



**Town of Southwest Ranches
Advisory Board
Meeting Agenda**

Tuesday, December 3, 2024
7:00 pm

Town Hall
13400 Griffin Road
Southwest Ranches, FL 33330-2628

Board Members

Harold Gubnitsky
Rose Allbritton
Debbie Green

Rick Conrad
Alessia Martinez

Council Liaison

Vice Mayor David S. Kuczenski, Esq.

Staff Liaison

Dan Stewart

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. AGENDA AS FOLLOWS**
 - i. Approval of November 7, 2024 Minutes**
- D. NEW BUSINESS**
- E. OLD BUSINESS**
 - i. Town Utilities Element**
 - ii. Grant Opportunities**
 - iii. Zero Waste Consultant – Scope of Work**
- F. ITEMS FOR NEXT MEETING**
- G. COMMITTEE MEMBER COMMENTS**
- H. STAFF COMMENTS**
 - i. Board Membership for 2025**
 - ii. Reusable Items at HHW event at the Barn**
- I. PUBLIC COMMENTS**
- J. ADJOURNMENT**

PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS BOARD OR COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.



Town of Southwest Ranches Zero Waste Advisory Board Minutes

November 7, 2024
7:00 pm

Board Members

Rose Allbritton, Rick Conrad, Debbie Green,
Harold Gubnitsky, Alessia Martinez

Council Liaison

David Kuczenski

Staff Liaison

Dan Stewart

Members present:

Rose Allbritton
Rick Conrad
Debbie Green
Harold Gubnitsky
Alessia Martinez

Members absent:

Staff present:

Call to order at 7:00 PM

Chair congratulated mayor and councilmen on their re-election.

The members present reviewed the minutes of the September 2024 meeting.

Rick motioned to approve the September 2024 minutes. Rose seconded, and the motion passed unanimously.

Chair asked if the board would like to meet in December.

Rick motioned to schedule advisory board meeting for December 3rd. Rose seconded, and the motion passed unanimously.

Discussed need for Zero Waste Consultant and the need to align with the County Zero Waste Plan. We need to focus on the steps that we can accomplish. We need to make sure the consultants are in line with the scope we set forth. Dan will start from our comments to begin the RFP proposal.

Debbie motioned to add a Reuse Center to the Town's Quarterly HHW / Shredding / Electronics / Medication event, Rick seconded, and the motion passed unanimously.

Chair discussed that we need to follow up with Emily in regard to grants that we may be missing out on. The board likes Option #2 of the potential Grant Application Proposal presented. Chair requested staff to follow up with Emily and discuss Proposal for Grant Application for next meeting. Alessia discussed education program to include high school students.

Broward County Commission Meeting November 12th to discuss increasing the Coconut Creek landfill. Cocounut Creek says they are aware something needs to done, but maybe start with a reasonable height and

Dan Stewart

Council present:

Gary Jablonski
Steve Breitreuz
Jim Allbritton

Others present:

See attendance sheet

increase incrementally, and then hopefully come up with solutions that would not require adding to the height of the landfill.

Board Membership for 2025 - Staff will reach out to everyone to see if they desire to remain on the advisory board.

December 3rd is next meeting

Public Comment – Jim Laskey shared that some pesticides remain 4-5 years in the manure that's mixed in with yard waste and need to make sure not near waterways under FPL lines. Richard just took a compost training on large scale. Need to keep manure separated from yard waste for 3-4 years and have to be at least 100 ft from any body of water. In section 1.3c in comp plan board should recommend an increase %. Other companies are allowed to submit grant applications. The next Miami-Dade County meeting to decide the site for their incinerator is on December 3rd and urge all to attend. Introduced Mike Ewall and founder of Energy Justice...

1.3b, and also need to bring up the % of required recycling. Maryanne concerned that herbicides are sprayed along the canals. Maddy from Gainesville suggested looking at the 4R's (reduce, reuse, recycling, repurpose). Dan asked about a composting pilot program. Southwest Ranches is looking to start a composting pilot program for 100 homes. Start small scale and hope to excite more people to increase involvement.

