

**CREEK PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
JANUARY 5, 2023**

**CREEK PRESERVE**  
**COMMUNITY DEVELOPMENT DISTRICT AGENDA**  
**JANUARY 5, 2023, AT 2:00 P.M.**  
**THE OFFICES OF INFRAMARK LOCATED AT**  
**2005 PAN AM CIRCLE, SUITE 300, TAMPA, FL 33607**

<b>District Board of Supervisors</b>	Chair	Jeffery Hills
	Vice- Chair	Nicholas Dister
	Supervisor	Ryan Motko
	Supervisor	Laura Coffey
	Supervisor	Kelly Evans
<b>District Manager</b>	Inframark	Heather Dilley
<b>District Attorney</b>	Straley, Robin, Vericker	John Vericker
<b>District Engineer</b>	Stantec	Tonja Stewart

*All cellular phones and pagers must be turned off during the meeting*

The meeting will begin at **2:00 p.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the second section called **Public Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. The third section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Vendor/Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The sixth section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

## Creek Preserve Community Development District

The Regular Meeting of the Creek Preserve Community Development District will be held on **January 5, 2023, at 2:00 p.m. at the offices of Inframark, LLC located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.** Please let us know 24 hours before the meeting if you wish to call in for the meeting. Following is the agenda for the meeting:

**Call In Number: 1-866-906-9330**

**Access Code: 4863181**

### **REGULAR MEETING OF BOARD OF SUPERVISORS**

#### **1. CALL TO ORDER/ROLL CALL**

#### **2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

#### **3. BUSINESS ITEMS**

- A. Discussion on Resident Resumes.....Tab 01
- B. Acceptance of Board Resignations
- C. Appointment of New Board of Supervisors
- D. Consideration of Resolution 2023-04; Re-Designation of Officers.....Tab 02
- E. General Matters of the District

#### **4. CONSENT AGENDA**

- A. Consideration of Board of Supervisor's Meeting Minutes of the Landowner's Election  
November 3, 2022.....Tab 03
- B. Consideration of Board of Supervisor's Meeting Minutes of the Regular Meeting  
November 3, 2022 ..... Tab 04
- C. Consideration of Board of Supervisor's Meeting Minutes of the Special Meeting  
November 21, 2022 .....*Under Separate Cover*
- D. Consideration of Operation and Maintenance Expenditures October 2022.....*Under Separate Cover*
- E. Consideration of Operation and Maintenance Expenditures November 2022 . *Under Separate Cover*
- F. Review of Financial Statements Month Ending November 30, 2022 ..... *Under Separate Cover*

#### **5. VENDOR/STAFF REPORTS**

- A. District Counsel
- B. District Manager ..... *Under Separate Cover*
  - i. Aquatic Service Report
  - ii. Community Inspection Reports
- C. District Engineer

#### **6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS**

#### **7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

#### **8. ADJOURNMENT**

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,  
Heather Dilley  
District Manager

## **Ivette Nevarez-Torres**

16626 Sunburst Lake St • Wimauma, FL. • 33598  
Cell. (787) 243-2433

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### **Summary of Qualifications**

- Over twenty eight years of experience as a Receptionist, Personal Secretary/Transcriptionist/Administrative Assistant.
- Over 9yrs of experience working as a Clerk Typist for the City of Long Beach.
- Typing skills of 65 wpm.
- Basic knowledge in Accounting, filing, retrieving documents, use of office equipment and basic knowledge in problem solving printers, copiers problems.
- Excellent communication skills by phone and/or person to person.
- Ability to work and communicate in a positive and cooperative manner with management and co-workers. Innovative in helping give ideas on how to make the company more cost efficient and help make the company outstand from others in their field.
- Excellent customer service skills on the phone and in person.
- Knowledge in taking dictations of letters, memos and any form of written communication, prepare them for review, signature and deliver them. Also file personal correspondence, assist in daily needs such as making phone calls, reservations for air and hotel accommodations as well as car rental taking into account his/her preferences.
- Fully bilingual (Spanish/English) orally and written.
- Knowledgeable in Outlook email and calendar, MS Office software and Basic Excel.

### **Professional Experience**

Aug 2016 – December 2021      Development Services/Code Enforcement Bureau      Long Beach, CA

#### **Clerk Typist III (Classified, Full Time)**

- Responsible of the Proactive Rental Housing Program. Update health permits, research and created new accounts as needed. Close accounts for properties that have been sold and create an account for the new owners. Waive, prorate accounts if needed. Respond to emails from Property Managements and perform their requests.
- Respond phone calls from Owners and explain fees and methods of payment related to their Proactive Rental Housing Permit.
- Answer Code Line, Proactive Rental Housing Program line for complaints, Proactive Rental Housing Program billing line and the Manager's if needed.
- Assist Spanish speaking customers and assist them with their complaints in person or on the phone. Serve as interpreter for the inspectors with Spanish speaking tenants and/or

property managers and translate to them what the inspector needs to be corrected on the property.

- Assist tenants with their complaints and provide them with additional resources that they have access to through the City or private agencies.
- Assist Staff meetings, Quad meetings where City Officials, Inspectors and Police Officers would follow up on open cases and complaints.
- Prepare internal / external documents for delivery. These documents can be, AC Warning Notices, Citations, Collection Letters, Liens and letters with payments returned to owners.
- Work with the **Garage Resale Program**. Schedule inspections on the Inspectors Calendar in Outlook. Take calls from homeowners, Realtors, Escrow Officers, answer their questions, clarify the need for an inspection, schedule an inspection, provide them with the correct forms to submit and fee scheduled for the type of inspection needed. After 5 business days from the inspection, email the Report or Certificate to the email address provided on the form. Then attach the documents to the case and create the log stating type of payment and dollar amount.
- Receive the mail, distribute and if any payments are received, scan, log and attach the payment to the corresponding case, email all parties involved in the case that a payment has been received and hand deliver the payments to the Administrative Analyst.
- If needed, assist the Administrative Analyst with deposits for the Bureau with the Cashier.
- Assist the Bureau Secretary with Appeals as needed.
- Notarize documents for the Director, Manager, Officers from the Department.
- Presently, assist customers with their complaints related to businesses not following the Safer at Home Order from the City related to Covid-19.

Oct 2015 – April 2016      Development Services/Code Enforcement      Long Beach, CA

### **Clerk Typist Aide II Temporary (Appleone)**

- Update health permits, research and created new accounts.
- Respond phone calls from Owners and explain fees and methods of payment.
- Help clerks from Code Enforcement if necessary.
- Take Spanish complaints in person and on the phone for clerks and Inspectors.

Aug 2014 – Jan 2015      Development Services/Code Enforcement/Housing      Long Beach, CA

### **Clerk Typist Aide II Temporary (Appleone)**

- Update health permits, research and created new accounts.
- Respond phone calls from Owners and explain fees and methods of payment.
- Help clerks from Code Enforcement if necessary
- Take Spanish complaints in person and on the phone for clerks and Inspectors
- Assist staff meetings.
- Train potential candidates for the clerk position in the Housing Program

Aug 2013 – Jan 2014      Development Services/Code Enforcement      Long Beach, CA  
Housing Program

### **Clerk Typist II Temporary (Appleone)**

- Assist tenants on the phone and in person, taking their complaints and creating CSR's in Hansen.
- Serve as interpreter for the inspectors during Spanish speaking tenants and/or property managers.
- Send out mail which consisted of Inspection Reports, Liens, and compliance letters.
- Assist Staff meetings, Quad meetings where City Officials, Inspectors and Police Officers would follow up on open cases and complaints.

Jan 2012 – Jan 2013      Development Services/Health Department Housing      Long Beach, CA

### **Clerk Typist I Temporary (AppleOne)**

- Answering incoming phone calls, prepare complaint cards with the tenants of health violations in their units.
- Create case numbers in Hansen for the City Inspector / Supervisor to review.
- Create Letters of Notification to the property owners informing them of health and housing violations on their property.
- Create Final Inspection reports.
- Enter Assessments into the Route Book and Manage Monthly Reports.
- Assist tenants that visit our office, prepare complaint cards for the Inspectors and or refer them to the correct City Department.

- Retrieve and file completed cases per the Inspectors request. Create new files for new Apartment properties.
- Assist Building Inspectors in the Code Enforcement department with their Assessments.
- Prepare internal / external communications for delivery.

Feb 2010 – Aug 2010

Genzyme Genetics

Los Angeles, CA.

### **Reporter II Temporary (Artech Information Systems)**

- Transcription of PATH reports dictated by the Pathologist.
- Release slides to clients and for permanent storage at medical records department.
- Report Prognostic cases. Assign cases to the Pathologist for review and sign-out.
- Take problem cases to the Intake and Accessioning Department for further review.

