

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**
Thursday, October 12, 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
David White, Claremore
Jesse Hale, Glenpool
Barry Parson, Jenks
Lauren Kimbrough, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa

Not Present

Ellen Bussert, Bixby
Pending, Coweta
Jessica Zwirtz, Wagoner
James Rea, Tulsa County
Craig Stokes, Collinsville

Others Present

Beth Anne Childs, Attorney
Bobby Schultz, M.e.t.
Ali Kalenak, M.e.t.
Gayle Lewis, M.e.t.
Kirk Vanderslice, Hinkle & Co.
Jerry Schuber, Broken Arrow
Galea Albano, Broken Arrow
Gary Percefull, New Solutions

The Trustees of The Metropolitan Environmental Trust met on October 12, 2023, with Agenda posted October 3, 2023, 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 Claremore Trustee and Discussion of Possible Coweta Trustee

Scott Eudey welcomed David White who will be the trustee for Claremore. A new trustee for Coweta has not been appointed.

Item 2) Presentation, Discuss, Review, and Consider Acceptance of Fiscal Year 2022-2023 Audit, Hinkle, and Company

Kirk Vanderslice from Hinkle and Company reviewed the Fiscal Year 2022-2023 audit and said they had a clean and unmodified opinion on the financial statements and modified controls. He said it went smoothly and it keeps getting better every year. He said no deficiencies are noted. He highlighted the following:

- The organization increased in net position by \$33, 949 and they had a slight decrease in cash position of \$6,000. Financially, the organization looks strong.

Terry Ball made a motion to approve and mail the audit for the Fiscal Year 2022-2023 audit. Derrek Campbell seconded the motion. The motion passed unanimously.

Item 3) Consideration, discussion, and possible approval of Minutes for the Board of Trustees Meeting on September 14, 2023

Terry Ball moved to approve the September 14, 2023, Minutes. Derek Campbell seconded the motion. The motion passed unanimously.

Item 4) Report from the Executive Director for September 2023, including specifics on Meetings and Activities

Director Bobby Schultz displayed a list of educational outreach opportunities. Under Events and Planning he said the bin loans have increased this fall, he pointed out the Pryor High School Bin Loan program and several other schools that are participating in the bin loan program. He discussed the Fire Extinguisher and Smoke Alarm Collection event. He discussed the event meetings and there have been positive interactions in our outreach. He mentioned Ali Kalenak participating in the OKRA meeting and his attendance in the Sustainability Alliance “Recharge” Event. At this event he made some connections with possible future sponsors.

Item 5) Review of Fiscal Year 2023-2024 Financials, including Balance Sheet, Income Statement, General Ledger by Center, Budget Report, specifically including:

Item 5a) Review Budget Report, Consider Approval of Budget Report with Possible Amendment, Transfers and/or Appropriation of Additional Revenues

Director Bobby Schultz reviewed the *Balance Sheet*. He discussed the *General Ledger by Centers*; he said the debit is trending at most locations below the half of credit income that is generally accepted. He pointed out that Sand Springs and Wagoner were in line with the debit to credit ratio. He said the *Income Statement* gives the details that is moved into the *Budget Report*. In the *Budget Report*, Bobby Schultz pointed out that only 25% of the budget has been used. He noted the following:

- Line 8 Operational Revenue has a decrease of \$10,870
- Line 10 Bulb Revenue shows a decrease of \$471
- Line 11 Event Revenue is down \$209
- Line 13 Grant Revenue is down \$6,621
- Line 14 Miscellaneous Income is down \$4,812
- Line 17 Beneficiary assessments is up \$37,803 due to carry over of late assessments for FY 2022-2023
- Line 25 Audit Services is down due to no charge at current billing period
- Line 31 INCOG, Administration Services is under \$34,995 due to INCOG being behind one month in payment
- Line 51 Professional Service of Battery Disposal is the only budget line that is over the fiscal year budget
- Line 91 Education Supplies has half of the year spent, but this will be covered with the education grants

Item 5b) Consider Approval of Receipts and Disbursements for September 2, 2023, through September 30, 2023, and October 1, 2023

Director Bobby Schultz reviewed the following checks:

