

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, August 8, 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
Rob Werley, Coweta
Jonah Humes, Claremore
Lynn Burrow, Glenpool
Tim Doyle, Jenks
Charlene Lawrence, Owasso
Vernon Smith, Sand Springs
Terry Ball, Tulsa
John Fothergill, Tulsa County

Not Present

Craig Stokes, Collinsville

Others Present

Bill Cade, Broken Arrow
Graham Brannin, M.e.t.
Terrie Hannam, M.e.t.
Robert Lawrence, Show
Maureen Turner, Tulsa
Scott VanLoo, Tulsa

The Trustees of The Metropolitan Environmental Trust met in Saint Francis Conference Room pursuant to agenda posted on July 30, 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 July 11, 2019

John Fothergill moved to approve the Minutes of July 11, 2019. Vernon Smith seconded the motion. The motion passed unanimously.

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

Graham Brannin reported he was asked to tour a post doctorate student doing her studies in Melbourne Australia. She came to Tulsa to study environmental protection combined with hazardous mitigation. He said he introduced her to several people in this area of expertise. Besides Tulsa, her next stops were Cleveland, Ohio, Darwin, Australia and Cape Town, South Africa.

Graham Brannin reviewed the summer education including summer camps, YMCA-Go and other venues. He said he gave a presentation at inter-tribal conference. He mentioned that we are taking some recyclables from PepsiCo from some of their bottle-bin collections from convenience stores. We are in the data-gathering stage to find out how much material is contaminated and how long does it take to process it and could we put a price on it for PepsiCo to pay us to recycle the items. PepsiCo donated a short-horizontal conveyor belt to The M.e.t. He passed around a picture of it and said it is our property no matter what happens with the sorting arrangement.

Graham Brannin said our intern Caroline Holmes gave notice and she is now employed with AmeriCorps as a worker in Tulsa schools. He said before she left, Caroline organized our bag, battery and shredding event and plans for the latex paint, swap event.

Item 3) FY 19/20 Financials

Item 3a) FY 19/20 Financial Statements, Budget Report with Possible Transfers and/or Appropriation of Additional Revenues

Graham Brannin reviewed the Balance Sheet, showing the investment account; he said the interest is not reflected in the statement currently. The cash balance is lower due to assessments not paid at the time the document was produced. In addition, he commented the total for the Compost Bin is overstated. The bins have been stored for too long in a pod in the heat and are now warped. The bins are useable but not attractive for sale. Graham Brannin said the bins would need to be written off and donated to schools for educational purposes. At the end of June 2019, there are 61 bins remaining.

Graham Brannin reviewed the General Ledger by Center Report, Income Statement and Budget Report. He reviewed each category in the Budget Report commenting that we are at 8% of the year. Concerning the miscellaneous income line item, he said we are at 50%. This is mainly for the funds from YMCAGo for supplies. In expense, he referred all to Line 27- INCOG showing no payment made for this month, but it is about \$27,000. If this item was paid, he explained we would be at 7% for the General Administration category. For the Recycling Depot Program, Graham Brannin referred to Line 42, Processing Services, and stated it is a high number due to an accumulative of a few months. He said we did have sixteen televisions illegally dumped at the Claremore Recycling Center this past June. He explained Line 45-Equipment Maintenance is for tires and repairs on the cage trailers. Unfortunately, he reported the two newer trucks now need tires. It seems the factory tires sold on the vehicle have about a 25,000 mile-life on them. Line 43 – Prof Service Battery Disposal is for a number of months of batteries. We do two to three hauls a year of batteries in bulk. The Depot Program is at 4% of budget.

Graham Brannin reviewed the Public Education portion of the budget and commented that we will run over in the educator code, 6145 unless we receive funds to appropriate. In addition, our line 93 had almost a month of full time intern work.

Item 3b) Receipts and Disbursements for July 2-31, 2019 and August 1, 2019

Graham Brannin reviewed the following bills:

- Check 22832 to Global Tech Environmental Corp. for \$4,546.49. This is for recycling about 12,000 pounds of household batteries.
- Check 23835 Keep Oklahoma Beautiful for \$200 is yearly dues.
- Check 23841 for \$326.56 and Check 23863 for \$340.46 to System Scale for a repair and calibration of our scale.
- Check 23852 to Caroline Holmes for \$552 is the last paycheck to our summer intern.
- Check 23861 to Sooner Container for \$240 for battery buckets.
- In the August 1st list, Check 23867 to Betty Henry Trust for \$700 for the rent at the Downtown Tulsa Center. He said the amount should have been \$500. Staff already contacted the company and have arranged to pay \$200 less in the next billing cycle. The \$500 amount was renegotiated from \$700 two years prior and old information resurfaced causing the error.

Terry Ball moved to approve the period in July for \$21,969.18 and August 1, 2019 for \$4,350. Rob Werley seconded the motion. The motion passed unanimously.

Item 4) FY19/20 Agreement with Department of Environmental Quality (DEQ)

Graham Brannin explained this agreement was approved last month subject to any minor changes. He informed the M.e.t. Board that there was one minor change where the DEQ added a clause about public trusts. No action was required.

Item 5) Household Pollutant Regionalization

Item 5a) Voucher Numbers Utilized

Graham Brannin said there were 73 vouchers utilized in July. This is high participation for a one-month period.

