

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, December 9, 2021 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 Monnott, Claremore
Gerald Gilbert, Glenpool
Derek Campbell, Sand Springs
Terry Ball, Tulsa
John Fothergill, Tulsa Co
Doug Moore, Wagoner

Not Present

Tom Young, Coweta
Craig Stokes, Collinsville
Jenks Representative
Charlene Lawrence, Owasso

Others Present

Kim Payne, Attorney
Galea Albano, BA
Jerry Schuber, BA
Gary Perceful, New Commercial
Robert Pickens, TRT
Maureen Turner, Tulsa
Bobby Schultz, The M.e.t.
Terrie Hannam, The M.e.t
Cindy Spitler, ONEOK

The Trustees of The Metropolitan Environmental Trust met on December 9, 2021 as posted with Tulsa City and County Clerks on December 2, 2021. Chair Scott Eudey called the meeting to order at 1:00PM. 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: City of Jenks Trustee or Representative

Chair Scott Eudey said the City of Jenks has not assigned a trustee to date.

Chair Eudey asked to address Agenda Item 9 first. This is to allow presentation of an award for America Recycles Day to ONEOK's representative Cindy Spitler. There were no objections to covering this agenda item immediately.

Item 9) Report of Friends of The M.e.t. Incl. Including Information on Grants, Funding Opportunity Efforts, America Recycles Day Award Winners, and January's Annual Meeting

Chair Eudey said the 2021 Stewardship award is being awarded to ONEOK for funding of the M.e.t.'s Downtown Recycling Depot. He said when TARE was unable to fund the Downtown Recycling Depot, ONEOK stepped up to support the center and has given the downtown Tulsa residents opportunities for recycling and helped saved the jobs of developmentally disabled workers. In recognition of their support, he said The M.e.t. is pleased to present the 2021 Stewardship Award to ONEOK. All applauded.

Cindy Spitler thanked all for the award on behalf of ONEOK. She said she works at the Sustainability Department at ONEOK and this is the soul food that we really look to when we can donate locally. Bobby Schultz said we have already handed out the other two awards, Humble Son Bike Company and Cox Media Group.

In regards to other subject matters under this item, Bobby Schultz reviewed a letter from the Friends of the M.e.t. Inc. inviting all to its annual meeting. He said we are in the top two finalists for an education grant and should know an answer in January 2022. Bobby Schultz thanked the Brannin Family Foundation for a donation of \$34,000 to help support the East Tulsa Depot.

Item 2) Consideration, discussion, and possible approval of Minutes for the Board of Trustees meeting on November 10, 2021

Terry Ball moved to approve November 10, 2021 Minutes. Ellen Bussert seconded the motion. The motion passed unanimously.

Item 4) Report of the Executive Director for November 2021, including specifics on Meetings and Activities

M.e.t. Director Bobby Schultz said education is continuing in the after school programs at Rosa Parks Elementary, Boevers Elementary, McAuliffe Elementary, Clark Elementary, and also provided booths for events such as INCOG's Clean Cities Event, and more. He said our educator also coordinated collection of candy wrappers through a program of Trick or Trash where she was able to get some boxes to the schools for collections. He said that she has been involved with the STEM consortium and did a Girl Scout STEM event.

As far as media, Bobby Schultz said he did an interview with Fox 23 about the Great Pumpkin Rescue. Three weeks ago, we had collected over 4,000 pounds of pumpkins and said the number is likely much higher now. We should have a total at the next Board of Trustees meeting.

Bobby Schultz said we were interviewed on OKRA's Facebook live event on America Recycles Day. He said TV 6 did a live shot during the Trap the Grease event held the Saturday after Thanksgiving. He said 85 gallons of cooking oil was collected during the event and he said he would look to more promotional opportunities before next year's event.

Item 4) Consider Approval of Addendum to INCOG's FY 20/21 Contract for the Financial Increase

Chair Eudey reminded all of last month's approval of increases, however, it is necessary to amend the contract with INCOG.

Terry Ball moved to approve the addendum to INCOG's agreement. Derek Campbell seconded the motion. The motion passed unanimously.

Item 5) Review of Fiscal Year 2021-2022 Financials, including Balance Sheet, Income Statement, General Ledger by Center, Budget Report, and:

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

Bobby Schultz briefly reviewed the *Balance Sheet*, *General Ledger by Center*, and *Income Statement*. Regarding the General Ledger, Broken Arrow shows more income than expense. Also, he said Claremore's operational costs are closer to their income. He said Coweta's numbers are not close, but said this is due to expenses involved with moving the center like installation of electricity and the fence. He expressed concern for Glenpool's numbers and said he is looking to do more social media promotions in Glenpool.

In regard to numbers and moving, Bobby Schultz said we are working on a site plan for the new location of the Sand Springs' Recycling Depot. The new location is close to the current location, and he said he did not expect

much of a delay in collections. Derek Campbell said the new location is on the other side of Morrow Road a quarter mile down the road from the current location.

