

**METROPOLITAN ENVIRONMENTAL TRUST  
BOARD OF TRUSTEES MEETING**

Thursday, July 9, 2020– 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  
Craig Stokes, Collinsville  
Rob Werley, Glenpool  
Derek Campbell, Sand Springs  
Terry Ball, Tulsa

**Not Present**

Jonah Humes, Claremore  
Carolyn Back, Coweta  
Tim Doyle, Jenks  
Charlene Lawrence, Owasso  
John Fothergill, Tulsa County

**Others Present**

Graham Brannin, M.e.t.  
Beth Anne Childs, Attorney  
David Cox, TU Law Student  
Terrie Hannam, M.e.t.  
Scott Van Loo, Tulsa

The Trustees of The Metropolitan Environmental Trust met on July 9, 2020, as posted with Tulsa's City and County Clerks on July 2, 2020. Chair Scott Eudey called the meeting to order at 1:04 PM.

**Item 1) Consider Approval of Minutes for the Board of Trustees Meeting June 11, 2020**

Terry Ball moved to approve the Minutes of June 11, 2020. Rob Werley seconded the motion. The motion passed unanimously.

**Item 2) Report of Research Committee for Hiring of New Director**

Chair Eudey said the committee has published a notice in the Tulsa World and other web programs. To date, he said we received about twenty-five resumes. He said he is trying to reach out to all the applicants and comb out the ones that are inapplicable to the job. The deadline for all the submissions is July 31<sup>st</sup> and then the committee will meet and discuss.

**Item 3) FY 19/20 Financial Statements and Budget Report**

**Item 3a) Consider Approval of Budget Report with Possible Transfers and/or appropriation of Additional Revenues**

Graham Brannin reviewed the Balance Sheet commenting on the checking account and savings accounts' balances along with the total assets. Our net income is \$29,347.35. As he reviewed the Income Statement, he said the total revenue of \$986,227.11 minus the expense comes to the net of \$29,347.35.

Graham Brannin reviewed the Budget Report, commenting that there are a few numbers that will need to be tweaked. He said normally, you would approve the end of year budget but it is best to wait till next month given there are some areas such as INCOG's number to be slightly altered before the unaudited year-end report is final. He said he would like to bring back this report to the August meeting for possible approval. We are at the end of the year and revenue is at 95% and in the General Administration expense category, we are at 97%. In Recycling Depot Program, in code 6133, we budgeted \$14,500 and spent \$25,593. He said the expense code is tied to the revenue for processing which is at \$20,827 showing about \$5,000 short, but the grease and oil expenses is wrapped into the processing code. In Line 65, code 6621 is rent for Downtown and East Tulsa centers. Showing \$2,023 over in that category. He reminded all that East Tulsa was added towards the end of the year. Graham Brannin said we would not go over in any of the three budget categories for the FY 2020



report that just finished June 30. In Public Education, code 6504, Supplies, he said we had raised the amount in a previous meeting with grant funds.

Craig Stokes asked for details about the INCOG category. Graham Brannin responded that his retirement was before the end of the year and INCOG's invoice should be adjusted to reflect this expense reduction.

Item 3b) Consider Approval to Transfer of Funds to Savings Account

Graham Brannin displayed a memo asking for a transfer from FY 18/19 overage after the audit. The PepsiCo trailer that we received for \$21,000, we did not have cash for this. So taking donated equipment aside, he proposed we move the \$9,335.94 cash that has been sitting in the regular checking account over to the savings/reserve fund account.

**Terry Ball moved to approve the transfer for \$9,335.94. Craig Stokes seconded the motion. The motion passed unanimously.**

Terry Ball suggested that in the future including the most recent fiscal year end net income, that it be tracked as "Carryover" in future reports.

Item 3c) Consider Approval of Receipts and Disbursements for June 2-30, 2020

Graham Brannin reviewed the following checks:

- Check #24516 to OSI for \$360 commenting that oil is currently an expense.
- Check #24519 to Stein Iron Works for \$1,340 to refurbish a paper roll-off.
- Check #24520 to Stericycle for \$397 for pollutants dumped at our centers primarily during the pandemic.
- Check #24523 to Tulsa World for \$65.19 for advertising for the oil bid.
- Check #24528 to Arthur Gallagher for \$580 for bonding insurance.
- Check #24531 to Central Trailer Sales for \$4,175 for a steel can trailer used to swap with during hauls. It has a retracting cover.
- Check #24540 to Arvest Bank is for \$466.56 for our credit card purchases of which most was for worms for the educational program. We discussed the grant for this category at the last meeting. In addition, Banners.com was for a purchase of a social distancing banner for the Broken Arrow Recycling Center.
- Check #24542 to Graham Brannin for \$1,720 for contracting as Interim Director for the month of June.
- Check #24552 to ProOverhead door for \$248.83 for the garage door at the Baling Center.
- Check #24557 to The Childs Firm PLLC for \$1,140 for attorney services. Beth Anne Childs said much of this invoice is for the initial review.

**Terry Ball moved to approve the receipts and disbursements in the amount of \$101,850.79. Craig Stokes seconded the motion. The motion passed unanimously.**

Item 4) FY 20/21 Financial Statements and Budget Report

Item 4a) Consider Approval of Receipts and Disbursements for July 1, 2020

**Terry Ball moved to approve the receipts and disbursements for July 1, 2020 for \$4,125.00. Ellen Bussert seconded the motion. The motion passed unanimously.**



Graham Brannin pointed to Line 44 and Line 45 of the FY 2021 budget report for Processing Services separating out the oil from the televisions. He said the rent was entered into the wrong code but the total in each category is correct.

**Item 4b) Update and Possible Approval of FY 20/21 Agreement with Department of Environmental Quality (DEQ)**

Graham Brannin said this should have been listed as a separate item, but there is not action proposed at this time. We are currently applying for the grant.

**Item 5) Update on Audit Schedule**

Graham Brannin said we are in communication with the auditing firm but do not have a firm schedule yet. They are aware of our deadline requirements.

**Item 6) Household Pollutant Regionalization, Voucher Report**

Graham Brannin said it was a good year even with the down time due to Covid-19. June had 46 vouchers and there remains some pent-up demand. Currently, August 5<sup>th</sup> is booked for appointments. Every community has vouchers left except for the City of Bixby. Terry Ball said the TARE Board might possibly consider opening an extra day during the week if demand continues to be very high. No action is expected soon.

**Item 7) Recycling Programs**

**7a) May 2020 Material & Revenue Depot Report with Operational Revenue Comparison**

Graham Brannin said generally our numbers were close to zero in April and came back in May but has not showed the pent-up demand that the pollutant facility showed. Our electronic waste in Tulsa in May at the two centers was 6,320 pounds and Broken Arrow was 7,273 pounds. He reviewed the operational revenue through May 2020. He estimated that year-end we would be about \$27,000 under budget in revenue. Page four, the graphs all show a bounce back in May of significant recycling again.

**Item 8) Consider Approval of Intergovernmental Agreement for City of Tulsa's Regional Household Pollutant Collection Facility and Participation**

Graham Brannin said the agreement is to be effective July 1, 2020 with the same poundage limits as was presented at the last meeting. Scott VanLoo said the city attorney saw some minor changes after the last meeting, there were no substantive changes.

**Craig Stokes moved to approve the agreement as revised by the City of Tulsa. Derek Campbell seconded the motion. The motion passed unanimously.**

**Item 9) Update and Discussion on the City of Wagoner Joining the Trust**

Graham Brannin suggested receiving something in writing from Wagoner that they are good with the amounts discussed in the past and committing to the funds. Once the comfort factor is there, the next step may be to open the indenture. The edited indenture then would go to each city council. Scott Eudey recommended a Letter of Agreement with an understanding in principal and what would be provided to them by The M.e.t. and expected of Wagoner. The Wagoner City Council and the M.e.t. Board should approve this. A letter of agreement would allow us to operate during that time. Concerning getting the letter of agreement generated and out, the Director generating a first draft is possible and sharing it with Scott Eudey for edits while simultaneously sharing with the Wagoner Mayor might be the best method. Our attorney could create the final draft for the City of Wagoner to approve and then The M.e.t. vote on it. The hope is to have something together



in ten days and for The M.e.t. Board to approve it at the next board meeting. Chair Eudey asked if the Board or an officer should have eyes on the document before it goes forward. Rob Werley asked to look for the last city that joined and the associated letter of agreement for a guide. Terry Ball summarized that the agreement should list the costs for Wagoner and services expected of The M.e.t. There can be no action until the next Board meeting. Chair Eudey recapped to Graham Brannin to prepare a letter of agreement with legal counsel to give to Wagoner for their approval before The M.e.t. Board considers it.

**Item 10) Report of Public Relations & Education Including Media, Ads, Articles, and Events**

Graham Brannin said Ali Kalenak and Bailey Veal are working at the YMCA camp today, face to face. One thing not in the packet, google search analytics, in June there were 3,900 clicks and 91.7 thousand impressions. Broken Arrow had 112 inquiries. The Facebook from June of 2019 to June of 2020 was a 336% increase. Twitter has some up numbers and Instagram. The education printout includes some virtual, some in-person, and some social media outreach. He expressed thanks for Ali's hard work through this process.

Graham Brannin said we finally received approval for an event Saturday, July 18<sup>th</sup> at Lowes on 15<sup>th</sup> Street for collection of fire extinguisher and smoke alarms. It is on the same weekend as Cox Media Group's Home and Garden Expo.

**Item 11) Update on Friends of The M.e.t. Inc.**

Graham Brannin said the Friends' Board of Directors would meet at noon on July 10<sup>th</sup>. We will be discussing the banquet and how to move forward. The year-end report will show very strong revenue numbers.

**Item 12) Update on Grants, Funding Opportunity**

Graham Brannin said there are no new items to report except that we plan to apply to ONEOK for this fiscal year.

**Item 13) Comments from the Public**

There were no comments from the public.

**Item 14) New Business**

There was no new business.

**Adjourn**

Terry Ball moved to adjourn. Rob Werley seconded the motion. The motion passed unanimously and the meeting ended at 1:57pm.

ATTEST:

Date Approved: 8-13-2020

Chair

Secretary