1992 – JAN 2010

X-RAY DIAGNOSTIC CENTER

Mayaguez, PR

### **Receptionist, Medical Secretary/Transcriptionist/Biller/Administrative Assistant**

- Register the doctors in seminar and courses needed for their licenses (hour credit courses), keep their curriculum vitae up to date.
- Met at Corporate offices for Major Medical Plans to discuss outstanding balances owed and work on ways to consolidate and receive prompt payment.
- Basic Accounting work as making checks for daily necessities, help the receptionist with the cash flow, and help the Administrator organizing receipts, invoices and bills.
- Posted payments received by Direct Deposit all major insurances payments.
- Responsible of filing confidential, private and personal information of the Radiologist, assisting him as a personal secretary such as making calls, appointments, remind important meetings and file his professional and personal documents.
- Billed and posted services rendered by my office to government entities.

### **Education and Professional Training**

- Notary Public. Member of the National Notary Association. (CALIFORNIA)
  
- 1987–1992    University of Puerto Rico    Mayaguez Campus  
Degree: BA., Business Administration and Secretarial Science.  
Graduated Cum Laude



# Jocelyn Cherry

Creek Preserve CDD Board Prospect

5434 Logan Cave Avenue  
(DR Horton)

813 789-4692

jocelynsaves@gmail.com

## OBJECTIVE

To be considered as an initial Creek Preserve Community Development District Board Member.

## EDUCATION

Liberty University  
Ed.S  
Educational Specialist  
2018

Regents University  
Masters  
Curriculum  
2000

Hampton University  
Bachelor of Science  
Special Education  
1992

## KEY SKILLS

Florida Notary

Hillsborough County  
Resident since 2005

### Familiar With:

FL Statute 190.006

Robert's Rule of Order

Government in the  
Sunshine Law

## WORK EXPERIENCE

### 2005-Current

Charter School Specialist • Manatee County Schools

Oversee district's thirteen charter schools for operations and compliance, ESE liaison between charter schools and the district, participate in the charter application process (read/review/rate/interview/approve/deny) for potential charter schools, participate in the charter renewal contract negotiations, provide ongoing support, troubleshoot concerns, keep charter schools abreast of any state and district initiatives and non-negotiables, and many other various duties.

### 1992-2005

Teacher • Norfolk (VA) Public Schools

## PAST POSITIONS HELD

2005-2015- HOA Board of Directors Secretary/ Southwind Lakes (Gibson)ton)

2015-2019 East Bay Buccaneers Football and Cheer Board of Directors Secretary

# Lisa Murrell

Riverview, FL 33579  
[lbaird20@gmail.com](mailto:lbaird20@gmail.com)  
+1 512 905 0348

Authorized to work in the US for any employer

## Work Experience

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### **Director of Administration**

South Shore Team @ Compass FL, LLC - Tampa, FL  
April 2021 to Present

### **Title Processor**

Excel Title Group - Riverview, FL  
July 2020 to November 2020

### **Assistant Community Manager**

Westdale Asset Management - Austin, TX  
June 2019 to September 2019

### **Leasing Agent**

Creekstone Apartments  
2016 to 2018

Assisting current residents with all needs. Showing property to prospective residents. Processing applications.

### **Realtor & HR Manager**

McLemore Real Estate  
2007 to 2016

Assisting clients in buying selling and leasing properties. Filling out contracts. Assisting clients in filling out contracts and rental applications. Marketing properties.

### **Case Worker**

TOUCH OF CLASS  
September 2004 to January 2007

### **Case Manager**

Morgan Hill Behavioral day Program - Morgan Hill, CA  
January 2003 to March 2004

## Education

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### **Associate in Real estate**

Austin Institute of Real Estate  
2011

## Skills

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- Microsoft Office (10+ years)
- SEO (2 years)
- Social Media Marketing (5 years)
- Office Equipment (10+ years)
- Mac OS X (10+ years)
- Windows (10+ years)
- Sales (10+ years)
- Strategic Planning (6 years)
- Account Management (10+ years)
- Budgeting (10+ years)
- Business Development (8 years)
- Training (10+ years)
- Team Building (10+ years)
- Community Outreach (8 years)
- Organizational Development (6 years)
- Customer Service
- Key Holder
- Retail Management
- Yardi
- Word
- Property Management
- Marketing
- Microsoft Word
- accounting
- Management
- Accounts Payable
- Sales (10+ years)
- Management (6 years)
- Hospitality Experience (10+ years)
- Hospitality Experience (10+ years)
- Human Resources Management
- Property Leasing
- Fair Housing Regulations
- Digital Marketing
- Event Planning
- Financial Report Writing
- Payroll
- Human Resources

- Lead generation
- Email Marketing
- Social Media Management
- Tax Experience
- Office Management
- CRM Software

## Languages

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- American Sign Language - Intermediate

## Certifications and Licenses

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### **Cosmetology**

### **Real Estate License**

## Additional Information

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I have worked with all different kinds of people through my professional life and volunteer work. I enjoy volunteering in my free time as well as spending time with my family.

## LIZ KAMALI CAMACHO-GONZALEZ

Liz.camacho26@gmail.com | 1 (646) 725-6796

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### BUSINESS MANAGEMENT LEADER & ENTREPRENEUR:

*Assess market trends and best practices for continuous company evolution.*

**Business Operation & Management:** *Mitigates risk by overseeing daily policies and procedures enforcement, employee teams, and financial metrics.*

**Entrepreneurship :** *Identifies and seizes viable opportunities for expansion and innovation and grows them into profitable and valued enterprises with loyal customers.*

**Concentration:** *C- Suite Level Corporate/Government Relations, Nonprofit, Program Management, Marketing and Sales*

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### PROFESSIONAL EXPERIENCE:

#### Marketing Director, The Clinician Exchange

Tampa, FL (Remote role)

January - Present

- Plan and execute all digital marketing and advertising campaigns which has led to a 68% increase in social media engagement and a 52% increase in website traffic
- Responsible for measuring report performance on digital marketing campaigns and assessing against goals (ROI and KPIs)
- Creative force behind brainstorming new and creative growth strategies through digital media.
- Map out digital marketing strategy and monitor digital content calendar as well create content for all graphics
- Design and create all graphics, videos, and any branding related items for the company
- Provide training and development for team members and new employees, including coach and mentor team members with everyday tasks and their professional goals
- Redefine processes and improved strategies for the Marketing, Operations and Sales department
- Developed a new Corporate Strategic Planning methodology and coordinated all related activities

#### Owner, Event Producer, Liz Kamali Events, LLC

Tampa, FL

2015-Present

- Lead the planning, design, and execution of all event-related duties include meeting with stakeholders to determine project objectives, timelines, goals, budget, KPI's, and deliverables
- Manage and oversee all business-related operations, training, accounting, marketing, and sales
- Conduct interviews with prospect vendors, employees and sub-contractors for all related projects and events - with revenue generated at times 3 plus million
- Manage the negotiations, transaction, contracts, and maintenance of business relations
- Responsible for the ongoing development of 20 plus team members
- Developed company marketing, to include creating, executing, and designing website, brand, and business growth development plans
- Engage in marketing and public relations with businesses nationwide to generate new inquires and increase sale and business
- Cultivate an innovated, diverse, family culture within the company with employees
- Prepare and process monthly profit/loss reports, vendor invoicing, and PO, to include monthly budget, expense reports for both company and clients

#### Senior Project Manager, Grow Financial Federal Credit Union

Tampa, FL

May 2013 – July 2015

- Maintained spreadsheets and reserved fleet reservations for all authorized drivers within the organization.
- Provided shadow training and led a team to ensure sales goals were met
- Streamlined procurement processes by creating detailed procedures and structure within the department

- Managed, designed, and developed all correspondence regarding events, news, and changes within the organization
- Administrated, researched, and placed orders for technology-based procurement requests.
- Reviewed “Request for Proposal” information and research potential association information such as size, location, common area, boards, and financials
- Analyzed and created reports that summarize ground inspections, and department budget
- Managed yearly event calendars; selecting suitable community events and executed plans for each association

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## AREAS OF EXPERTISE:

### Computers

- Email Marketing Platforms: MailChimp, HubSpot
- Event Management Platforms: Bizzabo, Cvent, Boomset
- Operating Systems: MacOS, Windows, Polycom Video Conference
- Other: Adobe Creative Suite, WordPress, Google Analytics, QuickBooks
- Microsoft Office: Word, Excel, PowerPoint, Publisher Language, Microsoft Outlook Email, IBM, Lotus Note

### Skills

- Leadership Skills
- Contract Negotiation
- Consulting
- Creative Writing
- Marketing/Graphic Design
- Self-Motivated, work well individually or in a team environment
- Detail Oriented
- Understand Legal terminology
- Business Development
- Consistently rated EXCELLENT in customer service and management
- Confident and comfortable interacting with a diverse group of individuals from all sectors of the community including C-suite level

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## LANGUAGES:

- Native Fluency in English
- Native Fluency in Spanish
- Elementary proficiency in Italian

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## EDUCATION & CERTIFICATIONS

Everest University: Associate of Science, Business Administration, Graduated January 24, 2014

- Certified in Integrity Selling (2013 and 2018)
- Certified Social Marketing (Hootsuite)
- Certified Social Media Marketing (HubSpot 2024)
- Certified Content Marketing (HubSpot 2024)

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## PROFESSIONAL MEMBERSHIPS:

- National Association of Catering & Events- Served as Fundraising Chair (2015-2017)
- Meeting Professional International

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## HONORS & AWARDS:

- Awarded Best Wedding of the Year 2018/2019/2020
- Awarded Top 10 Best Wedding Planner 2018/2019/2020

**MARCIA POLLARD-HAMPTON**  
**16692 CARLTON POND STREET, WIMAUMA FL 33598**  
**609-304-5061 ♦ pollardelaine@aol.com**

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**PROFILE**

A detail-oriented, dedicated Human Resources and Affirmative Action professional with over 25 years of success in staffing, program management, EEO administration, and employee relations. Experienced in improving employee development programs for increased productivity while reducing staffing costs. Able to establish and maintain positive relationships with executives and staff at all levels with outstanding presentation skills. Fully literate in regulatory compliance issues.

***Core Competencies***

- |                      |                           |                         |
|----------------------|---------------------------|-------------------------|
| ♦ Workforce Planning | ♦ HR / EEO Policy         | ♦ Executive Development |
| ♦ Recruiting         | ♦ Compensation Structures | ♦ Policy Administration |
| ♦ Employment Law     | ♦ Benefits Administration | ♦ INVESTIGATOR          |

**CAREER HIGHLIGHTS**

- ❑ Supervised staff with planning and implementation of recruitment activities
- ❑ Interviewed applicants to obtain and verify information used for screening and evaluation purposes
- ❑ Interviewed and counseled employees in career development, training, and promotional opportunities
- ❑ Planned and facilitated staff development programs using classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops; developed training manuals, multimedia visual aids, and other educational materials
- ❑ Processed more than 500 employee evaluations
- ❑ Supported senior management in personnel matters including duty assignments, promotions, training, discipline, awards, and equal employment
- ❑ Provided technical assistance to ensure compliance with Federal and State laws
- ❑ Engaged in alternative dispute resolution (ADR) techniques to resolve employee issues
- ❑ Participated in disciplinary and deposition hearings

**PROFESSIONAL HISTORY**

New Jersey Department of Human Services, Trenton, NJ  
***Affirmative Action Officer 2, 2013- 4/2021***

- Investigated all allegations of discrimination from employees/applicants for employment. Advises head of agency and Department of Personnel, Division of Equal Employment Opportunity and Affirmative Action, of receipt of such complaints.
- Prepared reports finding of facts, conclusions, and recommendations for resolution of complaint to agency head and Department of Personnel, Division of Equal Employment Opportunity and Affirmative Action. Notifies complainant of determination and advises complainant of other agencies where discrimination complaints may be filed and the time constraints for filing same.
- Maintained and provided to agency head affirmative action statistics and analysis necessary for monitoring Affirmative Action Program.
- Acted as agency liaison with Department of Personnel, Division of Equal Employment Opportunity and Affirmative Action, and other federal and state officials in order to develop programs for protected class members, and to ensure the agency's compliance with state and federal laws, Executive Orders, rules, and regulations, and guidelines governing equal employment opportunity and affirmative action activities.
- Advised agency head of quarterly affirmative action data with respect to new hires, promotions, separations, employees enrolled in training and so forth, and prepares narrative and analytical reports for the Department of Personnel, Division of Equal Employment Opportunity and Affirmative Action, regarding these activities.

