

**METROPOLITAN ENVIRONMENTAL TRUST  
BOARD OF TRUSTEES MEETING**  
Thursday, March 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  
Craig Stokes, Collinsville  
Rob Werley, Coweta  
Tim Doyle, Jenks  
Vernon Smith, Sand Springs  
Terry Ball, Tulsa  
John Fothergill, Tulsa Co.

**Not Present**

Scott Eudey, Broken Arrow  
Jonah Humes, Claremore  
Lynn Burrow, Glenpool  
Charlene Lawrence, Owasso

**Others Present**

Graham Brannin, M.e.t. Director  
Terrie Hannam, M.e.t.  
Gary Perceful, New Solutions  
Robert Pickens, AWC/TRT  
Robert Lawrence, Show Inc.  
Maureen Turner, COT

The Trustees of The Metropolitan Environmental Trust met in Saint Francis Conference Room pursuant to agenda posted on March 8, 2019 with Tulsa's City and County Clerks. Vice Chair Terry Ball called the meeting to order at 1:01 PM.

**Item 1) Minutes for the Board of Trustees Meeting February 14, 2019**

John Fothergill moved to approve the Minutes of February 14, 2019. Craig Stokes seconded the motion. The motion passed unanimously.

**Item 2) Report of the Director February 2019 with Specifics on Meetings, Education and Educator Position**

Graham Brannin said February's education was a record month reaching 1,725 students in schools including Tulsa, Jenks, Sand Springs and Broken Arrow. A speech and booth activity spreadsheet was displayed. He reported that Bryce Davis has accepted another position and we hired a replacement this morning. The replacement is going to begin April 1. He said he has been doing double-duty with adding teaching duties.

Besides schools, Graham Brannin said we did education at conferences including Broken Arrow, Sand Springs and Tulsa. He said our Intern Cole Welhoff is graduating in May and leaving The M.e.t. The new intern begins May 13 for the summer and fall.

Graham Brannin said last month, Aldi's Grocery Store allowed us to move the East Tulsa Recycling center to their lot, a few feet from the previous location. He said now Aldi's has decided they do not want to lose their parking and has asked us to relocate. He asked for ideas for locations for the east Tulsa area. He added that he is waiting for a decision from a nearby church who has a large parking lot. The hope is to find a host site that is donated.

Graham Brannin reported it was an honor to present a clock-plaque to Robert Carr at the Jenks Council meeting. It was honoring him for 22 years of service The M.e.t. board.

**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 referred all to the financials shown on yellow paper, which is a corrected version from the financials posted online. He said he made the pre-approved transfer into savings and reviewed the Balance Sheet commenting the total assets of \$416,220.32. Graham Brannin reviewed the Income Statement showing a net income of \$135,061.96. He displayed two versions of the General Ledger by Centers, one in white and the other in pink. The pink version takes the "general code" revenue and expenses and distributes it out to the centers to have a better idea of one location's operations. He said we are looking at possibly including the bale center's expenses in the distribution next month. The plan is to do this monthly.

About the Budget Report, we are eight months or 66% into the budget year and are ahead in revenue at 76 % collected for the year. In General Administration's expenses, Line 30-INCOG, it is one month behind in expenses. He said hauling services is at 73%. On Line 60- Processing, he said we are over in expense but we have received extra revenue from PepsiCo to cover the expenses. He said Line 91-Educator will go over in expense but we have underspent fundraiser consultant to make up the difference. The total percent for expenses is at 62.5%. It is good that we are over budget in revenues and under budget in expenses.

Item 3b) Receipts and Disbursements for February 2-28, 2019 and March 1, 2019

Graham Brannin reviewed the following checks:

- Ck# 23495 Cisco Containers for \$895 to replace a door on the e-waste pod at the Central Tulsa Recycling Center. It had been vandalized multiple times so we purchased a more secure door from the inside. He said we file police reports every time.
- Ck#23507 Old Urban Trolley for \$550 for the Enviro Expo April 17<sup>th</sup>. Friends of The M.e.t. will reimburse us for the expense.
- Ck#23521 Trophy & Plaque Plus for \$59.95 to honor Mr. Carr.
- Ck#23528 American Compactor, Inc. for \$262 to repair the bulb crusher at the Tulsa Bale Center.
- Ck#23539 OKRA for \$75 membership. Ellen Bussert said the name is incorrect for the OKRA check. Graham Brannin said this might be a mistake and would have to research it.
- Ck#23541 Pro Overhead Door for \$389.90 to repair a spring in the door at the Broken Arrow Recycling Center.
- Ck#23544 Security Bankcard Center for \$325.87 is for the visa credit card. Graham Brannin pointed to an attached sheet listing all the charges including no soliciting signs for the sites having vandalism problems.

**John Fothergill moved to approve February 2-28, 2018 for \$64,881.59 with potential reporting error of the payee for the OKRA account and March 1, 2019 bills for \$4,150. Tim Doyle seconded the motion. The motion passed unanimously.**

Item 3c) Report of the Budget Planning Committee Meeting Including Draft FY 19/20 Budget, Assessment Amounts and Asset Plan

Tim Doyle said the committee met and reviewed the budget and assessments. He said the assessments are at a 2% increase for outlying areas and a 1% increase for Tulsa and the voucher number is added on top of this number. He asked all to review for a month. If there are not any issues, the committee recommends it for approval at the April meeting.

