

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, October 8, 2020, 1:00PM

St. Francis Conference Room, Tulsa Chamber of Commerce
WTI, One West Third Street. Suite 100, Tulsa, OK

Meeting Minutes

Present

Scott Eudey, Broken Arrow
Jonah Humes Claremore
Tom Young, Coweta
Rob Werley, Glenpool
Tim Doyle, Jenks
Charlene Lawrence, Owasso
Terry Ball, Tulsa

Not Present

Ellen Bussert, Bixby
Craig Stokes, Collinsville
Derek Campbell, Sand Springs
John Fothergill, Tulsa County

Others Present

Graham Brannin, M.e.t.
Terrie Hannam, M.e.t.
Beth Ann Childs, Attorney
Bobby Schultz, M.e.t.
Maureen Turner, COT
Kirk Vanderslice, Hinkle & Co

The Trustees of The Metropolitan Environmental Trust met on October 8, 2020, as posted with Tulsa City Clerk on October 1, 2020 and with Tulsa County Clerk on October 2, 2020. Chair Scott Eudey called the meeting to order at 1PM.

Item 1) Introductions, City of Coweta Representative, Auditor and Possibly New Executive Director

Scott Eudey welcomed Tom Young as new Trustee for the City of Coweta, Kirk Vanderslice with Hinkle and Company and Bobby Schultz applicant for Director's position. He said Mr. Schultz did accept the offer for the Executive Director's position and will discuss further on the agenda.

Item 2) Presentation of Draft FY 19/20 Audit, Hinkle and Company

Graham Brannin reviewed the Management Discussion & Analysis and asked all to turn to the insert between Pages 2 and 3 in the audit. He commented on the financial highlights including a 7.3% increase in Net Position while the Operating Revenues decreased about 6%. Under General Comments, he mentioned possible funds to be moved to the reserve fund after review by the bookkeeper and new Director. For the year in review 2020 compared to 2019, he said Current Liabilities were up due to a couple of leftover bills including late receipt of the INCOG bill.

Kirk Vanderslice said his staff conducted the audit does not express an opinion on the financial statements. He said Hinkle and Company is happy to report an "Unmodified Clean Opinion". The process this year was unique with Covid-19 but management and staff were very helpful. He said they received all the documents and support, did a sample testing and computation. He mentioned member assessments were down but consistent with last year. As far as changes in the footnotes on Page 11, he pointed to a general note regarding Covid-19 and possible economic impact if it is to continue. There were no questions. He expressed thanks to the staff and for their professionalism.

Graham Brannin said path forward is to have Trustees review their copies and let staff know if there are any questions. Staff will forward questions to the auditor. The hope is to accept the audit at November's meeting. Tim Doyle said he already forwarded the document to the head of finance with the City of Jenks who seemed satisfied with no comments on the audit.

Item 3) Consider Approval of Minutes for the Board of Trustees Meeting September 10, 2020

Tim Doyle moved to approve the September 10, 2020 Minutes. Terry Ball seconded the motion. The motion passed unanimously.

Item 4) Consider Approval of Minutes for the Board of Trustees Special Meeting September 30, 2020

Tim Doyle moved to approve the September 30, 2020 Special Meeting Minutes. Terry Ball seconded the motion. The motion passed unanimously.

Item 5) Consideration, discussion, and possible action regarding the employment of Bobby Schultz as the Executive Director, including setting forth the terms of employment, management of the benefits by the Indian Nations Council of Governments and possible approval of a contract or letter agreement memorializing the terms.

Scott Eudey said after the last meeting, he made the offer to Bobby Schultz conditioned upon our agreement with INCOG. He said Mr. Schultz gladly accepted the offer. In the meantime, Mr. Eudey said he received a post draft of an agreement from our attorney in which he needs to review. After the meeting on the 30th, he said he spoke with INCOG's Director Rich Brierre who said INCOG needs to agree with our selection and will make all the appropriate background checks. Scott Eudey said he does not have a final agreement from INCOG. Terrie Hannam asked about a start date. Scott Eudey said the hope is November 1st dependent on INCOG's pay periods.

In regard to the budget, Scott Eudey said it looks like it will be okay to adjust and discuss in the next agenda item.

Item 6) Report of the Finance Budget Committee

Scott Eudey reminded all that we have a budget committee of the following: Chair Tim Doyle, Terry Ball, Scott Eudey, Jonah Humes and John Fothergill. He said with Mr. Fothergill's new position in the Tulsa County office finance, he said he is not sure if he will be able to continue to serve on this committee.

Tim Doyle said the committee met to discuss budget impacts and concluded that no action needs to be taken of the current state of the budget. They have identified some areas of transfer and will have nuances of other areas that need to be ironed out. He said the committee asked that no action in regard to transfers be taken at this time.

Item 7) FY 20/21 Financials

Item 7a) Financial Statements

About the Balance Sheet, Graham Brannin said the total assets is \$461,363.74 which balances with the total liabilities and capital. He reviewed the General Ledger by Center, Income Statement and Budget Report. He said we are three months into the budget which is 25% of the budget year. On the revenue side, we continue to track Line-8 for television revenue and compare it to Line-43, processing expense of TVs and CRTs. He said the payments are made on square and do not specify a location and he said he would like to figure out a way for them to tag a location when they pay for the item. He asked staff to follow up to see if it is possible to track the location.

On the General Administration section, Graham Brannin said line-26 for Dues and Subscriptions is over budget and said it was due to the Chamber of Commerce membership for \$535. Normally, we had an exchange with the chamber and gave them some sponsorship and some promotion in exchange for membership. Unfortunately, he said in the age of Covid-19 this was no longer available and we want to stay active with the chamber especially for the One Voice Legislative on Sustainability and the Environment. He said they are moving up some ideas and there is a general session where he is registered to attend and hope to continue to push items that are important to The M.e.t.'s mission. About Line-28, INCOG Services is at 28% and reminded all that his consulting fee has been going into that number. On Line-32, he said we will go over for attorney services with upcoming plans of editing the trust indenture. General Administration total expenses is at 22% of budget and the Depot Program is at 17%. He said there are some big items that we need to purchase for the Recycling Depot Program. One such item is a hut for Central Tulsa due to a fire. He said we are competitive shopping for this item. In Public Education, the total is at 19% and we received a grant for almost \$1,000 for supplies from TRSA.

Terry Ball asked if there are any Covid related expenses that could be sent to Tulsa County for reimbursement. Graham Brannin said there was a banner for Broken Arrow and a few obvious supplies. Terry Ball suggested making the contacts before the deadline. He suggested contacting Ron Peterson and John Fothergill.

Item 7b) Review Budget Report, Consider Approval of Budget Report with Possible Amendment Transfers and/or Appropriation of Additional Revenues

There were no transfers made at this time.

Item 7c) Consider Approval of Receipts and Disbursements for Sept 2-30, 2020 and October 1, 2020

Graham Brannin reviewed the following bills:

- Check 24672 - All American Forklift for \$2,009.23 for maintenance, repair and tires on the forklift at the Bale Center.
- Check 24688 - Natural Evolution for \$3,215.33 for electronic processing. This amount is higher than normal due to back up in their billing to us. He said their paperwork is good and that is one benefit to using a certified company that is held to a high standard.
- Check 24695 – Pro Overhead Door for \$215 to repair garage door in Broken Arrow.
- Check 24705 – Tulsa Regional Chamber for \$535 for a non-profit membership to the chamber.
- Check 24706 – Uline for \$376.73 for plastic wrap for wrapping plastic bales at the Bale Center.
- Check 24711 – Arvest Bank for \$741.42 for mostly supplies for education at Union Schools. Also, bookkeeping software for \$468.95 and this is a yearly expense.
- Check 24718 – Kathy Ballard for \$255 for pallets for our Bale Center. Bobby Schultz mentioned being able to get pallets from the Boy Scouts.
- Check 24727 – All Heart Wrecker for \$400 that was the rent we previously paid to Vernon Long who sold his property to All Heart Wrecker.
- Check 24728 – Sharron Aaron for \$1,162.65 is less than usual as we purchased a hot water tank because the old one broke and we subtracted it from the rent.

Terry Ball moved to approve the receipts and disbursements from Sept 2, 2020 through October 1, 2020. Rob Werley seconded the motion. The motion passed unanimously.

Item 8) Update on Bid Schedule for Audit Services and Paper Processing Services

Graham Brannin said our Audit Request for Proposal (RFP) has gone out and we will open bids October 29,

2020. The paper processing bid is to be open November 5, 2020 with the hopes to approve a contract at the November Board meeting.

Item 9) Household Pollutant Regionalization, Update on Facility's schedule and Voucher Report

Graham Brannin said 58 vouchers were processed in September and the plan is to go forward with no appointments. Terry Ball mentioned a citizen survey conducted and appointment requirements were unpopular with the second biggest request being to add another day in the schedule. He said non-Tulsans would still acquire a voucher and given the time frame when they can visit the site. Terry Ball said the swap shop is open for one person at a time wearing a mask and gloves.

Item 10) Consideration, Discussion and possible approval of Commercial Lease Agreement with Too Many Dogs, LLC for rental of warehouse space located at 4161 South 33 West Ave.

