 9, 2004

The regular meeting of the Harris Chain of Lakes Restoration Council (Council) was held at 9:00 AM on July 9, 2004 at the Lake County Board of County Commissioners' Chambers, 315 West Main Street, Tavares, Florida.

Members Present

Hugh (Dave) Davis II, Chairman
Skip Goerner, Vice Chairman
Thomas A. Cook, MD, Secretary
W. Thomas Brooks
Charles C. Clark
Keith Farner
Robert Kaiser
Rick Powers

Members Absent

Don Nicholson

1. CALL TO ORDER

Vice (V.) Chairman Skip Goerner called the meeting to order at 9:05 AM. Chairman Dave Davis had called to notify the Council that he was going to be approximately 15 minutes late.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was given by Councilman Robert Kaiser, followed by the Pledge of Allegiance.

3. ROLL CALL

V. Chairman Goerner called roll. All members were present except for Councilmen Don Nicholson.

4. WELCOME AND OPENING REMARKS

V. Chairman Goerner welcomed the Council and members of the audience.

5. APPROVAL OF MINUTES

Minutes from the May 7, 2004 meeting were unanimously approved with one minor correction suggested by Councilman Charles Clark. The June 4, 2004 Minutes were unanimously approved by the Council without changes or edits.

6. DISCUSSION ITEMS

Berryman & Henigar Continuing Service Contract

Gene Caputo of the St. Johns River Water Management District (SJRWMD) outlined the Berryman & Henigar, Inc. (BHI) Continuing Service Contract / Scope of Work to perform duties as Recording Secretary to the Council and to prepare the Annual Report to the Florida Legislature. Mr. Caputo explained that the proposal represents a 10% increase in the fee charged for monthly meetings otherwise; the fee for the annual report preparation remained the same. A motion to open the floor for discussion of the proposal was made and seconded. There was no discussion. A motion to vote for approval of the proposal was made and seconded. A vote taken to approve the Continuing Service Contract / Scope of Work was unanimously passed by the Council. A copy of the Scope of Work is provided as Attachment 1.

Agency Funding

A motion was made to appoint V. Chairman Goerner to represent the Council at various agencies to request funding was made and seconded. Councilman Rick Powers asked for an assurance that the Council would be informed on what funding is going to be requested from the agencies by the Vice Chairman. V. Chairman Goerner explained that he would only present the same level of funding requests as last year which included \$40,000 from the Lake County Water Authority (LCWA) and \$10,000 for the SJRWMD. He said that any additional funding requests would be under the direction of the Council.

Mike Perry, Executive Director of the LCWA said the LCWA Board of Trustees reviewed their budget at a workshop in June and they have informally approved the \$40,000 in funding for the Council in the next fiscal year.

Dr. Daniel Canfield of the University of Florida (UF) and member of the Technical Advisory Group (TAG) to the Council advised the Council that they may want to consider an amount to fund additional guest speakers who will be able to discuss the range of topics for which the Council has had presentations. He suggested that speakers of that caliber would cost \$5,000 - \$10,000.

A motion to vote on the appointment of V. Chairman Goerner to represent the Council for funding requests was made and seconded. The vote for appointment passed unanimously.

Mr. Caputo praised Lake County [personnel] for the support and contributions they have given the Council including the use of the Board of County Commissioners' Chambers for meetings and for printing services they have provided. Mr. Caputo explained that there are

many other administrative tasks that they perform to assist him in support of the Council. Councilman Clark requested that Mr. Caputo to prepare a draft resolution of gratitude to present to those County personnel whom have provided support to the Council. Mr. Caputo agreed.

7. PRESENTATIONS

Blue-Green Algae Presentation by Andrew Reich

Andrew Reich is the Aquatic Toxins Program Coordinator with the Bureau of Community Environmental Health – Florida Department of Health (DOH). His discussion of Harmful Algal Blooms (HABs) was made with the assistance of a PowerPoint Presentation[®].

