



Rizzetta & Company

Bainebridge Community Development District

**Board of Supervisors'
Meeting
February 24, 2022**

**District Office:
2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084**

www.bainebridgecdd.org

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT
District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.bainebridgecdd.org

Board of Supervisors

William Huff	Chairman
Samuel Helms III	Vice Chairman
Charles Straw	Assistant Secretary
Alton Mabb	Assistant Secretary
Wally David	Assistant Secretary

District Manager

Lesley Gallagher	Rizzetta & Company, Inc.
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District Counsel

Katie Buchanan	Kutak Rock, LLC
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District Engineer

Vince Dunn	Dunn & Associates
David Taylor	Dunn & Associates

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

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Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
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February 17, 2022

Board of Supervisors
Bainebridge Community
Development District

AGENDA

Dear Board Members:

The **special** meeting of the Bainebridge Community Development District will be held on **Thursday, February 24, 2022 at 6:00 p.m.** at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218. The following is the agenda for this meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **AUDIENCE COMMENTS ON AGENDA ITEMS**
4. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held January 20, 2022.....Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for December 2021 and January 2022.....Tab 2
5. **STAFF REPORTS**
 - A. District Counsel
 - 1.) Consideration of Kutak Rock, LLC Retention and Fee Agreement.....Tab 3
 - B. District Engineer
 - C. Amenity Manager
 - D. Field Inspection
 - 1.) Field Service Inspection Report, February 1, 2022.....Tab 4
 - E. Landscape Manager
 - F. District Manager
 - 1.) Charles Aquatics Fountain Report, February 7, 2022.....Tab 5
6. **BUSINESS ITEMS**
 - A. *Consideration of Security/Access Control Proposals (Under Separate Cover)*
 - 1.) JSO Off Duty Officers
 - 2.) AlpaDog
 - B. *Consideration of Proposal(s) for Pool Beam Repairs (Under Separate Cover)*
7. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
8. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,

Lesley Gallagher

Lesley Gallagher

District Manager

Bainebridge Community Development District

CALL TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE

AUDIENCE COMMENTS ON AGENDA ITEMS

BUSINESS ADMINISTRATION

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Bainebridge Community Development District was held on **Thursday, January 20, 2022 at 6:00 p.m.** at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218.

Present and constituting a quorum:

William Huff II	Board Supervisor, Chairman (via speaker phone)
Samuel Helms	Board Supervisor, Vice Chairman
Charles Straw	Board Supervisor, Assistant Secretary
Alton Mabb	Board Supervisor, Assistant Secretary
Wally David	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock, LLC (via speaker phone)
Tony Shiver	Representative, First Coast CMS (via speaker phone)
Chris Ernst	Account Representative, BrightView Landscaping

Audience members present.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 6:00 p.m. and read the roll call.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

Mr. Mabb led the pledge of allegiance.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

No audience comments on agenda items.

The Board moved to agenda item 5D.

FOURTH ORDER OF BUSINESS**Staff Reports****D. Landscape Manager**

1.) BrightView Landscape Report, November 11, 2021

Mr. Ernst reviewed the landscape report found under Tab 6 of the agenda and was available to answer questions. Mr. Mabb had a question about preparing plants for freeze. Mr. Ernest noted most plants were frost tolerant for limited exposure.

The Board moved back to agenda item 4A.

FIFTH ORDER OF BUSINESS**Consideration of the Minutes of the Board of Supervisors Regular Meeting held on November 18, 2021**

On a motion by Mr. Mabb, seconded by Mr. Straw, with all in favor, the Board approved the Minutes of the Board of Supervisors Regular Meeting held on November 18, 2021 for Bainebridge Community Development District.

SIXTH ORDER OF BUSINESS**Ratification of the Operation and Maintenance Expenditures for October 2021 and November 2021**

On a motion by Mr. David, seconded by Mr. Straw, with all in favor, the Board ratified the Operation and Maintenance Expenditures for October 2021 in the amount of \$22,938.77 and November 2021 in the amount of \$25,489.63 for Bainebridge Community Development District.

SEVENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

1.) Memorandum Regarding Wastewater and Stormwater Needs Analysis

Ms. Buchanan reviewed memorandum regarding wastewater and stormwater needs analysis.

B. District Engineer

1.) Consideration of Proposal for Wastewater and Stormwater Analysis

On a motion by Mr. Helms, seconded by Mr. Straw, with all in favor, the Board approved proposal from Dunn & Associates for Wastewater and Stormwater Analysis Report at a not to exceed cost of \$10,000.00 for Bainebridge Community Development District.