This contract has been reviewed by our attorney. Scott Eudey also reviewed the contract and said the signature line needs a correction.

Terry Ball moved to approve the storage agreement with Too Many Dogs including the signature line adjustment. Tim Doyle seconded the motion. The motion passed unanimously.

Item 11) Recycling Programs

Item 11a) August 2020 Material & Revenue Depot Report with Operational Revenue Comparison

Graham Brannin asked all to turn to Page 3 for the operational revenue and commented that August does not have the glass revenue. The graphs on Page 4 shows electronic waste collections and he said the collection events are not included in this graph. He said we are collecting over 100,000 plastic bags a month and the bags become composite lumber. Graham Brannin said the motor oil collection is strong and we are not getting charged for processing it at this time.

In regard to glass, Graham Brannin said he made a glass presentation at the OKRA conference this morning and said The M.e.t. has a good story. He said we do a good job with the collection of three colors which are clear, green and brown at all locations except for Broken Arrow. He said Broken Arrow has two options, colored and clear. We recycle about 80,000 pounds a month and we have a good arrangement with National Waste who holds it at their site until they have the right amount to take it to Dlubak in Okmulgee. Just including the hauling costs, we come out slightly ahead in revenue. Further, we are proud that our glass becomes bottles again and it can be recycled endlessly.

Scott Eudey said he is interested to see the trends while Broken Arrow's curbside program commences.

Item 12) Discuss Schedule for Process of City of Wagoner Joining the Trust

Graham Brannin asked for a path forward and the timing for a depot and the trust indenture. Scott Eudey said the letter agreement will allow you to open the center without the indenture in place. He asked Beth Anne Childs to begin work on the indenture. He said once we are content with the indenture then it will need to circulate to the various city councils and commissions. Graham Brannin said he will contact Wagoner and see the timing with their DEQ grant and if they are purchasing the required materials. We will also need to get bids for depot services and will reach out to an agency in the Wagoner area.

Item 13) Consideration, Discussion and Possible Approval of a Resolution of the Trustees of the Metropolitan Environmental Trust Setting the Regularly Scheduled Trust Meetings for Calendar Year 2021

Graham Brannin said all the dates are the second Thursday of every month.

Jonah Humes moved to approve the resolution for meeting dates in 2021. Charlene Lawrence seconded the motion. The motion passed unanimously.

Item 14) Report of Public Relations & Education Including: Media, Ads, Articles, and Fall Events

Graham Brannin reviewed the statistics from Instagram, Facebook and Twitter. All the posts are made on all media platforms. On Facebook, our community engagement is up. This does not include our Collinsville post that reached 15,000 for the Oct 3rd tire event.

Graham Brannin reminded members that we have an October 10th tire event at the Tulsa Zoo. October 24th is the Medication Take Back event at the Central Tulsa Recycling Center. He said the Medication event is a big partnership with the Tulsa Health Department, City of Tulsa Water and Sewer, the DEA, Walgreens and Reasors.

In November, we will have our 3rd annual Pumpkin Rescue collection and we have added a location, East Tulsa Recycling Center. We will have a live TV spot on October 29th at the East Tulsa location to show what we are doing. In regards to collections from the Oct. 3 event, we collected an estimate 4,000 pounds of e-waste and 364 tires. He said we had citizens from at least Collinsville, Claremore Owasso and Tulsa and will report on the zip codes at next meeting.

Item 15) Update on Friends of the M.e.t. Inc. and Possible Green Date in 2021 for Tulsa Drillers

Graham Brannin said the Friends of The M.e.t. Inc. met on October 2nd to discuss a number of things. One is a videography that we plan to release for America Recycles Day and Laura Mock with Fox 23 is going to help with editing. The Friends of the M.e.t. Inc. has agreed to find sponsors for the go-green date in May for Tulsa Drillers and The M.e.t. can have the event. We always include the City of Tulsa Save our Streams and TulsaRecycles.com to this event. We have to commit by October 15th.

Item 16) Update on Grants, Funding Opportunity Efforts

Graham Brannin said the Brannin Family Foundation has decided to donate \$25,000 at the end of the year to Friends of the M.e.t. Inc. These funds will be unrestricted for operations. Scott Eudey expressed thanks for the donation.

Item 17) Comments by the Trustees and Item 18) Comments from the Public

There were no comments from trustees or the public.

Item 19) New Business

There was no new business.

Adjourn

Jonah Humes moved to adjourn. Charlene Lawrence seconded. The meeting adjourned at 2:05pm.

ATTEST:

Date Approved: _____

Chair

Secretary