



# Central Florida Tourism Oversight District

## Board of Supervisors Meeting

REGULAR MEETING MINUTES

March 27, 2026

On Friday, March 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:**

District Administrator Stephanie Kopelousos  
Deputy District Administrator Mike Crikis  
Chief Financial Officer Susan Higginbotham  
Financial Reporting & Analysis Manager Heidi Powell  
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  
Senior Manager, Operational Services and Strategy Joseph Russo  
Director, Utility Business Affairs Jennifer Albritton  
Director of Construction Management Craig Sandt  
Human Resources Director Michele Dicus  
Contracting Manager Corrin Fitsemons  
Chief of Public Works Jason Herrick  
Director of Environmental Sciences Wendy Duncan  
Director of Facilities Douglas Henley  
Building & Safety Manager Joey Rodriguez  
IT Service Delivery Manager Ron Zupa  
District Assistant Fire Chief Roger Smith

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

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

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

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

### **4. PUBLIC COMMENT**

Jonathan Shirey, District Firefighter/Paramedic and District Fire Union President spoke in support of Item 7.5.

## 5. REPORTS

### 5.1 Administrator's Report

District Administrator, Stephanie Kopelousos, spoke regarding a potential bond issuance to refund the District's 2016A Ad Valorem Bonds. She also advised that the following Saturday would be the District's fifteenth (15<sup>th</sup>) year hosting the annual Lake Buena Vista Relay for Life event at Maxwell Field; that a panel would meet the next week to select the District's next IT Director; and lastly, that the District's Fleet Manager, Terry Cullen, recently passed away and will be greatly missed at the District.

Immediately after the Administrator's Report, Chair Alexis Yarbrough expressed condolences to Terry's family and expressed gratitude for his service at 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

(Addressed out of order, without objection, for the convenience of guest speakers.)

### 8.1 Accept the Fiscal Year 2025 Annual Financial Statements of the Central Florida Tourism Oversight District

District Chief Financial Officer, Susan Higginbotham, presented information on Item 8.1 and recommended Board approval. Guest Speaker, Brian Liffick, CPA from Cherry Bekaert also spoke.

**Motion: Supervisor John Gilbert moved to approve Item 8.1. Supervisor Scott Workman seconded.**

**Vote: Motion carried unanimously.**

### 7.1 Approve allocating RCES design and support service fees of \$50,000 each for project development of the secondary chilled water pump replacement, dry-type transformer replacement, chilled water expansion, and dewatering facility replacement projects for a total of \$200,000

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 award of three-year continuing service contracts to Garney Companies, Inc., Prime Construction Group, Inc., RCM Utilities, LLC, Sawcross, Inc., and TLC Diversified, Inc. for water, wastewater, and reclaimed water construction projects as needed and authorize the District Administrator to execute the contracts with a total expenditure not-to-exceed \$9,000,000**

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 award of three-year Contract #C006986 for compactor and baler preventative maintenance, repairs, and installations to C&D Industrial Maintenance LLC and authorize the District Administrator to execute the contract with an estimated expenditure of \$1,155,000**

Director of Energy Services, Chris Ferraro, presented background 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 award of Contract #C006985 to Granite Construction Company for the Water Control Structure S-405A Gate Replacement project and authorize the District Administrator to execute the contract in the amount of \$1,806,600 plus 10% contingency for a total of \$1,987,260**

Director of Planning and Engineering, Katherine Luetzow, presented background 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 the 2026 "A" Unit Collective Bargaining Agreement**

District Administrator, Stephanie Kopelousos, 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.**

**9. ADJOURN**


**There being no further business, Chair Alexis Yarbrough adjourned the meeting at 11:02 a.m.**

ATTESTED THIS 24<sup>th</sup> day of April, 2026



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Chair of the Board of Supervisors  
Central Florida Tourism Oversight District



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Vanessa Heiser, District Clerk  
Central Florida Tourism Oversight District