



## **Central Florida Tourism Oversight District**

### **Board of Supervisors Meeting**

#### REGULAR MEETING MINUTES

January 23, 2026

On Friday, January 23, 2026, the Central Florida Tourism Oversight District Board of Supervisors met in regular session at the Administration Office of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida. The meeting was posted in accordance with Florida Statutes, and a quorum was present.

#### **Board of Supervisors Present:**

Chair Alexis Yarbrough  
Supervisor Matt Ravenscroft  
Supervisor David Woods  
Supervisor John Gilbert

#### **Supervisors Via Virtual**

Supervisor Scott Workman

#### **CFTOD Staff:**

Deputy District Administrator Mike Crikis  
Chief Financial Officer Susan Higginbotham  
Chief Strategic Officer Chad Colby  
Fire Chief Eric Fearri  
District Attorney Roy Payne  
District Clerk Alycia Mills  
Director of Security and Emergency Management Tanya Naylor  
Director of Planning and Engineering Katherine Luetzow  
Director of Energy Services Chris Ferraro  
Director of Construction Management Craig Sandt  
Human Resources Director Michele Dicus  
Contracting Officer Tiffany Kimball  
Chief of Public Works Jason Herrick  
Director of Environmental Sciences Wendy Duncan  
Director of Facilities Douglas Henley  
Director of Building & Safety Ella Hickey  
IT Service Delivery Manager Ron Zupa  
Construction Management Manager Alex Forth  
Internal Risk Manager Eddie Fernandez

#### **1. Call to Order**

Chair Yarbrough called the meeting to order at 10:30 a.m. and introduced the new Supervisors, Supervisor Matt Ravenscroft and Supervisor David Woods.

#### **2. Opening Invocation**

An invocation and message were delivered by Fire Chaplain Billy Dover

### **3. Pledge of Allegiance**

The Pledge of Allegiance was led by Chief Assistant Chief Robert Creager

### **4. PUBLIC COMMENT**

There were no public comments.

### **5. REPORTS**

#### **5.1 Informational Report: Semi-Annual Report of Easements**

Presented by Katherine Luetzow. Report describing the temporary construction easements entered into by the District between July 2025 and December 2025.

#### **5.2 Administrator's Report**

Mike Crikis presented the following items:

- District garages have seen record crowds recently and garage staff should be commended.
- It was the District's Fire Department's 42<sup>nd</sup> year providing medical support for the Run Disney 2026 World Marathon; featuring a 5K, 10K, a half marathon and a full marathon with approximately 61,000 runners participating. Appreciation to the Fire Department for all the work and help.
- A team from the District's Fire Department participated recently in the Central Florida Rope Rescue Challenge in Orlando and won the challenge overall. Congratulations to the team, including Rescuer One (1), Lieutenant Todd Pulver; Rescuer Two (2), Firefighter Paramedic, Steven Gabe; Anchor One (1), Firefighter Paramedic, Ben Whitley; and Anchor Two (2), Firefighter Paramedic, Armando Rivas. The Team Captain was Firefighter Engineer, Greg Sumar, with the Alternates being Firefighter Engineer, Danielle Sanchez; Firefighter Paramedic, Matt Donahgue and Firefighter Paramedic, Juan Rivera.
- Special recognition to Firefighter Paramedic, Ben Whitley, the District Fire Department Special Operations Team Hazmat Leader, as he received the Hazmat Technician of the Year Award at the 2026 Florida Fire and EMS Conference in Orlando.

### **6. CONSENT AGENDA**

There were no changes or objections to the consent agenda.

**Motion: Supervisor John Gilbert moved to approve the Consent Agenda. Supervisor Ravenscroft seconded.**

**Vote: Motion carried unanimously.**

### **7. GENERAL BUSINESS**

- 7.1 Approve establishing a budget of \$1,549,403 for replacement of Anoxic Lift Pump #1 at the District's Water Resource Recovery Facility, authorize the District Administrator to execute Contract #C006993 with Evoqua Water Technologies LLC, for pump and associated replacement work in the amount of \$1,449,403; approve RCES support services fees of \$100,000; all amounts include a 10% contingency for unforeseen issues**

Energy Services Director, Chris Ferraro, presented background information on Item 7.1 and recommended Board approval.

**Motion: Supervisor John Gilbert moved to approve Item 7.1. Supervisor David Woods seconded.**

**Vote: Motion carried unanimously.**

- 7.2 Approve establishing an initial budget of \$6,750,000 for the North Service Area Electrical System Extension, consisting of allowances for RCES design/support services (\$1,000,000), professional services (\$750,000), and Owner Furnished Materials (\$5,000,000), all including 10% contingency for unforeseen issues; and authorize the District Administrator to execute subsequent contracts for such allowances, subject to individual procurement reviews**

Energy Services Director, Chris Ferraro, presented information on Item 7.2 and recommended Board approval.

**Motion: Supervisor John Gilbert moved to approve Item 7.2. Supervisor Ravenscroft seconded.**

**Vote: Motion approved unanimously.**

## **8. OTHER BUSINESS**

## **9. FOR INFORMATION**

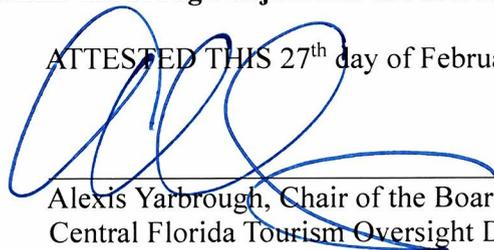
- 9.1 Contract between CFTOD and Tower Engineering Inc. related to the expansion of the Studio South Central Energy Plant to extend RCES chilled water production capacity, approved by the Board at the November 21, 2025, meeting**

Energy Services Director, Chris Ferraro, presented a summary of the item.

## **10. ADJOURN**

**There being no further business, Chair Yarbrough adjourned the meeting at 10:47 a.m.**

ATTESTED THIS 27<sup>th</sup> day of February, 2026



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Alexis Yarbrough, Chair of the Board of Supervisors  
Central Florida Tourism Oversight District



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Vanessa Heiser, Paralegal  
Central Florida Tourism Oversight District