Mr. Reich explained that HAB Toxins are harmful in minute (picogram) doses, they have no taste or smell and they are very difficult to eliminate. An outbreak of cyanobacteria or blue-green algae in salt water is known as Red Tide, which can be associated with respiratory problems in people and with large fish kills. In fresh water they consist of Cyanobacteria including; Microcystis and Cylindrospermopsis. A map of the United States (U.S) showing locations where outbreaks have occurred indicated that the vast majority of the algal blooms have been in Florida. Mr. Reich explained that the abundance of locations on the map in Florida may due to the amount of research performed in the state as compared to other states. He also felt that Cylindrospermopsis could have possibly caused the alligator deaths in Lake Griffin.

In his discussion of Blue-Green Algal Toxins, Mr. Reich recounted the story of young men who went swimming in a golf course pond in Wisconsin, where one of the young men died after exposure to toxic algae. He said that it was unclear how much water the young man who died may have swallowed or why the other young men were not affected to the same degree.

Councilman Kaiser inquired about Thiaminase. Dr. Larry Battoe (SJRWMD) explained that the possible cause of alligator deaths in Lake Griffin was from gizzard shad that had eaten blue-green algae, and then the alligators ate the shad. He said that this could produce Thiaminase which breaks down Thiamine (Vitamin B) in the alligators causing brain lesions and possibly the deaths.

Mr. Perry briefly mentioned information he received at a recent presentation by Perron Ross, the leading alligator researcher at UF. The research indicated that one cause of the alligator deaths may be due to the number of shad eaten by the alligators. It was suggested that because of the sheer numbers of gizzard shad in the lake, the alligators may be gorging on them instead of the species of fish they have eaten in the past. Mr. Perry explained that Mr. Ross' research was geared toward the Thiaminase in the shad, independent of the effects of toxic algae.

Councilman Keith Farner asked about exposure to other algae that may possibly trigger reactions to toxic algae. Mr. Reich said that the DOH has conducted studies which indicate

that there are certain forms of cancer [in humans] which can be triggered by exposure to blue-green algae. He also explained that people who have reactions to red tide are those who are sensitive to irritants or pulmonary disease. Studies of lifeguards seem to indicate that because they are generally healthier and younger, they suffer fewer effects from exposure to red tide. He did not know of any specific research addressing symbiotic effects of prior exposure. Mr. Reich also mentioned that he was fairly new to his position and had only been in that position since January (6 months).

Councilman Kaiser asked if the algae were small enough to enter through the pores of the skin in human beings. Mr. Reich said no, however he has seen research that shows some of these toxins can attach themselves to fat cells and organs once they are inside the body. He also said that some tissues in the body are more readily affected than others. Mr. Reich went on to say that there is very little research on these issues and their connection to blue-green algae.

V. Chairman Goerner commented that toxic algae is a world wide problem. He told the Council that the World Health Organization (WHO) sponsors annual summits to exchange information. V. Chairman Goerner felt that a lot of the U.S. is “behind the curve” on this research. Mr. Reich said that there has been a lot of sampling and research in the Harris Chain of Lakes (HCOL) that has provided a lot of good environmental data and information on the subject. V. Chairman Goerner believed that not all algal blooms are toxic saying that it would be very beneficial if there were some reporting by people who suffer symptoms of a toxic bloom immediately after exposure. He added that is why the Council is supporting the enactment of legislation to require this reporting statewide, so there is a sharing of this information.

Russ Melling of the Lake County Health Department (LCHD) explained that there is a lack of reporting of the symptoms even after there are front page articles about the problems in the Sunday newspaper. He said the LCHD has contacted local physicians to inquire about communicable diseases and have thus far produced no results. V. Chairman Goerner suggested that perhaps articles written in the local newspapers should include the phone numbers that people could call to report the symptoms.

Secretary Tom Cook, M.D. explained the process of adding a disease to the official list of diseases that threaten the public saying there is a [Florida] statute that requires public health departments to revise their lists of reportable diseases and add diseases they think are a threat to the community. He said that currently the information is reported via the telephone and it is recorded by simply checking boxes on forms. He felt that this was not a good method because valuable information is not recorded. Councilman Cook asked Mr. Melling his opinion on the matter. Mr. Melling responded saying that the question was out of his field of expertise but that educating the physicians should come first. He suggested that perhaps physicians should go out and interview people when an outbreak occurs to aid in gathering information.

