

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, September 10, 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
Jonah Humes, Claremore
Rob Werley, Glenpool
Tim Doyle, Jenks
Charlene Lawrence, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa

Not Present

Craig Stokes, Collinsville
Carolyn Back, Coweta
John Fothergill, Tulsa County

Others Present

Graham Brannin, M.e.t.
Beth Anne Childs, Attorney
Ali Kalenak, M.e.t.
Maureen Turner, COT
Mayor Albert Jones, Wagoner

The Trustees of The Metropolitan Environmental Trust met on September 10, 2020, as posted with Tulsa's City and County Clerks on September 1, 2020. Chair Scott Eudey called the meeting to order at 1:00PM.

Item 1) Consider Approval of Minutes for the Board of Trustees Meeting August 13, 2020

Terry Ball moved to approve the Minutes of August 13, 2020 with correction. Rob Werley seconded the motion. The motion passed unanimously.

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

Chair Eudey said the research committee conducted interviews the past two weeks and have a recommendation for hire. Once we receive a response, he said they would report to the Board and hoped for a new M.e.t. Director in October. He said we might have to call a special meeting to carry forward with the hiring.

Item 3) FY 19/20 Financials

Item 3a) Financial Statements and Budget Report

Graham Brannin end-of-year adjustments on the FY 19/20. On the Balance Sheet, the investment account of \$177,787.17. The checking accounts balance is \$151,999.59 and accounts receivable is good at over \$70,000. As far as the returned earnings that includes our \$29,000 carryover net income, it is in the \$350,641.92 number. We will continue to track this and move the \$29,000 after the audit. He commented that some of operational revenue is starting to show up on the General Ledger with some of it being due to clearing the bale center at the end of the year.

About the Income statement, Graham Brannin said total revenues and total expenses with a difference being the net income of 120,967.60. In the Budget Report, he said we are two months into the year, which is 16.7% of the year. He said Operational Revenue is at 9.9%. He reminded all that this year we are tracking TV/CRT revenue separate and said Line 43 shows the expense at \$4,330, which is \$436 short from the revenue amount. He said we are looking into ways to try to track the expense better. Under General Administration, Line 28/INCOG is at 13.7% which tracking below due to his contract pay and part time hours which is less compared to a full time director with benefits. Concerning other expenses, we will not incur more expenses for used motor oil as the

market index is up for oil. Line 58- Porta Jon, he said he is not sure why it is increased and staff will look into it.

Graham Brannin said that on the public education side of the budget, things are in order at 8%. Note on the vouchers – carry over vouchers are used first for each town/county and then budgeted ones are used. The total expense is at 9.7%.

Item 3b) Consider Approval of Receipts and Disbursements for August 2-31, 2020 and September 1, 2020

Graham Brannin reviewed the checks as follows:

- Check 24621 All American Forklift for \$365.35 for maintenance on the forklift.
- Three checks for bulk supplies such as gloves, cleaners, liners are as follows: #24622 All Maintenance Supplies \$747.75, #24654 International Safety \$368.40, and #24649 All Maintenance Supplies 821.70
- Check 24643 System Scale Corporation, for \$165.06 for calibration of scale.
- Check #24650 Arvest Bank for credit card charges of sales tax and Facebook posts
- Check 24664 Tulsa World for \$460 for ad for the director position.

Terry Ball asked about the expense to 501Tech for \$315. Graham Brannin responded that this is a non-profit set up by the George Kaiser Foundation who helps other non-profits. The charge is for a used laptop that has a camera set up. Our other computers in the office are not set up well for web meetings and we needed one for this purpose.

Terry Ball moved to approve receipts and disbursements for August 2-31, 2020 for \$36,122.08. Rob Werley seconded the motion. The motion passed unanimously.

Tim Doyle moved to approve receipts and disbursement for September 1, 2020 for \$4,125. Terry Ball seconded the motion. The motion passed unanimously

Item 4) Consider Approval of FY 20/21 Agreement with Department of Environmental Quality (DEQ)

Graham Brannin said this agreement has not been finalized with the DEQ and waiting on their legal department. He said the hope is to approve contingent on no substantive changes. Ellen Bussert asked about Page 10, Number 3 in the attachment. Graham Brannin said the DEQ laid the framework for the scope and he made the description under their headings. There was a brief discussion regarding the first three topics and Wagoner having a depot. Beth Anne Childs mentioned it could be approved and we could have the option to ratify later. She said she tries to make sure there is language in the agreement as to what is allowable by law and said she is looking for an out if needed. Graham Brannin said if a significant change was made to a requirement or benefit then he would bring back to Board.

Tim Doyle moved to approve agreement with DEQ with the contingency there are no substantial change in final form and allow Chair or Vice-Chair to sign the agreement. Terry Ball seconded the motion. The motion passed unanimously.

