

In The Matter Of:
Central Florida Tourism Oversight District

Board of Supervisors
Meeting April 25, 2025

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CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT
BOARD OF SUPERVISORS MEETING

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LOCATION: Central Florida Tourism Oversight
District
1900 Hotel Plaza Boulevard
Lake Buena Vista, Florida 32830

DATE TAKEN: April 25, 2025

TIME: 10:30 a.m. - 10:44 a.m.

REPORTED BY: SANDRA D. BROWN, FPR,
Court Reporter and Notary Public
State of Florida at Large

PRESENT:

BOARD MEMBERS: Alexis Yarbrough, Chair (via remotely); Brian Aungst, Jr.; Bridget Ziegler; John Gilbert; Scott Workman

SPEAKERS: Chaplain Ian Lord, Orange County Fire & Rescue; Stephanie Kopelousos, District Administrator; Craig Sandt, Principal Construction Manager

CFTOD STAFF: Stephanie Kopelousos, District Administrator; Mike Crikis, Deputy District Administrator; Roy Payne, Esquire, General Counsel; Alycia Mills, District Clerk, Executive Assistant; Tanya Naylor, Director of Security and Emergency Management; Ron Zupa, IT Service Delivery Manager; Samarth Thomas, Systems Administrator; Susan Higginbotham, Chief of Finance; Christine Ferraro, Director - RCES; Roger Smith, Deputy Fire Chief; Eddie Fernandez, CFTOD Operational Safety Consultant; Tiffany Kimball, Contracting Officer; Yenni Hernandez, Chief Information Officer; Katherine Luetzow, Planning & Engineering Manager; Matthew Oberly, External Affairs Director; Heidi Powell, Manager - Financial Reporting Analysis; Douglas Henley, Director of Facilities; Ella Hickey, Building & Safety; Craig Sandt, Principal Construction Manager; Jason Herrick, Manager Gas Water & Wastewater; Joel Edwards, Deputy Chief/Fire Marshal; Wendy Duncan, Director - Environmental Sciences; Michele Dicus, Director - Human Resources; Mary Balliet, Senior Human Resources Generalist; Joey Rodriguez, Manager/Chief Building Official

P R O C E E D I N G S

* * * * *

MR. AUNGST: All right. Good morning. My watch is telling me it's now 10:30 a.m., so I will call the April 25th, 2025, meeting of the Central Florida Tourism Oversight District Board to -- to order.

Our Chair, Alexis Yarbrough, is attending virtually, and she's asked me to preside over today's meeting and try to keep things moving. So without further ado, it is my pleasure to welcome Chaplain Ian Lord, a firefighter at Orange County Fire and Rescue, who will provide our invocation.

Chaplain Lord, thank you for joining us today.

CHAPLAIN LORD: Thank you for having me.

MR. AUNGST: Right there at the podium works great. And just push the button on the mic, and you'll be good to go.

CHAPLAIN LORD: It's already on. Okay. Thank you for having me. Please bow your heads in a moment of silence.

Heavenly Father, we just want to thank you for being here today. Lord, we ask that you give the Tourism Oversight District the wisdom and discernment to make the right decisions, lead them

1 as they go about their daily lives in making
2 decisions for each and every one of us here at the
3 Oversight District.

4 And, Lord, we just pray for our first
5 responders, that you place a hedge of protection
6 over them, "For we know the plans that you have for
7 you," says the Lord, "plans to give you hope and a
8 future, to prosper you and not to harm you," from
9 Jeremiah 29:11. And we ask this in your Holy
10 precious name, Amen.

11 ATTENDEES: Amen.

12 MR. AUNGST: Chaplain Lord, thank you so much
13 for your service, and thank you for being here
14 today. Very much appreciated.

15 And now we will ask Chief Roger Smith to lead
16 us in the Pledge of Allegiance.

17 ATTENDEES: I pledge allegiance to the flag of
18 the United States of America, and to the Republic,
19 for which it stands, one nation, under God,
20 indivisible, with liberty and justice for all.

21 MR. AUNGST: Thank you, Chief Smith. Okay.
22 We're at the portion of our meeting for public
23 comment on items that are not on the agenda. Do we
24 have any comment cards?