C. Amenity Report

1.) First Coast CMS Field Report, January 6, 2022

2.) Discussion Regarding Recent Activity at Amenity Facility

3.) *Consideration of Proposal for Security and Access Control (Under Separate Cover)*

Mr. Shiver reviewed the Amenity Manager Report found under Tab 5 of the agenda and noted that there appears to be a beam issue on the opposite side of the pool that had previously been repaired and he is working on obtaining proposals for repair. He also noted the marquee sign is not repairable and presented replacement options (Exhibit A).

On a motion by Mr. Straw, seconded by Mr. David, with all in favor, the Board approved the 72x48 Marquee Sign at a cost not to exceed \$1,700.00 for Bainebridge Community Development District.

Mr. Shiver then reviewed recent concerns regarding activity at the amenity center and parking area and the Board briefly reviewed options for off duty deputies, cameras with monitoring and new access system. The Board tabled these items and directed staff to schedule a special meeting for February 24 at 6:00 p.m. and advertise to allow a portion of the meeting to be closed to further discuss the District's security plans.

F. District Manager

1.) Charles Aquatics Pond Report, December 14, 2021

2.) Discussion Regarding Pond Access

Ms. Gallagher updated the Board that she is reviewing easement requests from the CDD to the homeowners dating back to 2015 with District Counsel and will continue to work with the HOA to gain access to ponds 12 & 13.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-01, Update to Prompt Payment Policy

On a motion by Mr. David, seconded by Mr. Helms, with all in favor, the Board adopted Resolution 2022-01, Update to Prompt Payment Policy for Bainebridge Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-02, Conducting General Election

On a motion by Mr. David, seconded by Mr. Straw, with all in favor, the Board adopted Resolution 2022-02, Regarding the General Election for Bainebridge Community Development District.

TENTH ORDER OF BUSINESS

***Consideration Proposals for
Repair/Replacement Fitness Equipment
(Under Separate Cover)***

The Board reviewed a repair proposal from FitnessPro in the amount of \$1,469.42 and treadmill replacement proposal in the amount of \$2,999.99 from First Place Fitness and \$3,955.00 from FitnessPro (Exhibit B).

On a motion by Mr. Straw, seconded by Mr. David, with all in favor, the Board approved First Place Fitness treadmill proposal in the amount of \$2,999.99 for Bainebridge Community Development District.

ELEVENTH ORDER OF BUSINESS**Supervisor Requests and Audience Comments**

No supervisors comments.

An audience member requested that access to the grill be available on Mondays. The Board authorized and requested gate closest to the grill provide access. The pool will remain closed on Mondays.

Audience members requested the Board consider an additional basketball goal or separate court.

TWELFTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Straw, seconded by Mr. Helms, with all in favor, the Board adjourned the meeting at 7:32 p.m. for Bainebridge Community Development District.

L57
L58
L59
L60
L61
L62
L63
L64
L65
L66

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Exhibit A

9

Search results - Tony2450car - X | outdoor letter board - Google - X | United Visual Products Outdoor - X

schooloutfitters.com/catalog/product_info.php?start_id=1&FAM7222/products_id/FRO13253

App - Login to Library, Mu... Dashboard | First C... QuickBooks Log in... Adobe Sign an Ad... Wilmar Invoice Ser... AT&T U/I River Glen Silverleaf Access Silverleaf Camera... SimpleScan ME Microsoft 365 acmi... Copy of M/ENCRAL... Reading

Need help? Call us 1-800-260-2776 / Live Chat / Email Us (M-F, 8-7 Eastern)
Looking for ways to maximize your school's ESSER or EANS funds? Our ESSER & EANS funds guide can help.

SCHOOL OUTFITTERS
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Search

ACCOUNT TRACK ORDER CART

Products Room Designs Brands Cooperative Purchasing Our Services Our Work Articles & Information

Playground & Parks
Playground & Park Collections
ADA Playground & Park
Basketball Hoops
Bike Racks
Climbing Structures & Baby
Equipment
Garden Beds & Composters
Outdoor Seating Benches & Sleeping
Outdoor Benches
Outdoor Bulletin Boards & Message Boards
Outdoor Musical Instruments
Outdoor Playhouses & Climbers
Outdoor Sand & Water Play
Outdoor Sinks & Hand Washing Stations
Outdoor Storage
Outdoor Trash Cans
Picnic Tables
Playground Accessibility
Playground Mats
Playground Sides
Portable Bleachers & Aluminum Benches
Portable PA Systems
Recreational & Toddler Tricycles
Resilient Court

