

**METROPOLITAN ENVIRONMENTAL TRUST**  
**BOARD OF TRUSTEES MEETING**  
Thursday, September 12, 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  
Lynn Burrow, Glenpool  
Tim Doyle, Jenks  
Charlene Lawrence, Owasso  
Vernon Smith, Sand Springs  
John Fothergill, Tulsa County

**Not Present**

Craig Stokes, Collinsville  
Rob Werley, Coweta  
Terry Ball, Tulsa

**Others Present**

Graham Brannin, M.e.t.  
Terrie Hannam, M.e.t.  
Gary Percefull, New Solutions  
Maureen Turner, Tulsa

The Trustees of The Metropolitan Environmental Trust met in Saint Francis Conference Room pursuant to agenda posted on September 5, 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 August 8, 2019**

Tim Doyle moved to approve the Minutes of August 8, 2019. John Fothergill seconded the motion. The motion passed unanimously.

**Item 2) Report of the Director August 2019 with Specifics on Meetings, Events, Education, New Intern and Financial Audit**

Graham Brannin said they did back to school nights and more bins are in the schools. He said we are in the middle of the audit with the auditor being in for two days and are on schedule. He announced we have a new intern from the University of Tulsa named Emily Truss. He said she is helping us with the recycling app, the banquet and helping to prepare for the fall collection events.

Graham Brannin said he has been working on the revenue for recyclables and pursuing potential vendors. He said for the first time, we did a full load of PET to direct mill and will get more money per pound.

Graham Brannin said he supports the committee for BAMA in their efforts to go to curbside recycling in Broken Arrow. There was a brief discussion on BAMA's progress and Scott Eudey assured the board that support would continue for The M.e.t.'s center in Broken Arrow. He added that there will be more time for public comments from Broken Arrow's citizens and curbside program details will come out over time.

**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 as the same balance as last time; the bookkeeper will correct the balance today to reflect interest. The true balance is \$167,498.52. He then reviewed checking balance and asset numbers.



Graham Brannin reviewed the General Ledger by Center Report, Income Statement and Budget Report. On total revenues and total expenses the difference yield a net income of \$87,248.63. Budget Report reflects two months or 16.7% of budget year. On the revenue side, total revenue is at 21.6%. On expense under General Administration for Line 27-INCOG, he said last month there was not entry but this line is now current. About Line 34-Supplies, he said our budget is too low and we will go over to obtain a good number for next year's budget. In General Administration's total expense, we are at 16%.

Graham Brannin reviewed Recycling Depot Services Expense Category commenting that line 42, "Processing Services TV-CRT is at 32%. He explained these numbers come in chunks and some is carryover from the year before and will balance out by end of year. He said we are dumped on overnight with televisions but believes despite the problems it is a needed service for the community. He said Line 47-Hauling Services, we are at 9% which is much better than last year. Line 66 and 67 are funds yet to be expended. The Depot Services total is at 11.1% of budget.

Graham Brannin reviewed Public Education; Educator 22.6%, which is slightly over; however, he is waiting on a couple of grants to transfer more funds into this category. One grant is for \$5,000 that he is confident we will receive. Totals of all expenses together comes to 13.1% (not including vouchers). Scott Eudey said we should remove either line 99 or 100; they are duplicates and confusing.

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

Graham Brannin reviewed the following bills:

- Check 23881 to the City of Tulsa Stormwater is for 64 vouchers
- Check 23884 to Debbie Veale for \$42.71 is for reimbursement of a trailer repair.
- Check 23888 to New Commercial LLC is a subsidiary of New Solutions.
- Check 23892 to Progressive Northern Insurance is for vehicles.
- Check 23903 to Tulsa World for \$93.48 for published ads regarding bids for Downtown Tulsa and Coweta's attendant services.
- Check 23907 to A&J Rental is a deposit for the tent rental for the Paint Swap Event.
- Check 23914 to Emily Truss who is the new intern.
- Check 23925 to Security Bank Card Center with itemization showing an event fee, Facebook ads and educational booth payments.

For the September 1 checks, Graham Brannin mentioned BancFirst now manages Betty J Henry Trust and the amount for rental is usually \$500, however, this month we pay \$300 due to an overage of \$200 last month.

**Vernon Smith moved to approve disbursements in August for \$109,470.69 and September 1, 2019 for \$3,950. Ellen Bussert seconded the motion. The motion passed unanimously.**

#### Item 4) Household Pollutant Regionalization

##### Item 4a) Voucher Numbers Utilized

Graham Brannin said 56 vouchers used in August commenting this is a good amount and he anticipates Bixby, Broken Arrow and Sand Springs will go over the budgeted vouchers. He said he would keep in contact with any community getting close to exceeding their budget. Ellen Bussert asked about repeat vouchers. Graham Brannin said staff consistently tells citizens that this is their only voucher for the year and to make sure all



materials are included. Also, staff reviews ways to dry paint and discusses charges for going over the 45-pound limit.

