

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

The Board of Supervisors of the Ryals Creek Community Development District held a Regular Meeting on April 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:

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 9:33 a.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Torres reviewed the proposed Fiscal Year 2025 budget. He pointed out the Supervisors' budget line item increase and discussed the plan to add a new "Porter services" budget line item. The Chair stated that he wants Mr. Torres to review the proposed Fiscal Year 2025 budget with the Skinner Group prior to approving it and setting the public hearing, as he thinks it best that the Skinner Group provide input to ensure the existing landscape issues in Phase 1 and the changes in Phase 1B are captured properly prior to the approving the proposed Fiscal Year 2025 budget.

This item was deferred to the continued meeting.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

On MOTION by Mr. Davis Skinner and seconded by Mr. Jones, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date, was adopted.
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FIFTH ORDER OF BUSINESS

Consideration of Construction of Phase 2 Stillwood Pines Proposals

Mr. Crews stated that, based on the TMA Road Phase 2B bid tabulation spreadsheet, Vallencourt appears to be the lowest of the three bid respondents for the Stillwood Pines road extension project. He requested time to analyze the bid alternates information to determine what needs to be included to finish an estimated construction contract before awarding the contract.

The Board agreed to continue this item and schedule a continued meeting for April 17, 2024 at 9:30 a.m., at the office of England-Thims & Miller, Inc., located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Mr. Crews presented the combined bid results for Phase 2A and 2B with contingencies and bid alternate costs, as follows:

Vallencourt	\$46.6 million
JB Coxwell	\$53.8 million
Gardener	\$52.0 million

Mr. Crews reported the following:

- Regarding landscape and irrigation costs, he provided the Phase 2A and Phase 2B cost estimates, noting that the bids do not include any landscape and irrigation costs.
- Regarding unsuitable items, he explained the methodology used for the unsuitable items in Phases 2A and 2B, in order to obtain a unit price number.
- Regarding Sawmill Timber costs, he broke down the CDD and the Sawmill Timber costs which includes the unsuitable item costs.
- Regarding JEA Electrical, he will be working with JEA on the contract, as JEA needs to repay the CDD about 60% to 70% of the cost of certain infrastructure. He did not include the credit amount in the spreadsheet.

Noting that the landscape and irrigation items will be direct bids and the estimated cost is about \$1.5 million, Ms. Buchanan stated that the CDD will need to advertise the bid process as the estimated cost of the project exceeds the bid threshold of \$500,000.

Mr. Chip Skinner asked if Ms. Buchanan reviewed the bids and verified the CDD requirements. Ms. Buchanan replied affirmatively; she reviewed the Admin portion of the bid responses, not pricing, and did not identify any issues. She explained the Request for Proposals (RFP) scoring and award of contract process, to occur at the continued meeting. The CDD can then proceed with the project if there is no protest.

Mr. Crews was asked to email the Phase 2A bid responses to the Board.

Asked if JEA resolved the irrigation billing issue, Mr. Chip Skinner stated that the bills were never adjusted. Since the CDD switched to CSS and from a battery-operated system, the unaudited financial statements show a significant reduction for irrigation billing.

- **Award of Contract**

This item was deferred.

SIXTH ORDER OF BUSINESS**Update: Construction Account Activity**

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

Mr. Hall and Mr. Crews provided Phase 1 project updates. Mr. Chip Skinner asked Staff to follow up with Vallencourt on the status of outstanding contingency and to provide a close-out package at the continued meeting.

SEVENTH ORDER OF BUSINESS**Consideration of Agreement Between the Ryals Creek CDD and Roger Kintz for the Provision of Porter Services**

Mr. Torres stated that this item is in the updated electronic version of the agenda but it is not the physical agenda package. He presented the Agreement with Roger Kintz to provide porter service to the CDD.

On MOTION by Mr. Jones and seconded by Mr. Eyrick, with all in favor, the Agreement with Roger Kintz for the Provision of Porter Services for weekly services, in the amount of \$200 per month, was approved.

EIGHTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of February 29, 204**

On MOTION by Mr. Eyrick and seconded by Mr. Riley Skinner, with all in favor, the Unaudited Financial Statements as of February 29, 2024, were accepted.

NINTH ORDER OF BUSINESS**Approval of January 9, 2024 Regular Meeting Minutes**

On MOTION by Mr. Chip Skinner and seconded by Mr. Jones, with all in favor, the January 29, 2024 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 Staff.

Discussion ensued regarding the Lifetime lot closings, imposing on and/or off-roll assessments in November 2024 to fund the Fiscal Year 2025 budget, assessments being split between the entities and assessments being collected in advance, instead of in arrears.

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

- **NEXT MEETING DATE: May 14, 2024 at 9:30 a.m.**

- **QUORUM CHECK**

All Supervisors confirmed their attendance at the April 17, 2024 continued meeting. The following meeting will be held on May 14, 2024.

Discussion ensued regarding the steps after awarding the contract, authorizing the Chair to execute the contract and present it for ratification at the next meeting, Mr. Hall presenting the bid tabulations and his recommendation at the continued meeting and engaging a company to monitor the unsuitable items being moved, count trucks, etc.

ELEVENTH ORDER OF BUSINESS**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS**Adjournment**

There being nothing further to discuss, the meeting recessed at 10:22 a.m., and was continued to April 17, 2024 at 9:30 a.m., at the office of England-Thims & Miller, Inc., located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair