



Central Florida Tourism Oversight District

Board of Supervisors Meeting

REGULAR MEETING MINUTES

September 12, 2025

On Friday, September 12, 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
Vice-Chairman Brian Aungst Jr.
Supervisor Bridget Ziegler
Supervisor John Gilbert
Supervisor Scott Workman

CFTOD Staff:

District Administrator S.C. Kopelousos
Deputy District Administrator Mike Crikis
Chief Financial Officer Susan Higginbotham
Fire Chief Eric Ferrari
District Attorney Roy Payne
District Clerk Alycia Mills
Director of Security and Emergency Management Tanya Naylor
Internal Risk Manager Eddie Fernandez
Chief Information Officer Yenni Hernandez
Reedy Creek Energy Services Director Chris Ferraro
Director of Facilities Douglas Henley
Horticulture Manager Jessie Burns
Chief of Public Works Jason Herrick
Parking Operations Manager John Addy
Director of Environmental Sciences Wendy Duncan
Director of Planning and Engineering Katherine Luetzow
Senior Systems Administrator Network and Security Samarth Thomas
IT Service Delivery Manager Ron Zupa

1. Call to Order

Chair Yarbrough of the Central Florida Tourism Oversight District Board of Supervisors called the regular meeting at 5:05 p.m. at the Administration Office of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

2. Opening Invocation

An Invocation by Ian Lord with the Orange County Fire Department was given after unanimous approval vote on item 8.1.

3. Pledge of Allegiance

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

4. PUBLIC COMMENT

Public comment was asked after the Management Report given by District Administrator S.C. Kopelousos.

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 meeting minutes under the consent agenda.

Vice Chairman Aungst moved to approve the Consent Agenda, which was seconded by Supervisor Ziegler. 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 paid tribute to 9/11 and acknowledged the District Fire Department's 9/11 ceremony held the day before, which included employees and retirees climbing stairs in the Grapefruit Garage to honor the sacrifice of the firefighters who died while rescuing people from the World Trade Center. The event was led by District Fire Department Battalion Chief David Bonta.

The District Administrator then gave an update regarding the financing of the \$175M for the Utility Division. The financial team has been assembled and has been working diligently. The team has recommended early posting of the financial issuance on the public site EMMA (Electronic Municipal Market Access). This is a voluntary posting and makes public the District's intent to price a transaction in the near future but does not obligate the District. This

posting will happen within the next few weeks. The Board can expect a resolution on the issuance at the October 24th Board meeting.

7. GENERAL BUSINESS

7.1 Award of Contract #C006830 for landscape maintenance of canals, levees, and water control structures throughout the District to Superior Landscaping and Lawn Service, Inc. and authorizing the District Administrator to execute the contract not to exceed \$800,000

Horticulture Manager Jessie Mack Burns presented background information on Item 7.1 and recommended Board approval for the District Administrator to execute Contract #C006830 for landscape maintenance for canals, levees and water control structures throughout the District.

There was no Board discussion. Upon motion by Supervisor Ziegler, seconded by Supervisor Aungst, the Board unanimously approved Item 7.1.

8. PUBLIC HEARING

FY 2026 Tentative Millage and Tentative Budget Presentation

8.1 Approving Tentative Millage Rate - Resolution No. 675,

A RESOLUTION OF THE CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT ADOPTING THE TENTATIVE MILLAGE RATE FOR THE LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2026; AND PROVIDING AN EFFECTIVE DATE

Chief Financial Officer Susan Higginbotham gave a detailed presentation on the tentative FY2026 Budget for the General Fund and Debt Service Fund. The presentation included the debt millage, the operating millage, the roll back rate, the percent over the roll back rate, total revenues, total expenditures, and budgeted ending Fund Balance.

District Administrator Kopelousos explained that due to the amount of investment and growth coming into the District, and to keep up with the District facilities and infrastructure, the District is collecting more in taxes, while lowering the millage rate. The goal of the District is to provide for the needs of the community.

Chief Financial Officer Susan Higginbotham read Resolution No. 675 in its completion, followed by District Counsel Roy Payne's approval of the reading.

