

**METROPOLITAN ENVIRONMENTAL TRUST  
BOARD OF TRUSTEES MEETING**

Thursday, September 8, 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  
Craig Stokes Collinsville  
Robyn Murray, Coweta  
Gerald Gilbert, Glenpool  
Barry Parsons, Jenks  
Derek Campbell, Sand Springs  
Terry Ball, Tulsa  
John Fothergill, Tulsa County

**Not Present**

Charlene Lawrence, Owasso  
Wagoner Trustee

**Others Present**

Kim Payne, Attorney  
Matthew Aldrich, Broken Arrow  
Galea Albano, Broken Arrow  
Robert Lawrence, Show, Inc.  
Holly Hilst, The M.e.t.  
Bobby Schultz, The M.e.t.  
Terrie Hannam, The M.e.t.

The Trustees of The Metropolitan Environmental Trust met on September 8, 2022, with Agenda posted September 1, 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 Wagoner Trustee**

There is not a new Wagoner Trustee to date.

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

Terry Ball moved to approve the August 11, 2022 Minutes. John Fothergill seconded the motion. The motion passed unanimously.

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

Director Bobby Schultz displayed a list of educational activities from August 2022. He said it was a slower month, however, the new rural educator has been coordinating with our educator Ali Kalenak in developing new lesson plans. Regarding meetings, he said the majority were for planning for upcoming events. Bobby Schultz mentioned that ONEOK is planning a beautify day for the Downtown Tulsa Recycling Center. He said we have a part time student working for us who is earning high school credits and is doing research on Styrofoam recycling and collections.

Bobby Schultz said we have contacted the dealership regarding purchasing a truck on the government contract, however, once it is ordered it will take 150 days to receive it. Also, he said the FY 21/22 audit has started this past week.

**Item 4) Review of Fiscal Year 2022-2023 Financials, including Balance Sheet, Income Statement, General Ledger by Center, Budget Report, and:**

**Item 4a) 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 said the income and expense is running even for the Sand Springs location. He said the *Income Statement* gives the detail that is moved into the *Budget Report*.

In the *Budget Report*, Bobby Schultz pointed to line 15 that has \$70,000 budgeted for donations. He explained this is the line item where the donation for the support of the Downtown Tulsa and East Tulsa centers. He said he expects both centers to have the funds that will be given and transferred in November or December. Line 51 is Professional Services, code 6140, is expensed over the budgeted amount due in invoice for a years-worth of bulb disposal for \$2,390. This line item will be discussed during the budget committee meeting in October.

**Item 4b) Consider Approval of Receipts and Disbursements for August 2-31 and September 1, 2022**

Bobby Schultz reviewed the following checks:

- Check #26067 for \$220 Hawkeye Printing is for shirts for the field workers
- Check #26079 for \$5,512 Progressive Northern Insurance for one year of vehicle insurance
- Check #26083 for \$198.49 System Scale Corp. is to have the scale calibrated
- Check #26090 for \$2,390 American Compactor, Inc. for disposal of over a years-worth of bulbs
- Check #26107 for \$2,505.07 Patrick Hayes for four weeks of time for the new rural educator
- Check #26116 for \$928 Uline to cover plastic wrap and a pallet jack
- Check #26092 for Arvest Banks Credit Card had a charge to Mail Chimp for over 2,300 emails for the newsletter, Amazon Prime

Bobby Schultz briefly reviewed the September 1<sup>st</sup> rental checks.

**Robyn Murray moved to approve the receipts and disbursements from August 2-31, 2022, and Sept. 1, 2022. Julie Monnot seconded the motion. The motion passed unanimously.**

**Item 4c) Report on Audit Schedule**

Bobby Schultz said we are currently under audit review with Hinkle & Company. The draft report is expected in November. Final acceptance of the audit is scheduled for December's Board meeting.