25 MR. PAYNE: I don't think we have any cards.

1 MS. KOPELOUSOS: No.

2 MR. AUNGST: Seeing none, we will move on to
3 our consent agenda. The only item on today's
4 consent agenda are the March meeting minutes. Has
5 everyone had a chance to review those?

6 Do we have a motion to approve the consent
7 agenda?

8 MR. GILBERT: So moved.

9 MS. ZIEGLER: Second.

10 MR. AUNGST: All those in favor.

11 THE BOARD: Aye.

12 MR. AUNGST: Any opposed? Okay. That passes
13 unanimously --

14 MADAM CHAIR YARBROUGH: Aye.

15 MR. AUNGST: -- yes.

16 MR. PAYNE: We may want to wait so Madam
17 Chair --

18 MR. AUNGST: Yes. Sorry. My apologies, Madam
19 Chair.

20 MADAM CHAIR YARBROUGH: I just wanted to make
21 sure you heard me; aye.

22 MR. AUNGST: Yes, we did. Yes, we did.
23 Unanimous.

24 So we'll move on to Agenda Item 6.1, which is
25 the management report, from our esteemed district

1 administrator, Stephanie Kopelousos.

2 MS. KOPELOUSOS: Thank you, Chair. Just a
3 couple items to bring up. This week has been a
4 busy week. Where is Wendy? Wendy, thank you and
5 your team. We -- they did an Earth Day celebration
6 at the lab, and it was wonderful.

7 There were about 100 visitors came through,
8 including some of us. Very educational and just
9 went through what kind of they all have going on at
10 the lab, including a little fishing in the pond.
11 Catch and release, of course. Some people had
12 better luck at that than others. And then they did
13 a lunch out there where they raised about \$400 for
14 Relay for Life, so ended up a very nice event.

15 Yesterday, her team also spearheaded a litter
16 pickup, which we had -- we picked up about 20 bags,
17 55 gallon bags of trash right behind the hotel over
18 here on -- bordering 535 in the canal area.

19 So we had some chairs, some tires. It was
20 quite a bit of -- of trash that they collected. I
21 can't say, I did not participate, but the team
22 really did do a great job, and it's nice to see
23 that we're looking out for our community and our
24 area, and the stuff that's not visible, right?
25 Everything looks pretty down Hotel Plaza Boulevard;

1 flowers, everything. It's kind of those back areas
2 that we're trying to maintain that, as well.

3 The planning and engineering team is working
4 diligently on getting the comp plan done, so as we
5 talked about, we'll be doing some briefings with
6 each of you. We will go before y'all as the
7 planning board on May 23rd, right at the -- right
8 before the next Board meeting, and then it goes
9 before the Board on June 26th, and then goes to
10 the City's on July 9th.

11 So we have a timeline set, and, hopefully, we
12 keep within that timeline. But a lot of hard work
13 has gone into that. Katherine, appreciate your
14 team. You and Lee spearheading this and really
15 getting everybody engaged, so thank you.

16 Just a couple of other things. Design work is
17 about to go out for procurement for the expansion
18 of Western Way and the BVD interchange, so that's
19 going to be the next big project we have coming up.
20 And I hate to say this, I feel like I'm going to
21 jinx this now by saying this, but we are preparing
22 for hurricane season again. I feel like we just
23 had this, and now we're coming again.

24 Tanya, I appreciate your efforts in making
25 sure our whole team is getting their plans updated

1 to make sure we're prepared for whatever hopefully
2 does not come our way. I keep thinking if we're
3 over prepared, then it's -- nothing is going to
4 happen.

5 And then Orange County and several of our
6 surrounding counties have put in place -- as you
7 know, we're dry. Pretty dry here, haven't gotten a
8 lot of rain -- a burn ban, and so we followed suit
9 with that. They're still allowed the small, like,
10 charcoal grilling and that type of thing, at this
11 point, but -- and nothing is happening with
12 fireworks. Those are all permitted, so it's just
13 really the unpermitted burning, especially, people
14 in the county when they burn their trash and that
15 type of thing, they put a stop to all that.

