

**MINUTES OF MEETING  
RYALS CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Ryals Creek Community Development District held a Regular Meeting on October 4, 2022 at 9:30 a.m., at the office of England-Thims & Miller, Inc., located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

**Present were:**

A. Chester (Chip) Skinner, III	Chair
J. Malcom Jones	Vice Chair
Clayton (Riley) Skinner	Assistant Secretary
Chris Eyrick	Assistant Secretary
Davis Skinner	Assistant Secretary

**Also present, were:**

Ernesto Torres	District Manager
Katie Buchanan (via telephone)	District Counsel
Jason Crews	Project Engineer
Jason Hall	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 9:40 a.m. Supervisors Chip Skinner, Riley Skinner, Davis Skinner and Eyrick were present. Supervisor Jones was not present at roll call.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

Mr. Torres distributed a revised agenda.

**THIRD ORDER OF BUSINESS**

**Consideration of C.S.S. Landscaping, Inc.,  
Landscape and Irrigation Maintenance  
Agreement**

Mr. Torres presented the Maintenance Services Agreement reflecting October 1, 2022 as the new effective date. Ms. Buchanan reviewed the termination provision and noted additional language required by Florida Statute was included in the Agreement.

**Mr. Jones joined the meeting at 9:42 a.m.**

Ms. Buchanan asked for the Maintenance Area Map to be sent to everyone and ensure this exhibit is attached to the Agreement. In response to a question, Mr. Crews reviewed the service areas in Phase 1A and stated Phase 1B is still under construction.

**On MOTION by Mr. Riley Skinner and seconded by Mr. Eyrick, with all in favor, the C.S.S. Landscaping, Inc., Landscape and Irrigation Maintenance Agreement, was approved.**

**FOURTH ORDER OF BUSINESS**

**Consideration of C.S.S. Landscaping, Inc.,  
Proposals for Landscape Cleanup Services**

Mr. Torres presented the executed C.S.S. Landscaping, Inc. (CSSL) proposals for landscape cleanup services, specifically to bushhog at the pond and areas of the Kernan intersection.

**On MOTION by Mr. Riley Skinner and seconded by Mr. Eyrick, with all in favor, the C.S.S. Landscaping, Inc., Service Proposals, for landscape cleanup services, in a total not-to-exceed amount of \$4,000, were ratified.**

**FIFTH ORDER OF BUSINESS**

**Authorization for C.S.S. Landscape  
Monthly Maintenance to Commence  
October 1, 2022**

This item was addressed during the Third Order of Business.

**SIXTH ORDER OF BUSINESS**

**Discussion: Award of Contract for  
Construction Services - TMA Road Phase  
2A, 2B and 2C**

Mr. Crews reviewed the criteria in the Request for Proposals (RFP) package. He distributed the bid results of the two respondents, Vallencourt Construction (Vallencourt) and JB Coxwell Contracting (JBCC). JBCC was the apparent lowest bidder.

Ms. Buchanan stated the Board has the options to evaluate the bids or reject all bids, if the pricing is higher than anticipated. Mr. Chip Skinner supported rejecting all bids, as the bids were substantially higher than the CDD’s budget.

Ms. Buchanan will send a notice to the RFP respondents.

**On MOTION by Mr. Chip Skinner and seconded by Mr. Jones, with all in favor, rejecting all bid submittals for Construction Services - TMA Road Phase 2A, 2B and 2C, pending a rebid at a later date, was approved.**

Mr. Chip Skinner asked if there were only two respondents. Mr. Hall replied affirmatively and stated about four or five contractors attended the pre-bid meeting but might not have responded due to their workload.

In response to a question about the bid threshold, Ms. Buchanan stated that legislation regarding threshold amounts was repealed. The only limitation now is to ensure a change order is not disproportionate to the original contract.

Mr. Crews suggested obtaining proposals to install 10 x 6 box culverts, pavement and extending the utilities crossing the swamp area, before the start of roadway construction. He expects the costs to be about \$6 million.

Discussion ensued regarding the timeline to complete Phase 1B, benefits of proceeding, having more flexibility negotiating a change order than going to bid, possibly retaining ownership in certain areas for a time instead of turning areas over to the City, tax credits, opening Phase 1B, Lifetime Fitness contract and Baptist’s contractual obligations.

The Board agreed for Mr. Crews to discuss a potential change order with Vallencourt Construction and report his findings at the next meeting.

