

**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 11, 2023 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
Davis Skinner	Assistant Secretary

**Also present, were:**

Ernesto Torres	District Manager
Katie Buchanan (via telephone)	District Counsel
Jason Hall	District Engineer
Jason Crews	Project Engineer
Alex Jacobs	England-Thims & Miller, Inc.

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 9:31 a.m.

Supervisors Jones, Chip Skinner and Davis Skinner were present. Supervisors Eyrick and Riley Skinner were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Ratification of C.S.S. Landscaping, Inc.,  
Seven Pines Phase 1A & 1B Maintenance  
Addendum #4**

Mr. Torres presented C.S.S. Landscaping, Inc., Seven Pines Phase 1A & 1B Maintenance Addendum #4.

**On MOTION by Mr. Jones and seconded by Mr. Davis Skinner, with all in favor, C.S.S. Landscaping, Inc., Seven Pines Phase 1A & 1B Maintenance Addendum #4, was ratified.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Amendment to Boggy Branch CDD Interlocal Agreement Regarding the Construction and Maintenance of Certain Improvements**

Mr. Torres presented the Amendment to the Boggy Branch CDD Interlocal Agreement Regarding the Construction and Maintenance of Certain Improvements.

Ms. Buchanan stated previous discussions about this centered around the exhibit on Page 27 of the PDF, which is the common area maintenance exhibit. This Agreement identifies the portions of property that Ryals Creek CDD will maintain and sets forth that Boggy Branch CDD will contribute towards the maintenance costs. It might be time to request an amendment from Boggy Branch CDD to add a stormwater pond and additional landscaping adjacent to a roadway.

Mr. Crews stated that would specifically be the Buckfield Circle landscaping, Pond D for maintenance and mowing and Generations Avenue improvements.

Mr. Crews and Ms. Buchanan responded to questions regarding shared improvements, whether to include the balance of Buckfield Circle in the agreement, the maintenance graphic/exhibit, Stillwood Phase 2 obligations and what should be added to the agreement to make sure that Boggy Branch CDD contributes its portion of the expense.

Mr. Chip Skinner will negotiate with Boggy Branch CDD.

Mr. Crews will create a new maintenance exhibit.

**On MOTION by Mr. Davis Skinner and seconded by Mr. Jones, with all in favor, authorizing the Chair to negotiate the amendment with Boggy Branch CDD and**

authorizing Staff to update the agreement for ratification at a future meeting, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Basham & Lucas Design Group, Inc., Amended Proposal for Sign Monuments Construction Administration Project #22-28A**

Mr. Torres presented the Basham & Lucas Design Group, Inc. (Basham & Lucas) Amended Proposal for Sign Monuments Construction Administration Project #22-28A.

Mr. Chip Skinner stated Basham & Lucas originally sent a proposal for the inspection for construction of the monument sign, which contained an inspection number, a structural number and a shop drawing number. Since the proposal was costly, Mr. Chip Skinner asked Basham & Lucas to charge the CDD on an hourly basis. In his opinion, it would be beneficial to have a Structural Engineer perform a few site inspections, as the assignment is quite challenging.

**On MOTION by Mr. Jones and seconded by Mr. Davis Skinner, with all in favor, the Basham & Lucas Design Group, Inc., Amended Proposal for Sign Monuments Construction Administration Project #22-28A, was approved.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District and Providing for an Effective Date**

Mr. Torres presented Resolution 2024-01.

**On MOTION by Mr. Mr. Davis Skinner and seconded by Mr. Jones, with all in favor, Resolution 2024-01, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District and Providing for an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Update: Construction Account Activity**

The Ryals Creek CDD Construction Account Activity – Construction Draws spreadsheet was included for informational purposes.

Mr. Chip Skinner asked Mr. Crews and Mr. Hall to expound on the construction activity.

Mr. Crews stated that the activity reflected is from July through August 31, 2023, which is the wrap-up of Phase 1B from Vallencourt Inspection services from ETM. He reviewed the construction activity in the report and responded to questions regarding the retainage payable, the balance left over to pay Vallencourt excluding the retainage, a JEA purchase order and a contingency amount.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of August 31, 2023**

Mr. Torres presented the Unaudited Financial Statements as of August 31, 2023.

Discussion ensued regarding the District Engineer line item, at 201%, and the ending fund balance.

**On MOTION by Mr. Chip Skinner and seconded by Mr. Jones, with all in favor, the Unaudited Financial Statements as of August 31, 2023, were accepted.**

**NINTH ORDER OF BUSINESS**

**Approval of July 11, 2023 Public Hearings and Regular Meeting Minutes**

**On MOTION by Mr. Chip Skinner and seconded by Mr. Jones, with all in favor, the July 11, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.**

**TENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Kutak Rock, LLP**
- B. District Engineer: England-Thims & Miller, Inc.**

There were no reports from District Counsel or the District Engineer.

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

- **NEXT MEETING DATE: November 14, 2023 at 9:30 a.m.**
  - **QUORUM CHECK**

Mr. Chip Skinner stated there was no need to meet for the remainder of 2023.

The November and December meetings will be cancelled on the condition that the Board receives the September 2023 financials and updated construction activity information by November 7, 2023.

**ELEVENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Mr. Chip Skinner asked how Buckfield Circle will be funded if the Board decides to have it designed and permitted. Mr. Torres stated funding would come from the construction fund.

**TWELFTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Jones and seconded by Mr. Davis Skinner, with all in favor, the meeting adjourned at 10:02 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair