

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, June 9, 2022, 1:00PM
St. Francis Conference Room, Tulsa Chamber of Commerce
WTI, One West Third Street, Suite 100, Tulsa, OK

Meeting Minutes

Present

Ellen Bussert Bixby
Scott Eudey, Broken Arrow
Julie Monnot, Claremore
Gerald Gilbert, Glenpool
Barry Parsons, Jenks
Charlene Lawrence, Owasso
Derek Campbell, San Springs
Terry Ball, Tulsa
Doug Moore, Wagoner

Not Present

Coweta Trustee
Craig Stokes, Collinsville
John Fothergill, Tulsa County

Others Present

Tammy Ewing, Attorney
Jerry Schuber, Br. Arrow
Terrie Hannam, M.e.t.
Bobby Schultz, M.e.t.
Gary Percefull, New Solutions
Maureen Turner, Tulsa

The Trustees of The Metropolitan Environmental Trust met on June 9, 2022 with Agenda posted June 2, 2022 and with Tulsa City and County Clerks. Chair Scott Eudey called the meeting to order at 1:00 PM. He read Agenda Item B as to consider, discuss and take appropriate action, including to adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue the following items:

Item 1) Introductions: Possible Jenks Trustee

Chair Scott Eudey welcomed Barry Parsons with the City of Jenks.

Item 2) Consideration, discussion, and possible approval of Minutes for the Board of Trustees Meeting on May 12, 2022

Terry Ball moved to approve the May 12, 2022 Minutes. Doug Moore seconded the motion. The motion passed unanimously.

Item 3) Report from the Executive Director for May 2022, including specifics on Meetings and Activities

Even though schools have closed for the summer, Director Bobby Schultz said we still had a lot of education opportunities. He said he met with Bixby Chamber Director and brought them recycling directories. The M.e.t. also had a Fire Extinguisher and Smoke Alarm event at the Lowes in South Tulsa on May 14th.

4) Consideration Discussion, and Possible Approval of Fiscal Year 2022/2023 Agreement with Indian Nations Council of Governments (INCOG)

Scott Eudey said this agreement has already been approved through the INCOG Board and asked for any comments. Bobby Schultz said the contract is just slightly lower than what we had budgeted. This year, he said the agreement does not include bookkeeping services and we will pay Terri Brannin separately. He explained that Terri Brannin is the spouse of the former Director Graham Brannin and therefore INCOG was oversight for this arrangement in the past.

Terry Ball moved to approve the agreement with INCOG. Derek Campbell seconded the motion. The motion passed unanimously.

5) Fiscal Year 2021-2022 Financials, including Balance Sheet, Income Statement, General Ledger by Center, Budget Report, and:

Item 5a) Review Budget Report, Consider Approval of Budget Report with Possible Amendment Transfers and/or Appropriation of Additional Revenues

Bobby Schultz reviewed the *Balance Sheet*. About the *General Ledger by Center*, he mentioned the various centers that have more income than expense. He mentioned that East Tulsa is not producing a lot of recycling and said sponsorship of this location is up for discussion at the Friends of the M.e.t. Inc. Board meeting in July.

About the *Budget Report*, Bobby Schultz referred to Line 15, Donations (code 4060) and commented that funds are expected from Friends of the M.e.t. Inc for reimbursement of Enviro Expo. He said for Line 38, Office Equipment (code 7010), he said we have purchased two refurbished laptops for \$700 that will show up next month's billing and budget. He said Line 53, Battery Disposal (code 6139) we are significantly over in expense and he said the message about problems with batteries in the trash is being heard by citizens. Line 61, Vehicle Equipment (code 6127) we have not been able to purchase a vehicle and steel can trailer that needed purchasing and the plan is to roll over the funds to next fiscal year. Line 63, Operating Services (code 6132) is the code for staffing the centers and he mentioned the need to hire temps to keep the Wagoner location cleaned up until we can have a permanent location. Bobby Schultz said we purchased a sign for the Coweta Recycling Center that falls into Line 78, Building Expense (code 6126). Line 99, STEM Rural Educator (code 6145) has \$66 listed and is a coding mistake. He said we are still reviewing resumes for the rural educator.