There being no further business to discuss, the meeting adjourned at 8:25pm.

UE OBJECTIVE 1.3 SOLID WASTE

PROVIDE ON-GOING COORDINATION AND ASSISTANCE TO TOWN RESIDENTS TO MEET EXISTING AND FUTURE SOLID WASTE NEEDS, MAXIMIZE RECYCLING, DISCOURAGE URBAN SPRAWL AND CORRECT EXISTING DEFICIENCIES.

Measurement: Percent of solid waste generated within the Town that is recycled.

UE POLICY 1.3-a: The Town shall continue to encourage source separation and the recycling of solid waste, in accordance with the Solid Waste Act of 1988, as amended.

{BCPC Policy 8.01.12}

UE POLICY 1.3-b: ~~In addition to prohibiting~~ landfills, energy plants and resource recovery facilities ~~within the Town, the Town shall oppose any such facility outside of its boundaries that would potentially be planned, constituted and maintained to minimize impacts on the~~ Town's environment and ~~adjacent existing or planned~~ rural land uses.

{BCPC Policy 8.01.15}

UE POLICY 1.3-c: The Town shall continue to recycle at least 30 percent of the solid waste stream and strive to recycle the five state designated materials to at least 50 percent for each state designated material .

{BCUAFLUP Objective 6.4}

UE POLICY 1.3-d: The Town shall coordinate with Broward County to ~~maintain and establish priorities for replacement/corrections, which achieve the recycling goals implement in ss.Section~~ 403.706, Florida Statutes, "Local Government Solid Waste Responsibilities," ~~regarding solid waste management and recycling.~~

{BCUAFLUP Policy 6.1.1}

UE POLICY 1.3-e: The Town shall coordinate with Broward County to expand its recycling education program as a means of reducing the waste stream flow.

{BCUAFLUP Policy 6.1.2}

UE POLICY 1.3-f: The Town Council shall strive toward a reduction in the amount of paper used in Town operations through greater reliance upon electronic media.

{BCUAFLUP Policy 6.1.3}

UE POLICY 1.3-g: ~~No new solid waste landfill or similar structures shall be permitted within identified water conservation areas without provisions for maintaining the fresh water sheet flow~~Reserved.

{BCPC Policy 6.01.02}

Grant Opportunities

<https://www.usda.gov/foodlossandwaste/funding>

<https://www.epa.gov/sustainable-management-food/funding-opportunities-and-epa-programs-related-food-system>

<https://www.epa.gov/infrastructure/solid-waste-infrastructure-recycling-grant-program>

<https://www.epa.gov/infrastructure/consumer-recycling-education-and-outreach-grant-program>

RFP Development – Questions for End-Users to Consider

1. What specific problem or need are we trying to address with this consulting engagement?
 - Helps define the purpose and scope of the RFP.
2. What are the goals and objectives we want the consultant to achieve?
 - Clarifies what success looks like for the project.
3. What are the required skills, expertise, and industry experience we expect the consultant to have?
 - Sets clear expectations for qualifications.
4. What deliverables and outcomes do we need, and what timelines are associated with each?
 - Ensures both parties understand project expectations, milestones and deadlines.
5. What is the expected timeline for project completion?
 - Helps consultants determine if they can meet your scheduling needs.
6. What specific data, resources, or information will we provide, and what will we need from the consultant?
 - Outlines mutual expectations for resources and support.
7. How will we measure the success of the project and the consultant's performance?
 - Defines the metrics for evaluating effectiveness.
8. What is the budget for this project, and are there any constraints?
 - Gives consultants a sense of financial limitations to scope proposals accordingly.
9. Are there any legal, compliance, or security requirements the consultant must adhere to?
 - Ensures consultants understand regulatory or security considerations.
10. What are the criteria for evaluating and selecting the best proposal?
 - Makes the selection process transparent for prospective consultants.