

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**
Thursday, September 14, 2023, 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
Robyn JE Murray, Coweta
Jesse Hale, Glenpool
Barry Parsons, Jenks
Lauren Kimbrough, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa
James Rea, Tulsa County

Not Present

No Trustee, Claremore
Craig Stokes, Collinsville
Jessica Zwirtz, Wagoner

Others Present

Beth Anne Childs, Attorney
Bobby Schultz, M.e.t.
Gayle Lewis, M.e.t.
Debbie Veale, M.e.t.
Galea Albano, Broken Arrow
Jerry Schuber, Broken Arrow
Maureen Turner, Tulsa
Gary Percefull, New Solutions

The Trustees of The Metropolitan Environmental Trust met on September 14, 2023, with Agenda posted September 5, 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) Consideration, discussion, and possible approval of Minutes for the Board of Trustees Meeting on August 2023

Terry Ball moved to approve the August 10, 2023, Minutes. Barry Parsons seconded the motion. The motion passed unanimously.

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

Director Bobby Schultz displayed a list of educational activities from August 2023. He said it was a slower month, however, educator Ali Kalenak in developing new lesson plans for the fall classes and has been involved with the planning of Monarchs on The Mountain. Regarding event meetings, he said the majority were for planning for upcoming events. Bobby Schultz mentioned Tulsa Holberton School E-Waste Event, he said it was a slow event due to problems with construction in the area. He said he hopes to continue this event in the future since it was providing a collection event in a new area. Bobby Schultz said the outreach and meetings were mainly site visits.

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

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*. About the *General Ledger by Center*, he said the debit is trending half of the credit income. He reviewed Bixby and said this location is under the half debit to credit ration. He asked the trustees to review the *General Ledger*. He said the *Income Statement* gives the details that is moved into the *Budget Report*, he reviewed INCOG increase, the Battery Disposal amount, the Contract Educator amount going to zero after this month and the Education expense.

In the *Budget Report*, Bobby Schultz pointed to line 11 that showed \$66.00 in revenue from the collection of fire extinguishers. Line 51 is Professional Services for Battery Disposal for \$13,707.60, he pointed out that we are already over budget, and we will need to review at the next budget meeting. Line 58 is Miscellaneous Contingency, and he said the expense there for \$2,496.48 was for the move of Sand Springs to the new location and the closing of the East Tulsa location. Line 84 for Parking for \$213.75 will probably go to zero in the future since our intern has been transferred to an open spot for parking under the INCOG contract. Line 91 Education Supplies for \$3,342.99 was for summer education programs and summer camps, this expense was covered under the Opportunity Grant. Scott Eudey asked why there was a negative amount on line 15 for Donations. Gayle Lewis explained that PSO had paid the sponsorship to The M.e.t. and it should have been for The Friends of The M.e.t. and a transfer was made for \$500.00.

Item 3b) Consider Approval of Receipts and Disbursements for August 2-31 and September 1, 2022

Bobby Schultz reviewed the following checks:

- Check #26801 for \$500 Friends of The M.e.t for reimbursement of PSO writing the check to The M.e.t. instead of Friends of The M.e.t. for sponsorship.
- Check #26811 for \$462.00 Porta John, it was less this time due to Porta John mistakenly not sending the invoice for Sand Springs, they have been notified of the error.
- Check #26814 for \$1,000.00 RKC Transport LLC for hauling East Tulsa Depot platform and E-waste pod to the City of Tulsa's lot due to the closing of the recycling center.
- Check #26816 for \$98.80 Signs Now for a closing banner for East Tulsa Recycling Center
- Check #26824 \$1,691.44 ARVEST bank for mainly education supplies and Sand Springs moving banner.
- Check #26827 for \$104.55 Debbie Veale, for the purchase of fuel for Collinsville hauling.
- Check #26828 for \$13,707.60 for Global Tech Environmental Corporation for processing of alkaline batteries.
- Check #26839 for \$500 RKC Transport LLC for transferring the East Tulsa hut to Bixby Recycling center.
- Check #26843 for \$82.00 Smith's Welding, Fabricating and Repair to repair the tongue on a trailer.
- Check #26844 for \$216.68 System Scale Corporation for Baling Center scale calibration.

Bobby Schultz briefly reviewed the September 1st rental checks. He explained to the board that the rentals show a decrease due to the closing of East Tulsa and ending the contract with PSC Properties. Scott Eudey asked if we had notified them, and Bobby Schultz explained we had sent a certified letter and it came back and then we hand delivered the letter. He said we still have not had a response from them.

Terry Ball moved to approve the receipts and disbursements from August 2-31, 2023, and Sept. 1, 2023. Ellen Bussert seconded the motion. The motion passed unanimously.

Item 3c) Schedule a Budget Committee Meeting to Discuss Fiscal Year 2023-2024 Budget. Bobby Schultz said that we need to schedule a budget meeting for October, he asked if October 5th would work for the Budget Committee members. They all approved of the date.

Item 3d) Report on Audit Schedule

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

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

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

Bobby Schultz referred to Page 2 discussing as an overall view we were down in pounds and significantly down revenue for the month of August. Page 3 he noted the revenue to budget was down \$3,572. He reviewed the charts for August showing e-waste and plastic bags with an increase and motor oil with a decrease. Many of the centers have decreases in paper, plastics, and metals for the month of August. Glass and e-waste show increases at most of the centers.

Item 5) Consideration, Discussion, and Presentation on Household Pollutant Regionalization, including Voucher Numbers Utilized

In August, Bobby Schultz said there were 47 vouchers utilized and commented that there was a 21 decrease in vouchers from July. He said Broken Arrow used the most vouchers, and four locations used no vouchers. He commented that at TARE board meeting Scott VanLoo said the Household Pollutant Collection Facility had shown decreases for the last month.

Item 6) Report of Public Relations & Education, Including: Media, Ads, Articles, Events

Bobby Schultz reviewed the August 2023 analytics and said Facebook Reach was up 141%, Visits was up 53% and Likes and Follows was up 28%. He reviewed the Top Post which was for the New Sand Springs Center Now Open. He reviewed the *Social Media Report* showing examples of posts regarding back-to-school tips. The *Green Scene Newsletter* also had back-to-school sustainable tips from our educator Ali Kalenak. Bobby Schultz reviewed the following events:

*Monarchs on the Mountain on September 23rd

*BA Trash Bash and Recycling Rally on September 21st

*Owasso Household Waste Collection and Recycling Event October 21st

Bobby Schultz reviewed the Tulsa Holberton School E-waste Collection Event summary.

Item 7) Report of Friends of M.e.t. Inc. Including Information on Meeting on October 6, 2023, Grants, Funding Opportunity Efforts and America Recycles Day

Bobby Schultz said the America Recycles Day Celebration is November 15th in Broken Arrow at the Battle creek Golf Club and he encouraged the trustees to please attend. He said we are still in need of sponsorships and as of right now we have no naming sponsor. He asked the board to review the report on the *Friends of The M.e.t. America Recycles Day Banquet Update*. He stated that we are having a small online auction, and that Terri Brannin is finding donated items for the auction. He commented that there will be a Friends of The M.e.t. meeting on October 6th and to review the ARD banquet information and said there is a good selection of award winners for the event.

Item 8) Comments by Trustees

Bobby Schultz asked Robyn Murray if she would like to tell the board about her decision to leave as Trustee. She said yes and explained that she had taken a job offer in Washington DC and would no longer be able to represent the City of Coweta.

Item 9) Comments from the Public

Jerry Schuber said he wanted to thank The M.e.t. for their event assistance with the Broken Arrow Trash Bash and Recycling Rally. He said we have always been there to help with the event. Ellen Bussert suggested to the Board members visit the event, she said it was quite impressive.

Item 10) New Business

Bobby Schultz announced that Julie Monnot with the City of Claremore had taken a position with the City of Sand Springs and is no longer our trustee effective immediately.

