

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

The Board of Supervisors of the Ryals Creek Community Development District held a Regular Meeting on January 9, 2024 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
Christopher Eyrick	Assistant Secretary
Clayton (Riley) Skinner	Assistant Secretary

Also present, were:

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 9:32 a.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Ratification of ECS Florida, LLC, Proposal for Subsurface Exploration and Geotechnical Engineering Services - Stillwood Pines Boulevard Phase 2 – SMF E

Mr. Torres presented the ECS Florida, LLC, proposal for Subsurface Exploration and Geotechnical Engineering Services related to Stillwood Pines Boulevard Phase 2 – SMF E. It was

noted that the work was for a drawdown analysis for a potential cut-off wall for Pond E and the work has been completed.

On MOTION by Mr. Eyrick and seconded by Mr. Jones, with all in favor, the ECS Florida, LLC, Proposal for Subsurface Exploration and Geotechnical Engineering Services related to Stillwood Pines Boulevard Phase 2 – SMF E, was ratified.

FOURTH ORDER OF BUSINESS

Ratification of C.S.S. Landscaping, Inc., Estimate EST 4265533 for Removal of Pine Trees along Stillwood Pines/Generations Ave

Mr. Torres presented C.S.S. Landscaping, Inc., Estimate EST 4265533 for removal of pine trees along Stillwood Pines/Generations Avenue, in the amount of \$1,250. The invoice was previously executed by the Chair.

Mr. Chip Skinner stated the work will be completed in the coming week.

On MOTION by Mr. Riley Skinner and seconded by Mr. Jones, with all in favor, C.S.S. Landscaping, Inc., Estimate EST 4265533 for Removal of Pine Trees along Stillwood Pines/Generations Avenue, in the amount of \$1,250, was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Designating a Date, Time, and Location for Landowners’ Meeting of the District, and Providing for an Effective Date

Mr. Torres presented Resolution 2024-02. Seats 1, 2 and 4, currently held by Mr. Jones, Mr. Riley Skinner and Mr. Davis Skinner, respectively, will be up for election.

On MOTION by Mr. Davis Skinner and seconded by Mr. Riley Skinner, with all in favor, Resolution 2024-02, Designating a Date, Time, and Location of November 5, 2024 at 9:00 a.m., at the office of England-Thims & Miller, Inc., located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258, for the Landowners’ Meeting of the District, and Providing for an Effective Date, was adopted.

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

Mr. Torres stated that the Amendment to the Boggy Branch CDD Interlocal Agreement regarding the Construction and Maintenance of Certain Improvements was approved at the last meeting; however, certain areas have come online that were not included in the Interlocal Agreement.

Ms. Buchanan stated Staff is waiting for the Boggy Branch CDD to respond, at an upcoming meeting. She will follow up and report her findings to the Board.

SEVENTH ORDER OF BUSINESS**Discussion: Bidding and Construction of Phase 2 Stillwood Pines**

Referencing an area map, Mr. Crews stated the project was originally bid more than one year ago and was separated into three phases, Phases 2A, 2B and 2C, and included mass grading work that would have been handled by Saw Mill Timber. However, under the overall contract, Staff is working on getting a control structure modification permitted and installed to allow for the elimination of a few proposed ponds. A permit was granted and is currently being processed by the City of Jacksonville. Work with the NST Group is underway to work through additional technical ramifications of how the product functions with normal water levels. Ultimately, the goal is to convert and re-route the piping and collection for the road to allow for the flexibility of not having to construct the Arrowhead pond, when the control structure is approved by the City.

Mr. Crews recommended revising the original bid package by making whatever minor edits are necessary and going back out to bid with newly-permitted plans. The bidders will need to make sure to provide unit prices for all materials so that when the project is fully permitted price deductions can be executed and the changes in piping should not add to the costs.

Discussion ensued regarding re-routing the pipes, timing of the plan modifications, permitting for Pond D, the roadway, pond configurations, pipe seepage, adjusting the scope of

work, how to structure the bid, bid notice publication timing, a cost-share agreement with Saw Mill Timber, timing of material deliveries, making provisions for the JEA project as part of the bid, decreasing the phases from three to two, stipulating that the contractor is responsible for water irrigation consumption and power needs throughout the construction, commencing work in April 2024, potential bidders, possible bid protests and deductive change orders.

