

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, October 13, 2022, 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
Gerald Gilbert, Glenpool
Barry Parson, Jenks
Derek Campbell, Sand Springs
Terry Ball, Tulsa
John Fothergill, Tulsa County

Not Present

Ellen Bussert, Bixby
Craig Stokes, Coweta
Wagoner Trustee

Others Present

Beth Anne Childs, Attorney
Matthew Aldrich, Broken Arrow
Robert Lawrence, Show, Inc.
Gary Percefull, New Solutions
Maureen Turner, COT
Lauren Kimbrough, Owasso
Bobby Schultz, M.e.t.
Terrie Hannam, M.e.t.

The Trustees of The Metropolitan Environmental Trust met on October 13, 2022, with Agenda posted October 7, 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

Scott Eudey welcomed Lauren Kimbrough who will soon be the trustee for Owasso. 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 September 8, 2022

Terry Ball moved to approve the September 8, 2022 Minutes. Derek Campbell seconded the motion. The motion passed unanimously.

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

Director Bobby Schultz displayed a list of educational activities. He said many of the meetings in September were for planning the fall events and there has been positive interactions in our outreach.

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

Item 4a) Report of the Finance Budget Committee Meeting, October 5, 2022

Finance Budget Chair Derek Campbell said the FY23 budget was approved in March and so it seemed reasonable to review the budget after three months after some expenditures were made. He asked Bobby Schultz to review his recommendations for budget adjustments.

Item 4b) Review Budget Report, Consider Approval of Budget Report with Possible Amendment Transfers and/or Appropriation of Additional Revenues

Bobby Schultz reviewed the *Budget Report* as follows:

- Increase in operational revenue and bulb revenue, increase in grants in the amount of \$10,000 for the payment of rural educator.
- Under general administration, increase in travel and meeting expense and INCOG's administrative services for \$20,080. In the beginning of the year, we made 3% salary adjustment. In order to retain staff, he asked for another adjustment to bring their rate up slightly more. He said if we had to go and find someone new, it would cost more than this budget adjustment.
- Under recycling depot expense, decreased amounts in dumpsters, processing, and payroll at the baling center. He said Major Group has been having difficulty hiring a second job coach.
- Under recycling depot expense, increase amounts in increase in pollutant disposal, fuel, porta john rental, telephone, and utilities.
- Under public education/events, increase temp workers for tire collections, and increase the rural educator amount for \$10,000 that show in the revenue under grants.

Terry Ball moved to approve budget adjustments as presented. Robyn Murray seconded the motion. The motion passed unanimously.

Item 4c) Consider Approval of Receipts and Disbursements for September 2-30 and October 1, 2022

Bobby Schultz reviewed the

- Check #26128 for \$66.01 to Bobby Schultz for reimbursement of a luncheon meeting.
- Check #26150 for \$372 to Ali Kalenak for reimbursement for mileage for two conferences.
- Check #26152 for \$7,350 to Central Trailer Sales for a steel can trailer utilized at Coweta.
- Check #26157 for \$4,000 to Hinkle and Company for half of this year's audit.
- Check #26166 for \$1,568.82 to Patrick Hayes for work and mileage to a conference.
- Check #26173 for \$272.48 to Stand-By Personnel for workers to help with tires at Oakhurst.
- Check #26151 for Arvest Credit Card, the Sage is the accounting software.

Bobby Schultz briefly reviewed the October 1st rental checks.

Terry Ball approve the receipts and disbursements from September 2-30, 2022, and Oct. 1, 2022. Charlene Lawrence seconded the motion. The motion passed unanimously.

Bobby Schultz asked to review the *General Ledger by Center*, commenting that Collinsville and Sand Springs are making about as much in revenue as in the expense.

Item 4d) Update on FY 21/22 Audit

Bobby Schultz said the audit is almost complete and they plan to have the first draft ready within two weeks and with permission, he said he could email it to the M.e.t. Trustees before the next M.e.t. Board meeting.

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

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

Bobby Schultz reviewed the *Material and Revenue Report*, page two shows the overall solid totals are down. He said Broken Arrow's and Bixby's plastic collections are up, along with, Claremore's paper collections are up. Also, the City of Sand Springs have taken their Mr. Murph bin away from city hall and he said he anticipates Sand Springs' cardboard to soon increase because of this change.

Bobby Schultz thanked Tulsa for agreeing to repair the pavement at the exit area of the Central Tulsa location.

Item 5b) Update on Funding for the East Tulsa and Downtown Tulsa Recycling Centers.

Bobby Schultz said ONEOK is meeting on October 24th to discuss the funding for the Downtown Tulsa Recycling Center. Also, a city councilor is assisting in finding a new location for East Tulsa Recycling Center. He said he hopes to have an answer about relocating at the next board meeting.

Item 6) Consideration, Discussion, and Possible acceptance of termination of Attendant Services Agreement with Angels Place for the Sand Springs Recycling Center.

