



Central Florida Tourism Oversight District

Board of Supervisors Meeting

REGULAR MEETING MINUTES

June 27, 2025

Regular Meeting called to order by Chair Yarbrough of the Central Florida Tourism Oversight District Board of Supervisors at 10:30 a.m. at the Administration Office of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida. An opening Invocation by Fire Chaplain Rick Spencer and Pledge of Allegiance led by Wendy Duncan were given.

Present

Chair Alexis Yarbrough
Supervisor Brian Aungst Jr.
Supervisor Bridget Ziegler

Absent

Supervisor John Gilbert
Supervisor Scott Workman

Also Present

District Administrator S.C. Kopelousos
Deputy District Administrator Mike Crikis
Chief of Finance Susan Higginbotham
Chief Strategic Officer Chad Colby
District Attorney Roy Payne
District Clerk Alycia Mills
Director of Security and Emergency Management
Tanya Naylor
CFTOD Operational Safety Consultant Eddie Fernandez
Contracting Officer Tiffany Kimball
Director of Human Resources Michelle Dicus
Chief Information Officer Yenni Hernandez
Assistant Chief – Operations Roger Smith
Director of Energy Services Chris Ferraro
Planning & Engineering Manager Katherine Luetzow
Financial Reporting Analysis Manager Heidi Powell,
Director of Facilities Douglas Henley
Director of Building & Safety Ella Hickey
Director of Public Works Jason Herrick
Director of Environmental Sciences Wendy Duncan
Director of Utility Business Affairs Jennifer Albritton

PUBLIC COMMENT

There were no requests for public comment, and no public comment were made at this meeting.

CONSENT AGENDA

Confirming there were no objections, Chair removed Item 5.3 from the Consent Agenda for consideration at a future meeting.

Supervisor Aungst moved to approve the Consent Agenda, which motion was seconded by Supervisor Ziegler. There was no discussion among the Supervisors and the Consent Agenda was approved by a unanimous vote.

REPORTS

The District Administrator announced that Mandy Grant will receive the 2025 Engineering Society Engineer of year award at their annual conference.

The District is beginning the process of installing replacement lighting in each garage starting with the orange garage, and (iii).

The district held a design engineering forum for the expansion of western way and the interchange at western way and Buena Vista drive.

GENERAL BUSINESS

7.1 Three-year contract for herbicide supply and delivery to Helena Agri-Enterprises, LLC

Environmental Director Wendy Duncan presented information on Item 7.1 and recommended Board approval to award a three-year contract for aquatic herbicide supply and delivery to Helena Agri-Enterprises.

There was no Board discussion. Upon motion by Supervisor Aungst, seconded by Supervisor Ziegler, the Board unanimously approved Item 7.1.

7.2 Design-Build Boiler #3 Replacement - Phase 1 – Contract #C006790 with Thermal Tech, Inc. – RCES

Energy Services Director, Chris Ferraro presented information on Item 7.2 and recommended Board approval of contract #C006790 with Thermal Tech, Inc for design-build services related to replacement of the main boiler and associated equipment in the North service area at the Central Energy Plant.

There was no Board discussion. Upon motion by Supervisor Aungst, seconded by Supervisor Ziegler, the Board unanimously approved Item 7.2.

PUBLIC HEARING

Ordinance/Resolution No. 674 – First Reading – Amending the District's current comprehensive plan

Chair Alexis Yarbough read Ordinance/Resolution No. 674 by title only, followed by District counsel Roy Payne reading Resolution No. 674. Planning & Engineering

Manager Katherine Luetzow made a presentation regarding the 2045 Comprehensive Plan and outlined all changes.

Chair Yarbough asked for public comment, but no one requested to speak. The chair thanked Katherine Luetzow and her team for all their hard work and asked the Board if there were any comments. Supervisor Ziegler and Supervisor Aungst reiterated the Chair's comments.

A roll call vote was conducted by District Administrator S.C. Kopelousos.

Chair Yarbrough – Yes

Supervisor Aungst - Yes

Supervisor Ziegler – Yes

Motion was unanimously approved by the Board.


OTHER BUSINESS

Chair Yarbough asked if there was any further business to discuss.

ADJOURN

There being no further business to come before the board, the Chair adjourned the meeting at 10:45 a.m.

ATTESTED THIS 25th day of July

By: 
Alycia M Mills, District Clerk