



## **Central Florida Tourism Oversight District**

### **Board of Supervisors Meeting**

#### REGULAR MEETING MINUTES

February 27, 2026

On Friday, February 27, 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  
Supervisor Scott Workman

#### **CFTOD Staff:**

Deputy District Administrator Mike Crikis  
Chief Financial Officer Susan Higginbotham  
Chief Strategic Officer Chad Colby  
Fire Chief Eric Ferrari  
District Attorney Roy Payne  
District Paralegal Vanessa Heiser  
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  
District Assistant Fire Chief Roger Smith  
District Parking Operations Manager John Addy

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

Chair Yarbrough called the meeting to order at 10:32 a.m.

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

An invocation and message were delivered by District Chaplain Rick Spence.

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

The Pledge of Allegiance was led by District Fire Chief Eric Ferrari.

#### **4. PUBLIC COMMENT**

There were no public comments.

#### **5. REPORTS**

##### **5.1 Administrator's Report**

Deputy District Administrator, Mike Crikis noted the 2025 accomplishments and highlights of the District's Public Works Department, Planning and Engineering, and Traffic and Parking Operations, including a special recognition to the Parking Operations Team and the Fire Department.

Immediately after the Administrator's Report, Chair Alexis Yarbrough recognized Deputy District Administrator Mike Crikis for his 45 years of service at Walt Disney World and the District.

#### **6. CONSENT AGENDA**

There were no changes to the consent agenda.

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

**Vote: Motion carried unanimously.**

#### **7. GENERAL BUSINESS**

##### **7.1 Approve Contract #C006979 for a high temperature hot water pipe abandonment utilizing Gulfcoast Utility Contractors, Inc. and authorize the District Administrator to execute the contract in the amount of \$1,540,000 along with a 10% contingency for unforeseen issues for a total amount of \$1,694,000**

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

**Motion: Supervisor John Gilbert moved to approve Item 7.1. Supervisor Scott Workman seconded.**

**Vote: Motion carried unanimously.**

##### **7.2 Approve establishing the initial budget for the Duplex Lift Station #46 rehabilitation project in the amount of \$256,830 consisting of (i) an allowance for RCES design/support services of \$100,000; and (ii) professional services by CPH Consulting, LLC; and authorizing the District Administrator to execute the task work order for \$142,573 plus a 10% contingency for unforeseen issues for a total of \$156,830**

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

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

**Vote: Motion carried unanimously.**

- 7.3 Approve establishing a project budget of \$6,567,630 for Studios North Central Energy Plant Motor Control Center A & B replacement project, along with an allowance for RCES design\support services of \$100,000 and authorizing the District Administrator to execute Contract #C006965 with Electrical Engineering Enterprises Inc. for construction services in the amount of \$5,411,800 with 10% contingency for unforeseen issues for a total of \$5,952,980**

Director of Energy Services, Chris Ferraro, presented information on Item 7.3 and recommended Board approval.

**Motion: Supervisor John Gilbert moved to approve Item 7.3. Supervisor Scott Workman seconded.**

**Vote: Motion carried unanimously.**

- 7.4 Approve Change Order #3 to Contract #C006106 World Drive North Phase III construction engineering inspection services with Consor Engineering, LLC and authorize the District Administrator to execute the change order in the amount of \$2,087,595.52, plus \$49,869.57 in reimbursables totaling \$2,137,465.09**

Director of Construction Management, Craig Sandt, presented information on Item 7.4 and recommended Board approval.

**Motion: Supervisor John Gilbert moved to approve Item 7.4. Supervisor Scott Workman seconded.**

**Vote: Motion carried unanimously.**

- 7.5 Approve Contract #C006910 with Kimley-Horn and Associates, Inc. for the World Drive North Phase III area development landscaping design and authorize the District Administrator to execute the contract in the amount of \$468,743.21 plus 10% contingency for a total amount of \$515,618**

Director of Construction Management, Craig Sandt, presented information on Item 7.5 and recommended Board approval.

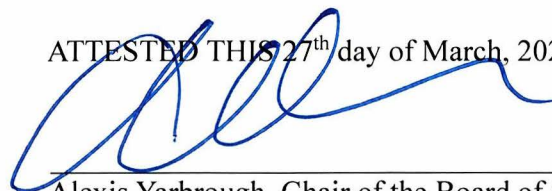
**Motion: Supervisor John Gilbert moved to approve Item 7.5. Supervisor Scott Workman seconded.**

**Vote: Motion carried unanimously.**

## **8. ADJOURN**

**There being no further business, Chair Alexis Yarbrough adjourned the meeting at 11:01 a.m.**

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



Alexis Yarbrough, Chair of the Board of Supervisors  
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Vanessa Heiser, Paralegal  
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