ST. MATTHEW'S CATHOLIC CHURCH
SUNDAY MASS
10:30 AM
12:00 PM BAPTISM FOR JAMES R. WISSE
FATHER OSCAR BROWN

United Visual Products
Outdoor Letterboard w/ Header (43" W x 33" H)
Write a review Post a question
Start a Live Chat
\$990.99
MSRP: \$1,419.99
You Save \$628.01 (39%)
SKU: UVP-UVP1304TB
Calculate Shipping
Share
Select Options:
Dimensions: 43" W x 33" H
Enter header information. Header to read:
Bulletin Board Materials
Maximum 10 characters. Shortening:
Add Outdoor Letterboard Posts? No, do not add Outdoor Letterboard Posts
Quantity: 1
Add to Cart

Description	Specs
United Visual Products' Outdoor Letterboard with Header showcases all your important messages and announcements. Display your school business or	Resources & Guides

Enclosed spec sheet.pdf

Share all

Type here to search

6:18 PM 1/19/2022

Chat Live With Us

Search results - Tony's T-Shirts X outdoor letter board - Google S X Checkout at School Outfitters X +

schooloutfitters.com/catalog/checkout

Apps Login to Library, Mu... Cashboard | First C... QuickBooks Log in... Adobe Sign an Ad... Winma Invoice Stat... ATR UI/ Ruler Gen... S. Verne's Access S. Verne's Journals L... SmokeBookME Microsoft 365 admin... Copy of K/EN/CRA/L...

SCHOOL Outfitters Search 1-800-260-2778 Live Chat Email Us Account Cart

Looking for ways to maximize your school's ESSER or EANS funds? Our **ESSER & EANS funds guide** can help.

SAN JOSE FL 32209-0750
United States
ten@brentwood.com
Name as it appears on card
Card Number
January 2022 12/22
Options: Check card P.O.#

Items:

Qty	Description	SKU	Price	Total Price
1	Outdoor Letterboard with 1200 x 42 inch 32 inch	UVF-JV120470	\$153.99	\$153.99

See Selected Options

Product Total: \$153.99

Enter Coupon Code **WELCOME**

Please review your shipping & handling costs. **82**

Manufacturer	Shipping & Handling	Cost
United Visual Products	UPS - FedEx	\$153.99

Shipping & Handling Total: \$153.99

Total: \$1 104.91

Please let us know if you have any special shipping requests
Maximum 200 characters, 250 remaining

Return to Cart **Checkout**

Embroid spec sheet.pdf

Type here to search

6:19 PM 1/19/2022

Chat Live With Us



Item: DL021161

Select Vinyl Color:



[Back](#)

Select Frame Finish:



Aluminum

ADD \$35.00

Name on Header (optional):

Bainebridge Estates

Usually ships 12 work days.

Size: 48W x 36H

Ship Weight: 48.00 pounds

Discounts available for this item. [Log-in](#) or [Create Account](#) to qualify.

In Stock

\$880.00

01

 ADD TO CART

Key Product Features

MADE IN THE USA

Superior Construction Methods

6063-T6 Sign. Coating Alignment

High Impact Clear Acrylic Window

Crooved Board Holds Standard Letters

50" | length Piano Hinge+

Solid Disc Turn-biter Locks

24,000+
5-STAR RATINGS
★★★★★
★ Shopper Approved

☆☆☆☆

Everything was satisfactory.

John K. - Indiana

united states



December 14, 2021

↓ 3. 查看结果
Google
Customer Reviews

[Show all](#) >

Leave a message

(A) Enclosed spec sheet per ^

  Type here to search

6:11 PM

1/19/2022

3.0 Read 1 Review



Item: MS0248485

Enter text to appear on marquee header:

Bainebridge Estates

Select color on sign face:



Satin Aluminum

Would you like the sign with illumination:

- ☒ No
☐ Yes (add'l)

Would you like architectural mounting posts:

- ☒ No
☐ Yes (add'l)

Usually ships 15 work days.

Size: 48H x 48W x 3.125D

Ship Weight: 75.00 pounds

Discounts available for this item. Log-in or Create Account to qualify.