Derek Campbell moved to accept the termination of Angels Place's contract. Terry Ball seconded the motion. The motion passed unanimously.

Item 7) Consideration, discussion, and possible approval of an Attendant Services Agreement with SHOW, Inc. for the Sand Springs Recycling Center

Bobby Schultz said he visited with council who said we did not have to send it out for bid right away and he presented a draft letter agreement. Since SHOW Inc. is located close to Sand Springs and they have run the center in the past, it was a natural fit to utilize their attendant service for this center. Beth Anne Childs said this replacement is a type of an emergency to have someone staff this. She said in her opinion, this is a professional service they have an experienced track record and suggested to run the agreement to 2024 and then rebid it. She recommended an actual contract and not the letter agreement presented.

Robyn Murray asked about the amount being slightly higher than the previous amount through Angels Place. Bobby Schultz said Angels Place has always bid very low because they had other revenue sources for their services and SHOW Inc. came as close as they could to the \$7.25 amount.

Derek Campbell moved to approve an agreement with SHOW Inc. as reviewed by council and to expire FY24. Terry Ball seconded the motion. The motion passed unanimously.

Item 8) Consideration, discussion, and possible approval of a First Amendment to Agreement for Collection of Waste Oil and Anti-freeze for Reclamation, Recycling or Re-finishing with OSI Environmental Inc.

Bobby Schultz reminded the Board that we received a letter stating that they could not pay the revenue amount as stated in the first agreement with OSI. He said they do provide the tanks at all the center where we collect the oil. Beth Anne Child recommended amending the agreement and substituting with a diesel fuel index.

Terry Ball moved to approve the amendment to the OSI agreement as presented. Julie Monnot seconded the motion. The motion passed unanimously.

Item 9) Consideration, discussion, and possible approval of a Renewal of Warehouse Agreement with Too Many Dogs, LLC

Bobby Schultz said this is a warehouse where we have generators, tools and is utilized for when we need to make any repairs. It is time to renew but only for eight months and not twelve as the owner is in the process of selling the building. All his contracts expire June 30, 2023. Scott Eudey read the line that explains the expiration.

Terry Ball moved to approve an eight-month agreement for rental with Too Many Dogs LLC. Julie Monnot seconded the motion. The motion passed unanimously.

Item 10) Consideration, discussion, and presentation on Household Pollutant Regionalization including Voucher Numbers Utilized

Bobby Schultz said there were 63 vouchers distributed for the month of September. He explained in the beginning of the year, there was a miscalculation in the number of Bixby's vouchers and their assessment, and

Bobby Schultz said there were 63 vouchers distributed for the month of September. He explained in the beginning of the year, there was a miscalculation in the number of Bixby's vouchers and their assessment, and we had to lower the amount to match their assessment amount. He said we constantly promote the facility at all our events.

Item 11) Report of Public Relations & Education, Including: Media, Ads, Articles, Events

Bobby Schultz reviewed the social media analytics. The top Instagram post was the tire and e-waste collection. Facebooks posts reached more folks this month than last month. He said we have an event on Saturday in Jenks, one on the 29th for prescription take back, and Broken Arrow's Trash Bash is November 5th.

Bobby Schultz said the Oakhurst Collection event received 1,000 tires and another 1,082 collected from an illegal dump site. Maureen Turner said they were able to put up cameras and now three citations have been distributed to illegal dumpers. There was a brief discussion regarding sharp collections.

Item 12) 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 10th in the conference center at ONEOK Field, Laura Mock is the MC, and Scott McQuade is the musician. He said the committee is meeting on Friday to pick the winners of the awards.

About the Pumpkin Rescue Program, Bobby Schultz said Full Sun Composting is not going to be able to accept the pumpkins this year. He said GEM Dirt is willing to accept the pumpkins and plans to use M.e.t. staff haulers to haul the pumpkins from three locations. If our haulers cannot meet the demand, then Friends of the M.e.t. Inc. has offered up to \$750 to hire Full Sun Composting to haul the pumpkins.

Item 13) Comments by Trustees

There were no comments from trustees.

Item 14) Comments from the Public

There were no comments from the public

Item 15) New Business

Once again Chair Eudey welcomed Lauren Kimbrough to the Board and thanked Charlene Lawrence for her years of service with The M.e.t.

Bobby Schultz announced The M.e.t. is an award recipient for the 2022 Bellmon Award for the micro business category. He said this a strong compliment to all our member governments working together towards environmental solutions for the area.

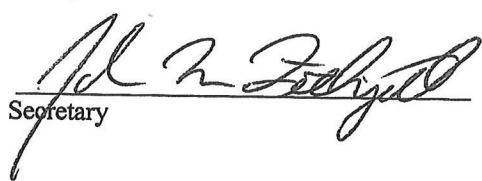
Adjourn

Julie Monnot moved to adjourn. Barry Parson seconded the motion. The meeting adjourned at 1:55 PM

ATTEST:

Date Approved: 11-10-22


Chair


Secretary