



# Central Florida Tourism Oversight District

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## Board of Supervisors Meeting

### REGULAR MEETING MINUTES

December 19, 2025

On Friday, December 19, 2025, 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 Brian Aungst Jr.  
Supervisor John Gilbert  
Supervisor Scott Workman

#### **Supervisors Via Virtual**

Supervisor Bridgett Ziegler

#### **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

## **2. Opening Invocation**

An invocation and message were delivered by Fire Chaplain Rick Spence

## **3. Pledge of Allegiance**

The Pledge of Allegiance was led by Chief Eric Ferrari

## **4. PUBLIC COMMENT**

Marty Rubin, CEO of Smart City, Lake Buena Vista, Florida, addressed the anniversary of Walt Disney passing on December 15, 1966, and gave a background history on the remarkable entertainment, business, and opportunity Walt Disney created.

## **5. REPORTS**

### **5.1 Informational Report: 2024 District Engineer's Annual Report**

Presented by Katherine Luetzow as required by statute for Ch. 298 drainage and water control districts. Report on the water control system and operational status of the District's facilities.

### **5.2 Informational Report: 2025 Water Control Structure Inspection Report**

Annual inspections conducted on all primary structures (above and below water). Findings used to identify maintenance or repair needs for maintenance and improvement programs.

**Status:** The District is in compliance with all master permits, and the system is in good standing.

### **5.3 Informational Report: Electric Reliability Compliance Program Report**

Presented by Energy Services Director, Chris Ferraro; the electric reliability compliance program has been administered by RCES since the 2000s to ensure compliance with federal, regional, and state agencies. The District's electric system is subject to approximately 30 federal standards.

**Status:** All administrative requirements, compliance surveys, data requests, audits, and certifications completed on time. Results indicated low inherent risk and full compliance. Electric grid security (cyber and physical) vulnerabilities are being minimized or eliminated.

#### **5.4 Management Report**

Presented by Deputy District Administrator Mike Crikis. The Deputy Administrator provided updates on several major construction milestones. World Drive Phase 3 has made significant progress with base pavement now installed from the north end at Fire Station 3 southbound through the first roundabout, with three roundabouts planned in total. A major water control structure replacement project on Barry Island Road is proceeding on schedule. The Lime Garage Lighting Project has been completed, providing improved safety and security with enhanced lighting throughout the garages.

The District Fire Department was recognized by Advent Health and presented awards to the Fire Department personnel for extraordinary work to save the lives of three individuals.

The Fire Department's honor guard and personnel participated in welcome events for the Snowball Express, a multi-day event honoring families of fallen military members and first responders.

On December 12, the special operations team descended from the rooftop of AdventHealth Celebration Hospital dressed as the Grinch, Santa's elves, and Santa Claus to visit patients including children. The district also supported the Salvation Army's Angel Tree Program, with over 100 district employees fulfilling wish lists for 73 children, providing toys, clothes, coats, and 18 bikes to families in need during the holiday season.

### **6. CONSENT AGENDA**

There were no changes or objections to the consent agenda.

**Motion: Supervisor Aungst moved to approve the Consent Agenda. Supervisor Gilbert second.**

**Vote: Motion carried unanimously.**

### **7. GENERAL BUSINESS**

#### **7.1 Approve award of a fixed fee contract for the 2026 Milling and Resurfacing Pavement Program with Watson Civil Construction, Inc., and authorize the District Administrator to execute Contract #C006628 in the amount of \$6,763,333 plus 10% contingency for a total amount of \$7,439,667**

Construction Management Director, Craig Sandt presented background information on Item 7.1 and recommended Board approval to award the Fiscal Year 2026 Mill and Resurfacing Pavement Program Construction Project to Watson Civil Construction Incorporated for pavement resurfacing and guardrail replacement at multiple locations throughout the district.

**Motion: Supervisor Aungst moved to approve Item 7.1. Supervisor Gilbert seconded**

**Vote: Motion approved unanimously**

**7.2 Approve establishing the initial budget for the Victory Way Substation electrical system expansion in the amount of \$8,700,000 which consists of allowances for RCES design/support services fees of \$1,000,000; professional services of \$1,500,000; and owner-furnished materials of \$6,200,000; all with 10% contingency for unforeseen issues, and authorize the District Administrator to execute subsequent contracts for such allowances**

Energy Services Director, Chris Ferraro presented information on Item 7.2 and recommended Board approval to establish the initial budget for the Victory Way Electric System Expansion project to accommodate a new customer service request, including allowances for design services, professional services, and owner-furnished materials, all with a 10% contingency.

**Motion: Supervisor Aungst moved to approve 7.2. Supervisor Workman seconded**

**Vote: Motion approved unanimously**

**7.3 Approve establishing the initial budget for District Lift Station #60 (LS-60) rehabilitation and upgrade project in the amount of \$950,000 which consists of allowances for RCES design/support services fees of \$200,000; and professional services of \$750,000; all with 10% contingency for unforeseen issues, and authorize the District Administrator to execute the subsequent contracts for such allowances**

Chris Ferraro presented information on Item 7.3 and recommended Board approval to establish the initial budget for the replacement of Master Lift Station Number 60, a wastewater lift station constructed in the late 1990s that has reached the end of its useful life, including allowances for design and professional services, all with a 10% contingency.

**Motion: Supervisor Aungst moved to approve 7.3. Supervisor Gilbert seconded**

**Vote: Motion approved unanimously**

**7.4 Approve establishing the initial budget for the Epcot Energy Plant Boiler #2 replacement project in the amount of \$1,350,000 which consists of allowances for RCES design/support services fees of \$250,000; professional services of \$400,000; and owner-furnished materials of \$700,000; all with 10% contingency for unforeseen issues, and authorize the District Administrator to execute the subsequent contracts for such allowances**

Energy Services Director, Chris Ferraro presented information on Item 7.4 and recommended Board approval to establish the initial budget for the replacement of Boiler Number 2 at the Epcot Central Energy Plant, continuing the replacement of three original natural gas-fired boilers installed in 1981, including allowances for design services, professional services, and owner-furnished materials, all with a 10% contingency.

**Motion: Supervisor Aungst moved to approve 7.4. Supervisor Workman seconded**

**Vote: Motion approved unanimously**

**8. OTHER BUSINESS**

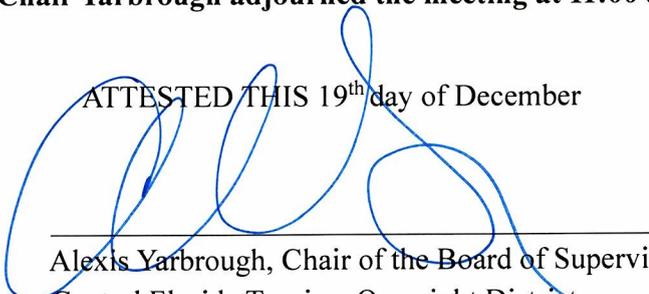
The Board discussed the 2026 meeting, moving the May Board of Supervisors meeting to May 29.

**9. FOR INFORMATION**

**10. ADJOURN**

**There being no further business, Chair Yarbrough adjourned the meeting at 11:00 a.m.**

ATTESTED THIS 19<sup>th</sup> day of December



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



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~~Alycia M. Mills, District Clerk~~  
Central Florida Tourism Oversight District

Ray Payne, District  
Counsel