Item 5) Update on Audit Schedule

Graham Brannin reported that the audit is ahead of schedule as he has already received a draft version to review. He said we should have a draft at October's meeting. He reminded all that it must be turned into the State of Oklahoma by December 15.

Item 6) Bid Schedule for Audit Services Schedule

Graham Brannin said it is time to go back out for bid for this service and that he included the proper deadlines as part of the bid packet. The submittal date is October 29.

Item 7) Consider Approval to Renew Billboard Lease Agreement

Graham Brannin said there were two billboards leasing on Detroit using with the Drillers and Soccer team – drop those two and keep the two that are on the site by the center and they already have billboards with city of Tulsa on Cincinnati. The rest of the language was the same. Beth Ann Child when typically last sentence that is not attached to anything about damage. She suggested striking this out (under VII Indemnify) completely and also adding to the extent allowable by law in the first line to the sentence under the title, VII Indemnify.

Tim Doyle moved to approve the agreement with the changes recommended by the attorney. Terry Ball seconded the motion. The motion passed unanimously.

Item 8) Household Pollutant Regionalization, Voucher Program

Graham Brannin said there were 33 and 32 this past month. The facility is catching up since the Covid closing.

Item 9) Recycling Programs

Item 9a) July 2020 Material & Revenue Depot Report with Operational Revenue Comparison

About operational revenue, Graham Brannin said the numbers do not include glass revenue and he reviewed various charts. Electronic waste has about 21,000 pounds a month. Used motor oil went up simultaneous to us not having to pay for it. Coweta is having strong collections on cardboard.

Item 9b) Bid Schedule on Processing Agreement

Graham Brannin said we would consider bids at the November meeting with an effective date December 1.

Item 9c) Consider Approval to Renew Cooking Oil Collection Agreement

Graham Brannin said Brooks Grease does a great job for our program and asked for approval. Beth Anne Childs said she did foresee some problems with the language regarding opportunity under “Terms” and made the following suggestions:

- Strike out second paragraph
- In 3rd paragraph, strike out “or by the actions and practices of the parties” and the word “verbally”
- In 4th paragraph, strike out “warranties” and add “will use its best efforts to insure” and include the word “willful” next to breach
- In 5th paragraph, after the word Customer add “to the extent allowed by the law”

Terry Ball moved to approve the agreement with the recommended changes by the attorney. Tim Doyle seconded the motion. The motion passed unanimously.

Item 10) Letter Agreement with the City of Wagoner Joining the Trust

Scott Eudey said prior to this meeting, he received the approved signed letter by the city council and the Mayor. Pursuant to the approval at our last meeting, I am authorized to sign it. We now have a working agreement with Wagoner. All clapped. Mayor Jones said it was a long process and was glad to bring it to the meeting.

Item 11) Report of Public Relations & Education Including Media, Ads, Articles, and Events

Graham Brannin said M.e.t. Intern Bailey Veale is attending school today and said he would give the report. Instagram about plastics 101 post had about 800. Facebook down slightly but reached almost 4,000 and with things coming up, those numbers should rise again. Tire and e-waste events in Owasso and one at the Tulsa Zoo's lot on October 10. We have the third year of the Great Pumpkin Rescue event coming up in November and had a meeting on how to get the word out and adding east Tulsa as a drop off and a goal to engage this community. RecycleThisTulsa.com app and have a virtual TV appearance on the 22nd and we will be very busy soon. He added that events do well with social distancing in the fall since it is cooler.

Item 12) Update on Friends of the M.e.t. Inc. and America Recycles Day Banquet

Graham Brannin said the Friend Board will meet October 3rd. We are considering a virtual event for awards and fund raising.

Item 13) Update on Grants, Funding Opportunity Efforts

Graham Brannin said we have a couple grant applications pending. He has hopes that the new director will be able to pick up the game on this.

Item 14) Comments from the Public

There were no comments from the public

Item 15) New Business

Graham Brannin said The M.e.t. has received a nomination for an award through Keep Oklahoma Beautiful. Ellen Bussert announced the OKRA Conference on Oct. 7 where Graham Brannin will be speaking on glass collections.

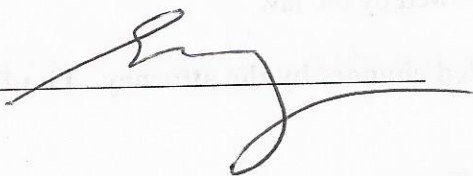
Adjourn

Terry Ball motion to adjourn and Charlene Lawrence seconded. The meeting adjourned at 2:05pm.

ATTEST:

Date Approved: 10-8-2020

Chair



Secretary