It was noted that the plans and bid will be noticed on February 14 or 15, 2024, followed by a two-week review period, and the proposals will be considered at the March 19, 2024 meeting.

Mr. Crews and Mr. Hall will draft and email a memo to the Board outlining the plans, the bids, awarding and entering into a contract with the contractor, finalizing the permitting with the City and the estimated dates for all aspects of the project.

On MOTION by Mr. Eyrick and seconded by Mr. Jones, with all in favor, authorizing the District Engineer to publish the bid notice and the evaluation criteria for the Phase 2 Stillwood Pines project, was approved.

EIGHTH 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 stated the current retainage outstanding has a \$3 million balance and asked about the payables. Mr. Crews stated, based on the last approved invoice, the amount is \$1.2 million, including \$691,797.02 for Vallencourt and \$547,324.74 for retainage.

Discussion ensued regarding the construction draw spreadsheet and contingencies.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements

Mr. Torres presented the following:

- A. As of September 30, 2023**
- B. As of November 30, 2023**

Mr. Torres noted that the wrong format was used for the November financials. The necessary corrections will be made and a new version will be distributed to the Board.

On MOTION by Mr. Chip Skinner and seconded by Mr. Eyrick, with all in favor, the Unaudited Financial Statements as of September 30, 2023, as presented, and as of November 30, 2023, as amended, were accepted.

TENTH ORDER OF BUSINESS

Approval of October 11, 2023 Regular Meeting Minutes

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

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock, LLP

Ms. Buchanan responded to questions regarding how a funding agreement with Saw Mill Timber would be processed and if the CDD would be subject to an interest rate.

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

• Update: City of Jacksonville Acceptance of Stillwood Pines Phase 1B

Mr. Hall reported the following:

- The billing for irrigation of Phase 1A was extremely high; the reasons why are being investigated.
- The 1A and 1B demand design was estimated at 17,000 gallons per day. The April bill for 1A only was 966,000 gallons. If the 17,000 gallons per day for the two phases are used and the area is watered every day for one month, it would only amount to 519,000 gallons.
- Staff is of the opinion that there is a leak in the system or over-watering is occurring; both of which lead to concerns about the pavement base. There might have been a water main break that went unchecked.
- Staff is working with the landscape architects, CSS, Vallencourt and Sun State to try to pinpoint and ultimately resolve the issue.

➤ The bid package will stipulate that it is the contractor's responsibility to pay for the irrigation portion of the project.

Discussion ensued regarding irrigation billing, asking JEA to assist with the investigation, the team members tasked with resolving the problem, pressure testing and the as-builts for the irrigation system.

Ms. Buchanan will check the Boggy Branch CDD irrigation numbers and report her findings. Mr. Torres will forward all irrigation invoices to the Chair and the District Engineer for review and approval prior to submitting them to Accounting for payment.

Asked about Buckfield Circle, Mr. Hall stated Vallencourt is completing the inverts in the stormwater system, JEA accepted the utilities and Spectrum is on schedule to have the water meter installed.

Mr. Chip Skinner stated he recently met with CSS, who prepared a new landscape maintenance proposal for the CDD that incorporates into one contract all the areas that are currently being maintained, which he hopes can be approved today. A Board Member voiced his opinion that the CDD should engage a Construction Manager to keep track of all aspects of the CDD's projects.

Mr. Chip Skinner outlined the items in the landscape maintenance proposal for the Board's consideration. In response to a question, he stated 23% of the total cost will be covered by Boggy Branch CDD.

On MOTION by Mr. Riley Skinner and seconded by Mr. Jones, with all in favor, the CSS Landscape Maintenance Proposal for maintenance of Phase 1A, Current Boulevard entrance, Generations Avenue, Pond 1A, Pond D, Phase 1B and Pond G, in the amount of \$116,400, was approved.

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

I. Update: JEA Water Usage

This item was not addressed.

II. NEXT MEETING DATE: February 13, 2024 at 9:30 a.m.

○ QUORUM CHECK

All Supervisors, except Mr. Eyrick, confirmed their attendance at the February 13, 2024 meeting.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Chip Skinner and seconded by Mr. Jones, with all in favor, the meeting adjourned at 10:58 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair