

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**
Thursday, February 14, 2019 at 1:00PM
Tulsa Regional Chamber, Saint Francis Conference Room
Williams Tower I, One West Third Street, Suite 100, Tulsa
Meeting Minutes

Present

Ellen Bussert, Bixby
Scott Eudey, Broken Arrow
Jonah Humes, Claremore
Rob Werley, Coweta
Lynn Burrow, Glenpool
Tim Doyle, Jenks
Charlene Lawrence, Owasso
John Fothergill, Tulsa Co

Not Present

Craig Stokes, Collinsville
Vernon Smith, Sand Springs
Terry Ball, Tulsa

Others Present

Graham Brannin, M.e.t. Director
Bryce Davis, The M.e.t.
Mike Glanzer, New Solutions
Terrie Hannam, The M.e.t.
Jason Kannady, New Solutions
Gary Percefull, New Solutions
Robert Pickens, AWC/TRT
Darren Stefanek, City of Tulsa

The Trustees of The Metropolitan Environmental Trust met in Saint Francis Conference Room pursuant to agenda posted on February 6, 2019 with Tulsa's City and County Clerks. Chair Scott Eudey called the meeting to order at 1:00 PM.

Item 1) Minutes for the Board of Trustees Meeting January 10, 2019

Rob Werley moved to approve the Minutes of January 10, 2019. Charlene Lawrence seconded the motion. The motion passed unanimously.

Item 2) Report of the Director January 2019 with Specifics on Meetings, Education and Events

Graham Brannin said per the property manager, the East Tulsa site had to move 100 yards east to the Aldi's parking lot. Concerning items surplus in January, both the red truck and trailer sold. The City of Jenks won the bid to purchase the trailer.

Graham Brannin said he spent a lot of time working through the FY 19/20 budget and asset list and creating a five-year projection plan. He reported he is working with a group of seniors at the University of Tulsa who are computer information majors. This group will be upgrading our directory and making it a modernized asset. Education is in full swing with six different schools over the month of January. He displayed a copy of the education activities list for the month of January.

Item 3) FY 18/19 Financials

Item 3a) FY 18/19 Financial Statements, Budget Report with Possible Transfers and/or Appropriation of Additional Revenues

Graham Brannin reviewed the *Balance Sheet* showing the investment fund at approximately \$94,000. At the bottom of that is a description Vehicle Equipment Capital for \$26,281. This item does not belong on the Balance Sheet. He explained that capital items were missing from the *Income Statement*. We have recoded items to "capital expense" codes so that the items show up in the Income Statement and subsequently, the *Budget Report*. The three new capital expense codes are as follows: Structures - #6126, Vehicles - #6127 and Processing Equipment - #6128.

In the *Budget Report*, this report is through 58% of the year. The revenue is over budget, a good thing. He reviewed the expense portion of the budget discussing issues with internet and telephone costs. He said he might cut some of the services in those areas in order to get closer to the budget number. Under General Administration, he said it is 51% expended. He noted the new capital codes highlighted in blue and mentioned the baler and roll-off that brought us over in budget code #1250/6128. On Line 69, Graham Brannin said there was a large water just repaired at the Baling Center. Rob Werley suggested Graham call and get credit on the account for the leak. The recycling program is at 59% of expense budget and education is at 54%. Overall, the expense budget is slightly under budget and revenue is over, both are good.

Item 3b) Receipts and Disbursements for January 2-31, 2019 and February 1, 2019

Graham Brannin reviewed the following checks:

- * Ck# 23429 to Boomerang Printing, \$1,989, for the 2019 Metro Recycling Directory. The DEQ will reimburse a portion of this item.
- * Ck# 23437 Mazzios for \$120.12 for two lunches, Baling Center and staff lunch in December.
- * Ck# 23455 American Compactor for \$1,231 for the shipment and processing of fluorescent bulbs
- * Ck# 23468 Deluxe for \$525.16 for a large amount of new checks
- * Ck# 23478 Security Bank Card for \$278.89. Mail Chimp item is for prepaying for one year, lowers costs of Newsletter and other mass communications. The T-Town Tacos charge was for the Friends of The M.e.t. annual meeting that will be reimbursed. Graham noted finance charge reimbursement.

Tim Doyle asked about Ck # 23463 to Bob Ziegler. Graham Brannin responded this was for the moving of the depot platform and hut at the East Tulsa Recycling Center.

Tim Doyle moved to approve January 2-31, 2018 in the amount of \$77,415.41 and February 1, 2019 for \$4,150.00. Ellen Bussert seconded the motion. The motion passed unanimously.

Item 3c) Transfer FY 17/18 Funds into Reserve Account

Graham Brannin displayed Page 5 from the FY17/18 audit showing the cash flow. He said taking the net cash at beginning of year and considering the voucher carryover amount; he said the amount to transfer into reserve is \$72,063.

John Fothergill moved to approve the transfer of \$72,063 into the reserve. Jonah Humes seconded the motion. The motion passed unanimously.

Item 3d) Report of the Budget Planning Committee Meeting Including Draft FY 19/20 Budget

Finance Budget Chair Tim Doyle said the committee met February 6 and reviewed the FY19/20 budget and made recommendations such as having a long-term plan for capital purchasing. He asked all to review the details in the packet. Tim Doyle said the assessments for the outlying communities is for a 2% increase and Tulsa at 1%. This is the same as predicted during the 2-year budget planning done last year. The committee suggested that staff include a line item for Wagoner and that their grant period is almost over. The committee recommended Graham Brannin contact Wagoner to discuss their future participation. There was discussion regarding hopes to have budget approved in April or May. The next Finance Budget Committee meeting should occur before the next Board meeting.

4) Report of the Policy Committee, John Fothergill

Policy Committee Chair John Fothergill said the manual is consolidated into one packet. The Trust Indenture cannot be changed, the Bylaws have already been approved, so the policies are now under consideration. They

are meant to match current practices. Tim Doyle expressed appreciation for John Fothergill's leadership and the ability to go to one document for all the policies. He said a new trustee would have an easier time to understand their role in this organization. Scott Eudey asked all to review the manual for the next thirty days and hope to adopt the document at the March Board of Trustees meeting.

Item 5) Household Pollutant Regionalization, Voucher Numbers Utilized

Graham Brannin displayed the voucher spreadsheet. He reminded the Board of the March 30 special event where the numbers will likely increase. Tim Doyle reminded the board that the impact of the budget may change with the accepting of latex paint. Graham Brannin said staff would continue to give the public options for latex paint and give any specific instructions that you decide to relay for the new program.

Item 6) Recycling Programs

Item 6a) December Material & Revenue Depot Report with Operational Revenue Comparison and Including Calendar Year End Numbers

Graham Brannin referred all to Page 3 of the report showing operational revenue of which we are approximately \$600 on the positive side. Page 4 is the five-year trends showing plastic bottles is leveling off which he believes is from changing weight of the plastic containers. It is likely we have collected more plastic but the packaging weighs less. Graham Brannin said newspaper and mixed paper is going down which is part of a national trend. He said cooking grease collections are up and he believes the public is more aware of grease issues in the plumbing and sewer. He said we are the champions of household batteries but it costs money and said he has been negotiating the price for recycling this.

Graham displayed a calendar year end numbers spreadsheet by individual communities. He said we create this report and supply our education numbers for the communities to use for their Stormwater Annual Report.

Item 6b) Review Bids for Hauling of Paper and Scrap Metal

Graham Brannin said we received six bidders for the hauling services of paper and scrap metal. He said it appeared appropriate to go with the lowest bid, New Solutions.

Item 6c) Select Bid and Approve Contract for the Hauling of Paper and Scrap Metal

Tim Doyle moved to select the bid and approve the agreement with New Solutions. John Fothergill seconded the motion. The motion passed unanimously.

Item 6d) Renewal Agreement with National Waste for Hauling of Cardboard

Scott Eudey said we would need an approval that includes authorization of the M.e.t. Director to sign the agreement. He said one of the nice things about the new policy manual is it will allow the M.e.t.'s Director to sign any approved agreements.

Graham Brannin said this a renewal with the addition of three communities of Bixby, Collinsville and Coweta. This would mean we are collecting cardboard at every location except for Glenpool. National Waste's route does not allow free service in Glenpool.

Tim Doyle moved to approve the renewal with National Waste for the collection of cardboard and authorized the Executive Director to sign the agreement. John Fothergill seconded the motion. The motion passed unanimously.

Item 7) Report of Friends of The M.e.t. Inc. And Enviro Expo Sponsorship

Graham Brannin said this is Enviro Expo's 21st year for this downtown event. We plan to have two trollies and expressed thanks to ONEOK for sponsoring the trolley service. He thanked other sponsors PepsiCo, Keep Oklahoma Beautiful and OKRA. Tim Doyle said he was able to test drive an electric vehicle last year and encouraged all to attend.

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

Educator Bryce Davis reviewed the posts created on Facebook. He recognized a Tulsa teen who created a water filter system recognized from around the world. The top tweets were during the government shutdown about trash and litter in the national parks. He displayed the fliers for the two upcoming events; fire extinguisher event on March 2, 2019 and special pollutant collection on March 30, 2019. Ellen Bussert suggested we hand out these fliers at the recycling centers.

There was not an item 9 on the agenda.

Item 10) Update on Grants, Funding Opportunity Efforts

Graham Brannin said he received an online service through Tech Soup called Grant Station. The service is for one year and he hopes the service will assist and streamline the grant process.

Graham Brannin showed business cards regarding Amazon Smile. We are giving these out and said if our customers shop on Amazon Smile and list Friends of the M.e.t. Inc. as their nonprofit, donations will occur with every purchase.

Item 11 Comments from the Public

There were no comments from the public.

Item 12) New Business

Scott Eudey said that every year the BA Youth Council has a big idea for beautification and expressed appreciation to Graham Brannin for speaking at their meeting.

Graham Brannin said we purchased a plaque-clock for Robert Carr to present at the Jenks Council meeting for his 22 years of service with The M.e.t.


Adjourn

Rob Werely moved to adjourn. Ellen Bussert seconded the motion. The meeting adjourned at 2:03 p.m.

ATTEST:

Date Approved 3/14/19

Chair


Secretary