

**Solid Waste Disposal and Recyclable Materials Processing Authority of Broward County, Florida**

**SWA Executive Committee Meeting**

December 19, 2025, 9:00 – 11:00 AM

**Broward County Government Center West**

1st Floor Board Room – Surtax Plaza

1 North University Drive

Plantation, FL 33324

**MINUTES**

The meeting was called to order, roll call was taken and a quorum was established.

Present: Chair Ryan, Vice Chair Furr, Member Shuham, Member Horland, Member Dunn, Member Mead, Member Caggiano, Member Newton, Member AJ Ryan, Alternate Member Colbourne, Alternate Member Murphy Salomone, Alternate Member Geller, and School Board Member Bulman.

Present Online: Alternate Member Breitzkreuz.

Not Present: Member Metayer Bowen, Member Rydell.

The meeting continued with public comment.

**Executive Director Report** - The Executive Director reported that 2026 member assessments were sent to all member cities on November 15, with payments being received and reconciliation underway. CohnReznick reported that as of November 30 the Authority had cash and cash equivalents of \$2,021,362 and a net asset position of \$3,835,029, with most outstanding receivables received in December and to be reflected in the December financial report. An update on outstanding receivables was planned for the January meeting. Budget-to-actual reporting would be reinstated beginning with the first-quarter reports.

**Meeting Minutes Approval** - *A motion was made* by Member Mead and seconded by Member Caggiano to approve the Executive Committee meeting minutes for November 21, 2025. There was no discussion. The motion passed unanimously.

**Education and Outreach Subcommittee Update** – Conceptual Communications reported that the Subcommittee met earlier in the week and unanimously approved updates to the education toolkit, which were distributed and approved for posting online. The toolkit was described as a living resource to be refined over time and made available to the Executive Committee, Governing Board, and municipal public information officers (PIOs) for use in city outreach efforts.

Subcommittee Chair Dunn presented three proposed campaign slogans, with “Put Waste in Its Place” selected by majority vote. Next steps included incorporating feedback into the development of a broader education and outreach campaign.

**C&D and Commercial Recycling Subcommittee Update** – The Executive Director reported that the Subcommittee met recently and continued advancing C&D and commercial recycling initiatives as priority programs that could move forward independently of the Master Plan. Draft ordinance concepts and program timelines were under development, with initial materials expected by March 2026 and an update planned for the January Executive Committee and Governing Board meetings.

Subcommittee Chair Mead emphasized the importance of early input from municipal staff, the Technical

Advisory Committee, legal counsel, and industry partners to address enforcement, economic, and operational issues, including flow control. A countywide ordinance framework with coordinated city adoption and a potential phased approach was discussed, and expanded outreach to construction trade associations and related groups was confirmed.

Discussion highlighted the complexity of commercial recycling and the significant volume of recoverable material currently being lost, particularly in office buildings, malls, and multi-tenant properties. The Subcommittee stressed the need to work with property managers, developers, and large institutions to understand barriers and develop sector specific solutions, while building momentum through early partnerships and continued collaboration.

**TAC Meeting Update** – Executive Committee Chair Ryan reported that the Technical Advisory Committee met and continued to focus on C&D while preparing to review the Facilities Amendment, which was expected to be distributed in January. The TAC has now been assigned more focused and complex tasks critical to advancing the work and was meeting monthly, with the option to increase meeting frequency as needed based on data collection and refinement efforts. The importance of timely input from city staff was emphasized, and it was noted that feedback from the C&D Subcommittee had been communicated to the TAC Chair to support accelerated information gathering.

**Facilities Amendment** – Chair Ryan reported that the Facilities Amendment was under review in coordination with County staff and legal counsel. It was noted that core principles from the Master Plan were being translated into draft language, with the goal of circulating a document in January that may include policy considerations. The amendment was intended to define the Authority's role and limits regarding facilities, require regular pricing review, ensure transparency and oversight, and address wind down provisions if needed.

Members emphasized that the document must protect public assets, allow flexibility in how facilities are acquired or structured, and avoid constraining future options. It was agreed that broader policy discussions would take place once the draft language was available, with the shared goal of supporting long term system stability and the public interest.

**Master Plan** – Mr. Dietch of SCS Engineers reported that the Master Plan schedule remained on track, with materials expected in advance of the January 16 meeting, including a preview of the financial modeling and the Facilities Amendment. He stated the goal was for the Executive Committee to recommend the Master Plan and Facilities Amendment to the Governing Board on February 20, with Governing Board consideration on March 20. If adopted on March 20, the documents would be distributed to all ILA members and the 120-day approval window would begin, with August 14 identified as the critical deadline for adopting the Facilities Amendment.

SCS confirmed it was maintaining parallel work on financial modeling while also advancing C&D and commercial recycling efforts and anticipated reaching out to municipal staff to validate remaining details. Members emphasized that financial modeling would be central to municipal decision making and requested clear, accessible materials, including comparisons that demonstrate the value of participating as a collective versus acting independently. SCS responded that the model would rely on conservative assumptions grounded in Florida procurement and local conditions, could include sensitivity analysis, and would focus on processing costs rather than collection, with collection remaining the responsibility of ILA members. Concerns were raised about ensuring the modeling presented a complete picture, including organics implementation implications, to avoid later revisions that could undermine credibility, and SCS noted it could provide comparable estimates and supporting analyses for elements not directly modeled.

Members also requested a more structured process for collecting and sharing input ahead of document release, and it was noted that one-on-one engagement was underway but had yet to reach all members. The Chair directed the Executive Director to poll members for an additional meeting between January 16 and February

20 to allow adequate time for review, staff feedback, and potential votes given the compressed timeline, and no objections were raised. SCS also reported that the executive summary was being finalized to synthesize the work in a format accessible to a wide range of audiences.

**Executive Committee – Tour of Existing Facilities Recycle Processing and C&D in 2026** – Chair Ryan encouraged members to take individual tours of existing processing, recycling, and composting facilities. The Executive Director was tasked with finding out when Executive Committee and Governing Board members can schedule meetings with various industry locations.

**Executive Director Review** - The Executive Director's review was postponed to January 2026. The Executive Director was asked to send the review form to Executive Committee members with a due date.

**Selection of Executive Committee Chair and Vice Chair**

The selection of Executive Committee members for 2026-2027 leadership was conducted in open session.

Vice Chair Furr was nominated as Executive Committee Vice Chair by Member Caggiano and seconded. The nomination was accepted. There were no additional nominations and no discussion. The Vice Chair appointment was approved by unanimously.

Chair Ryan was nominated as Executive Committee Chair by Member Caggiano and seconded. The nomination was accepted. There were no additional nominations and no discussion. The Chair appointment was approved by unanimously.

**New/Old Business & Informational Material** – None reviewed.

**Adjournment** - *Motion: A motion was made* by Member Mead and seconded by Member Shuham to adjourn the meeting. The motion passed unanimously. The meeting was adjourned.