Graham Brannin gave a review of the FY 19/20 budget as follows:

- Line 27, INCOG is a confirmed number of \$375,934 and includes rent, bookkeeping, printing, salaries, benefits and a pay raise in the coming year.



- Line 95, total Depot Program showing less expense than this year.
- Assessments are a net amount (less vouchers) with the one or two percent increase and then the vouchers on top of the net. Each city has impact by the voucher amount. For example, the City of Sand Springs has an allotment of vouchers saved up and anticipated not needing any extra vouchers the next fiscal year.
- The Five-year capital asset plan is better for budget planning in the years ahead.

Tim Doyle mentioned the committee suggested a more aggressive computer replacement including the server; possibly to a five-year replacement schedule. Terry Ball asked for clarification on Line 40, Contract Labor/Field with zero money budgeted. Graham Brannin said the field worker's money is moved to INCOG to allow the worker to have benefits. This is why the INCOG expense is larger. Terry Ball asked all to contact Graham Brannin if there are any questions on the new budget.

#### Item 3d) Surplus of Equipment

Graham Brannin said there are four items listed on the surplus: 2011 pickup, 4-3yd dumpsters, a computer, and an all-terrain pallet jack. He said the pickup has 211,940 miles on it and is unneeded. The dumpsters were purchased for cardboard recycling and are no longer needed. Terry Ball said once the policy manual is approved, we could just follow the procedures to surplus items.

#### Item 4) Report of the Policy Possible Approval of Policy Manual

John Fothergill said it is a consolidation and modernization of policy procedures. He reminded all that the trust indenture is not up for change until there is a reason to bring it to all the city councils.

**John Fothergill moved to approve the policy manual as presented. Craig Stokes seconded the motion. The motion passed unanimously.**

In reference to the new manual, Tim Doyle said since the amount is over \$2,500 we need to approve the surplus. Vice Chair Terry Ball asked for a motion to approve the surplus items.

**John Fothergill moved to approve surplus items. Tim Doyle seconded the motion. The motion passed unanimously.**

#### Item 5) Household Pollutant Regionalization, Voucher Numbers Utilized

Graham Brannin said we processed 28 vouchers in January. We do have an expanded collection day with no appointment on March 30th.

#### Item 6) Recycling Programs

##### Item 6a) January Material & Revenue Depot Report with Operational Revenue Comparison

Graham Brannin referred all to Page 3 showing operational revenue comparison. January's revenue was above projection. Page 4 shows the graphs, commenting plastic bags and electronic waste are steady. He showed a separate sheet with the 2018 IDL Pilot Program. The commodities are up in collections and all materials go to the downtown recycling center. The materials from Broken Arrow's apartments and Wagoner go to the Tulsa Bale Center.



**Item 6b) Update on East Tulsa Location**

Graham Brannin said he is pursuing a new location. He spoke to the Tulsa Mayor's office and INCOG to research locations. We have been at the East Tulsa location for twenty-five years and would like to be as close as possible to that location.

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

Graham Brannin expressed appreciation to the sponsors. He said we are excited to have two trollies running to the event held on Guthrie Green's Food Truck Wednesday.

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

Graham Brannin said the numbers are strong; however, we have been speaking with college interns and have found that this demographic does not use Facebook and Twitter very much. The age demographic has changed for Facebook and Twitter; therefore, we think Instagram is the best way to reach, but not the best way to engage the younger generation to go to events.

Graham Brannin expressed appreciation to Intern Cole Welhoff for doing the research on green events for the area. He said the March 2 fire extinguisher and smoke alarm collection event had limited participation due to the freezing temperatures. He said the event did get good public relation exposure and the host, Lowes, was pleased.

**Item 9) Update on Grants, Funding Opportunity Efforts**

There were no items to report on this agenda item.

**Item 10 Comments from the Public**

There were no comments from the public.

**Item 11) New Business**

Concerning the reserve fund, Graham Brannin said the budget committee said we should have reserve fund goals along with a policy on disbursement. Tim Doyle said we established a goal in the policy committee. The goal is six months of operational expense but will still need direction of what to do after accumulation of six months of operational expense. Tim Doyle suggested referring this item to the chair.

Graham Brannin said he reviewed Wagoner's recycling trailer program with PepsiCo's funding. It shows we have at least five months of funding remaining. He said he has contacted Wagoner and mentioned options such as becoming a trust member, identifying other funding, or to stop the program. He clarified we are not expending funds from the trust to operate Wagoner's program.

Tim Doyle said there is the potential for a new cardboard vendor that will pay more but the caveat is they want to do an electronic transfer into the bank account and not a check. He said our legal advisor did not have any issues with this practice. After vetting this company, he said he believes we are comfortable with moving forward. Graham Brannin said he has a couple of things to review with the new vendor and will give an update later. There was no objection to setting up an electronic transfer into our account.

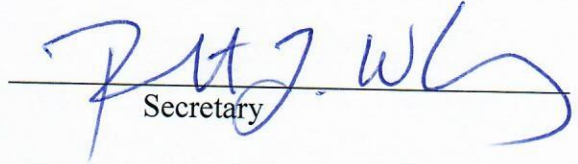
**Adjourn**

Tim Doyle moved to adjourn. Rob Werely seconded the motion and it passed unanimously. The meeting adjourned at 1:53 PM

ATTEST:

Date Approved 4/11/2019

  
Chair

  
Secretary