



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

Tuesday, February 4, 2025  
7:00 pm

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

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**Board Members**

Harold Gubnitsky  
Rose Allbritton  
Debbie Green

Rick Conrad  
Alessia Martinez

**Council Liaison**

Council Member David S. Kuczynski, Esq.

**Staff Liaison**

Dan Stewart

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- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. AGENDA AS FOLLOWS**
  - i. Approval of January 7, 2025 Minutes**
- D. NEW BUSINESS**
  - i. Ideas for engaging awareness events**
  - ii. Synergies, best practices or collaboration with other cities**
  - iii. Newsletter topics**
- E. OLD BUSINESS**
  - i. Zero-Waste Consultant Scope of Work**
- F. ITEMS FOR NEXT MEETING**
- G. COMMITTEE MEMBER COMMENTS**
- H. STAFF COMMENTS**
- 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

January 7, 2025  
7:00 pm

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### Board Members

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

### Council Liaison

David Kuczenski

### Staff Liaison

Dan Stewart

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### Members present:

Rose Allbritton  
Rick Conrad  
Debbie Green  
Harold Gubnitsky

### Council present:

Jim Allbritton  
Bob Hartmann  
David Kuczenski

### Members absent:

Alessia Martinez

### Others present:

See attendance sheet

### Staff present:

Debra Ruesga

Call to order at 7:03 PM

Brianna from Representative Bartleman's office let us know that we should let the office know if we would like Representative Bartleman's support or to speak at an event.

The Zero Waste Advisory Board is required to hold board elections for this new year.

Debbie Green motioned to nominate and elect Harold Gubnitsky for Chair. Rick Conrad seconded, and the motion passed unanimously.

Rose Allbritton motioned to nominate and elect Rick Conrad for Vice Chair. Harold Gubnitsky seconded, and the motion passed unanimously.

Rose Allbritton motioned to nominate and elect Debbie Green for Secretary. Harold Gubnitsky seconded, and the motion passed unanimously.

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

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

Emily joined us via phone to for grant opportunity discussion. A lot of cities and Towns have started compost pilot programs. Hollywood, Deerfield, and Coconut Creek are a few. They are doing it through partnerships. Emily has looked at different funding means such as USDA, EPA, and Thriving Community. Steps need to be taken before the Town is able to apply for many funding opportunities. The Town needs to adopt policies, and address zero waste initiatives in the Comp Plan, and the Town's strategic plan. A lot can be done with in-house planner and administration. We don't have to reinvent the wheel. We can take from some of the

policies that already exist in other agencies. WM sends us monthly education on recycling and composting right. Problem with Grants is that they are mostly federal funds and the Town of Southwest Ranches is too small. However, we could look to the County to apply as a group, which would make the application stronger. Deerfield Beach received a grant from USDA. We need to have policies in place to support a strategic plan. Chair asked Emily to share with us some of the Deerfield principles and help let us know what direction we should go in.

Rick Conrad motioned to publish the below bullet points in the February Newsletter and for Debbie to coordinate with Town staff for the article to be included in the Town's February Newsletter. Rose Allbritton seconded, and the motion passed unanimously.

The Town formed the Zero Waste Advisory Board to assist in developing programs to help our residents in keeping the rural lifestyle of our community and advise the town council on how we can implement positive ideas regarding sustainability.

The board is reviewing policies and ordinances from other municipalities.

The board is looking at creative and engaging ways to educate the residents about Zero Waste practices.

Zero Waste initiatives focus on ways to divert solid waste from landfills, incineration, and waste-to-energy.

We welcome participation from all Town residents. We meet monthly and is included on the Town Calendar.

Zero Waste Consultant RFP to follow in line with the grant writing and initiatives. Russell, Christina, and Dan will start with draft scope of work based on our discussions and will be brought back to this board in February.

Members requested to come up with creative fun ideas for a Town-wide contest to somehow tie to zero waste education.

The chair congratulated the board members.

Broward Sierra Club and Audubon Earth Day celebration on March 23<sup>rd</sup>, 8:30-4 Steve Breitkreuz and Richard Ramcharitar are presenters at the event.

There being no further business to discuss, the meeting adjourned at 8:20pm.

## 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.

Will we be requesting a design of a project or program? Do we plan on having the consultant work along with us as we develop a program?
2. What are the goals and objectives we want the consultant to achieve?
  - Clarifies what success looks like for the project.

What specific programs do we want addresses and what are the objectives for each program?
3. What are the required skills, expertise, and industry experience we expect the consultant to have?
  - Sets clear expectations for qualifications.

What experience should the consultants have? Will it be based on the company? The experience of the Individuals of the company? Projects completed?
4. What deliverables and outcomes do we need, and what timelines are associated with each?
  - Ensures both parties understand project expectations, milestones and deadlines.

What will the milestones be for each project or each part of the project? If they are designing a project, will the deliverables be copies of drafts along the way for review? As a project will they provide resources, meetings with town staff, meetings with the public?
5. What is the expected timeline for project completion?
  - Helps consultants determine if they can meet your scheduling needs.

Do we want a timeline for project completion? Each phase of the project? Design, education, implementation, analysis?
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.

Example: the timeframe to complete the project

8. What is the budget for this project, and are there any constraints?

- **Town Council has authorized up to \$35,000.**

10. What are the criteria for evaluating and selecting the best proposal?

- Makes the selection process transparent for prospective consultants.

How is the selection committee going to score the proposals? Experience, number of deliverables, timeframe of project completion, etc.