



Central Florida Tourism Oversight District

Board of Supervisors Meeting

REGULAR MEETING MINUTES

August 22, 2025

On Friday, August 22, 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

Board of Supervisors via Virtual:

Supervisor Bridget Ziegler

CFTOD Staff:

District Administrator S.C. Kopelousos

Deputy District Administrator Mike Crikis

Chief Strategic Officer Chad Colby

Chief Financial Officer Susan Higginbotham

Fire Chief Eric Ferrari

District Attorney Roy Payne

District Clerk Alycia Mills

Security and Emergency Management Coordinator Holly Hagans

Director of Human Resources Michele Dicus

Internal Risk Manager Eddie Fernandez

Contracting Officer Tiffany Kimball

Chief Information Officer Yenni Hernandez

Assistant Chief – Operations Roger Smith

Reedy Creek Energy Services Director Chris Ferraro

Director of Construction Management Craig Sandt

Director of Facilities Douglas Henley

Director of Building and Safety Ella Hickey

Chief of Public Works Jason Herrick

Director of Environmental Sciences Wendy Duncan

Director of Utility Business Affairs Jennifer Albritton

Director of Planning and Engineering Katherine Luetzow

1. Call to Order

Chair Yarbrough of the Central Florida Tourism Oversight District Board of Supervisors called the regular meeting at 10:30 a.m. at the Administration Office of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

2. Opening Invocation

An opening Invocation by Fire Chaplain Rick Spencer

3. Pledge of Allegiance

Pledge of Allegiance was led by Deputy District Administrator Mike Crikis

4. PUBLIC COMMENT

There were no requests for public comment, and no public comment was made at this meeting.

5. CONSENT AGENDA

There were no changes or objections to the consent agenda.

Supervisor Aungst moved to approve the Consent Agenda, which was seconded by Supervisor Gilbert. There was no discussion among the Supervisors, and the Consent Agenda was approved by a unanimous vote.

6. REPORTS

6.1 Management Report

The District Administrator complimented the team regarding the successful District Benefit Fair, announced John Addy as the District's new Parking Operations Manager and closed with acknowledging the Fishery Management Program, under the direction of Wendy Duncan.

7. GENERAL BUSINESS

7.1 Fourth Amendment to the Labor Services Agreement with an Operational Services Fee of \$39,497,281 and an Operational Services Fee Cap of \$40,997,281

Reedy Creek Energy Services Director Chris Ferraro presented background information on Item 7.1 and recommended Board approval of FY26 annual adjustment of the energy services Operational Services in the utilities system RCES will provide.

Terry Boveri from Raftelis provided an analysis to support the fees being proposed to the Board.

Chair Yarbrough acknowledged Ms. Ferraro and her team for the hard work and attention to detail in bringing this item to the Board. There was no other Board

discussion. Upon motion by Supervisor Aungst, seconded by Supervisor Workman, the Board unanimously approved Item 7.1.

7.2 Increasing the budget for the Live Front to Dead Front Switch Replacement - Phase 3 project from \$2,200,000 to \$3,600,000; execute Contract #C006826 with The Fishel Company for construction services in the amount of \$1,793,147 plus 10% contingency for a total amount of \$1,972,461; approving an allowance of \$1,000,000 for the procurement of owner furnished materials; and approving an additional allowance not-to-exceed \$250,000 for RCES construction phase design/support services fees

Reedy Creek Energy Services Director Chris Ferraro presented information and background on Item 7.2 and recommended Board approval of contract #C006826 with Fishel Company for construction services, allowance for the owner furnished materials and construction phase design/support service fees.

There was no Board discussion. Upon motion by Supervisor Aungst, seconded by Supervisor Gilbert, the Board unanimously approved Item 7.2.

7.3 Approval to execute a change order to Contract #C006110 with Southland Construction, Inc. for construction services in the amount of \$2,256,676 plus 10% contingency for a total amount of \$2,482,344; authorizing the District Administrator to execute a change order to Contract #C006106 with Consor Engineers, LLC for construction and engineering inspection services in the amount of \$174,653 plus 10% contingency for a total amount of \$192,118.10; and approving an allowance for RCES design/support services fees not-to-exceed \$62,000

Director of Construction Management Craig Sandt presented information on Item 7.3 and recommended Board approval of a change order to Contract #C006110 with Southland Construction for construction services and Contract #C006106 with Consor Engineers, LLC for construction and engineering inspection services; and approval of allowance for RCES design/support services.

There was no Board discussion. Upon motion by Supervisor Aungst, seconded by Supervisor Workman, the Board unanimously approved Item 7.3.

7.4 Purchase of two Freightliner Road Rescue UltraMedic medium duty ambulances from Matheny Motor Truck Co. Inc. and authorize the District Administrator to execute the purchase documents in the amount of \$948,804

Fire Chief Eric Ferrari, presented information and background on Item 7.4 and recommended Board approval to purchase two Freightliner Road Rescue UltraMedic medium duty ambulances from Matheny Motor Truck Co. Inc Contract #C006909

There was no Board discussion. Upon motion by Supervisor Aungst, seconded by Supervisor Gilbert, the Board unanimously approved Item 7.4.

7.5 Budget Workshop – Utilities FY26

Reedy Creek Energy Services Director Chris Ferraro presented the Fiscal Year 2026 utility budget costs, a Fiscal Year 2026 rate recommendation, and an overview of utility rate comparisons.

Chair Yarbrough gave appreciation for all the detail put into the budget and presentation given, as well as answering all questions the Board had regarding the budget.

7.6 Budget Workshop – General Fund and Debt Service Fund

Chief Financial Officer Susan Higginbotham presented an overview of the Fiscal Year 2026 Ad Valorem Budget which includes the General Fund and Debt Service Fund for Central Florida Tourism Oversight District (CFTOD).

Chair Yarbrough thanked the team for their leadership, hard work, and forward thinking on a very detailed breakdown in the budget. The Chair specifically thanked Chief Ferrari, Wendy Duncan, Craig Sandt, and lastly, District Administrator Stephanie Kopelosous for her leadership in making the decision to hire in-house counsel Mr. Payne.

There was no other Board discussion or comment.

Chair Yarbrough gave a reminder and announcement about our September Budget Meetings. Starting, the first meeting will be held on September 12th at 5:05pm and September 26th at 5:30pm with confirmation from Mr. Roy Payne.

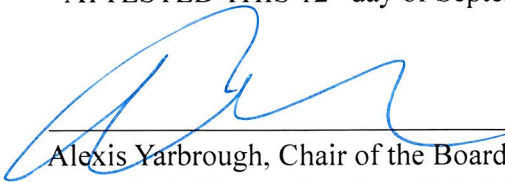
8. OTHER BUSINESS

Chair Yarbrough asked if there was any further business to discuss.

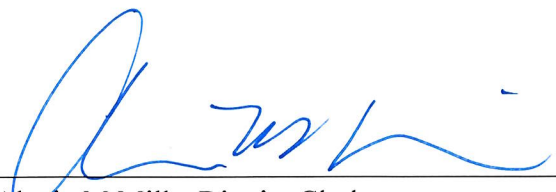
9. ADJOURN

There being no further business to come before the board, the Chair adjourned the meeting at 11:24 a.m.

ATTESTED THIS 12th day of September



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



Alycia M Mills, District Clerk
Central Florida Tourism Oversight District

