Central Florida Tourism Oversight District

Board of Supervisors Meeting

REGULAR MEETING MINUTES

May 29, 2026

On Friday, May 29, 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
Fire Chief Eric Ferrari
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
Director of Facilities Douglas Henley
Director of Energy Services Christine Ferraro
Director of Utility Business Affairs Jennifer Albritton
Senior Manager, Operational Services and Strategy Joseph Russo
Contracting Officer Tiffany Kimball
Security and Emergency Management Coordinator Holly Hagans
Parking Operations Manager John Addy
IT Service Delivery Manager Ron Zupa
Manager of Construction Management Alex Forth
Internal Risk Manager Eduardo Fernandez

1. Call to Order

Chair Yarbrough called the meeting to order at 10:31 a.m.

2. Opening Invocation

An invocation and message were delivered by District Chaplain Rick Spence.

3. Pledge of Allegiance

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

4. PUBLIC COMMENT

There were no public comments.

5. REPORTS

5.1 Administrator's Report

District Administrator, Stephanie Kopelousos, provided an update as to the status of the 2026A Bond Issuance refunding the 2016A Bonds, which was previously approved by the Board of Supervisors at the April Board meeting. The 2026A Bonds were sold on May 27, 2026 to Bank of America, providing a significant savings to the District. She expressed appreciation to the Florida Division of Finance, Ben Watkins and his teams, and the District's team during this process. She also expressed gratitude to the EMS team for their service to the District. Additionally, the resurfacing of the guard rails is almost complete and the interim fixes of Western Way and BVD are out to bid to begin improvements to alleviate some traffic congestion.

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 <u>Approve award of Contract #C007067 to Wilco Electrical, LLC for construction services in support of Victory Way Substation – Phase 2A project; and authorize the District Administrator to execute the contract in the amount of $886,000, plus 10% contingency for a total amount of $974,600</u>

Director of Energy Services, Christine 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 <u>Approve Task Work Order #1 using Contract #C006671 to Cape Design Engineering Co. for professional design services, including support and construction</u>

administration for the Epcot Central Energy Plant secondary chilled water pump replacement in the amount of $311,678, plus 10% contingency for a total of $342,845, along with additional RCES design and support services fees for the project in the amount of $50,000

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 Fiscal Year 2026 Budget Amendment #2 to increase expenditures for fire rescue apparatus purchases in the amount of $903,000**

Fire Chief, Eric Ferrari, presented 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 #C007091 for the purchase of three (3) PL Custom medium duty Type I ambulances from South Florida Emergency Vehicles LLC utilizing the competitive pricing from Sourcewell Contract #122123-PLC and authorize the District Administrator to execute the purchase documents in the amount of $1,618,228**

Fire Chief, Eric Ferrari, presented 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.

8. PUBLIC HEARING

8.1 **Approve Resolution 684 - updating the name of the Reedy Creek Improvement District Voluntary Employees' Beneficiary Association (RCID VEBA) to the Central Florida Tourism Oversight District Voluntary Employees' Beneficiary Association (CFTOD VEBA)**

District General Counsel, Roy Payne, read the title of Resolution No. 684, presented information on Item 8.1 and recommended Board approval. There were no public comments.

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

District Administrator, Stephanie Kopelousos, conducted roll call vote of the Board of Supervisors.

Vote: Motion carried unanimously.

9. OTHER BUSINESS

There was no other business.

10. FOR INFORMATION

There were no information items.

11. ADJOURN

There being no further business, Chair Alexis Yarbrough, adjourned the meeting at 10:51 a.m.

ATTESTED THIS 26th day of June, 2026

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

Vanessa Heiser, District Clerk
Central Florida Tourism Oversight District