



# Central Florida Tourism Oversight District

## Board of Supervisors Meeting

### REGULAR MEETING MINUTES

April 24, 2026

On Friday, April 24, 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:**

Supervisor John Gilbert (acting Chair)  
Supervisor Matt Ravenscroft  
Supervisor David Woods  
Supervisor Scott Workman

#### **Supervisors Via Virtual:**

Chair Alexis Yarbrough

#### **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 General Counsel Roy Payne  
District Clerk Vanessa Heiser  
Security and Emergency Management Coordinator Holly Hagans  
Director of Planning and Engineering Katherine Luetzow  
Director of Energy Services Christine Ferraro  
Director of Utility Business Affairs Jennifer Albritton  
Director of Construction Management Craig Sandt  
Human Resources Director Michele Dicus  
Parking Operations Manager John Addy  
Procurement Manager Karina Rodrigues  
Chief of Public Works Jason Herrick  
Director of Environmental Sciences Wendy Duncan  
Director of Building & Safety Ella Hickey  
Building & Safety Manager Joey Rodriguez  
Chief Building Inspector William Kane  
IT Service Delivery Manager Ron Zupa  
IT Senior Systems Administrator Samarth Thomas  
District Assistant Fire Chief Roger Smith

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

Supervisor Gilbert called the meeting to order at 10:30 a.m.

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

An invocation and message were delivered by Fire Chaplain Billy Dover.

### **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 appreciation to the District Fire Department and EMS Team for their services at the final runDisney event and gratitude to the Board of Supervisors for authorizing the District to purchase new rescue equipment. She also noted a special recognition to the District's Chief Building Inspector, William Kane, for receiving the Inspector of the Year award from the Building Officials Association of Florida.

#### **5.2 Report of the District's Electric Utility Reliability Compliance Program**

Presented by Director of Energy Services Chris Ferraro. Report providing an interim update on electric reliability compliance activities conducted by Reedy Creek Energy Services (RCES) between November 1, 2025 and March 23, 2026.

### **6. CONSENT AGENDA**

There were no changes to the consent agenda.

**Motion: Supervisor Matt Ravenscroft moved to approve the Consent Agenda. Supervisor Scott Workman seconded.**

**Vote: Motion carried unanimously.**

### **7. GENERAL BUSINESS**

#### **7.1 Approve the Theme Park Substation Transformer "B" Replacement Project with RCES design and support services fees totaling \$220,000; awarding Contract #C007043 to Electrical Engineering Enterprises, Inc. for construction services; and authorize the District Administrator to execute the contract in the amount of \$162,452, plus 10% contingency for unforeseen issues for a total of \$178,697**

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

**Motion: Supervisor Scott Workman moved to approve Item 7.1. Supervisor Matt Ravenscroft seconded.**

**Vote: Motion carried unanimously.**

#### **7.2 Approve the Theme Park Substation Transformer "C" Replacement Project with RCES design and support services fees totaling \$270,000; Task Work Order #4 using Contract #C006661 for design fees to QTIB Engineers LLC in the amount of \$199,004, plus 10% contingency for a total of \$218,904; and an allowance for commodity escalation for the transformer to Prolec-GE Waukesha in the amount of \$349,318**

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

**Motion: Supervisor Matt Ravenscroft moved to approve Item 7.2. Supervisor Scott Workman seconded.**

**Vote: Motion carried unanimously.**

**7.3 Approve award of Contract #C006923 to Bluewater Telecommunications, Inc. for the Fire Station #1 Conex box relocation project and authorize the District Administrator to execute the contract in the amount of \$488,675.97, plus 10% contingency for a total amount of \$537,543.57**

Director of Construction Management, Craig Sandt, presented background information on Item 7.3 and recommended Board approval.

**Motion: Supervisor David Woods moved to approve Item 7.3. Supervisor Matt Ravenscroft seconded.**

**Vote: Motion passed 4-1, with Supervisor Scott Workman voting no.**

**8. PUBLIC HEARING**

**8.1 Approve Resolution 683 - 2026A Bond Issuance refunding the 2016A Bonds**

District General Counsel, Roy Payne, read the title of Resolution No. 683. District Chief Financial Officer, Susan Higginbotham, presented information on Item 8.1 and recommended Board approval. There were no public comments. District Administrator, Stephanie Kopelousos, conducted roll call vote of the Board of Supervisors.

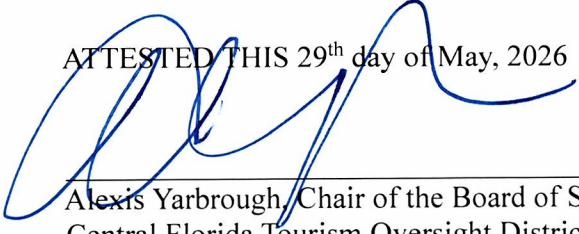
**Motion: Supervisor Matt Ravenscroft moved to approve Item 8.1. Supervisor Scott Workman seconded.**


**Vote: Motion carried unanimously.**

**9. ADJOURN**

There being no further business, Supervisor John Gilbert, adjourned the meeting at 11:00 a.m.

ATTESTED THIS 29<sup>th</sup> day of May, 2026

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

  
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Vanessa Heiser, District Clerk  
Central Florida Tourism Oversight District