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▪ **16692 CARLTON POND STREET, WIMAUMA, FL 33598**

▪ **609-304-5061 ♦ pollardelaine@aol.com**

▪ **PROFESSIONAL HISTORY, CONTINUED**

- 
- Reviewed policies and procedures of all division/units for impact on affirmative action and equal employment opportunity. Made recommendations to the Commissioner/head of the agency as necessary.
  - Met with agency officials from various program areas in order to effectively implement and develop the affirmative action program. Keeps officials apprised of their progress in attaining established goals and objectives.
  - Prepared complex confidential correspondence in the course of official duties.
  - Analyzed new state or federal programs and designs methods and systems necessary for the implementation and monitoring of affirmative action activities consistent with all laws, rules, and regulations, governing affirmative action and equal employment opportunity.
  - As a representative of the department, agency, or college, attended meetings, seminars, and conferences concerning equal employment opportunity and affirmative action activities and developments.

NEW JERSEY STATE MOTOR VEHICLE COMMISSION, TRENTON, NJ

***Affirmative Action Specialist I, 2011 – 2013***

- Responsible for development, implementation, and administration of all Commission Affirmative Action policies, regulations, and guidelines
- Prepared and generated investigative reports related to EEO complaints, which includes findings of facts, conclusions and recommendations for solutions.
- Summarized data, reconciled discrepancies and prepared comprehensive investigative reports
- Analyzed workforce development plans in compliance with all state and federal EEO regulations
- Conducted EEO training for employees at all levels, including hourly personnel and senior executive staff
- Researched, interpreted and compiled statistical data related to EEO profiles and statistics
- Planned, scheduled and attended EEO meetings and conferences
- Communicated to the EEO Officer various problematic unit areas
- Responsible for maintaining all budgets for fund raising activities
- Visited several offices and subunits of the department or agency, and discussed with administrative officials their varied operating problems with a view toward EEO, Diversity, Supervisor and Communication training for employees.
- Assisted in coordination and reviewed the conduct of training programs and may personally give orientation, inservice, refresher, and other courses.
- Observed training courses and provided advice and assistance to those conducting such courses to achieve desired objectives.
- Supervised and participated in preparation of procedures schedules, training outlines, manuals, guides, and materials for implementation of the program. Kept current with changes in legislation and regulations and procedures, which may affect department or agency programs and responsibilities and, where required, made revisions in training courses and materials.
- Developed training curriculum.
- Provided information, training and technical assistance to agency, managers and employees concerning all aspects of affirmative action
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▪ *Page Three of Three*

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▪ **MARCIA POLLARD-HAMPTON**

▪ **16692 CARLTON POND STREET, WIMAUMA, FL 33598**



- 609-386-4137 ♦ pollardelaine@aol.com
  - **PROFESSIONAL HISTORY, CONTINUED**
- 

NEW JERSEY STATE DEPARTMENT OF LABOR, TRENTON, NJ

***Affirmative Action Specialist II, 1993 – 2004***

- Investigated discrimination reports and complaints – analyzed and interpreted documentary evidence as related to unlawful discrimination; gathered case information; analyzed data; created reports
- Interpreted Title 7 and Title 4A law to ensure conformance of internal policies
- Maintained statistical EEO data on organizational staffing trends and promotion practices
- Analyzed and applied statistical data to workforce development plans and internal EEO audits
- Provided EEO training, coaching, and counseling for executive staff at all levels
- Assisted the EEO officer in maintaining non-discriminatory policy and standard operating procedures
- Began as employment interviewer and advanced to employment counselor and subsequently affirmative action specialist due to understanding of employment practices and job performance

**EDUCATION AND DEVELOPMENT**

***M.S.A., General Administration/Human Resources, Central Michigan University: 2003***  
***B.A., Industrial Relations/Labor Studies, Rutgers University: 1980***

**RESOLUTION 2023-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
DESIGNATING THE OFFICERS OF CREEK PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT, AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Creek Preserve Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

**WHEREAS**, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per F.S. 190.006(6).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF CREEK PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown, to wit:

_____	Chair
_____	Vice-Chair
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Heather Dilley</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 5<sup>TH</sup> DAY OF January, 2023**

**ATTEST:**

**VENTANA  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair of the Board of Supervisors

# **CREEK PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

**November 3, 2022, Minutes of the Landowner's Election**

## **MINUTES OF THE LANDOWNER'S ELECTION**

The Landowner's Election of the Board of Supervisors for the Creek Preserve Community Development District was held on **Thursday, November 3, 2022, at 2:00 p.m.** at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

### **1. CALL TO ORDER/ROLL CALL**

Brian Lamb called the Landowner's Election of the Board of Supervisors of the Creek Preserve Community Development District to order on **Thursday, November 3, 2022, at 2:45 p.m.**

Staff Members Present:

Brian Lamb	District Manager, Inframark
Brittany Crutchfield	Administrative Assistant, Inframark
Vanessa Steinerts	District Counsel, Straley & Robin, P.A.