- Check #26852 for \$160.00 to Advance Electric for labor and disconnection of electricity on the East Tulsa Depot Platform
- Check #26859 for \$968.10 to Curie Environmental Services, LLC. for smoke alarm processing
- Check #26876 for \$59.52 to Tulsa County for Recycling Location Map flyers for upcoming events
- Check #26879 for \$1423.00 to 501 tech for two quarters of internet maintenance and security.
- Check #26880 for \$777.09 to Advance Electric for labor and disconnecting and reconnection of East Tulsa Hut being moved to Bixby M.e.t. Recycling Center
- Check #26883 for \$1737.41 to ARVEST Bank part was for education supplies and another amount was for purchasing Monarch on The Mountain T-Shirts for their event, this will be reimbursed.
- Check #26892 for \$65.00 to Oklahoma Recycling Association (OKRA) for event booth registration

Bobby Schultz briefly reviewed the October 1st rental checks. He commented that City Bright Properties has verbally requested the The M.e.t. relocate to another warehouse in the same area, but he is not in favor of this at

this time.

Terry Ball moved to approve the receipts and disbursements from September 2, 2023, through September 30, 2023, and Oct. 1, 2023. Barry Parson's seconded the motion. The motion passed unanimously.

Item 5 c) Report of the Finance Budget Committee Meeting, Including Discussion of New Budget Committee Members

Director Bobby Schultz reviewed the Budget Committee meeting and noted that his main concern was with the Professional Services for "Battery Disposal and Smoke Alarms". He said we are looking at a \$33,000 overage by the end of the year due to more battery processing and collection of smoke alarm events. Bobby Schultz said he is looking for grants to try to help with the expense. There was discussion on having to raise assessments mid term to cover this expense, but this was not a likely solution. Also, another recommendation was not to transfer the carryover funds into the savings account, but this was not recommended. New Budget Committee member was not reviewed since James Rea did not attend.

Item 6) Presentation, Discussion, and Possible Action on Recycling Depot Program, including:

Item 6a) August Material & Revenue Depot Report with Operational Revenue Comparison

Director Bobby Schultz reviewed the *Material and Revenue Report*, page two shows the overall solid totals are down. The *Operational Revenue* has increased from last month but is still down when compared to projected budget revenue. He reviewed the *Charts*, and said E-waste was even with last month, glass bottles, plastic bags and motor oil was down from the previous month. He pointed out that several locations had increases in plastics, paper, and metals. He reviewed the solid totals and said Broken Arrow, Claremore, Glenpool, Wagoner, and all Tulsa Recycling Centers solid totals were up when compared to July. He noted that East Tulsa numbers reflected most of the year solids for that location. The rest of the locations were down.

Item 6 b) Consider Approval of Renewal of Brooks Grease Service with The Metropolitan Environmental Trust for Fiscal Year 2023-2024

Director Bobby Schultz reviewed Brooks Grease Service Agreement and said this is the same agreement as in previous years, excluding East Tulsa. There was some discussion on what type of service agreement was Brooks Grease Service.

Terry Ball moved to approve an agreement with Brooks Grease Service for Fiscal Year 2023-2024. Barry Parsons seconded the motion. The motion passed unanimously.

Item 7 Consideration, Discussion and Possible Approval of Renewal of Natural Evolution for Electronic Processing with The Metropolitan Environmental Trust for Fiscal Year 2023-2024

Director Bobby Schultz reviewed the Renewal of Natural Evolution for Electronics Processing and said this is the same renewal as the first-year renewal. Scott Eudey asked if there were any changes in this contract and the response was no.

Terry Ball moved to approve the Renewal of Natural Evolution for Electronics Processing for Fiscal Year 2023-2024. Derek Campbell seconded the motion. The motion passed unanimously.

Item 8) Consideration, Discussion, and Presentation on Household Pollutant Regionalization including Voucher Numbers Utilized

Bobby Schultz said there were forty-five vouchers distributed for the month of September. He said Broken Arrow has used 83 of 230 prepaid vouchers so far for the Fiscal Year 2023-2024. He said we will see how that progresses. He said we educate the public at events, schools and with recycling speeches about the Household Pollutant Collection Facility and the voucher program.

Item 9) Report of Public Relations & Education, Including: Media, Ads, Articles, Events

Bobby Schultz reviewed the social media analytics. Analytics were down but the top post was the Fire Extinguisher and Smoke Alarm Event. He reviewed the charts for the Fire Extinguisher and Smoke Alarm Event and expressed that this event was successful, we collected fifty fire extinguishers and eighty-three smoke alarms. He reviewed the success of the Monarchs on the Mountain and the upcoming events of Broken Arrow Trash Bash and Recycling Rally, Owasso Household Collection Event, DEA Takeback Day, and our Great Pumpkin Rescue at the end of October. Bobby Schultz said that Ali Kalenak has worked hard at getting grants for education supplies and we received the Opportunity Project grant for \$1,996. She began an afterschool program at Grove, Rosa Parks, Clark, and Ellen Ochoa Elementary Schools. Also 4 Union schools in Tulsa and Broken Arrow. This program focuses on Recycling and Composting education. She has also reached five schools this month with the bin loan program and two other locations with bins which include Broken Arrow Salvation Army Boys and Girls Club, loaned single-stream bins to Monarchs on the Mountain and Sustainability Alliance for their Recharge Event. Lauren Kimbrough from Owasso discussed the Owasso Household Collection Event and she expressed that this should be a good event.

