

**METROPOLITAN ENVIRONMENTAL TRUST  
BOARD OF TRUSTEES MEETING**

Thursday, January 13, 2022 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  
Derek Campbell, Sand Springs  
Terry Ball, Tulsa  
John Fothergill, Tulsa Co  
Doug Moore, Wagoner

**Not Present**

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

**Others Present**

Galea Albano, BA  
Miranda Adams, BA  
Kim Payne, Attorney  
Gary Perceful, New Commercial  
Holly Hilst, Met  
Bobby Schultz, Met  
Terrie Hannam, Met  
Robert Pickens, TRT  
Maureen Turner, Tulsa  
Meaghan McIntall

The Trustees of The Metropolitan Environmental Trust met on January 13, 2022, as posted with Tulsa City and County Clerks on January 6, 2022. 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: City of Jenks Trustee or Representative and City of Glenpool Guest**

Chair Scott Eudey said the City of Jenks still does not have a trustee and there is not a visitor from Glenpool today as planned.

**Item 2) Consideration, discussion, and possible approval of Minutes for the Board of Trustees Meeting on December 9, 2021**

Terry Ball moved to approve the December 9, 2021 Minutes. Ellen Bussert seconded the motion. The motion passed unanimously.

**Item 3) Report from the Executive Director for December 2021, including specifics on Meetings and Activities**

Director Bobby Schultz said education in elementary schools has continued in December, however closer to the holidays, education has tapered off. He reported being interviewed live with OKRA and Fox23. Staff researched ideas on how to collect sharps. Regarding grants, Bobby Schultz said he will find out if the Mountain Dew grant is accepted by mid-month. He announced Friends of the M.e.t. Inc. has been selected for the PepsiCo Rural Education Grant for \$50,000 that will translate into regular M.e.t. account for education outside Tulsa metro. Bobby Schultz said Ali Kalenak has worked hard for funding and has brought in over \$8,000 in grant funds for educational supplies.

**Item 4) Review of Fiscal Year 2021-2022 Financials, including Balance Sheet, Income Statement, General Ledger by Center, Budget Report, and:**

Bobby Schultz reviewed the *Balance Sheet* and *General Ledger by Center*. On the General Ledger, Bobby Schultz pointed out the centers whose revenue surpass their expense.

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

About the *Budget Report*, Bobby Schultz said Line 13 for grants, we plan to be over the \$65,000 budgeted. Line 59, processing services we are under budget but on Line 65 Hauling Services we will likely be over budget by the end of the year. Line 73 processing equipment, he said we have yet to purchase the steel can trailer for the Coweta location using reimbursement from the DEQ grant. Line 85 capital expense includes the fence at Coweta but will likely go up for the hut purchased for the new Wagoner location. He said he plans to go over these items during the budget committee meeting next week. Line 103 educational supplies, Bobby Schultz said we are asking for a transfer into this category from Friends of The M.e.t. from the grant money that Ali Kalenak has raised. Terry Ball asked if the \$6,000 amount was over the original grant money. Bobby Schultz said yes.

**John Fothergill moved to approve the budget transfers as presented. Terry Ball seconded the motion. The motion passed unanimously.**

**4b) Consider Approval of Receipts and Disbursements for December 2-31, 2021, and January 1, 2022**

Bobby Schultz reviewed the following checks:

- Check #25599 American Waste Control is Bixby's, Glenpool's trash and Sand Springs' cardboard hauling.
- Check #25601 Bailey Veal's last invoice as intern.
- Check #25605 Holly Hilst invoice for the new intern.
- Check #25615 Pipeline Packaging for drums for the alkaline batteries.
- Check #25625 Tulsa County Administrative services for a worm composting flier.
- Check #25629 Accurate Fire Equipment to check the extinguishers at the Broken Arrow Recycling Center.
- Check #25642 Sharron Aaron for \$3,214.50 in taxes at the Tulsa Bale Center
- Check #25643 Smiths Welding is repairs of cage trailers
- Check #25631 Arvest Credit Card is mostly for educational supplies.

**John Fothergill moved to approve the receipts and disbursements from December 2-31, 2021, and January 1, 2022. Derek Campbell seconded the motion. The motion passed unanimously.**

**4c) Budget Committee Meeting, January 19, 2022**

Chair Scott Eudey said the committee will meet to address the current budget, as well as, next year's budget.

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

**5a) November Material & Revenue Depot Report with Operational Revenue Comparison**

Bobby Schultz commented pounds of collections for November are down. Page 14, Coweta's collections are lower at the new location, and he said he plans to do more advertising boost this location and East Tulsa. He thanked Gayle Lewis and Terrie Hannam on their work in tracking the numbers for this report.

5b) Review Bid(s) and Staff Recommendation for Staffing and Baling Center

Bobby Schultz said he we received two bids, Show Inc. and The Major Group. He said we work with both agencies and are satisfied with both their work. Show, Inc.'s bid was \$19.50/hour and The Major Group's bid \$30/hour with the difference being The Major Group noted two job coaches instead of one. Bobby Schultz explained staff's preference to have two job coaches since one can supervise the staff while the other coach can work the forklift. The recommendation is for The Major Group's bid. After a brief discussion, John Fothergill asked if the bid specifications requested two job coaches. Bobby Schultz said it was not listed on the bid, however, the Major Group took the initiative to specify two job coaches. John Fothergill said he thinks that we should the two job coaches listed in the bid packet in order to allow Show Inc. to bid on it as well. Doug Moore said we cannot throw Show Inc's bid out when it was not in the bid specs. Attorney Kim Payne expressed concern because it is not the same scenario in the response to what was requested. After a brief discussion, Scott Eudey said we should not take a vote on this today and directed staff to take any further action to see what is necessary to comply with the legal bid process and whether our bid was within the bounds of the law. Doug Moore said the bid should also clarify dates they wished to be closed for holidays.

5c) Appropriate Action to Provide Staffing at the Baling Center, including approval of an Agreement or Rejecting Bids and authorizing the Executive Director to rebid the services

**Scott Eudey made a motion to amend the bidding to comply within the legal bid process. Doug Moore seconded the motion. The motion passed unanimously.**

5d) Consideration, discussion, and Possible Approval to extend the current Agreement for the Baling Center for a period of not to exceed sixty days

**Terry Ball moved to extend the current contract for sixty days to allow for bid process. Doug Moore seconded the motion. The motion passed unanimously.**

5e) Review Bid(s) and Staff Recommendation for Processing of Loose Recycling from Specific Cage Trailer Hauls

Bobby Schultz said we have received one bid from Show Inc. and proposed payment of 35% of sale price for the recycling brought into their facility from the cage hauls. Staff recommends accepting their bid for agreement.

5f) Approve Processor Agreement for Sale of Recyclables and Market Services of Loose Recycling from Specific Cage Trailer Hauls

**Terry Ball moved to approve an agreement with Show Inc. for loose recycling from specific cage trailer hauls. John Fothergill seconded the motion. The motion passed unanimously.**

5g) Update Bidding Schedule for Cardboard Hauling and Processing for the locations of Bixby, Collinsville, Coweta, Sand Springs, and Tulsa

Bobby Schultz said currently all the centers except for Sand Springs are handled by National Waste. The Sand Springs center is hauled by American Waste Control. He said the bids are scheduled for opening on February 4<sup>th</sup>.

**Item 6) Consideration, Discussion, and Presentation on Household Pollutant Regionalization, including Voucher Numbers Utilized**

Bobby Schultz said 42 vouchers were utilized in December. He said staff will contact a community if they are getting low on pre-paid vouchers.

**Item 7) Report of Public Relations & Education, Including: Media, Ads, Articles, and Collection Events**

Bobby Schultz said the new intern Holly Hilst is doing a good job and referred to the holiday post that reached 7,540 people. The City of Bixby included the holiday recycling guide in their newsletter. Fox 23 did a story on the transfer station and on the online version included a chart of M.e.t. sites and what each center accepted in recycling. He said the OKRA newsletter picked up the story of the award winners for America Recycles Day. The winners were Cox Media for the Big Spring Clean event, ONEOK for environmental stewardship award for sponsoring the Downtown Tulsa center, and Humble Sons Bike Company for their work to get kids out to bike. Bobby Schultz mentioned the next Big Spring Clean event is scheduled for March 5, 2022. Fire extinguishers will be added to the list of items to be collected.

**Item 8) Report of Friends of The M.e.t. Inc. Including Information on Grants, Funding Opportunity Efforts, January's Annual Meeting including Fiscal Year 2021 Progress Report**

Bobby Schultz said the Friends of the M.e.t. Inc.'s annual meeting is Friday, January 14<sup>th</sup> and reviewed the handout for the meeting, a fiscal year progress report. He showed pictures of M.e.t. educator teaching at Rosa Parks Elementary School and said to consider these students who learn about recycling will eventually make an impact on Tulsa and all our communities when they are older.

**Item 9) Comments by the Trustees**

There were no comments from the public

**Item 10) Comments from the Public**

Robin Thompson with The Major Group, who currently manages the Tulsa Bale Center, asked to clarify why she had submitted a bid that included two management positions. She said there has been so much product coming in the door that there is a definite need to have a forklift driver in addition to the coach. Chair Eudey said he appreciates the work Major Group has done, but it is necessary to resubmit the process.

**Item 11) New Business**

Bobby Schultz mentioned the 2022 Metro Recycling Directory is available to anyone that needs extra copies. There was no other new business.

**Adjourn**

**John Fothergill moved to adjourn. Terry Ball seconded the motion. The meeting adjourned at 1:50 PM**

ATTEST:

Date Approved: 2-10-2022

  
Chair

  
Secretary