Councilman Farner asked what method of testing would be given to someone who believes they have been exposed to toxic algae. Mr. Melling explained that the LCHD would make a written report primarily covering the symptoms that will assist in the epidemiology [i.e. the study of the causes, distribution, and control of disease in populations]. He said the LCHD would not perform any physical testing. He went on to say that it would be very beneficial if people who were suffering from symptoms that are similar to toxic algae exposure, call the LCHD to report the symptoms.

Mr. Reich continued his presentation saying that routes of exposure are via the skin, inhalation or ingestion. He described studies in the Chesapeake Bay where *Pfisteria* was found to be predatory. Mr. Reich said that lesions on fish have been caused by *Pfisteria* attacking them. He also said that the reporting developed by the Centers for Disease Control (CDC) has been centered on the issues with *Pfisteria* and that it does not cover red tide or blue-green algae exposures. Mr. Reich said that the CDC is developing a reporting form that will cover other types of exposures, in order to help gather the information necessary to better assess the risks.

Mr. Reich also gave a brief summary of several of the currently funded projects involved with the research and reporting of toxic exposures. Additionally, Mr. Reich gave a brief overview of the DOH laboratory and some of the other agencies he works with on these environmental health issues.

Councilman Cook asked about physicians general familiarity with these diseases. Mr. Reich felt that there is probably very little knowledge and he stressed that the study of blue-green toxic algae is rather new and the information is currently being compiled. Mr. Reich also provided information about where people should call if they believe that have been exposed to toxic algae. He explained that the Aquatic Toxins Hotline is staffed with doctors, nurses and specialists 24 hours per day:

Aquatic Toxins Hotline
1-888-232-8635
University of Miami School of Medicine
Poison Control Information Center

V. Chairman Goerner and Councilman Farner both agreed that there should be more advertising to assist in public education and outreach. Councilman Cook asked what the Council could do to help support Mr. Reich in his efforts. Mr. Reich replied that the Council has already been instrumental in moving this issue to the forefront and that Lake County had put together a lot of information. He said that he would like to get together with Mr. Perry (LCWA) to obtain copies of that information for review by the DOH and their new epidemiologist, provided to the DOH by the CDC for the next two years. He said that she will focus on the blue-green algae issues. Mr. Reich asked for the Council's continued support for these efforts.

Councilman Kaiser suggested that Mr. Reich could possibly give a presentation at the upcoming water conference in Orlando. Mr. Reich agreed to give the presentation and asked for more information about the conference.

Mr. Perry explained that for three years the LCWA has collected data on blue-green algae and recently asked their Board of Trustees to continue funding for the monitoring. He said that very little is known about the risks of exposure and requested that the Board would support their efforts.

V. Chairman Goerner said that there is a lot of community support for the education and reporting after which there were extended discussion on the support and importance that the topic has gained over the past few years in Lake County.

Councilman Tom Brooks suggested that there be a “point person” to develop an outline of priorities of moving forward with these issues of reporting and notifying the public. Chairman Davis suggested that Secretary Cook may be best suited for the position [because of his medical background]. One of the major efforts would be to educate local physicians to ask the right questions in order to obtain the most valuable information.

Councilman Brooks asked Secretary Cook if he would head-up this task and he agreed, but asked if there were anyone to assist him. Mr. Perry volunteered to assist Secretary Cook. A motion was made and seconded that “Secretary Cook and Mike Perry (as a TAG member) join forces and present to the Council an agenda and timetable for what the issues are and how to get to a resolution.” A vote to approve the motion passed unanimously.

Alum Treatment in the Apopka-Beauclair Canal by Lance Lombard (LCWA)

Lance Lombard (LCWA) gave a presentation on the Apopka-Beauclair Canal (A-B Canal) Offline Nutrient Reduction Facility (NuRF) utilizing a PowerPoint Presentation[®]. The purpose of the NuRF is to improve the quality of water downstream of Lake Apopka

He explained the flow of water through the Harris Chain of Lakes saying that historically Lake Apopka contributed an average of 18,500 kilograms/year of phosphorus to Lake Beauclair and the downstream lakes. With the acquisition of the muck farms by the SJRWMD in the mid-1990s, the contribution of phosphorus has decreased. Mr. Lombard explained that the water flows from Lake Apopka through Lake Beauclair, into Lake Dora, and then into Lake Eustis where the majority of the phosphorus had been attenuated in Lake Beauclair. The water then flows into Lake Griffin and eventually into the Ocklawaha River. The NuRF is intended to treat water as it flows down the A-B Canal by applying or flocculating the water with aluminum sulfate, commonly referred to as alum. Alum has the ability to bind with phosphorus and sediments in the water column and allows it to settle to the bottom, thereby reducing the available phosphorus in the water.