Chair Yarbrough asked for public comment. There were none. Chair Yarbrough asked the Board if there were any comments. With none presented, a Motion was made by Vice Chairman Aungst, seconded by Supervisor Workman.

A roll call vote was conducted by District Administrator S.C. Kopelousos.

Supervisor Zeigler -Yes

Vice-Chair Aungst – Yes

Chair Yarbrough – Yes

Supervisor Workman – Yes

Supervisor Gilbert – Yes

Motion was unanimously approved by the Board.

8.2 Approving Tentative Budget - Resolution No. 676,

**A RESOLUTION OF THE CENTRAL FLORIDA TOURISM OVERSIGHT
DISTRICT ADOPTING A TENTATIVE BUDGET FOR FISCAL YEAR 2026; AND
PROVIDING AN EFFECTIVE DATE**

Chief Financial Officer Susan Higginbotham read Resolution No. 676 in its completion, followed by District Counsel Roy Payne's approval of the reading.

Chair Yarbrough asked for public comment. There were none. Chair Yarbrough asked the Board if there were any comments. The Board had no comments. Chair Yarbrough took the time to thank Susan, her team, and all the District leadership with some specific acknowledgements to Fire Chief Eric Ferrari, Director of Facilities Douglas Henley, Chief of Public Works Jason Herrick, Director-of Planning and Engineering Katherine Luetzow, and Director of Construction Management Craig Sandt. The Motion to approve was made by Supervisor Zeigler, seconded by Vice Chairman Aungst.

A roll call vote was conducted by District Administrator S.C. Kopelousos.

Supervisor Gilbert – Yes

Supervisor Workman – Yes

Chair Yarbrough – Yes

Vice-Chair Aungst – Yes

Supervisor Zeigler -Yes

Motion was unanimously approved by the Board.

FY 2026 Tentative Utility Budget and Rate Presentation

8.3 Approving Tentative Utility Budget - Resolution NO. 677,

**A RESOLUTION OF THE CENTRAL FLORIDA TOURISM OVERSIGHT
DISTRICT ADOPTING A TENTATIVE UTILITY BUDGET FOR FISCAL YEAR
2026; AND PROVIDING AN EFFECTIVE DATE**

Reedy Creek Energy Services Director Chris Ferraro gave a detailed presentation on the Utility budget breakdown including utility costs, revenues, utility rate changes. Ms. Ferraro asked if there were any questions from the board, none were presented.

Ms. Ferraro read Resolution No. 677 in its completion, followed by District Counsel Roy Payne's approval of the reading.

Chair Yarbrough asked for public comment. There were none. Chair Yarbrough asked the Board if there were any comments. With none presented, Motion to approve was made by Vice Chairman Aungst, seconded by Supervisor Gilbert.

A roll call vote was conducted by District Administrator S.C. Kopelousos.

Supervisor Zeigler -Yes

Vice-Chair Aungst – Yes

Chair Yarbrough – Yes

Supervisor Workman – Yes

Supervisor Gilbert – Yes

Motion was unanimously approved by the Board.

There was no other Board discussion or comment.

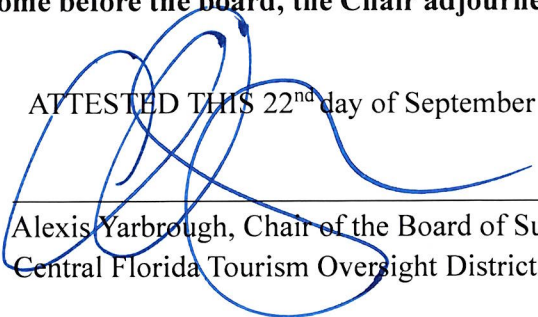
9. OTHER BUSINESS

10. ADJOURN

Chair Yarbrough gave a reminder about our Budget Hearing in two weeks, on September 26th at 5:30pm.

There being no further business to come before the board, the Chair adjourned the meeting at 5:37 p.m.

ATTESTED THIS 22nd 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