

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, August 10, 2023, 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
Julie Monnot, Claremore
Robyn Murray, Coweta
Jesse B. Hale, Glenpool
Barry Parsons, Jenks
Lauren Kimbrough, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa
James Rea, Tulsa County
Jessica Zwirtz, Wagoner

Not Present

Ellen Bussert, Bixby
Craig Stokes, Collinsville

Others Present

Bobby Schultz, M.e.t.
Gayle Lewis, M.e.t.
Kathryn Bartee, M.e.t.
Gary Percefull, New Solutions
Jerry Schuber, Broken Arrow
Beth Anne Childs, Attorney
Sydney Houston, Legal Intern

The Trustees of The Metropolitan Environmental Trust met on August 10, 2023, with Agenda posted August 2, 2023, and with Tulsa City and County Clerks. Board 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) Consideration, discussion, and possible approval of Minutes for the Board of Trustees Meeting on July 13, 2023

James Rea moved to approve the July 13, 2023, Minutes. Terry Ball seconded the motion. The motion passed unanimously.

Item 2) Report from the Executive Director for July 2023, including specifics on Meetings and Activities

Director Bobby Schultz displayed a list of educational activities from July 2023. He mentioned Ali Kalenak being busy almost 24/7 with the various summer camps and schools. He reviewed various meetings that Ali Kalenak attended, Exchange Center Senior Fair and Exchange Center 4-H Fair, reaching another demographic in recycling. She also has been attending and helping plan Monarchs on the Mountain Committee Meetings with bringing recycling to that event. Bobby Schultz said he had been visiting several sites. He is checking to be sure the sites are staying clean since the agency staff has been leaving early due to the extremely high temperatures. He also mentioned the Inter-Tribal Environmental Council Conference that he attended. A representative from the Cherokee Nation inquired about the possibility of conducting a joint collection event. He feels this will be a positive partnership.

Item 3) Review of Fiscal Year 2023-2024 Financials, including Balance Sheet, Income Statement, General Ledger by Center, Budget Report, specifically including:

Bobby Schultz reviewed the Balance Sheet and General Ledger by Center. He said the Balance Sheet was balanced in the amount of \$708, 922.29. Bobby Schultz stated the liabilities and capital balanced. He reviewed the Income Statement's information, stating that the revenue is \$198, 211.10 and the expenses are \$29, 825.33

with a Net Income of \$168,385.77. In reference to the General Ledger by Center, the revenue is half of what the expense is at most of our recycling centers. Glenpool, Downtown Tulsa, and East Tulsa are well below expectations. Broken Arrow, Sand Springs and Wagoner Recycling Centers are the only ones where the debit is under the credit.

Item 3a) Review Budget Report, Consider Approval of Budget Report with Possible Amendment, Transfers and/or Appropriation of Additional Revenues

Bobby Schultz reviewed the Balance Sheet. He also reviewed the Income Statement showing details of expenditure and income. In reviewing the Budget Report, there were a few specific items he noted:

- Line 20 Total Budgeted Revenue and Actual Revenue were compared.
- Line 58 Miscellaneous Contingency was used for moving the Sand Springs Recycling Center's Hut and Depot Platform to its new location.
- Line 82 Advertising expense was \$210.00, this amount was for billboard advertising.
- Line 102 was compared, and Bobby Schultz said since it was the first month of the fiscal year the expense was \$5,996 which is low.

Item 3b) Consider Approval of Receipts and Disbursements for July 2, 2023, through July 31, 2023, and August 1, 2023

Bobby Schultz reviewed the following disbursements:

- Check #26756 Keep Oklahoma Beautiful for \$200 for annual membership.
- Check # 26759 New Commercial LLC for \$925 for Paper Hauling, this has increased for FY 2023-2024
- Check # 26760 National Waste & Disposal Inc. for Glass Hauling, this has increased for FY 2023-2024
- Check #26766 Stacie Lewis for \$50 to update the household pollutant voucher spreadsheet with formulas for the new fiscal year.
- Check #26770 ARVEST Bank for \$1342.33 most of the charges were for education supplies which is covered by the Opportunity Grant
- Check #26779 Progressive Northern Insurance for \$9426.00 for FY 2023-2024.
- Check #26781 RKC Transport LLC for \$900.00 to move Hut and Depot Platform from old Sand Springs Recycling Center to new Sand Springs Recycling center at 312 E. Morrow Road.
- Check #26783 Staples More Account for \$1771.80 this amount is for 2 months of supplies.
- Check #26784 Terrie Hannam for \$777.81 worked for 4 days while Gayle was on vacation.

Bobby Schultz reviewed the August 1st rental checks noting there were rental increases in new contracts for several leases.

Terry Ball moved to approve the receipts and disbursements from July 2 to July 31, 2023, and Aug 1, 2023. Julie Monot seconded the motion. The motion passed unanimously.

Item 4) Presentation, Discussion, and Possible Action on Recycling Depot Program, including:

Item 4a) June Material & Revenue Depot Report with Operational Revenue Comparison

Bobby Schultz reviewed the Material & Revenue Report and explained June solids weight and revenue numbers had increased due to Paper, Plastic and Metals having an increase from the previous month. He reviewed the Operational Revenue and compared May's \$10,674 to June's \$11,994 commenting there was a slight increase. He reviewed the Charts and said E-waste was down, Glass increased significantly, Plastic Bags stayed the same and Motor Oil had a small increase. He said in the overview of the center's the Glass, Paper and Metals had increased from May to June at most of our centers. He said the market fluctuations on payment of plastics are

still decreasing dramatically. He also said that plastics revenue usually only declines for a month, but it is continuing to decline for the second month in a row and we are being advised that this decline may continue. He asked the Board of Trustees to review the Materials and Revenue Report and notice that several of the center's paper and metal had increased from the previous month. He also pointed out that Glenpool recycling Center had decreased in E-waste from the previous month and cooking oil was only collected for 2 months in the last 6 months of the year. He also stated that East Tulsa's numbers have continued a downhill decline and it was a good decision to close that recycling center.

Bobby Schultz reviewed the FY 2022-2023 Year End Collection Report for the Recycling Depot Program. He said we will also post these yearly totals on Facebook, especially the oil and batteries which are taken out of the waste stream.

Item 4b) Discussion, on Central Tulsa and Sand Springs Recycling Centers.

Bobby Schultz said the Sand Springs Recycling Center relocation went smoothly and the transition to the new recycling center was quick. The only problem was with the transfer and installation of electricity for the new center. He praised the City of Sand Springs for exemplary involvement in the provision of the new property and the amount of revenue that was provided for this property. He said as for Central Tulsa there is no new information for being removed from PSO property or new information on a location. Scott Eudey said he recommended a 120-day notice be given by PSO for The M.e.t. to remove the recycling center and Bobby said he would send an email.

Item 5) Consider, Discussion, and Possible Action to Renew The Metropolitan Environmental Trust Billboard Lease Agreement with BancFirst, Successor Trustee for the Betty J. Henry Trust for FY 2023-2024

Scott Eudey inquired about the renewal of the Billboard Lease Agreement. Bobby Schultz said the City of Tulsa agreed to continue using the billboard space. They are considering updating the ad information, but no decision has been made at this time. Bobby Schultz said he recommends the renewal of the Billboard Lease Agreement.

Terry Ball moved to renew the agreement with BancFirst, Successor Trustee for Betty Henry Trust for The Metropolitan Environmental Trust Billboard Lease Agreement. James Rea seconded the motion. The motion passed unanimously.

Item 6) Consideration, Discussion, and Presentation on Household Pollutant Regionalization, including Voucher Numbers Utilized

In July, Bobby Schultz said 68 vouchers were utilized and since this was a new fiscal year there were no overages on vouchers.

Item 7) Report of Public Relations & Education, Including: Media, Ads, Articles, Events

Bobby Schultz turned the July 2023 analytics over to Kathryn Bartee to review. She said since it is summertime and there is usually higher engagement, she posted for 3 consecutive weeks three different series. She continued the Plastic-Free July series, a Secondhand Shopping series which listed local businesses and this series has reached 1,023 on Facebook with 40 likes, and then the City of Tulsa's HHPC Facility series which was decided on because of the confusion of how to handle hazardous waste items. This series reached 139 on Facebook with 10 likes. Kathryn Bartee said she will share this again soon. Bobby Schultz reviewed the E-Waste Collection Event that will be August 19, 2023, at the Holberton School. This is the first time for this event and is a new partnership. He stated that all monitors now have a \$10.00 fee. He reviewed the Monarchs on the Mountain event which is September 23rd. at Chandler Park, he mentioned the involvement of so many environmental groups and how this is a popular event for all ages. He pointed out our involvement is to bring recycling and information to the event. Bobby Schultz said that Ali Kalenak has been busy with the camps and programs in the interschool period. There were 19 different class sessions in 20 days and 1,495 students in recycling

education in July. Ali Kalenak has been reaching different demographics with the Tulsa County Free Fair, our booth reached 300 people and The Life Senior Services Fair's booth reached 800 people.