In Stock

\$995.00

01

Quantity: 1

ADD TO CART

Quantity	Price Each
1-2	\$995.00
3-5	\$975.10
6-11	\$955.20

VIEW MORE DISCOUNTS

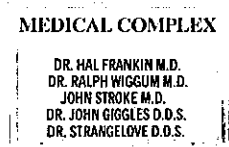
17 ★★★★★
Google
Customer Reviews

Shizu DR

Leave a message

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Type here to search



LARGER VIEW

Item: MS0272485

Enter text to appear on marquee headlin:

Bairnebridge Estates

Select color on sign face:



Black 3630-22

Select cabinet color:



Satin Aluminum

Would you like the sign with illumination:

- ☒ No
- ☐ Yes (add \$100)

Would you like architectural mounting posts:

- ☒ No
- ☐ Yes (add \$200)

Usually ships 15 work days.

Size: 72W x 48H x 3.125D


Ship Weight: 100.00 pounds

Discounts available for this item. Log-in or Create Account to qualify.

In Stock

\$1,475.00

01

 ADD TO CART

Quantity	Price Each
1-2	\$1,475.00
3-5	\$1,445.50
6-11	\$1,416.00

[VIEW MORE DISCOUNTS](#)

★★★★★
Google
Customer Reviews

Share all

Leave a message



Employed spec sheet.pdf

Type here to search

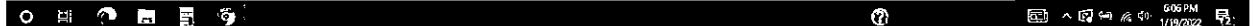


Exhibit B

First Place Fitness Equipment, Inc.
 10290 Philips Hwy
 Unit 1
 Jacksonville, FL 32256

Estimate

Date	Estimate #
1/14/2022	E-46296

Name / Address
Bainebridge CDD 15855 Twin Creek Dr Jacksonville, FL 32218

Ship To
Bainebridge CDD 15855 Twin Creek Dr Jacksonville, FL 32218

P.O. No.:	Terms:	Rep	TS1
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Item	Description	Qty	Rate	Total
CT800	CT800 Treadmill The CT800 is designed to stand up to the rigors of frequent running. Other design e		4,999.99	4,999.99T
Discount			-2,275.00	-2,275.00
FREIGHT-IN-C	Freight in		125.00	125.00T
Install	Install		150.00	150.00T

To Approve this Estimate Please Sign & Email To ApprovedEstimates@1pfe.com

Signature: _____

Subtotal	\$2,999.99
Sales Tax (7.5%)	\$225.00
Total	\$3,224.99



1400 Village Square Boulevard
#3-293
Tallahassee, FL 32312
(850) 523-8882 tel

QUOTE #32531

CUSTOMER
Bainbridge Estates 15855 Twin Creek Dr. Jacksonville, FL 32218 Tony Shiver (904) 537-9034

BILL TO
Bainbridge Estates Bainbridge Estates CDD C/O Rizzetta 2806 N 5th St Suite 403 St. Augustine, FL 32084

DATE CREATED	TYPE	PO #	ASSIGNED TO
Jan 12,2022	Maintenance		

SERVICE NOTES
Follow up repairs: January Fitness Center Preventative Maintenance 2. Row cable twisted and broken on Cal Gym lat/mid row model # CG-9504 sn-1115-15-00025 unit will need a new row cable, unit out of order. 3. ***The Gold's Gym chin/dip/knee raise and the Body Gear ab bench are not commercial units and should be removed from the room.*** 4. The True ps900 sn-12-TPS900437G has a bad safety key & lanyard and the back light on the display is out causing it difficult to be seen. Unit should be put out of order until these parts are replaced.

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	Parts for Repair: TSF UP8515 Low Row Cable (CG-9504) 2. Row cable twisted and broken on Cal Gym lat/mid row model # CG-9504 sn-1115-15-00025 unit will need a new row cable, unit out of order.	\$100.00	\$100.00
1.00	Commercial Labor: Install cable on Cal-Gym and parts on True Treadmill. Test for function. ESTIMATE 1.5 hours	\$152.50	\$152.50
1.00	Shipping and Handling Estimate: True parts	\$40.00	\$40.00
1.00	Parts for Repair: TF 9PST905 board, upper tps900 dgh7t-1g 4. The True ps900 sn-12-TPS900437G has a bad safety key & lanyard and the back light on the display is out causing it difficult to be seen. Unit should be put out of order until these parts are replaced.	\$1,013.20	\$1,013.20
1.00	Parts for Repair: TF 9PS0002B key, safety commercial htha004 4. The True ps900 sn-12-TPS900437G has a bad safety key & lanyard and the back light on the display is out causing it difficult to be seen. Unit should be put out of order until these parts are replaced.	\$33.72	\$33.72
1.00	Shipping and Handling Estimate: TSF cable	\$30.00	\$30.00
1.00	Parts for Repair: TSF Cable UP8513 Lat Cable (CG-9504) 2. Row cable twisted and broken on Cal Gym lat/mid row model # CG-9504 sn-1115-15-00025 unit will need a new row cable, unit out of order.	\$100.00	\$100.00
		SUBTOTAL	\$1,469.42
		(0.0%) TAX	\$0.00
		TOTAL	\$1,469.42