16 So we will continue to monitor that and make
17 sure -- hopefully, we will get some rain. If
18 anybody knows a rain dance or anything like that we
19 can do, happy to -- to do, but we do need some
20 water, and we'll continue to monitor that and make
21 sure that if we need to get more restrictive, that
22 we will bring that forward, as well.

23 That is all I have, Mr. Chair.

24 MR. AUNGST: Thank you, Administrator
25 Kopelousos. Are there any questions for

1 Administrator Kopelousos?

2 MS. ZIEGLER: No, sir.

3 MR. AUNGST: All right. And thank you to all
4 of our awesome team members. You know, we say it a
5 lot, but magic behind the magic, this place would
6 not be the special, special place in the world that
7 it is without you. And all of that extra work that
8 you do, particularly, behind the scenes that no one
9 ever thinks about or maybe even knows is happening,
10 it's what makes the difference here, so thank
11 you-all very much for everything.

12 We'll move on to Agenda Item 7.1. In Item
13 7.1, the District seeks approval to award contract
14 No. C006571 for Epcot Center Drive sign structure
15 replacements to Hubbard Construction Company.
16 Approval of this item authorizes the district
17 administrator to execute contract No. C006571 in
18 the amount of \$2,260,070 plus a 10 percent
19 contingency for a total of \$2,486,077.

20 Mr. Sandt, District's principal construction
21 manger, will present on Item 7.1.

22 MR. SANDT: Good morning, Madam Chair
23 Yarbrough, on the phone, members of the Board,
24 District administration, I'm here to present this
25 next item -- well, the first one.

1 This project is to replace two overhead sign
2 structures on Epcot Center Drive. In the exhibit
3 we have here, they're right around in the area of
4 the Epcot parking lot, the Epcot park, replacing
5 the sign structures on there to existing ones
6 bringing them up to current specifications.

7 This bid went out to procurement. Procurement
8 sent it out January 15th, and we had three bidders
9 on the project. Hubbard Construction Company --
10 the basis of the award was the base bid. Hubbard
11 Construction Company was the lowest base bid. We
12 got such a good buyout on this that we elected to
13 perform 15 alternates within the bid, and those
14 alternates were for sign structures throughout the
15 property.

16 Mainly, those sign structures were World Drive
17 eastbound, westbound Osceola Parkway, and westbound
18 Western Way. Funding for this project comes
19 through planning and engineering budgets, and this
20 request also includes 10 percent contingency in the
21 contract.

22 MR. AUNGST: Okay. Any questions for
23 Mr. Sandt? I did notice at least one of these
24 signs when I was at Epcot recently, and I think I
25 asked Stephanie. She said, don't worry about it,

1 we're working on it, so it's good to see that we're
2 getting some new replacements.

3 MS. KOPELOUSOS: Also recognize another one
4 that is the DOT one that we have asked for some
5 help on that.

6 MR. AUNGST: That's right. We're on the
7 lookout. So is there a motion and a second to
8 approve Agenda Item 7.1?

9 MS. ZIEGLER: So moved.

10 MR. AUNGST: Is there a second?

11 MR. WORKMAN: Second.

12 MR. AUNGST: Okay. All those in favor, please
13 say aye.

14 THE BOARD: Aye.

15 MR. AUNGST: All right. That passes
16 unanimously.

17 Now we're moving on to Agenda Item 7.2. Item
18 7.2 seeks approval to establish an \$8,200,000
19 budget for the Buena Vista Drive northbound milling
20 and resurfacing project. Item 7.2 authorizes the
21 district administrator to execute contract
22 No. C006775 with Hubbard Construction Company in
23 the amount of \$6,936,016 plus a 10 percent
24 contingency for a total of \$7,629,618.

25 Once again, Mr. Sandt will be presenting on

1 Item 7.2.

2 MR. SANDT: Yes, thank you. Once again, this
3 item is kind of twofold. First part of it is to
4 establish the budget of \$8.2 million to use for the
5 Buena Vista Drive and World Drive northbound
6 milling resurfacing project.

7 This project -- go to the exhibit real quick.
8 Buena Vista Drive, we will be repaving both lanes
9 east and westbound where we left off of just west
10 of the Riviera Resort, which we did last year, and
11 we're going to follow that milling resurfacing all
12 the way up to the next bridge to the west, which is
13 about -- in between the Epcot Resort -- Epcot
14 Resort Boulevard's horseshoe area, too.