Item 8) Report of Friends of M.e.t. Inc. Including Information on Grants, Funding Opportunity Efforts and America Recycles Day

Bobby Schultz reminded the Board of Trustees of the ONEOK and Brannin Family Foundation grants for the support of the Downtown Recycling Center. He said the America Recycles Day Banquet will be on November 15th, 2023, and he reviewed the Sponsorship Letter and asked for the trustees to please help with getting sponsorships. He said the event will be held in Broken Arrow this time at the Battle Creek Golf Club and this will be a plated meal. They offered the venue rental at a non-profit discount of \$495. It is a great event to help honor those who are making a difference in recycling. Currently, the sponsors are PSO, and National Waste and Disposal but we need more in order to have a successful event.

Item 9) Comments by Trustees

There were no comments from trustees.

Item 10) Comments from the Public

There were no Comments from the Public

Item 11) New Business

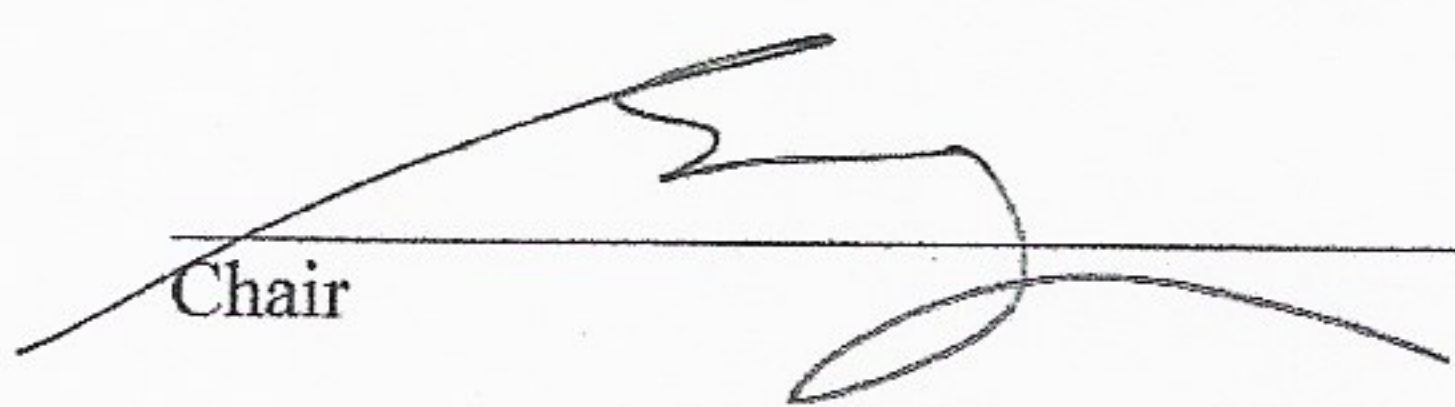
There was no new business.

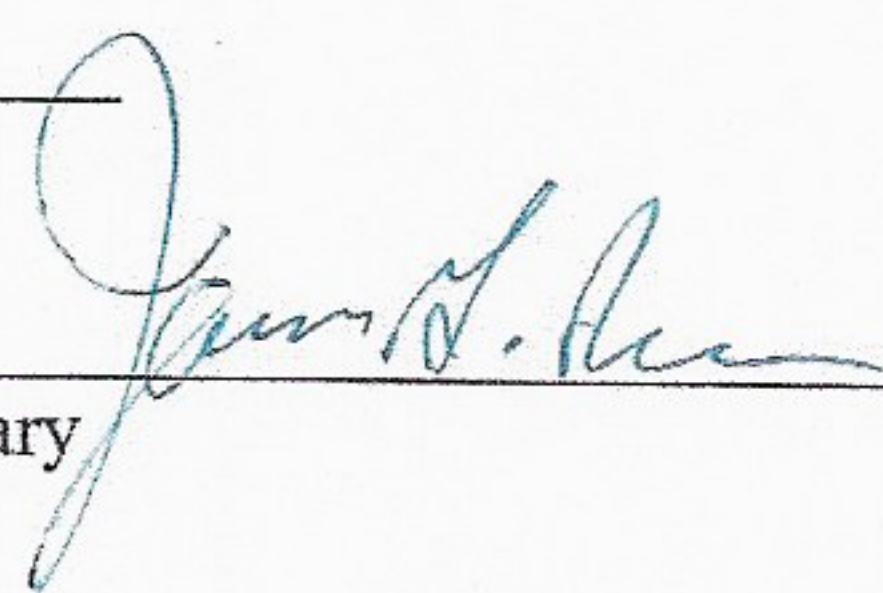
Adjourn

Julie Monnot moved to adjourn. James Rea seconded the motion. The meeting adjourned at 1:35 PM

ATTEST:

Date Approved: 9-10-23


Chair


Secretary