Central Florida Tourism Oversight District

Board of Supervisors Meeting

REGULAR MEETING MINUTES

June 26, 2026

On Friday, June 26, 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 John Gilbert
Supervisor Matt Ravenscroft
Supervisor David Woods
Supervisor Scott Workman

CFTOD Staff:
District Administrator Stephanie Kopelousos
Deputy District Administrator Mike Crikis
Chief Financial Officer Susan Higginbotham
Chief Strategic Officer Chad Colby
Chief of Public Works Jason Herrick
Director of Construction Management Craig Sandt
Director of Planning and Engineering Katherine Luetzow
District Assistant Fire Chief Roger Smith
District General Counsel Roy Payne
District Clerk Vanessa Heiser
Director of Environmental Sciences Wendy Duncan
Director of Building & Safety Ella Hickey
Building & Safety Manager Joey Rodriguez
Director of Facilities Douglas Henley
Director of Energy Services Christine Ferraro
Senior Manager, Operational Services and Strategy Joseph Russo
Contracting Officer Tiffany Kimball
Parking Operations Manager John Addy
IT Service Delivery Manager Ron Zupa
Manager of Construction Management Alex Forth
Human Resources Director Michele Dicus
Internal Risk Manager Eduardo Fernandez

1. Call to Order

Chair Yarbrough called the meeting to order at 10:34 a.m.

2. Opening Invocation
There was no invocation.

3. Pledge of Allegiance
The Pledge of Allegiance was led by Deputy District Administrator Mike Crikis.

4. PUBLIC COMMENT
There were no public comments.

5. REPORTS

5.1 Administrator's Report
District Administrator, Stephanie Kopelousos, expressed gratitude to the Human Resources Department for organizing the Benefits Fair for the District employees. She also announced the District's selection of the new IT Director and welcomed Erikk Ross to the District. She expressed gratitude to Ron Zupa and the IT Department for a job well done, during the selection process for a new IT Director. She announced that a Planning Board meeting will be scheduled in July to update the Land Development Code. Lastly, she declared that it was Deputy District Administrator, Mike Crikis' last day as he was retiring after 45 years of service. She expressed appreciation and gratitude to Mike for his years of service and the legacy he is leaving 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 establishing the initial budget for the Western Way – Buena Vista Drive Interim Intersection Improvement project in the amount of $1,050,000; award of Contract #C007089 to Hubbard Construction Company for the construction of the project in the amount of $788,188, plus a 10% contingency for a total not-to-exceed amount of $867,006; authorize the District Administrator to execute the construction contract; and approve Task Work Order #3 under Contract #C006725 with WSB, LLC to provide construction engineering and inspection services for the project in an amount not to exceed $150,686, plus a 10% contingency, for a total of $165,754

Director of Construction Management, Craig Sandt, 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 RCES design, support, and construction services fees totaling $950,000 to support the North Service Area Chilled Water Main Replacement Project and

authorize the District Administrator to execute Contract #C007055 with Garney Companies, Inc. for design build construction services with a maximum financial obligation not-to-exceed $20,086,000

Director of Energy Services, Christine Ferraro, presented background 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 Developer Agreement for construction of utility infrastructure to service the North Service Area expansion and authorize the District Administrator to execute the Agreement. All construction contracts that support the Developer Agreement will come before the Board for subsequent approval**

Director of Energy Services, Christine 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.

8. OTHER BUSINESS

Chair Alexis Yarbrough presented the District's Resolution No. 685 for consideration by the Board for approval and adoption. This Resolution was to honor C. Michael Crikis, who will be leaving the District on June 26, 2026 after 45 years of service. Chair Yarbrough then read the Resolution in its entirety. Without objection, Resolution No. 685 was adopted.

9. FOR INFORMATION

There were no information items.

10. ADJOURN

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

ATTESTED THIS 24th day of July, 2026

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

Vanessa Heiser, District Clerk
Central Florida Tourism Oversight District