

**EXHIBIT B—STATEMENT OF WORK
THE PREPARATION OF THE MINUTES, RECORDS AND REPORTS
OF THE HARRIS CHAIN OF LAKES RESTORATION COUNCIL**

I. Introduction

The Harris Chain of Lakes Restoration Council (Council) was created by Chapter 2001-246, *Laws of Florida*, and is located in Lake County, which is within the St. Johns River Water Management District (District). The Council receives financial assistance from the District and other agencies. The District receives and expends funds on behalf of the Council.

II. Objectives

The objective of this project is to hire a Contractor to attend meetings of the Council, provide meeting minutes or meeting summaries, and prepare the Council's annual report for presentation to the Florida Legislature.

III. Scope

The Contractor shall provide an environmental scientist to attend approximately fourteen (14) meetings of the Council (twelve [12] regular monthly meetings and two [2] special meetings), shall provide meeting minutes for regularly scheduled meetings, shall provide meeting summaries for special meetings, and shall prepare the annual legislative report due in November. Regularly scheduled monthly meetings are generally held on the first Friday of each month at the Lake County Court House, 315 North Main Street, Tavares, Florida. Holidays and quorum issues may cause a change in the date of meetings. Special meetings generally include tours within the watershed boundaries of the Harris Chain of Lakes. Contractor's bid shall include travel expenses in its bid.

Optional Bid Item — Additional special meetings, workshops and tour summaries may be required beyond the amount specified in the base bid. The optional bid item unit price shall include travel expenses based on meetings, workshops, and tour summaries occurring within a 100-mile radius of the Council's normal meeting location as specified above.

IV. Task Identification

Each year, the Contractor shall

- Attend approximately fourteen (14) meetings of the Council (refer to time frames and deliverable section)
- Record each regularly scheduled meeting on audio tape
- Submit to the District's project manager within fifteen (15) business days of the meeting (except in November) draft minutes of regularly scheduled and special Council meetings that are based on audiotapes, notes, materials, and video tapes and use the existing format for the Council's review and comment
- Submit to the District's project manager Council draft meeting summaries for special meetings within fifteen (15) business days of the meeting (except in November)
- Incorporate comments from the Council, if necessary, into the minutes or summaries

- Resubmit the final minutes and final summaries to the District's project manager within five (5) business days of receipt of comments, which generally is at the next month's regularly scheduled meeting
- Submit to the District one (1) copy of the audio tapes, notes, minutes, and summaries for inclusion in District files
- Prepare draft and final copies of the annual report to the Florida Legislature, submitting to the District's project manager twenty-five (25) color hard copies of the final report without appendices and twenty-five (25) CDs of the entire report with appendices

The District shall

- Forward drafts and final minutes and summaries to the Council for their review and comment at their regularly scheduled monthly meetings
- Video tape meetings
- Provide one (1) copy of each video tape of Council regularly scheduled meetings to the Contractor
- Forward draft and final copies of the annual report to the Council for distribution by the Council to the Legislature, the District Governing Board, and other interested parties

V. Time Frames and Deliverables

This contract shall have three (3) terms from December 1 through November 30. The first term will start December 1, 2006, and the last term will end November 30, 2009.

The Contractor shall submit items described in Section IV above to the District in electronic files. The electronic files shall be provided in a format consistent with standard software used by the District—Microsoft® Office Suite 2000 (WORD, EXCEL, ACCESS, and POWERPOINT).

Deliverables shall be clear, concise, thorough, and grammatically correct. The deliverables and all associated materials shall become property of the District.