There was one resident present and (2) residents via conference call in attendance.

### **2. APPOINTMENT OF MEETING CHAIRMAN**

Brian Lamb from Inframark stated that he will be serving as the meeting chairman.

### **3. ANNOUNCEMENT OF CANDIDATES/CALL FOR NOMINATIONS**

Mr. Lamb briefly announced that they did not receive any ballots or proxies as well as no nominees present to serve on the Board for Seats two, and five.

### **4. ELECTION OF SUPERVISORS**

Mr. Lamb suggested for those current Board members that are serving Seats two and five could continue to serve the Board until further action is made to assign the vacant seats. A Special meeting will be assessed to fill in the vacant seats.

### **5. OWNERS REQUESTS**

The resident had concerns about the notice of the special meeting to discuss nomination and how will it be delivered to the residents. Mr. Lamb briefly explained the procedure of advertisement and website posting for residents to be aware of the upcoming meeting.

**6. ADJOURNMENT**

The landowner's election was adjourned.

*\*These minutes were done in summary format.*

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Secretary**  
☐ **Assistant Secretary**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Chairman**  
☐ **Vice Chairman**

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Official District Seal

**CREEK PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT**

**November 03, 2022, Minutes of Regular Meeting**

**MINUTES OF THE REGULAR MEETING**

The Regular Meeting of the Board of Supervisors for the Creek Preserve Community Development District was held on **Thursday, November 03, 2022, at 2:00 p.m.** at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

**1. CALL TO ORDER**

Brian Lamb called the Regular Meeting of the Board of Supervisors of the Creek Preserve Community Development District to order on **Thursday, November 03, 2022, at 2:00 p.m.**

**Board Members Present and Constituting a Quorum:**

Nick Dister	Vice-Chair
Laura Coffey	Supervisor
Kelly Evans	Supervisor
Ryan Motko	Supervisor

**Staff Members Present:**

Brian Lamb	District Manager, Inframark
Brittany Cruthfield	Administrative Assistant, Inframark
Vanessa Steinerts	District Counsel, Straley Robin Vericker
John Vericker	District Counsel, Straley Robin Vericker

There were no audience members in attendance.

**2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

**3. VENDOR AND STAFF REPORTS**

**A. District Counsel**

**B. District Engineer**

**C. District Manager**

*i. Book Drive Flyer*

*ii. American Ecosystem Aquatic Report*

*iii. Community Inspection Reports*

There were no additional reports from staff.

**4. BUSINESS ITEMS**

**A. Consideration of Resolution 2023-02; Canvassing & Certifying the Results of the Landowners Election**

**B. Consideration of Resolution 2023-03; Designating Officers**

The Board decided to forgo Resolution 2023-02, and Resolution 2023-03 until next special meeting.

**C. Consideration of Resolution 2023-03; Adopting Amended Budget FY 2022-2023**

The Board reviewed the resolution and motioned to approve.

MOTION TO:	Approve Resolution 2023-03.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Evans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**D. General Matters of the District**

There were no general matters of the District at this time.

**5. CONSENT AGENDA ITEMS**

**A. Consideration of Minutes of the Public Hearing and Regular Meeting August 22, 2022**

**B. Consideration of Operations and Maintenance Expenditures August 2022**

**C. Consideration of Operations and Maintenance Expenditures September 2022**

**D. Review of Financial Statements for Month Ending September 30, 2022**

The Board reviewed the Consent Agenda items and motioned to approve.

MOTION TO:	Approve the Consent Agenda items A through D.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Evans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**6. SUPERVISOR REQUESTS**

There was no supervisor request at this time.

**7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

There were no audience comments.

**8. ADJOURNMENT**

MOTION TO:	Adjourn the Regular Meeting and Continue the business items A & B with a set date and time of the next special meeting.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

*\*Please note the entire meeting is available on disc.*

*\*These minutes were done in summary format.*

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Secretary**  
☐ **Assistant Secretary**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Chairman**  
☐ **Vice Chairman**

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Official District Seal