

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

The Board of Supervisors of the Ryals Creek Community Development District held a Regular Meeting on August 12, 2025 at 9:00 a.m., at the office of England-Thims & Miller, Inc., located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Present:

Arthur Chester (Chip) Skinner, III	Chair
J. Malcom Jones, III	Vice Chair
Davis Skinner	Assistant Secretary
Clayton (Riley) Skinner	Assistant Secretary
Christopher Eyrick (via telephone)	Assistant Secretary

Also present:

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 9:03 a.m.

Supervisors Jones, Davis Skinner, Riley Skinner and Chip Skinner were present. Supervisor Eyrick attended via telephone.

SECOND ORDER OF BUSINESS

Public Comments (3 Minutes Per Speaker)

No members of the public spoke.

THIRD ORDER OF BUSINESS

Update: Construction Account Activity

The Construction Account Activity Report was included for informational purposes.

FOURTH ORDER OF BUSINESS**Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2024, Prepared by Berger, Toombs, Elam, Gaines & Frank**

Mr. Torres recalled that, at the previous meeting, the Chair asked Staff to re-submit the Audit and have the Auditor change the word “Developer” to “Landowner” throughout. The Auditor complied and the Audit was subsequently resubmitted to the State.

A. Consideration of Resolution 2025-11, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2024

On MOTION by Mr. Davis Skinner and seconded by Mr. Jones, with all in favor, Resolution 2025-11, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2024, was adopted.

FIFTH ORDER OF BUSINESS**Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Mr. Torres presented the Goals and Objectives for Fiscal Year 2026.

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

Mr. Torres noted it will be necessary to authorize the Chair to approve the findings related to the Fiscal Year 2025 Goals and Objectives for posting on the CDD website.

On MOTION by Mr. Riley Skinner and seconded by Mr. Jones, with all in favor, the Goals and Objectives for Fiscal Year 2026 Performance Measures and Standards Reporting, and authorizing the Chair to approve the findings related to 2025 Goals and Objectives Reporting, were approved.

SIXTH ORDER OF BUSINESS**Review of Proposals (RFP) for Buckfield Circle and Road****A. Respondents**

Mr. Crews stated Vallencourt Construction (Vallencourt) was the only respondent. Vallencourt participated in the pre-bid and qualifications processes. The project is split into two sections; the Buckfield Extension and the Road A Resolution Drive portions, which are broken out separately from Stillwood to Buckfield Circle. He distributed a breakdown of the bid document for both Resolution Drive, Buckfield Circle and the total costs, and an official bid that includes descriptions of each category.

Mr. Crews reviewed the bid documents, including the scope of work; a 30" re-use water distribution system that totals \$1,236,048.08, which is a JEA-cost item; 30" re-use as-builts at \$4,969.94; a JEA-cost item as well as the re-use main and bonding warranty at \$13,211.57. He discussed the spreadsheet breakdown, the contingency line items that Staff added as placeholders, materials, purchasing, cost-splitting with the other developments responsible for payment and a \$50,120 discrepancy in the Buckfield total that will be debated with the vendor. He reviewed the total estimated costs of each project, plus contingency, and stated the last page is the sum of both projects together, which totals \$8,955,352 with an additional \$700,000 of contingency totaling \$9,655,662.

Mr. Crews responded to questions regarding what the re-use services entail, if the intention is for the CDD to pay for the services upfront and be reimbursed by JEA, the payment process, if there is more to the project than what is included in the bid documents, who will oversee/manage the reimbursement, the unit prices, the underdrains and if the Board needs to make decisions on the contingency items.

B. Board Discussion and Evaluation/Ranking

Discussion ensued regarding the CDD's agreement with the Developer who will pay for 50% of the project, when building permits will be pulled, installation of the sewer main, amount that the CDD will pay out of pocket, amount that will be reimbursed to the CDD and the contingency totals for both projects. Mr. Crews stated the total not-to-exceed amount to be approved today is \$9,782,292.32.

C. Authorization to Issues Notice of Intent to Award and Enter into Contract

On MOTION by Mr. Chip Skinner and seconded by Mr. Jones, with all in favor, awarding the contract to Vallencourt , in a not-to-exceed amount of
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\$9,782,292.32, and authorizing the District Engineer and the Chair to finalize pricing and value engineering, and for the Chair to execute, were approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-12, Electing Officer(s) of the District and Providing for an Effective Date [Felix Rodriguez]

Mr. Torres presented Resolution 2025-12. This Resolution appoints Felix Rodgriguez as an Assistant Secretary. All prior appointments to the Board remain unchanged by this Resolution.

On MOTION by Mr. Jones and seconded by Mr. Riley Skinner, with all in favor, Resolution 2025-12, Electing Officer(s) of the District and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2025

Asked why on-roll assessments are still being collected, Mr. Torres stated it is attributable to overestimating the amount that is supposed to be on roll. He will investigate and provide an answer at the next meeting.

On MOTION by Mr. Davis Skinner and seconded by Mr. Jones, with all in favor, the Unaudited Financial Statements as of June 30, 2025, were accepted.

NINTH ORDER OF BUSINESS

Approval of May July 8, 2025 Public Hearings and Regular Meeting Minutes

On MOTION by Mr. Chip Skinner and seconded by Mr. Jones, with all in favor, the July 8, 2025 Public Hearings and Regular Meeting Minutes, 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.

There was no report.

Mr. Hall responded to questions regarding the Department of Transportation (DOT) easement, status of Phase 2 landscaping, fencing/railing package, irrigation recall, irrigation distribution system, re-use services, JEA's involvement with the irrigation service and who will handle the irrigation when all lots are sold.

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

- **100 Registered Voters in District as of April 15, 2025**
- **NEXT MEETING DATE: September 9, 2025 at 9:30 AM**
 - **QUORUM CHECK**

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

Mr. Chip Skinner asked if there are any open items from the previous meeting that need to be addressed, if the Board is obligated to meet again between now and the end of the calendar year and how long it will take to evaluate the unit costs in the Vallencourt bid.

Mr. Torres stated Staff made all the adjustments that were noted at the last meeting.

Mr. Crews stated it might be necessary to meet to discuss Buckfield Circle and Resolution Drive and the Phase 2 roads; the unit costs can be evaluated and verified in one day.

TWELFTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Davis Skinner and seconded by Mr. Jones, with all in favor, the meeting adjourned at 9:47 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

RYALS CREEK CDD

August 12, 2025

Erika J. Denner
Secretary/Assistant Secretary

AC Skinner
Chair/Vice Chair