*** Please note that a 20% restocking fee plus shipping, if applicable, will be charged on all approved quotes that are canceled after the approval has been given. ***

Please confirm acceptance of quote and acknowledgement of restocking fee by signing and dating below.

Allways Improving LLC dba Fitness Pro
1400 Village Square Blvd #3-293
Tallahassee, FL 32312
(850) 523-8882
tracy@wearefitnesspro.com
www.wearefitnesspro.com

Quote



1400 Village Square #3-293
Tallahassee, FL 32312
850-523-8882

Accounts Payable
Bainbridge Estates
Bainbridge CDD
2806 North Fifth Street
Unit 403
St. Augustine, FL 32084

Bainbridge Estates
15855 Twin Creek Dr.
Jacksonville, FL 32218
Tony Shiver
(904) 537-9034

8557

01/13/2022

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

True TPS900	1	3,680.00	3,680.00T
TRUE PS900 Commercial Treadmill with 7" Window LCD Console			
Shipping/Delivery/Installation	1	275.00	275.00T
Shipping/Delivery/Installation			
*****			SUBTOTAL
			3,955.00
			TAX (0)
			0.00
			TOTAL
			\$3,955.00

50% payment of total invoice is due at time of approval. Equipment will be ordered upon receipt of payment. Final payment is due at time of installation.

* Please note that a 30% restocking fee plus shipping, if applicable, will be charged on all equipment orders canceled after approval for purchase has been given.

Contact: Bruce Miller 407.461.1506
bruce@wearefitnesspro.com

Accepted By

Accepted Date

All quotes valid for 30 days. Additional delivery fees may apply - check with your sales rep for details.

Tab 2

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BAINEBRIDGECDD.ORG

Operation and Maintenance Expenditures December 2021 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2021 through December 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$22,245.35**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Alton Mabb Jr.	003637	AM111821	Board of Supervisors Meeting 11/18/21	\$ 200.00
Bent Construction, LLC	003646	19026.003	Signage Modification 12/21	\$ 9,603.00
BrightView Landscape Services, Inc.	003643	7644536	Landscape Maintenance 12/21	\$ 3,002.00
Candice Hooker	003648	120521	Rental Deposit Refund 12/21	\$ 150.00
Charles Aquatics, Inc.	003647	43955	Monthly Aquatic Management - 20 Ponds 12/21	\$ 665.00
Charles Aquatics, Inc.	003647	44121	Fountain Lights Lenses Install 12/21	\$ 75.00
Charles Straw	003641	CS111821	Board of Supervisors Meeting 11/18/21	\$ 200.00
Comcast	2021-12-01	8495741202010530	Amenity Cable/Phone/Internet 12/21	\$ 324.27
Fitness Pro	003644	26332	Quarterly Preventative Maintenance 11/21 15855 Twin Creek Dr/15700	\$ 150.00
JEA	2021-12-02	4849510511 11/21	Bainbridge Dr 11/21	\$ 1,678.44
NewAgeTutors LLC DBA VGlobalTech	003645	3332	Audits Quarterly ADA & WCAG 12/21	\$ 400.00
NewAgeTutors LLC DBA VGlobalTech	003645	3348	Website ADA Compliance 12/21	\$ 250.00

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Republic Services of Florida	2021-12-03	0687-001182119	Waste Disposal Services 12/21	\$ 175.47
Rizzetta & Company, Inc.	003638	INV0000063071	District Management Services 12/21	\$ 4,622.17
Rizzetta Technology Services, LLC	003639	INV0000008213	Website Hosting Services 12/21	\$ 100.00
Samuel Lincoln Helms III	003640	SH111821	Board of Supervisors Meeting 11/18/21	\$ 200.00
Walter David	003634	WD111821	Board of Supervisors Meeting 11/18/21	\$ 200.00
Wayne, Stephanie	003642	112021	Rental Deposit Refund 11/21 Board of Supervisors Meeting	\$ 50.00
William R. Huff II	003636	WH111821	11/18/21	\$ 200.00
Report Total				<u>\$ 22,245.35</u>