**SEVENTH ORDER OF BUSINESS**

**Authorization of Construction for Seven Pines Entrance Sign**

Mr. Chip Skinner stated he received the geotechnical documents and was advised this will not require going out to public bid. Mr. Crews stated there is another cost factor in having to remove about 3' to 4' of unsuitable materials below grade in the monument area. He was asked to go over a change order with Vallencourt, who is already on site. Mr. Crews suggested ECS Florida, LLC (ECS) oversee the project and inspect and certify the construction, as this will ensure the contractor building the sign knows it was completed in accordance with the plans.

**EIGHTH ORDER OF BUSINESS**

**Ratification of ECS Florida, LLC Proposal Acceptance Form for Seven Pines Entry Sign**

Mr. Torres presented the ECS Proposal Acceptance Form for geotechnical services for the Seven Pines Entry Signs.

**On MOTION by Mr. Jones and seconded by Mr. Eyrick, with all in favor, the ECS Florida, LLC Proposal Acceptance Form for the Seven Pines Entry Signs, was ratified.**

**NINTH ORDER OF BUSINESS**

**Update: Construction Account Activity**

Mr. Torres presented the Construction Account Activity Report and Requisition #88 to Vallencourt for \$163,552.96, behind Tab 5 of the agenda package.

Mr. Chip Skinner asked for an update on the construction account versus project completion. Mr. Hall and Mr. Crews stated Vallencourt sent a \$200,000 change order for additional landscaping and other services compiled over a six-month period, which is under review. Mr. Chip Skinner advised of the decision for the CDD to install landscaping on the north side of Generation Boulevard to compliment what the Developer installed on the south side of the road and to clean up the two islands at Kernan for the Grand Opening on October 20, 2022.

Discussion ensued about adding these areas to the maintenance contract, making a decision about landscaping the two islands at Kernan once the Florida Department of

Transportation (FDOT) completes its project, via a contract with the FDOT, and CSSL revising its maintenance proposal.

Discussion occurred about CSSL’s service overlapping with Sunscape who is still working on punch list items, expending \$1,500 for additional landscaping to fill in sparse areas and reconciling the Construction Account Activity, including changes orders and outstanding construction draws. Once the project is completed, about \$1.5 to \$2 million remaining in surplus is anticipated.

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of August 31, 2022**

Mr. Torres presented the Unaudited Financial Statements as of August 31, 2022.

**On MOTION by Mr. Chip Skinner and seconded by Mr. Jones, with all in favor, the Unaudited Financial Statements as of August 31, 2022, were accepted.**

**ELEVENTH ORDER OF BUSINESS**

**Approval of August 2, 2022 Public Hearing and Regular Meeting Minutes**

Mr. Torres presented the August 2, 2022 Public Hearing and Regular Meeting Minutes. The following change was made:

Line 21 Change “Allens” to “Ellins”

**On MOTION by Mr. Chip Skinner and seconded by Mr. Eyrick, with all in favor, the August 2, 2022 Public Hearing and Regular Meeting Minutes, as amended, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Kutak Rock, LLP***

Ms. Buchanan stated she expects the City to complete its review of the responses to the City’s request for information on the updated Boundary Amendment this week; hopefully, it will get first reading at the next City Council meeting. She discussed Mr. Hainline’s efforts

providing information to the City’s questions about density; once the petition is executed, she expects he will be able to speak to individual Council members about any questions or concerns related to the Boundary Amendment.

**B. District Engineer: *England-Thims & Miller, Inc.***

**I. Discussion: Proposal for Drainage and Permitting Changes**

**II. Discussion: NST Proposals**

Mr. Crews presented the ETM and National Stormwater Trust, Inc., proposals. He discussed the scope of work for improving Stormwater Management Facility D (SMF-D) in order to support additional development in Parcel 8 and the other benefits.

**On MOTION by Mr. Eyrick and seconded by Mr. Davis Skinner, with all in favor, authorizing ETM Staff to proceed with Phase 1 Engineering Exploration Services to determine the initial cost of the project, authorizing \$10,000 of the initial \$70,000 and authorizing the Chair to enter into discussions for National Stormwater Trust and ETM to explore the permitting and drainage costs, was approved.**

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

- **NEXT MEETING DATE: November 1, 2022 at 9:30 a.m.**
  - **QUORUM CHECK**

The next meeting will be held on November 1, 2022.

**THIRTEENTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

Mr. Chip Skinner asked if there was anything significant to discuss at the next meeting.

It was decided that cancelation of the next meeting will be dependent on the figures for the Vallencourt change orders for the box culverts and geotechnical services to construct signs.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

Adjournment

**On MOTION by Mr. Chip Skinner and seconded by Mr. Davis Skinner, with all in favor, the meeting adjourned at 10:55 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair