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

The Board of Supervisors of the Ryals Creek Community Development District held a Public Hearing and Regular Meeting on July 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:**

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| 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:**

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

**FIRST ORDER OF BUSINESS** **Call to Order/Roll Call**

Mr. Torres called the meeting to order at 9:36 a.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS** **Public Comments**

No members of the public spoke.

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

Mr. Torres presented the monthly Construction Account Activity Report, which is included for informational purposes.

In response to a question regarding the reason for the delay in dispersing the retainage, Mr. Hall stated everything is complete, everything has been accepted by the City and there are no outstanding items in 1A and 1B; Staff is awaiting the final retainage invoice. Mr. Chip Skinner asked Staff to check on the retainage, close out this project and move the balance into a new account to commence Phase 2 of the roadway so as to keep up with those costs separately.

Discussion ensued regarding construction draws, the Phase 2 Road Project, shifting leftover funds into a new account, a new funding agreement and a total interlocal funding amount of $69,161.36 listed on Page 1 of the construction activity.

Mr. Torres will ask Accounting about the interlocal funding amount and the retainage invoice and report his findings at the next meeting.

**FOURTH ORDER OF BUSINESS** **Public Hearing on Adoption of Fiscal Year 2024/2025 Budget**

**A. Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2024-05, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Torres presented Resolution 2024-05. He reviewed the proposed Fiscal Year 2025 budget. Mr. Chip Skinner had the following comments:

- His staff asked if the "Maintenance & repairs" and "Miscellaneous contingency" line items can be combined, with all funds e placed under the "Maintenance & repairs" category.
- He asked for a definition of "DOT repairs & maintenance" to be included in the definition section; it is essentially the cost of maintaining land owned by the Department of Transportation (DOT) at the entrance to Southern Pines.
- On Page 5, "Kerman Blvd Entry" should be changed to "Kernan Blvd Entry".

Discussion ensued regarding combining landscaping items, the billing from CSS and avoiding mis-codings on the financials.

**On MOTION by Mr. Jones and seconded by Mr. Chip Skinner, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Riley Skinner and seconded by Mr. Davis Skinner, with all in favor, the Public Hearing was closed.**

Mr. Chip Skinner asked to eliminate the "DOT repairs & maintenance" line item and move the $15,000 under the "Kernan Blvd Entry" line item.

Mr. Torres stated the "DOT repairs & maintenance" line item will be eliminated and $15,000 will be added to the "Kernan Blvd Entry" line item and a new definition for "Maintenance of DOT lands – entrance to Southern Pines" will be inserted/created.

**On MOTION by Mr. Riley Skinner and seconded by Mr. Davis Skinner, with all in favor, Resolution 2024-05, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2024-06, Providing for Funding for the FY 2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including But Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Mr. Torres presented Resolution 2024-06. This Resolution enables the collection and enforcement of special assessments utilizing the services of the Property Appraiser and Tax Collector. A minor typographical error in the Resolution will be corrected.

**On MOTION by Mr. Davis Skinner and seconded by Mr. Chip Skinner, with all in favor, Resolution 2024-06, as amended to correct typographical errors, Providing for Funding for the FY 2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including But Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS** **Presentation of Audited Annual Financial Report for the Fiscal Year Ended**

**September 30, 2023, Prepared by Berger, Toombs, Elam, Gaines & Frank**

Mr. Torres presented the Audited Financial Report for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

**SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2024-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023**

**On MOTION by Mr. Jones and seconded by Mr. Riley Skinner, with all in favor, Resolution 2024-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.**

**EIGHTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial Statements as of May 31, 2024**

**On MOTION by Mr. Eyrick and seconded by Mr. Riley Skinner, with all in favor, the Unaudited Financial Statements as of May 31, 2024, were accepted.**

**NINTH ORDER OF BUSINESS** **Approval of Minutes**

**A. April 9, 2024 Regular Meeting**

**B. April 17, 2024 Continued Regular Meeting**

**On MOTION by Mr. Chip Skinner and seconded by Mr. Jones, with all in favor, the April 9, 2024 Regular Meeting and April 17, 2024 Continued Regular Meeting Minutes, both as presented, were approved.**

**TENTH ORDER OF BUSINESS** **Staff Reports**

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

There was no report.

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

Mr. Hall reported the following:

- He is working with Vallencourt on Phase 2. A meeting is scheduled for tomorrow to go over any questions they have. Staff will keep the Board updated.
- Vallencourt is proceeding with the Acro Bridge repairs related to the concerns with the trail route crossing.

Asked for an update on the bridge repairs, Mr. Hall stated that Vallencourt will install a new bolted-together bridge over the existing bridge, with additional supports to stabilize it. There is no additional cost for this contingency item.

Discussion ensued regarding the bridge wall material, JEA lift station redesign, a maintenance agreement and the upcoming Vallencourt meeting.

Mr. Hall will ask Vallencourt to send two samples of the decorative bridge wall to the CDD and ask about the JEA lift station redesign and report his findings at the next meeting.

Mr. Chip Skinner asked Ms. Buchanan to assist in transferring two small parcels from Saw Mill Timber into the CDD. Ms. Buchanan stated this can be done in between meetings and ratified at the next meeting.

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

- **0 Registered Voters in District as of April 15, 2024**
- **NEXT MEETING DATE: August 13, 2024 at 9:30 AM**
  - **QUORUM CHECK**

The August meeting will be canceled.

All Supervisors confirmed their attendance at the September 10, 2024 meeting.

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

Discussion ensued regarding the location of the two parcels that will be transferred and the City's tax rolls.

**TWELFTH ORDER OF BUSINESS** **Public Comments**

No members of the public spoke.

**THIRTEENTH ORDER OF BUSINESS** **Adjournment**

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| **On MOTION by Mr. Davis Skinner and seconded by Mr. Chip Skinner, with all in favor, the meeting adjourned at 10:18 a.m.** |

Secretary/Assistant Secretary

Chair/Vice Chair