Item 10) 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 15th at Battle Creek Golf Club, Laura Mock will be the emcee, and Debra Starnes the musician. He said Republic Services (US Ecology) has decided to be our naming sponsor. Look for an invitation in the mail. Kathryn Bartee secured a large amount of wine and alcohol for auction and wine pull game. He said we will probably break even for this event.

Item 11) Comments by Trustees

Jesse Hale discussed the move of the Glenpool Recycling Center to a new location in the near future. Scott Eudey announced that this would be his last meeting as our trustee. He said he has an opportunity to move to Oklahoma City and combine his law practice with another law practice there. He said we should be very proud of the work we do and the Trustees and The M.e.t. staff makes him look very good. He said this is a great organization that turned him into a conservationist, and who loves the work that we do and being able to keep junk out of the landfills, and we sustain as much as we can. Terry Ball explained the ups and downs of the M.e.t. and that it has been a work in progress, and he said with Bobby Schultz's leadership he knows The M.e.t. will succeed. Scott Eudey said we are only as good as our staff. Bobby Schultz complimented Scott Eudey for all the time, support, and effort that he has given The M.e.t.

Item 14) Comments from the Public

There were no comments from the public.

Item 15) New Business

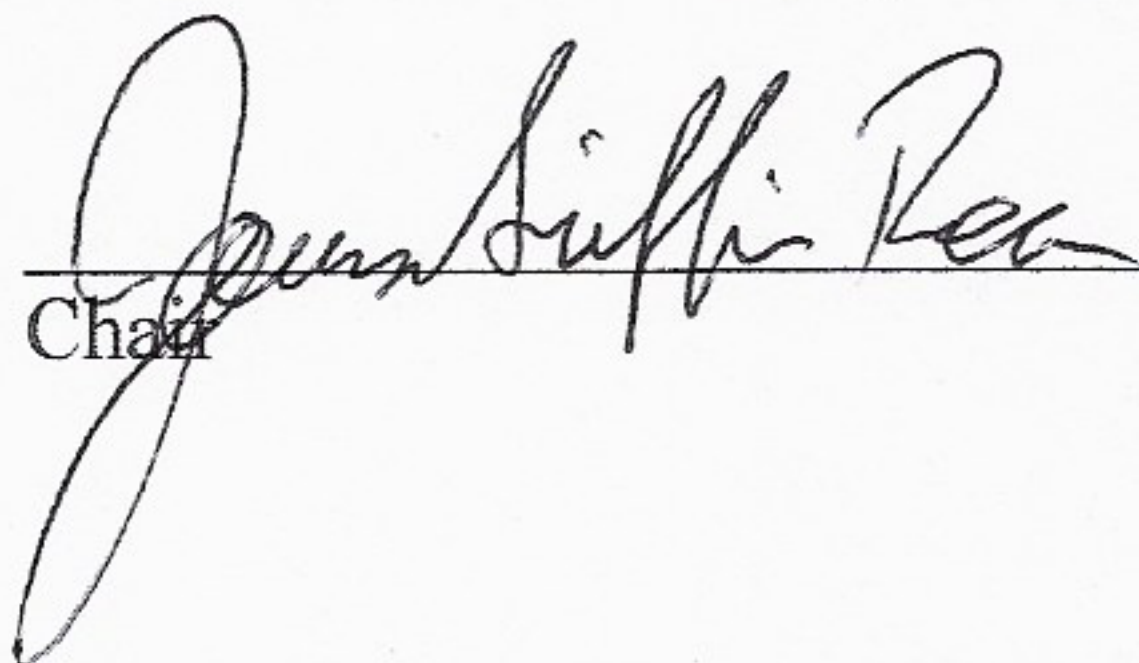
No New Business

Adjourn

Terry Ball moved to adjourn. Barry Parson seconded the motion. The meeting adjourned at 1:51 PM

ATTEST:

Date Approved: 9 November 2023


Chair

Ellen Bussert
Secretary