

Recording Secretary Services Harris Chain of Lakes Restoration Council

Scope of Services

Hunter Environmental Consulting, Inc. (HEC) hereby submits the following Scope of Services to provide professional consulting services for the position of Recording Secretary for the Harris Chain of Lakes Restoration Council (Council) as described herein. The Scope of Services will also provide a monthly cost schedule that covers the period as outlined below.

HEC will provide an environmental professional to perform the required duties of Recording Secretary. The duties of Recording Secretary include; attendance at monthly meetings, audio recording of meeting proceedings, preparation of meeting minutes and preparation of 2006 Report to the Legislature. During the period of **July 1, 2006 through November 30, 2006** the HEC professional services to be provided shall include:

- **Monthly Meetings**

HEC will attend Council meetings at a rate of one (1) meeting per month for a total of five (5) meetings, through the period of this Scope of Services. The meetings will be audio recorded and the original recordings will be provided to the St. Johns River Water Management District (District) to be archived on behalf of the Council. Handwritten notes of meeting proceedings will also be taken and utilized in preparation of the monthly minutes. The original written notes will be provided to the District for archiving.

- **Minutes Preparation**

A written summary of the monthly meetings will be prepared for review by the Council. A draft copy of the minutes in the approved format will be provided electronically within 15 business days of the meeting to the Council's District Representative – Gene Caputo via email at gcaputo@sjrwmd.com or to another representative as directed. Upon receipt of any comments and approval by the Council, the final minutes will be delivered in the above manner within five (5) business days of the receipt of comments and/or approval.

- **2006 Annual Report**

HEC will prepare 2006 Report to the Legislature on behalf of the Council. The report will summarize the information presented to and actions taken by the Council during their monthly meetings. Draft copies of the report will be provided for the September and October meetings. The finalized report will be delivered to the Council and other representatives as requested by November 17, 2006. A total of 25 bound copies with accompanying CDs will be provided.

- **Council Field Trips**
HEC will provide an environmental professional to attend any scheduled field trips or site visits as requested by the Council. Written notes will be kept and photographs will be taken to document observations made during field activities. The photographs and notes will be utilized in the preparation of a Site Visit Summary for review by the Council. Delivery timeframe and methods will be the same as those for the monthly meeting minutes, as described herein.

- **Quality Assurance and Document Delivery**
HEC will thoroughly review all minutes and reports for accuracy prior to delivery to the Council. All minutes and reports will be provided electronically (via email) in either MSWord or Adobe Acrobat formats within the timeframes as discussed above. The 2006 Report to the Legislature will be provided in electronic format as previously described.

- **Additional Activities**
HEC will provide additional activities as requested by the Council. These ancillary activities could include preparation of motions passed by the Council, reproduction and delivery of CDs containing photographs or reports as requested, and other activities in support of the Council.

Budget and Cost Schedule

The total fee and expenses for HEC to perform the above described services for the period outlined is \$14,470.00. Invoices will be submitted on a monthly basis with a brief description of the activities provided. Based on the monthly activities the cost schedule will be:

<u>Month</u>	<u>Fees</u>	<u>Deliverables</u>	<u>Monthly Totals</u>	
Jul-06	\$1,330.00	Meeting/Minutes	Jul-06	\$1,330.00
Aug-06	\$1,330.00	Meeting/Minutes	Aug-06	\$1,330.00
Sep-06	\$1,330.00	Meeting/Minutes		
Sep-06	\$1,050.00	Draft Report Outline	Sep-06	\$2,380.00
Oct-06	\$1,330.00	Meeting/Minutes		
Oct-06	\$3,050.00	Draft Report Submittal	Oct-06	\$4,380.00
Nov-06	\$1,330.00	Meeting/Minutes		
Nov-06	\$3,720.00	Final Submittal	Nov-06	\$5,050.00
	\$14,470.00			\$14,470.00

HEC is pleased to be considered for completing the work as described. If requested, HEC can attend additional meetings and prepare summaries or minutes as outlined above at a cost of \$1,330.00 per meeting. This proposal includes preparation and delivery the 2006 Report to the Legislature on behalf of the Council.

