

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, November 10, 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
Ellen Bussert, Bixby
Robyn Murray, Coweta
Gerald Gilbert, Glenpool
Barry Parsons, Jenks
Lauren Kimbrough, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa

Not Present

Julie Monnot, Claremore
Craig Stokes, Collinsville
John Fothergill, Tulsa Co.
Wagoner Trustee

Others Present

Galea Albano, City of B.A.
Matt Aldrich, City of B.A.
Kim Payne, Attorney
Gary Percefull, New Solutions
Terrie Hannam, M.e.t.
Bobby Schultz, M.e.t.
Maureen Turner, Tulsa
Ron Johnson, Hinkle & Co.
Kirk Vanderslice, Hinkle & Co.

The Trustees of The Metropolitan Environmental Trust met on November 10, 2022, with Agenda posted on November 2, 2022, and Addendum on November 8, 2022 with Tulsa City and County Clerks. Chair Scott Eudey called the meeting to order at 1:01 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

Bobby Schultz said that he spoke with the City of Wagoner's Mayor Jones who said they still have not found a replacement for the vacant position. He said the mayor planned to attend the December meeting.

Item 2) Presentation, Discuss, Review, and Consider Acceptance of FY 21/22 Audit, Hinkle and Company

Kirk Vanderslice from Hinkle and Company reviewed the FY 21/22 audit and said they had a clean and unmodified opinion on the financial statements and modified controls. He said no deficiencies are noted. He highlighted the following:

- New accounting standards GASBY 87 which has to do with leases. The leases did apply to this; lease liability of \$120,000. Capital asset net right to use that property and amortized over the term of the lease
- The organization increased in net position in 93k and at a good cash position. Financially, the organization looks strong

Robyn Murray made a motion to accept the FY 21/22 audit. Barry Parsons seconded the motion. The motion passed unanimously.

Item 3) Consider, Discussion, and Possible Approval of Minutes of the Board of Trustees Meeting on October 13, 2022

Terry Ball moved to approve the October 12, 2022 minutes. Ellen Bussert seconded the motion. The motion passed unanimously.

Item 4) Report from the Executive Director for October 2022, including specifics on Education, Meetings, and Activities

Bobby Schultz reported on the various schools where the educators had opportunities to teach. The rural educator will soon spend some time in Collinsville. In reviewing the events, he said 1,300 pounds of medication was collected during the DEA's Take Back event.

In discussing meetings and activities, Bobby Schultz said he met with United Indians of Oklahoma and a meeting with City of Tulsa regarding a federal grant opportunity. He said this grant is a good opportunity to show regional cooperation and potentially have a significant impact on recycling for the entire area.

Item 5) Report of Service Agreement with Capital Waste Solutions for Sharps Disposal for One Time Event

For informational purposes, Bobby Schultz said we had the Broken Arrow Trash Bash and Recycling Rally was held November 5th. The group scheduled to accept sharps had backed out after it had already been advertised to the public and we came up with an option to collect the sharps. It cost \$225 for a full 95-gallon collection bin of sharps. He said sharps are a problem in the disposal stream.

Item 6) 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 2023

Chair Eudey said the proposed schedule for 2023 is the second Thursday of each month as follows: January 12, February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9, and December 14.

Terry Ball moved to approve the dates proposed. Ellen Bussert seconded the motion. The motion passed unanimously.

Item 7) Review and discussion of Fiscal Year 2022-2023 Financials, including Balance Sheet, Income Statement, General Ledger by Center, Budget Report, specifically including:

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

Bobby Schultz reviewed the *General Ledger Trial Balance by Center* referring to page 4 Central Tulsa's location. Terry Ball said the City of Tulsa agreed to concrete the south side exit of the center and the workers received a notice to cease and desist. It turns out the small section of the road is privately owned. Bobby Schultz expressed appreciation to the city for their efforts.

About the *Budget Report*, Bobby Schultz said we are one third through the fiscal year. We are slightly ahead in operational revenue and on total revenue we are at the current projection. For expense, Line 40 general administration expense we are lower than the one third amount. Line 50 battery disposal is up significantly but is good to have this expense. Line 59, truck and trailer we are over budget, but we will have carryover in the audit. Bobby said we are over in meeting expense, however, three staff went to the OKRA conference as part of that expense. He said it was a good conference and we had a M.e.t. table at the event.

Item 7b) Consider Approval of Receipts and Disbursements for October 2, 2022 through October 31, 2022 and November 1, 2022

Bobby Schultz reviewed the following disbursements:

- Check #26185 \$ Imprint for \$542.27 for lunch thermos bags for the workers at our centers to be given during the holiday party. He explained we have a reusable straw and fork to go with bag.
- Check #26205 for \$369.97 for printing fliers and baling center's triplicate forms.
- Check # 26211 Bill Knight Ford Fleet Center for \$40,935 for the new truck at the government rate.
- Check #26217 Global Tech Environmental Corp. for \$5,315.84 for household battery recycling. It is not disposal, the metals are separated and recycled, and the acids neutralized
- Check #26230 Play it again Scott for \$400 for the music at the America Recycles Day Celebration in which will be reimbursed by Friends of the M.e.t. Inc.
- Check #26235 Signs Now \$192.10 for a retractable banner for the America Recycles Day Celebration.
- Check #26237 Staples for \$1,207.39 is mostly for ink.

Terry Ball moved to approve the receipts and disbursements for October 2, 2022 through October 31, 2022 and November 1, 2022. Roby Murray seconded the motion. The motion passed unanimously.