Mr. Lombard explained the Total Maximum Daily Loads (TMDLs) for phosphorus approved by the FDEP have a target concentration of 55 parts per billion (ppb) for Lake Apopka and 32 ppb for Lake Beauclair. He said the average phosphorus concentration in

Lake Apopka prior to the muck farm acquisition was 218 ppb and after the acquisition it had dropped to 148 ppb. Mr. Lombard further explained that the Lake Apopka Marsh Floway (LAMF) removes approximately 30% of the phosphorus in the water from Lake Apopka before it is discharged into the A-B Canal. Therefore, if the average concentration of phosphorus in the water from Lake Apopka is 148 ppb and the LAMF reduces it to 104 ppb, then in order to reach the target goal of 32 ppb in Lake Beauclair, there needs to be a way to reduce the concentration an additional 72 ppb.

The NuRF facility will be located on a 254 acre site on the west side of the A-B Canal, located just to the north of the McDonald Canal and just south of CR 48 where the SJRWMD lock and dam structure are located. The facility will utilize the 3 to 4 feet of elevation change between lakes Apopka and Beauclair to assist in moving the water into and out of the NuRF.

The preliminary design included two flocculation ponds (5 acres each) and two flocculated material drying ponds (22 acres each). Water would be diverted from the A-B Canal through the flocculation ponds then discharged back into the canal. Mr. Lombard explained that the facility will be designed to treat and discharge water at 300 cubic feet per second (ft³/sec). Periodically the flocculation ponds will require removal of the flocculated material and sediment that settle to the bottom. This will be accomplished by pumping the material into the drying ponds.

V. Chairman Goerner asked if there is a contingency plan to handle the increased solids and sediments, in the event that the Lake Apopka Marsh Floway (LAMF) is taken offline. Mr. Lombard said yes and explained that the facility is being designed independently of the floway. He said that if the floway stopped operating, the NuRF would be able to handle the sediments that are currently removed by the LAMF. When asked what the LCWA plans to do with the flocculated materials that accumulate in the Drying Ponds, Mr. Lombard said that they are considering three options:

- 1.) Possibly spreading the material onsite;
- 2.) Offering it to the SJRWMD as alum residual and spreading it on the muck farms; or
- 3.) Possibly using it as a landfill cap in Lake County.

Councilman Brooks asked if the TMDLs were met, would the NuRF continue to operate. Mr. Lombard reminded the Council that the TMDL for phosphorus in Lake Beauclair is lower than that for Lake Apopka and it will take many years to reach those goals however, if the TMDLs were met they would stop operating the facility. Mr. Lombard also said the NuRF is expected to reduce the total phosphorus load to Lake Beauclair by 11,000 pounds per year and to reduce the phosphorus concentration to within 2 ppb of the TMDL target concentration. He then provided a brief discussion of the project expenses saying that they are currently estimated at \$230,000 for Design and Engineering; \$2.5 million for construction, although he admitted that this figure could be low; and \$0 to \$1.5 million for Operations and Maintenance, depending on the amount of flocculent used.

After several comments by Council members, Councilman Clark suggested that the Council consider offering some financial assistance in the form of a funding request from the Florida Legislature, in an effort to demonstrate the Council's desire to improve all the lakes in the chain.

Agency Updates

Dr. Larry Battoe (SJRWMD) gave a brief update on various activities of the District. He said that they had hired an additional observer to look for hydrilla in all of the lakes in the chain. Recently, Lake County Aquatic Plant Management personnel reported increases in hydrilla populations and the District will assist them in locating and treating it. He also said that a researcher had begun conducting excretion experiments on gizzard shad in order to obtain data from Florida fish. In the past the District has used data from northern shad to evaluate their shad harvesting program. Dr. Battoe said that the data should be available in a month or so.