15 It also includes World Drive northbound, and
16 World Drive northbound, the limit is basically from
17 Buena Vista Drive to Epcot Center Drive, including
18 the on-and-off ramps on there.

19 This project went out to bid February 13th.
20 Our procurement department sent it out. We
21 received five bids. The lowest responsive and
22 reasonable bidder was Hubbard Construction. This
23 funding for this project is bond funded, and it is
24 out of the 2024A Transportation Ad Valorem bonds.

25 MR. AUNGST: Any questions for Mr. Sandt?

1 Do I have a motion to approve Agenda Item 7.2?

2 MR. GILBERT: So moved.

3 MR. AUNGST: Is there a second?

4 MR. WORKMAN: Second.

5 MR. AUNGST: Okay. All those in favor, say

6 aye.

7 THE BOARD: Aye.

8 MR. AUNGST: Any opposed? That carries

9 unanimously.

10 All right. Moving on to Agenda Item 7.3.

11 Item 7.3 seeks approval of Task Work Order No. 1

12 for construction, engineering, inspection, and

13 materials testing support services for the Buena

14 Vista Drive and World Drive northbound milling and

15 resurfacing project.

16 Item 7.3 also gives the district administrator

17 authorization to issue the task work order to

18 Civil/Site Engineering, Incorporated, in the amount

19 of \$454,568 plus a 10 percent contingency for the

20 total amount of \$500,025.

21 Mr. Sandt, you're betting a thousand.

22 MR. SANDT: Last but not least.

23 MR. AUNGST: Go for the trifecta.

24 MR. SANDT: So this project right here is for

25 support for us. We'll manage the project in-house,

1 but this is for the construction, engineering,
2 inspections for the asphalt work, too. We have
3 probably a total of about 129 paving days in this
4 project, too, so they will provide support for
5 offsite plan inspection, asphalt placement
6 inspection, MOT inspection on the job that we
7 previously went over for the construction project.

8 MR. AUNGST: All right. Any questions for
9 Mr. Sandt on Item 7.3?

10 Is there a motion to approve Item 7.3?

11 MR. GILBERT: So moved.

12 MS. ZIEGLER: Second.

13 MR. AUNGST: Second. All those in favor, say
14 aye.

15 THE BOARD: Aye.

16 MR. AUNGST: Any opposed? All right. That
17 also carries unanimously.

18 All right. That concludes the action items
19 for today.

20 We're moving on to other business. Does
21 anyone have any other business they would like to
22 bring up for discussion? No? All right.

23 I just want to say, Stephanie, thank you,
24 again, for a great meeting, all your hard work.

25 The team, awesome job as always. I think we set a

1 record time today, which is great, so good on us
2 for government efficiency.

3 And I also want to say, just for all of you,
4 looking forward to the future. We're looking
5 forward to discussing comp plan and also the budget
6 in the coming months. And I know you are already
7 very hard at work on that, Susan, and, Katherine,
8 the comp plan has been a constant labor of love.

9 So we are very appreciative of that and
10 looking forward to having those great
11 conversations, and stay tuned.

12 And with that, we are adjourned. Thank you.

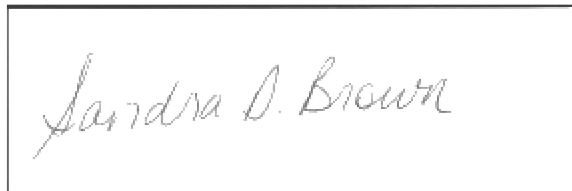
13 (The meeting adjourned at 10:44 a.m.)
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C E R T I F I C A T E

STATE OF FLORIDA
COUNTY OF ORANGE

I, SANDRA D. BROWN, Florida Professional
Reporter, certify that I was authorized to and did
stenographically report the foregoing proceedings
and that the transcript is a true and complete
record of my stenographic notes.

Dated this 19th day of May, 2025.

A rectangular box containing a handwritten signature in cursive script that reads "Sandra D. Brown".

SANDRA D. BROWN
FLORIDA PROFESSIONAL REPORTER

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