Item 5b) Consider Approval of Receipts and Disbursements for May 2-31, 2022, and June 1, 2022

Bobby Schultz reviewed the following checks:

- Check #25900 Signs Now for \$576.40 for the sign at the Coweta Recycling Center
- Check #25901 Standby Personnel for \$696.20 for the temporary workers utilized at Collinsville and Claremore's tire collection events.
- Check #25908 4 Imprint for \$350.76 for jar openers made from recycled tires.
- Check #25909 Acme Products for \$280 for oil absorbent.
- Check #25910 All American Forklift for \$1,210.61 repair of the forklift at the Tulsa Bale Center.
- Check #25912 Boomerang Printing for \$1,385 for the reprint of the recycling directory.
- Check #25930 Stein Iron Works for \$300 for a repair for the chain on the baler.
- Check #25911 Arvest Credit card has a charge for \$500 for tickets to give to a sponsor of the Go Green Night with the Tulsa Drillers. A \$6,000 sponsorship was paid to Friends of M.e.t. Inc. and this ticket money will be reimbursed from Friends of M.e.t. Inc. Also, the card had a charge for \$462 to Indeed which is a mistake and will be refunded.

Ellen Bussert moved to approve the receipts and disbursements from May 2-31, 2022, and June 1, 2022.

Julie Monnot seconded the motion. The motion passed unanimously.

Item 5c Discussion and Possible Approval of Surplus Equipment

Bobby Schultz said there is a 20-yard roll-off with a broken tarp mechanism and we need to use a roll-off with a top. The second item is a truck donated from ONEOK. For hauling purposes, he said a heavier truck is safer and the GNC package takes up area in the bed and doesn't allow the workers to carry their tools and supplies appropriately. He said the plan is for the sale money to go towards the new truck in the next fiscal year. The third item is a horizontal conveyor belt that is in disrepair and taking up space.

Bobby Schultz said Charlene Lawrence has agreed to accept the bids on these items as an outside source to keep the items sold in a fair way.

Terry Ball moved to approve surplus of the three items presented during the meeting. Julie Monnot seconded the motion. The motion passed unanimously.

Item 5d) Update on Friends of M.e.t. Inc. Sponsorship for Downtown Tulsa and East Tulsa Recycling Centers for FY 22/23

Bobby Schultz said last year the Brannin Family Foundation sponsored the operations of the East Tulsa Recycling Center. This year, we do not expect funds for this purpose. About sponsorship for the Downtown Tulsa Recycling Center, ONEOK has not officially confirmed sponsorship, however in correspondence it seemed likely. He said we have a Friends of the M.e.t. Inc. meeting on July 8th where we plan to have discussion regarding the funding of these centers.

Item 5e) Schedule a Budget Committee Meeting to Discuss FY 22/23 Possible Budget Adjustment

Bobby Schultz said in the benefit packages with the City of Tulsa, the amount the retirement is going up to 17% for the employers and 8% for the employee. It is possible there is a need to discuss salary adjustments at some point. Terry Ball said much has changed since we made the initial budget, and a meeting is a good idea. Scott Eudey asked that Bobby Schultz email with a survey of possible dates to the committee.

Item 6) Consideration, Discussion and Possible Approval of a Renewal for an Agreement for the Collection of Waste Oil and Antifreeze for Reclamation, Recycling or Refining Between The M.e.t. and OSI Environmental Inc. Including but not Limited to Approval of Month-to-Month Agreement, Direction to Rebid, Approval of Amended Agreement or Other Appropriate Action

Bobby Schultz said we received a letter rejecting the renewal agreement and he asked for guidance on how to proceed. After a brief discussion, it was recommended that the Director reach out to OSI and ask for an extension of ninety days while we go through the rebid process.

Derek Campbell moved to approve a 90-day extension with OSI Environmental while M.e.t. staff goes forward with the bidding process for oil collections. Doug Moore seconded the motion. The motion passed unanimously.

Item 7) Consideration, Discussion and Possible Approval of the Fiscal Year 22/23 Agreement for the Provision of Services with the Following Entities a) Broken Arrow Municipal Authority, b) City of Claremore, c) City of Jenks d) Sand Springs Municipal Authority, e) City of Wagoner, and f) Tulsa County

After a brief discussion with the Attorney Tammy Ewing, it was decided to vote on Broken Arrow agreement separately from the others.

Terry Ball moved to approve the agreements with City of Claremore, City of Jenks, Sand Springs Municipal Authority, City of Wagoner, and Tulsa County. Derek Campbell seconded the motion. The motion passed unanimously.

Terry Ball moved to approve the agreement with the Broken Arrow Municipal Authority. Derek Campbell second the motion. Scott Eudey Abstain. The motion passed.

Item 8) Presentation, Discussion and Possible Action on Recycling Depot Program, including: a) April Material & Revenue Depot Report with Operational Revenue Comparison

Bobby Schultz referred to the operational revenue on Page 3 of the report. He mentioned we originally budgeted for an income of \$105,930 but the budget was adjusted in February the expectation for income to \$150,000. We are still ahead with the new projection. Bobby Schultz said the collection of plastic bags is much higher.

Item 9) Consider, Action, Discussion and Possible Action Including Approval of a Lease Agreement for Downtown Recycling Center with Betty Henry Trust c/o Banc First Trustee

Bobby Schultz read off comments from Beth Anne Childs as follows:

- The M.e.t. is required to pay property tax
- The M.e.t. must carry one-million-dollar policy
- The landlord has a lean if we are in default
- There is a \$50 per month increase on this lease

Except for the increase, Scott Eudey asked if it is the same agreement as last year. Bobby Schultz said yes.

Terry Ball moved to approve the agreement the Betty Henry Trust. Derek Campbell seconded the motion. The motion passed unanimously.

Item 10) Consider, Action, Discussion and Possible Action, Including Approval of a Renewal Lease Agreement for the East Tulsa Recycling Center with PSOC Property Group

Bobby Schultz said the current agreement does not expire until June 2023 and it is not necessary to renew.

Item 11) Consideration, Discussion and Action to Elect Officers of the Trust for July 2022 to June 2024

Chair Scott Eudey explained that it is a requirement of The M.e.t. to elect officers every two years.

Ellen Bussert moved to approve a renewal of the current officers through June 2024. These officers are Chair Scott Eudey, Vice Chair Terry Ball, Secretary John Fothergill, and Treasurer Derek Campbell. Doug Moore seconded the motion. The motion passed unanimously.

Item 12) Consideration, Discussion and Presentation on Household Pollutant Regionalization, including Voucher Numbers Utilized

In this report, Bobby Schultz mentioned a new column added showing the weight collected. He said 47 vouchers were used in May; he said that some communities have used their vouchers for the year and have been billed for extra. Derek Campbell said Sand Springs agreement said they will be notified when the number is at the end of their amount utilized for the year. Terrie Hannam apologized for not notifying Sand Springs ahead of time. Derek Campbell asked to coordinate with Bobby Schultz to possibly up the purchase of number of vouchers for next year.

Chair Eudey said he had to leave the meeting and asked Vice Chair Terry Ball to chair the meeting. Before he left, he expressed thanks to Doug Moore for his service on the M.e.t.'s Board as this would be his last meeting before moving out of state.

Item 13) Report of Public Relations & Education, Including: Media, Ads, Articles, and Spring Events

Bobby Schultz said we reached over 7,000 people on Facebook last month. He said KTUL came out to interview us at the Smoke Alarm event on May 14th. He reviewed the collection numbers from the National Take Back event from April 30th.

Bobby Schultz said we are planning an awards dinner in November at ONEOK Field. He displayed a copy of the Nomination Form for Recycling Heroes. He asked all to consider someone to nominate.

Item 14) Report of Friends of M.e.t. Inc. Upcoming Meeting July 8, 2022 Including Information on Grants, Funding Opportunity Efforts

Bobby Schultz said we already have approval to transfer funds of \$3,642 for reimbursement of the Enviro Expo for this fiscal year. He said the Friends of M.e.t. Board meeting is July 8th to discuss other funding such as the Downtown and East Tulsa Recycling Centers.

Item 15) Comments by the Trustees

Doug Moore said we are having issues with the unattended trailer with citizens just laying items down and not putting it in the trailer. He said the land requisition for the center is still in Auto Zone's hands and once the transfer happens, there is still much clean up to do before placing the site.

Item 16) Comments from the Public

There were no comments from the public.

Item 17) New Business

No other new business.

Adjourn

Derek Campbell moved to adjourn. Ellen Bussert seconded the motion. The meeting adjourned at 1:50PM

ATTEST:

Date Approved: 7-14-22


Chair


Secretary