Item 7c) Discuss and Consider Staff Holiday Bonus

Chair Eudey said in our meeting in October, we approved a 3 ½ % increase in the salary and assigned a specific amount. After INCOG is paid, there is roughly \$6,000 left over for the holiday bonus if the Board is approving. The salary adjustment does allow for between \$200 to \$500 for the year. Robyn Murray asked if there was any reason to hold that funding back for the roll-over. Chair Eudey said he did not know of a reason. If the funding is available, Robyn Murray said we should give the maximum that is allowed.

Terry Ball moved to approve the maximum allowed for the holiday bonus. Derek Campbell seconded the motion. The motion passed unanimously.

Item 8) Presentation Discussion and Possible Action on Recycling Depot Program, including:

Item 8a) September Material & Revenue Depot Report with Operational Revenue Comparison

Bobby Schultz reviewed Bixby and Coweta's collection numbers. He said Sand Springs is a busy location and Show Inc. will supply the workers starting with the month of November. Page 26, Wagoner has plans for own center and Auto Zone has the property behind the store and all the paperwork and survey was completed before Doug left the city. He said the regional manager in Missouri is not responding to his request, city owned property for the center.

Item 8b) Update on Funding for the East Tulsa and Downtown Tulsa Recycling Centers

Bobby Schultz expressed appreciation to the Tulsa Drillers who donated \$1,000 and ONEOK who is donating \$40,000 for the operations of the Downtown Recycling Center for FY 22/23. He said he is not ready to announce about the funding for the East Tulsa Recycling Center as it is still in negotiants. Former Councilor Connie Dodson is assisting us in relocating the East Tulsa Center.

Item 8c) Consider Approval of Renewal with Brooks Grease Service

Bobby Schultz said the agreement is the same as last year.

Terry Ball moved to approve the agreement with Brooks Grease Service. Barry Parsons seconded the motion. The motion passed unanimously.

Item 9) Consider Approval for one-year Renewal for Paper Processing, WM Recycle America LLC
Derek Campbell moved to approve the agreement with WM Recycle America LLC. Terry Ball seconded the motion. The motion passed unanimously.

Item 10) Consider Approval for one-year Renewal of Electronic Waste Processing, Natural Evolution, Inc.

Terry Ball moved to approve the renewal with Natural Evolution Inc. Derek Campbell seconded the motion. The motion passed unanimously.

Item 11) Consideration, Discussion, and Presentation on Household Pollutant Regionalization Including Voucher Numbers Utilized.

Bobby Schultz said 61 vouchers were utilized in the month of October. He said Collinsville and Bixby's vouchers are dwindling. Ellen Bussert said Bixby and Collinsville had responded back to The M.e.t. and said to invoice for any overage. Terry Ball mentioned the Swap Shop is successful, ten out of thirty citizens last Wednesday used the shop.

Item 12) Report of the Public Relations & Education, including: Media, Ads, Articles, and Events

Bobby Schultz reviewed the media statistics and articles for the month. He reviewed the summary of collections from the Jenks event. The Great Pumpkin Rescue has downsized to three locations rather than six. The company who helped haul and did the program for us last year does not have their facility to do the program. However, Friends of the M.e.t. Inc. approved up to \$750 in hauling fees if we have to contract with someone to haul the pumpkins that are going to Gem Dirt. He explained that field staff is currently hauling the pumpkins and the three locations are: Central Tulsa, Broken Arrow, and Owasso.

Bobby Schultz said there is a special cooking grease collection the Saturday after Thanksgiving from 10am to 2pm. He said events were full this past fall and a challenge, therefore, he would like to plan out the year for 2023 and asked for Trustees to contact him regarding a date for an event in their community.

Item 13) Report of Friends of The M.e.t. Inc. Including Information on Meeting on October 7, 2022, Grants, Funding Opportunity Efforts, and Including Announcement of the America Recycles Day Award Winners

Bobby Schultz said the America Recycles Day Celebration is tonight at 6PM at the Tulsa Drillers. He read off each award winner's names.

Item 14) Comments by the Trustees

In regard to the federal grant, Terry Ball said that TARE is paying a consultant to help with the research for the grant. There is no need for M.e.t. funding for this, however, he said they would like to get a commitment from all the trustees to going forward with the grant process as The M.e.t. will be the regional vehicle going forward.

Item 15) Comments from The Public

There were no comments from the public.

Item 16) New Business

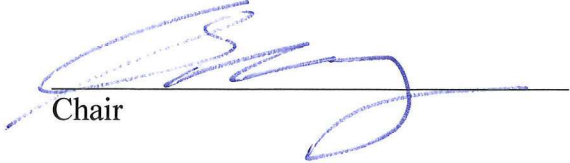
There was no new business.

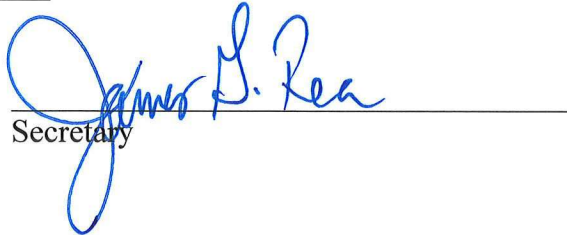
C. Adjourn

Robyn Murray moved to adjourn Terry Ball seconded the motion. The motion passed unanimously. The meeting adjourned at 1:50pm

ATTEST:

Date Approved: 12-8-22


Chair


Secretary