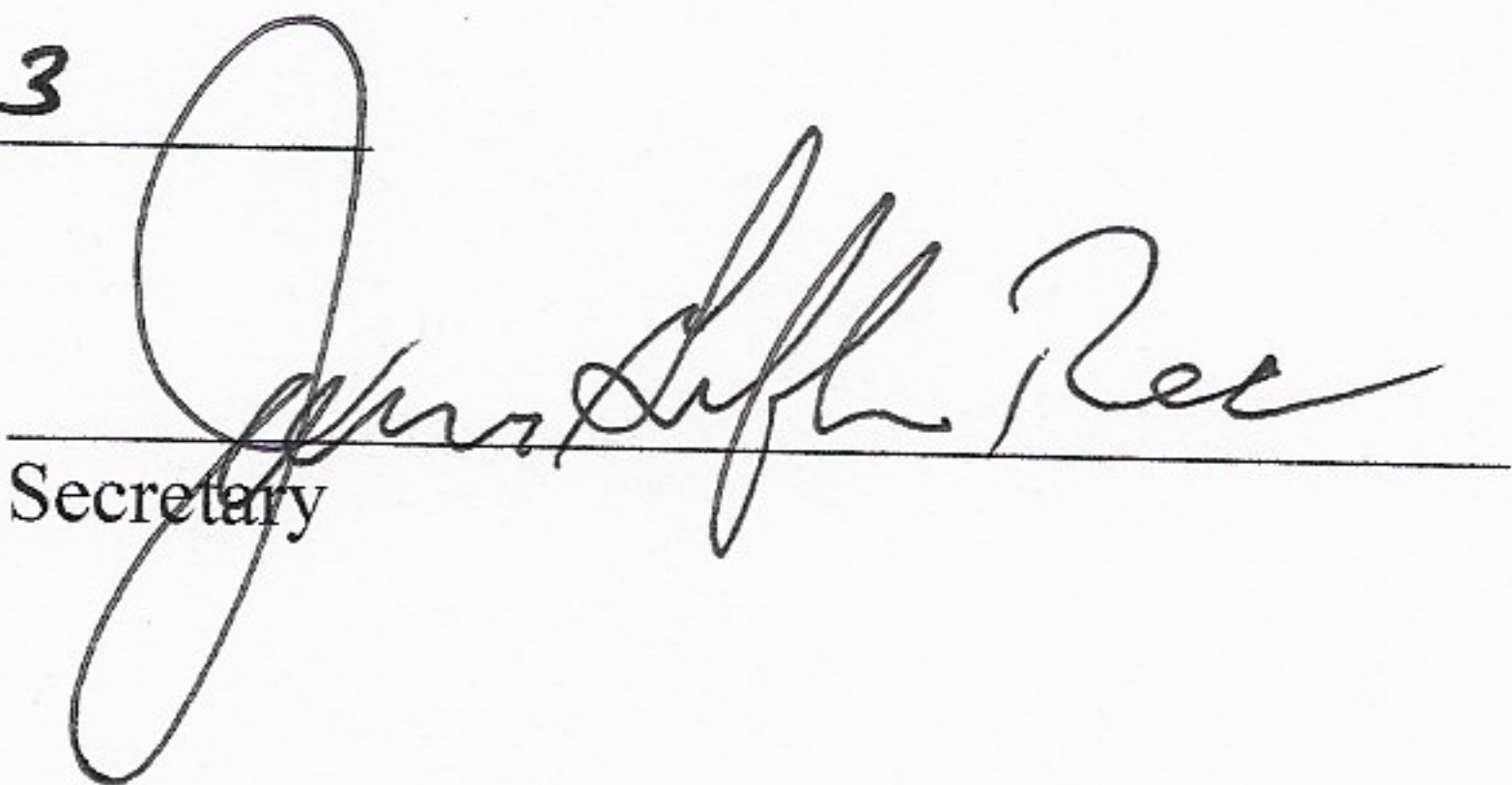
C. Adjourn

Robyn Murray moved to adjourn. Terry Ball seconded the motion. The meeting adjourned at 1:35 PM

ATTEST:

Date Approved: 10-12-2023


Chair


Secretary