Concerning the *Budget Report*, Bobby Schultz said the income for grants will come after the Friends of the M.e.t. Annual meeting on January 14th to transfer to the regular M.e.t. account. The donation line will have the funds from the Brannin Family Foundation after the meeting on the 14th. For expenses and with being the fifth month of the year, he said most expenses are in line except for hauling and educational supplies. Overall, we are in check keeping expenses under control. He said there are items to tweak and that he would like to discuss it during the next budget meeting. Chair Eudey asked about the items listed in the center column marked adjustments. Bobby Schultz said those items were listed from the overflow from the previous fiscal year for the salary adjustments and vehicle expense. Terry Ball said these items were approved during the last meeting.

5b) Consider Approval of Receipts and Disbursements for November 2-30, 2021, and December 1, 2021

Bobby Schultz reviewed the following checks:

- Check #25533 4 Imprint for \$789.63 for the hats and gloves given to the depot workers.
- Check #25534 Advanced Electrical Services for \$3,926.82 of which most is for the cost of relocating the electric to the new Coweta Recycling Depot.
- Check #25536 Aleksandra Kalenak for \$65.95 for reimbursement of mileage for the educator.
- Check #25537 Aleksandra Kalenak for \$200 is the Christmas bonus given to her and there is one for each staff person.
- Check #25558 Republic Services for \$612.04 for trash services at Downtown and East Tulsa sites that include an extra haul fee.
- Check #25583 Rib Crib for \$1,263.06 is the catering for the worker party held December 1st.
- Check #25584 Signs Now for \$341.40 of part of this amount is for dumpster signs used at Coweta.
- Check #25586 Stericycle for \$410 is the price to collect the sharps during the Broken Arrow Trash Bash and Recycling Event.
- Check #25589 Trophy and Plaque Plus for \$150.50 for worker awards. He said the worker of the year award winner was the highlight of the evening and it was money well spent.
- Check #25573 Arvest Credit card for \$1,015.93 with most of the expenses being for education.

Bobby Schultz reviewed the checks dated for December 1st. Chair Eudey asked if Derek Campbell is set up on the bank account. Attorney Kim Payne said Mr. Campbell had some questions that she plans to research and get back with him. Bobby Schultz said Mr. Campbell is not set up on the account yet.

Doug Moore moved to approve the receipts and disbursements as presented for November 2-30, 2021, and December 1, 2021. Terry Ball seconded the motion. The motion passed unanimously.

5c) Schedule Budget Committee Meeting for January 2022

After a brief discussion regarding a lunch time on either January 19 or January 26. All agreed to the Wednesday, January 19th date for the meeting.

6) Presentation, discussion, and possible action on Recycling Depot Program including:

6a) October Material & Revenue Depot Report with Operational Revenue Comparison

Bobby Schultz mentioned in September we were paid thirty cents a gallon for oil and in October the price increased to thirty-five cents per gallon. He reviewed the subtotal operational revenue showing we are ahead of the projections; however, he said this trend will likely not continue until the end of the year. He mentions

electronics are down in October but expects a significant increase of collections after the holiday season. Bobby Schultz reviewed Claremore and Collinsville's numbers commenting that the increase is from Bartlesville. He compared the low at Coweta due to moving the center.

6b) Update on Bid Process Schedule for Staffing at Baling Center and Loose Recycling from Cage Trailer Hauls

Bobby Schultz said it is all on schedule and the bid opening is December 15th for the staffing at the Bale Center and December 16th for the loose sale of recyclables.

6c) Bidding Schedule for Cardboard Hauling and Processing

Bobby Schultz said the cardboard hauling and processing is going out for bid with scheduled opening on February 4th.

Item 7) Consideration, Discussion, and Presentation on Household Pollutant Regionalization, including Voucher Numbers Utilized

Bobby Schultz said 42 vouchers were utilized in November. He did not expect the facility to be busy during the holiday season.

Item 8) Report of Public Relations & Education, Including: Media, Ads, Articles, and Collection Events

Bobby Schultz said the likes and twitter numbers are down mainly due to the lack of a social media intern. We have hired a new intern, Holly Hilst and expect the numbers to increase next month. He reviewed the article from the Coweta paper.

Item 10) Comments by the Trustees

There were no comments from the trustees.

Item 11) Comments from the Public

There were no comments from the public

Item 12) New Business

There was no new business.

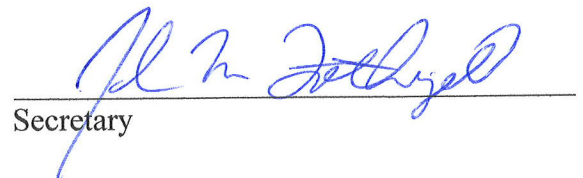
Adjourn

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

ATTEST:

Date Approved: 1-13-2022


Chair


Secretary