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BAINEBRIDGECDD.ORG

Operation and Maintenance Expenditures January 2022 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2022 through January 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$25,084.87**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Alton Mabb Jr.	003665	AM012022	Board of Supervisors Meeting 01/20/22	\$ 200.00
American Electrical Contracting, Inc.	003649	W46661	Electrical Repairs 09/21	\$ 584.00
BrightView Landscape Services, Inc.	003655	7682914	Landscape Maintenance 01/22 Monthly Aquatic Management - 20	\$ 3,002.00
Charles Aquatics, Inc.	003656	44195	Ponds 01/22	\$ 665.00
Charles Aquatics, Inc.	003656	44358	Install Clear Lenses on Pond 1 Fountain 01/22	\$ 75.00
Charles Straw	003668	CS012022	Board of Supervisors Meeting 01/20/22	\$ 200.00
Comcast	2022-01-01	8495741202010530	Amenity Cable/Phone/Internet 01/22	\$ 341.15
Dunn & Associates, Inc.	003657	22-114	Engineering Services 01/22	\$ 407.06
Financial News & Daily Record	003650	Ad #21-08831D 12/30/21	Legal Advertising 12/21	\$ 96.50
First Coast Contract Maintenance Service LLC	003658	6245	Monthly Pool, Janitorial & Maintenance 01/22	\$ 4,154.95
First Coast Contract Maintenance Service LLC	003658	6364	Reimbursable Expenses 01/22 Quarterly Preventative Maintenance	\$ 449.90
Fitness Pro	003663	26570	01/22	\$ 150.00

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Revenue	003660	65-8016515152-1 Sales and Use Tax 12/21	Sales And Use Tax - 12/21 15855 Twin Creek Dr/15700	\$ 19.53
JEA	2022-01-02	4849510511 12/21	Bainbridge Dr 12/21	\$ 1,638.09
Kimberly Cobb	003651	121521	Rental Deposit Refund 12/21	\$ 150.00
Kimberly Smothers	003654	121821	Rental Deposit Refund 12/21	\$ 150.00
Kutak Rock LLP	003652	2977850	Legal Services 11/21	\$ 1,454.17
NewAgeTutors LLC DBA VGlobalTech	003659	3465	Website ADA Compliance 01/22	\$ 250.00
Republic Services of Florida	2022-01-03	0687-001189860	Waste Disposal Services 01/22	\$ 175.35
Rizzetta & Company, Inc.	003653	INV0000064516	District Management Fees 01/22	\$ 5,322.17
Rizzetta & Company, Inc.	003666	INV0000064799	Annual Dissemination Agent Fee FY 21/22	\$ 5,000.00
Samuel Lincoln Helms III	003667	SH012022	Board of Supervisors Meeting 01/20/22	\$ 200.00
Walter David	003662	WD012022	Board of Supervisors Meeting 01/20/22	\$ 200.00
William R. Huff II	003664	WH012022	Board of Supervisors Meeting 01/20/22	\$ 200.00
Report Total				<u>\$ 25,084.87</u>

STAFF REPORTS

District Counsel

Tab 3

RETENTION AND FEE AGREEMENT

I. PARTIES

THIS RETENTION AND FEE AGREEMENT (“**Agreement**”) is made and entered into by and between the following parties:

- A. Bainebridge Community Development District (“**Client**”)
c/o Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

and

- B. Kutak Rock LLP (“**Kutak Rock**”)
P.O. Box 10230
Tallahassee, Florida 32302

II. SCOPE OF SERVICES

In consideration of the mutual undertakings and agreements contained herein, the parties agree as follows:

- A. The Client agrees to employ and retain Kutak Rock as its attorney and legal representative for general advice, counseling and representation of Client and its Board of Supervisors.
- B. Kutak Rock accepts such employment and agrees to serve as attorney for and provide legal representation to the Client in connection with those matters referenced above. No other legal representation is contemplated by this Agreement. Any additional legal services to be provided under the terms of this Agreement shall be agreed to by Client and Kutak Rock in writing. Unless set forth in a separate agreement to which Client consents in writing, Kutak Rock does not represent individual members of the Client’s Board of Supervisors.