Dr. Battoe went on to say that the water quality parameters in Lake Griffin have shown their usual decline associated with the summer months. He said that phosphorus and chlorophyll concentrations are up and water clarity / transparency is down. He felt that these parameters will go back down after the summer.

Councilman Farner asked if the SJRWMD performs water testing for blue-green algae in the lakes. Dr. Battoe said that they do on an every other month basis. Mr. Perry said that the LCWA performs algae sampling every other week. He also explained that it takes approximately two weeks to get the analytical results from the laboratory. He said that if the samples exhibit high concentrations of algae, by the time they receive the data any bloom-like conditions may have dissipated. When it comes to concerns about the quality of water for swimming Mr. Perry suggested that if the water looks green and slimy; don't swim in it.

Dr. Battoe continued with his update saying the District had received Army Corps of Engineers (ACoE) permit approval to use the Eustis muck farm as a disposal site for the dredge material from the Lake Griffin access canal dredging project. He also mentioned that the Council had requested a presentation by the District on the Harris Bayou Project and he notified the project engineers, who agreed to the presentation. Additionally, Dr. Battoe mentioned that David Walker (SJRWMD) had recently given a presentation to the LCWA Board of Directors of all the projects the SJRWMD is involved with in the chain of lakes and Councilman Clark suggested that perhaps he could give that presentation to the Council.

Councilman Kaiser asked about the possibility of providing aeration in the discharge ponds at the LAMF prior to discharge into the A-B Canal. Dr. Battoe explained that the District is considering several options. One consideration is to provide aeration in the treatment cells. He said this may be accomplished so that grass carp can be introduced to the flowway feeder canals to assist in vegetation management issues that they are experiencing. He

reminded the Council that the District is reviewing several options to address the low dissolved oxygen (D.O.) concentrations in the water being discharged from the floway. Councilman Clark asked about the low D.O. in the A-B Canal and if a concentration of 0.2 milligrams per liter (mg/L), which has been measured in the canal, would affect the fish. Dr. Battoe explained that concentrations below 2.0 mg/L could be harmful and even fatal to fish. He added that generally when fish encounter water with low D.O., they will swim to an area with sufficient levels of oxygen.

Dr. Dan Canfield, a TAG member from the University of Florida (UF) asked about the issue of the discharge water from the LAMF being in violation of state water quality standards of 5.0 mg/L. Dr. Battoe admitted that the water being discharged from the floway does not meet water quality standards for D.O., but that the SJRWMD is working on a solution to the issue. He also stated that the District has notified FDEP about the matter.

V. Chairman Goerner inquired about the detrimental effects the low D. O. may have had in the 0.25 mile section of the A-B Canal where it has been measured. Dr. Battoe responded by saying, that section of the canal would not be the most ideal habitat for fish. He reminded the Council that during their visit to the LAMF in March, they saw gar and other fish at the floway discharge point into the canal.

Councilman Clark also asked about the issues involving the low D.O. in the canal. However, Chairman Davis expressed his opinion that perhaps Dr. Battoe may not be prepared to properly address this issue. He suggested that Dr. Battoe provide more information during the Agency Updates portion of the August meeting.

Councilman Kaiser asked about the use of alternative energy sources to operate the LAMF, including either solar or electric power. Dr. Battoe said that he had mentioned the issue to District engineers in the past, but he would talk with them again.

Bill Johnson of the Florida Fish and Wildlife Conservation Commission (FWCC) provided an update on various activities saying that experimental gill netting activities are continuing in order to monitor fish populations in the lakes. He noted the latest report indicated that more red-eared sunfish than gizzard shad had been caught during the recent efforts. He said background data on sport fish populations is also being collected in lakes Beauclair, Dora and Eustis and will be used when shad harvests are conducted in Lake Dora next spring. Mr. Johnson went on to say that hydrilla is being monitored in the lakes and he believes that controlling it will be a major issue next year.

Councilman Clark asked Mr. Johnson to provide information that the FWCC has collected, which he believes would be important to the mission of the Council. For instance, Councilman Clark said that he would like the results of the experimental gill netting efforts in order to make a decision on continuing to support the shad harvesting.