Item 5b) Discuss and approve Vote Regarding Vouchers, Latex Paint, and Repeat Customers

Graham Brannin reminded the Trustees of last month's discussion and asked the M.e.t. Board as to how to proceed. He said we are open to meet the needs of individual communities or a decision as a whole. He reminded the Trustees of the default vote made last month as to "no repeat customers annually" at this time. The discussion proceeded as follows:

- Broken Arrow would like M.e.t. staff to encourage citizens to dry their latex-based paint and use the vouchers for actual pollutants, allowing two vouchers a year per household. The goal is to get the more harmful pollutants out of the system.
- There was discussion about not accepting vouchers for just latex paint and Terry Ball mentioned if they show up with latex paint, the facility staff could charge the citizen for that portion. The price is \$1.33 per pound.
- Jenks did not have a preference on number of vouchers going out.
- Rob Werley said only allowing one-voucher keeps commercial companies like contracted painters posing as residential from abusing the system. Terry Ball said facility staff keep an eye on not allowing any commercial entities.
- Owasso did not want vouchers for latex paint and did not want repeat customers.
- Suggestion of a form letter or survey to each community asking their preference

John Fothergill moved to direct M.e.t.'s Executive Director to send a letter of voucher preference to each M.e.t. Community and to continue with the one voucher per household for ninety days. The vote will be an agenda item in ninety days. Charlene Lawrence seconded the motion. The motion passed unanimously.

Item 6) Recycling Programs

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

Graham Brannin reviewed the June Material and Revenue Report showing operational revenue \$886 short for the month of June. For the year, it shows approximately \$5,800 under for the year in operational revenue. Graham Brannin reported he is still working on getting direct mill prices and has recently sold plastic at a higher price. He reviewed FY 18/19 collection totals.

Item 6b) East Tulsa Recycling Center Agreement

Graham Brannin said he is in negotiations for a center at East Central High School at 11th and Garnett; however, there is no agreement at this time. He displayed a summary sheet showing twenty-five years of collections at the previous East Tulsa Recycling Depot.

Item 6c) Review Bid Proposal for Attendant Services for Downtown Tulsa and Coweta

Graham Brannin said we went out for bid for the Coweta and Downtown Tulsa locations. We received a bid from Show, Inc. who bid on both locations and mentioned we have worked with Show Inc. for many years. He said we received a bid from a new company Angel's Place for one location, Downtown Tulsa. The manager for Angel's Place is someone that has worked at the recycling centers in the past. The bid for Coweta is much higher than what is in the budget. The bid from Angel's Place is unusually low. Graham Brannin said he met with the representative for Angel's Place who said he will pay the workers above minimum wage and that he had other funding (i.e. grants) where he could make a very low bid. He said the bid document allows separating the locations to the bidders.

Terry Ball moved to accept bid for the Coweta Recycling Depot from Show Inc. Rob Werley seconded the motion. The motion passed unanimously.

Rob Werely moved to accept the bid for the Downtown Recycling Depot from Angel's Place. Terry Ball seconded the motion. The motion passed unanimously.

Item 6d) Approve Agreement(s) fore Attendant Service for Downtown Tulsa and Coweta

Terry Ball moved to approve the agreement for Downtown Tulsa with Angel's Place. Ellen Bussert seconded the motion. The motion passed unanimously.

Rob Werley moved to approve the agreement for the Coweta Recycling Depot with Show, Inc. Tim Doyle seconded the motion. The motion passed unanimously.

Item 7) Summer and Fall Events

Item 7a) Numbers from Bag and Battery Event

Graham Brannin said doing an event with Cox allowed for a lot of media coverage. Despite the heat, it was a very successful event. He reviewed the collection numbers.

Item 7b) Update on Paint Swap Event and Approve Tent Rental Agreement

Graham Brannin said the event is scheduled for October 19th at Jenks Riverwalk, which is owned by the Muskogee Creek Nation, and we have sponsors for the event. He said we will have a good opportunity to do education on proper handling of paint and will hand out Tulsa's pollutant flier to promote the facility. The tent company does not require an agreement.

Item 7c) Tentative Fall Event Dates

A list of upcoming dates from August through November was handed out to the Trustees.

Item 8) Update on Friends of the M.e.t. America Recycles Day Banquet's Sponsorship

Graham Brannin displayed a letter mailed out to potential sponsors for the banquet. He expressed thanks to the City of Jenks for agreeing to a \$1,000 reduction for the Oklahoma Aquarium and OKRA who already indicated they would sponsor the event. Graham Brannin reported that Cindy Spitler from ONEOK has agreed to serve on the Friends of the M.e.t. Inc. Board.

Item 9) Report of Public Relations & Education Including Media, Ads, Articles

Graham Brannin reviewed the Facebook stats commenting that the big spike was due to the Bags and Battery Collection event.

Item 10) Update on Grants, Funding Opportunity Efforts

Graham Brannin said he applied for a \$4,000 grant through ONEOK for the educator position.

Item 11) Comments from the Public

There were no comments from the public.

Item 12) New Business


There was no new business.

.Adjourn

Vernon Smith moved to adjourn. Jonah Humes seconded the motion and it passed unanimously. The meeting adjourned 2:00p.m.

ATTEST:


Chair

Date Approved 9-12-19

Secretary