III. CLIENT FILES

The files and work product materials (“**Client File**”) of the Client generated or received by Kutak Rock will be maintained confidentially to the extent permitted by law and in accordance with the Florida Bar rules. At the conclusion of the representation, the Client File will be stored by Kutak Rock for a minimum of five (5) years. After the five (5) year storage period, the Client hereby acknowledges and consents that Kutak Rock may confidentially destroy or shred the Client File. Notwithstanding the prior sentence, if the Client provides Kutak Rock with a written request for the return of the Client File before the end of the five (5) year storage period, then Kutak Rock will return the Client File to Client at Client’s expense.

IV. FEES

- A. The Client agrees to compensate Kutak Rock for services rendered in connection with any matters covered by this Agreement on an hourly rate basis plus actual expenses incurred by Kutak Rock in accordance with the attached Expense Reimbursement Policy (Attachment A, incorporated herein by reference). Time will be billed in increments of one-tenth (1/10) of an hour. Certain work related to issuance of bonds and bond anticipation notes may be performed under a flat fee to be separately established prior to or at the time of bond or note issuance.
- B. Attorneys and staff, if applicable, who perform work for Client will be billed at their regular hourly rates, as may be adjusted from time to time. The regular hourly rates of those initially expected to handle the bulk of Client's work are as follows:

Katie S. Buchanan	\$305
Associates	\$250 - \$285
Paralegals	\$140

Kutak Rock's regular hourly billing rates are reevaluated annually and are subject to change not more than once in a calendar year. Client agrees to Kutak Rock's annual rate increases to the extent hourly rates are not increased beyond \$15/hour.

- C. To the extent practicable and consistent with the requirements of sound legal representation, Kutak Rock will attempt to reduce Client's bills by assigning each task to the person best able to perform it at the lowest rate, so long as he or she has the requisite knowledge and experience.
- D. Upon consent of Client, Kutak Rock may subcontract for legal services in the event that Client requires legal services for which Kutak Rock does not have adequate capabilities.
- E. Kutak Rock will include costs and expenses (including interest charges on past due statements) on its billing statements for Client reimbursement in accordance with the attached Expense Reimbursement Policy.

V. BILLING AND PAYMENT

The Client agrees to pay Kutak Rock's monthly billings for fees and expenses incurred within thirty (30) days following receipt of an invoice, or the time permitted by Florida law, whichever is greater. Kutak Rock shall not be obligated to perform further legal services under this Agreement if any such billing statement remains unpaid longer than thirty (30) days after submittal to and receipt by Client. Non-payment of billing statements shall be a basis for Kutak Rock to immediately withdraw from the representation without regard to remaining actions necessitating attention by Kutak Rock as part of the representation.

VI. DEFAULT; VENUE

In any legal proceeding to collect outstanding balances due under this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees in addition to costs and outstanding balances due under this Agreement. Venue of any such action shall be exclusive in the state courts of the Second Judicial Circuit in and for Leon County, Florida.

VII. CONFLICTS

It is important to disclose that Kutak Rock represents a number of special districts, trustees ("Trustees"), bondholders, developers, builders, and other entities throughout Florida and the United States of America relating to community development districts, special districts, local governments and land development. Kutak Rock or its attorneys may also have represented the entity which petitioned for the formation of the Client. Kutak Rock understands that Client may enter into an agreement with a Trustee in connection with the issuance of bonds, and that Client may request that Kutak Rock simultaneously represent Client in connection with the issuance of bonds, while Kutak Rock is also representing such Trustee on unrelated matters. By accepting this Agreement Client agrees that (1) Client was provided with an explanation of the implications of the common representation(s) and the advantages and risks involved; (2) Kutak Rock will be able to provide competent and diligent representation of Client, regardless of Kutak Rock's other representations, and (3) there is not a substantial risk that Kutak Rock's representation of Client would be materially limited by Kutak Rock's responsibilities to another client, a former client or a third person or by a personal interest. Acceptance of this Agreement will constitute Client's waiver of any "conflict" with Kutak Rock's representation of various special districts, Trustees, bondholders, developers, builders, and other entities relating to community development districts, special districts, local governments and land development.

VIII. ACKNOWLEDGMENT

Client acknowledges that the Kutak Rock cannot make any promises to Client as to the outcome of any legal dispute or guarantee that Client will prevail in any legal dispute.

IX. TERMINATION

Either party may terminate this Agreement upon providing prior written notice to the other party at its regular place of business. All fees due and payable in accordance with this Agreement shall accrue and become payable pursuant to the terms of this Agreement through the date of termination.

X. EXECUTION OF AGREEMENT

This Agreement shall be deemed fully executed upon its signing by Kutak Rock and the Client. The contract formed between Kutak Rock and the Client shall be the operational contract between the parties.