Dr. Canfield provided manuals to the Council entitled “A Beginners Guide to Water Management – Oxygen and Temperature.” He added that he is evaluating the current plant and fish population in Lake Apopka. He said that approximately one month ago he had conducted sampling along the A-B Canal, including at the lock and dam structure, downstream of the LAMF. He also said that D.O. concentrations were 4.0 mg/L as the water went over the dam and 0.1 mg/L at one foot below the surface of the water. He was not sure of the reason for those results.

Mr. Perry provided copies of construction plans for the Lake Griffin Channel Restoration Project, commonly referred to as the Canal Dredging Project. He also said that the LCWA had finally received the permit approved by the ACoE. He went on to discuss the bid process saying that they are preparing the bid specifications including all of the requirements of the contractor. He said that generally it should take 30 – 45 days to get the bid specification approved, and then they would give contractors approximately 45 days to respond. With respect to the project funding he explained that the total funds which have been allocated by the LCWA, SJRWMD, FDEP and other sources amount to \$3.0 to \$3.5 million. He reminded the Council that early estimates to complete the project were approximately \$2.5 million.

Mr. Perry also discussed the progress with getting releases signed by the waterfront property owners. He said that there is one property owner along a canal who had said “No” to the release, therefore they will dredge right up to their property line, but then avoid his property. Mr. Perry also mentioned a couple of other situations with property owners that the LCWA are negotiating. He went on to express his appreciation for the efforts of Congresswoman Jenny Brown-Waite’s office in gaining the permit approval from the ACoE.

Councilman Brooks asked about the timetable for dredging. Mr. Perry responded that if all the steps went well, the dredging could begin by late winter [2004].

After additional discussion on the dredging project, Barbara Bess (FDEP) provided brief updates saying that the Department is currently preparing a Basin Management Action Plan for implementation of the TMDL Program. She estimated that plan should be in place by January 2006. She also mentioned that there was currently \$3 million available in state funding for stormwater projects. She said that if the Council knew of any projects that might qualify for the money, that they should contact Eric Livingston (FDEP).

She addressed the Department’s stand on the low D.O. issue in the A-B Canal saying she will contact the [FDEP] Permitting Department to inquire about the specifics of the SJRWMD permit for the LAMF. Ms. Bess said she would be available to give a presentation on the issue at the September Council meeting. She added that the Department is currently considering possible changes to their classifications of surface waters. Ms. Bess explained that currently Class III water is considered any surface water that is swimmable / fishable and includes black water marshes that don’t meet the state standard of 5.0 mg/L for D.O. She said she would keep the Council apprised of that issue.

Dr. Canfield added comments on the low D.O. issue and Federal Impaired Water Standards saying that he believed the FDEP is considering changes to the classifications of natural waters so they are not included on the Federal List of Impaired Waters. He went on to say that any man-made system would not be classified as natural waters. Ms. Bess said that she would also look into that issue.

Councilman Kaiser provided a brief update on the activities of the City of Leesburg saying that upgrading activities at the Canal Street Waste Water Treatment Plant (WWTP) were approximately 75% complete. He said they were also in the process of retrofitting their 96 sanitary sewer lift stations with equipment to monitor them from a central location. He explained that with the new equipment, City personnel will be able to control several of the operating functions remotely.

8. COUNCIL MEMBER COMMENTS

Discussion of August 6, 2004 Meeting

Mr. Caputo provided a summary of scheduled agenda items for the August meeting including:

- Continuation of Dr. Cook's update on the resolutions (carried over from the July meeting)
- Presentation of a draft resolution for the Council to recognize the efforts of Lake County in support of the Council
- A presentation by Dave Walker (SJRWMD) on the status of all of the projects the District are working on for the entire chain of lakes
- A discussion of the funding requests for the Florida Legislature by the Council

Comments

Chairman Davis suggested that the Council sponsor awards to be given at the upcoming public school science fair, for water quality improvement or similar projects. Councilman Kaiser suggested that three awards be offered by the Council that includes Savings Bonds in the amounts of \$25, \$50, and \$100. The Council agreed and a motion to move forward with offering the awards was unanimously approved.

No additional Council member comments were made.