**Item 5) Presentation, Discussion, and Possible Action on Recycling Depot Program, including:**

**Item 5a) July Material & Revenue Depot Report with Operational Revenue Comparison**

Bobby Schultz referred to Page 3 showing operational expense higher than anticipated. Page 4 shows a chart of used motor oil collections with the month of July being at the highest point. Many of the centers have an increase in cardboard and paper collections for the month of July.

**Item 5b) Consideration, Discussion, and Possible Action on Attendant Services for the Sand Springs Recycling Center, Including Direction to have the Executive Director Contract Potential Providers for the Remainder of the Term and Negotiate the Terms for Approval by Trustees**

Bobby Schultz announced Angels Place has given their sixty-day notice to break the contract for attendant services at the Sand Spring's location. He said Robert Lawrence from Show Inc. was in attendance at the board meeting. He said Show Inc. has a processing agreement for our cage trailers and he has had discussions with Mr. Lawrence and counsel about allowing Show Inc. to possibly take over the remainder of the contract, if we are able to proceed that way instead of putting it out for bid. Kim Payne said we hope to do a tentative agreement under the other agreement until we can do an RFP to go out for bids for ninety-days. All agreed with

the decision to do a temporary agreement with Show Inc. and start the process of bidding.

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

In August, Bobby Schultz said there were 71 vouchers utilized and commented that Sand Springs has used 9 in the combined month of July and August.

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

Bobby Schultz reviewed the August 2022 analytics and showed examples of posts regarding litter. Litter education is part of the storm-water agreements with municipalities. Bobby Schultz reviewed the following events:

- \*Monarchs on the Mountain on September 17
- \*Oakhurst area tire and e-waste event on September 16
- \*Jenks tire and e-waste event October 15
- \*Broken Arrow collection event November 5

Bobby Schultz said the Jenks event is on a gravel lot on private land who the owner gave us permission.

**Item 8) Report of Friends of M.e.t. Inc. Including Information on Meeting on October 7, 2022, Grants, Funding Opportunity Efforts and America Recycles Day**

Bobby Schultz said the America Recycles Day Celebration is November 10<sup>th</sup> in a conference room at the Tulsa Drillers. He said we are still accepting nominations and encouraged the trustees to consider the green government category and apply.

Bobby Schultz said, most of the grants applied for recently are regarding the sponsorship of the Downtown Tulsa and East Tulsa centers. Discussing expenses at events, paper shredding is a big draw but also costs money and it is an area to apply for grants or find sponsors. He said we received another \$1,000 Opportunity Grant towards education. He explained that Friends of the M.e.t. Inc. is the 501(c)3 organization that applies for the grants. Once funds are received, they are transferred to The M.e.t.'s operation budget. The Friends of the M.e.t. Inc.'s Board meets quarterly.

**Item 9) Comments by Trustees**

There were no comments from trustees.

**Item 10) Comments from the Public**

Jerry Schuber said he will be missing the next few months due to participating in Leadership Broken Arrow.

**Item 12) New Business**

Bobby Schultz announced that Charlene Lawrence with the City of Owasso is retiring, and October will be her last meeting with us.

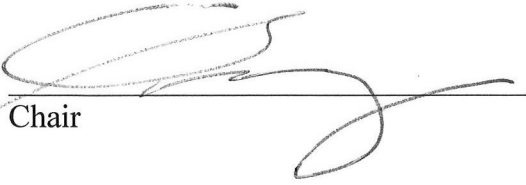
Barry Parsons thanked Mr. Schultz for pulling together and contacting the landowner for the event on Oct. 15<sup>th</sup>.

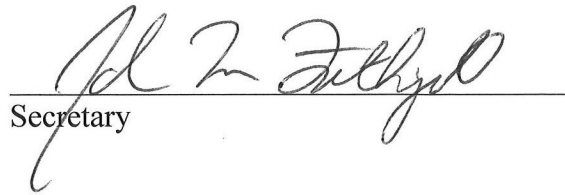
**Adjourn**

**John Fothergill moved to adjourn. Terry Ball seconded the motion. The meeting adjourned at 1:35 PM**

ATTEST:

Date Approved: 10-13-22

  
Chair

  
Secretary