XI. ENTIRE CONTRACT

This Agreement constitutes the entire agreement between the parties.

Accepted and Agreed to:

**BAINEBRIDGE COMMUNITY
DEVELOPMENT DISTRICT**

KUTAK ROCK LLP

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

ATTACHMENT A

KUTAK ROCK LLP CDD EXPENSE REIMBURSEMENT POLICY

The following is Kutak Rock's expense reimbursement policy for community development district representation. This policy applies unless a different arrangement has been negotiated based on the unique circumstances of a particular client or matter.

All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except where there are delays in receiving bills from third party vendors.

Photocopying and Printing. In-house photocopying and printing are charged at \$0.25 per page (black & white) and \$0.50 per page (color). Outside copying is billed as a pass-through of the outside vendor's charges.

Postage. Postage is billed at actual cost.

Overnight Delivery. Overnight delivery is billed at actual cost.

Local Messenger Service. Local messenger service is billed at 44.5 cents per mile pursuant to Section 112.061, Florida Statutes. Should the State increase the mileage allowance specified in Section 112.061, Florida Statutes, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate.

Computerized Legal Research. Charges for computerized legal research are billed at an amount approximating actual cost.

Travel. Travel (including air fare, rental cars, taxicabs, hotel, meals, tips, etc.) is billed at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is billed at 44.5 cents per mile pursuant to Section 112.061, Florida Statutes. Should the State increase the mileage allowance specified in Section 112.061, Florida Statutes, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate. Reasonable travel-related expenses for meals, lodging, gratuities, taxi fares, tolls, and parking fees shall also be reimbursed.

Consultants. Unless prior arrangements are made, consultants are ordinarily employed directly by the client. Where consulting or testifying experts are employed by the firm, their charges are passed through with no mark-up. The client is responsible for notifying the firm of any particular billing arrangements or procedures which the client requires of the consulting or testifying experts.

Other Expenses. Other outside expenses, such as court reporters, agency copies, conference calls, etc. are billed at actual cost.

District Engineer

Amenity Report

Field Inspection

Tab 4

BAINEBRIDGE

FIELD INSPECTION REPORT



February 1, 2021
Rizzetta & Company
Jason Liggett- Field Services Manager



Rizzetta & Company
Professionals in Community Management

General Updates, Recent & Upcoming Maintenance Events

❖ Biweekly mowing starts in the month of November.

The following are action items for Brightview to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Black, bold and underlined text represents updates or questions for the BOS.**

1. Remove the weeds and vines in the rose on the outbound side of Bainbridge drive at the entrance monument.
2. Rake the magnolia leaf drop at the entrance to Bainbridge cdd and dispose of offsite.
3. Treat the ant mounds at the entrance to Bainbridge CDD. Once eradicated rake down mounds.
4. Remove the low hanging moss from the crape myrtles in the center island at the main entrance to Bainbridge CDD
5. Treat the bed weeds at the first lift station on Bainbridge Drive. Make sure soft edging is being performed.(Pic 5)
6. Treat the crack and crevice weeds at the common area just past Twin Creek Drive.
7. Brightview to trim the palms at the entrance to the clubhouse. Provide the district with a date on when this will be done.(Pic 7)



8. Improve the soft edging throughout the clubhouse. Make sure lines are nice and crisp.
9. Remove the 2 flax lilies in the crape myrtle bed on the west side of the clubhouse.
10. Diagnose and treat the Podocarpus on the west side of the clubhouse. What does BrightView think is causing this?(Pic 10 Next Page)





Landscape Report

District Manager

Tab 5



6869 Philips Parkway Drive South, Jacksonville, FL 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: February 7, 2022

Fountain Tech: Tom Hair

Client: Bainebridge CDD

Contact: Lesley Gallagher

Pond 1 Fountain: Quarterly maintenance service has been performed on the fountain in Pond 1. I cleaned the float, intake screen, nozzle and the lights. Fountain lights were checked for blown bulbs. The timers, voltage, amperage, and mooring lines were checked on the fountain. All electrical readings were good. The fountain is running as it should be.

Replaced 1 light bulb



Please contact our office with any further questions or comments.

BUSINESS ITEMS

*Consideration of Security/
Access Control Proposals
(Under Separate Cover)*

*Consideration of Proposal(s) for
Pool Beam Repairs
(Under Separate Cover)*

**AUDIENCE COMMENTS
AND SUPERVISOR
REQUESTS**

ADJOURNMENT