9. PUBLIC COMMENTS

Dr. Canfield mentioned an upcoming meeting of experts from around the state on the issues with hydrilla. He invited two Council members to attend the mid-August meeting in Gainesville.

10. ADJOURNMENT

Chairman Davis called for meeting adjournment. A motion to adjourn was made, seconded, and passed. The meeting was adjourned at 12:25 PM.

Respectfully submitted by:

Hugh “Dave” Davis II, Chairman

Dr. Thomas Cook, Secretary

ATTACHMENT 1

Scope of Work

for

Berryman & Henigar, Inc.

to perform duties as

Recording Secretary

to the

Harris Chain of Lakes Restoration Council



Scope of Work

Harris Chain of Lakes Restoration Council Meetings

October 1, 2004 to September 30, 2005

Berryman & Henigar, Inc. (B&H) is pleased to submit this scope of work and cost estimate for providing the professional services for the time frame October 1, 2004 through September 30, 2005 as outlined below. The purpose of this project will be to attend meetings, provide meeting minutes, prepare the 2004 annual report for presentation to the Florida State Legislature, and begin the preparation of the 2005 annual report. The contract to complete the 2005 annual legislative report for presentation to the Florida State Legislature will be submitted to correspond to the SJRWMD 2005-06 fiscal year.

Proposed Scope of Work

B&H will provide an Environmental Scientist to attend a maximum of twelve (12) meetings of the Harris Chain of Lakes Restoration Council (Council) at a minimum of one (1) per month, provide a summary of meeting minutes and prepare the 2004 annual report for presentation to the Florida State Legislature, and begin the preparation of the 2005 annual report. Specific tasks are summarized below:

Meetings – B&H will attend a maximum of twelve (12) meetings of the Council. The meetings will be audio recorded and notes will be taken by B&H, to assist in preparation of the meeting minutes.

Meeting Minutes – The Meeting Minutes will be submitted to the Council in the approved format for review and comment within ten (10) business days of the meeting. Comments received from the Council will be incorporated into the minutes and the Final Meeting Minutes will be submitted within five (5) business days of the receipt of comments. The minutes will be emailed to the District's representative to the Council (Gene Caputo - gcaputo@sjrwmd.com), who in turn will distribute the meeting minutes to the Council. One copy each of the audiotape(s), notes, handouts, and minutes will be provided to the District representative for inclusion in the District files. The District will provide B&H with one copy of the videotape from the meetings.

2004 Annual Legislative Report – B&H will complete the 2004 Annual Legislative Report to the Florida State Legislature based on the attendance at the Council meetings and a review of the Meeting Minutes.

2005 Annual Legislative Report - B&H will begin the preparation of the 2005 Annual Legislative Report to the Florida State Legislature based on the attendance at the Council meetings and a review of the Meeting Minutes. The contract to complete the 2005 annual legislative report for presentation to the Florida State legislature will be submitted to correspond to the SJRWMD 2005-06 fiscal year. A project status and a summary draft

status will be submitted. However, neither the draft nor the final report for the 2005 submittal is included in this scope.

Document Preparation and Review – All documents will be provided in electronic format within the timeframes specified. The B&H Project Manager will conduct a thorough review of all Meeting Minutes prior to submittal to the Council. Upon receipt of comments from the Council, edits will be made to the documents and additional review will be conducted by B&H prior to submitting the final version of the documents.

Project Budget and Payment Schedule

The fees and expenses for B&H to conduct the services as outlined above are \$23,172. Invoices will be submitted monthly based on the following payment schedule.

Month	Amount
October 2004	\$4,094.00
November 2004	\$4,094.00
December 2004	\$1,210.00
January 2005	\$1,210.00
February 2005	\$1,210.00
March 2005	\$1,210.00
April 2005	\$1,210.00
May 2005	\$1,210.00
June 2005	\$1,210.00
July 2005	\$1,210.00
August –2005	\$1,210.00
September 2005	\$4,094.00
Total	23,172.00

The invoice will include a brief description of the services provided. A maximum of twelve meetings are included in this proposal. B&H can attend and provide minutes for additional meetings at a rate of \$1,210 per meeting. This contract can be extended as desired by the District.