Item 4b) Update on Communities'

Graham Brannin displayed a copy of a survey that the board requested staff create for each trust community to complete. He asked all trustees or the designees to return the survey by the end of October. A related item will appear on the November board meeting agenda. Tim Doyle asked staff to see how many duplicates we had last year. Graham Brannin agreed. Terrie Hannam suggested the policy for how many vouchers per year, be a calendar year rather than a fiscal year for easier explanation to citizens. Tim Doyle expressed thanks to staff for the survey.

**Item 5) Recycling Program**

Item 5a) July Material & Revenue Depot Report with Operational Revenue Comparison

About tracking revenue, Graham Brannin said we are \$395 under expected income. On Page 2, he said July total plastics is a big number and expects August to be even better.

On Page 4, Graham Brannin pointed to the July glass number being extra high. Jonah Humes asked about e-waste and illegal dumping and if the report shows items not paid. Graham Brannin said there is a variety of e-waste dropped off with some paying us a penny a pound. He said Natural Evolution supplies great paperwork but there is a lag from the time collected to the time we receive the paperwork. Johnna Humes asked that the next time Claremore has a large dump of unpaid TVs to let him know so he can review the area cameras.

Graham Brannin said Broken Arrow had a high month in metal collection and Coweta had a high cardboard and plastic month. He said Central Tulsa Recycling Center had a big month for glass collection.

Item 5b) Update on East Tulsa Recycling Center

Graham Brannin said progress has been slow but he has a meeting with the East Central High School's principal next Tuesday and hopes to make some progress. He said he also plans to reach out to one of the school board members. Scott Eudey asked that after the meeting to send an email updating the trustees.

Item 5c) Bid Schedule for Cooking Oil

Graham Brannin said the current vendor is Brooks Grease and said they are a good vendor; however, it is time to rebid the service. The schedule is to publish September 17 and 23 and the bid opening is October 1<sup>st</sup> for possible October 10<sup>th</sup> approval and an effective date of November 1<sup>st</sup>.

**Item 6) Consider Approval of Agreement for Billboard Rental with Betty J. Henry Trust**

Graham Brannin said the billboards are subleased out. The City of Tulsa Stormwater and Water & Sewer Departments lease two of the billboards. The Tulsa Drillers sublease the other two. There is a \$20 increase in the arrangement and the new trust administrator, BancFirst, is listed. All other aspects of the agreement are the same.

**Tim Doyle moved to approve the agreement for the billboards. Jonah Humes seconded the motion. The motion passed unanimously.**



**Item 7) Update on Friends of the M.e.t. America Recycles Day Banquet's Sponsorship**

Graham Brannin said we had a committee meeting to pick out the food and the theme is "Under the Sea" and focusing on water quality. He expressed thanks to the Naming Sponsor ONEOK; the Silver Sponsors who are Central Plains Cement Company, National Waste and Disposal, PepsiCo Recycling, Cherokee Nation; Bronze Sponsors who are Covanta, ARC, PSO, Natural Evolution and OKRA; and the Partners who are KOB, OSI, Holly Frontier, Halo Branded Solutions, American Waste Control and JACOBS. He said we still could use nominations and asked all to consider a recycling hero in their community.

**Item 8) Annual Progress Report**

Graham Brannin said our bylaws require us to do an annual report. He presented the report and reviewed some of the details such as five million pounds of recycled materials that is a 3% increase from last year.

Jonah Humes asked if there was a state statute that limits our rainy day fund. Graham Brannin said he would do research on this question.

**Item 9 Report of Public Relations & Education Including Media, Ads, Articles and Events**

Graham Brannin stated that our numbers are down due to not having an intern for a month and regular August doldrums. He said we have items and events coming up where we will move back up in media activity. The Smoke Alarm and Fire Extinguisher Event is this Saturday at the Lowes on 15<sup>th</sup> Street in Tulsa. He said this is also a safety event as smoke alarms should be replaced every ten years. He thanked Covanta for the \$5 gift cards for those who bring in a smoke alarm.

Graham Brannin said we assist in coordinating the Monarchs on the Mountain event held at Turkey Mountain. He displayed a copy of the Latex Paint Swap event for October 19<sup>th</sup>. He said volunteers would be handing out educational fliers about the HHP facility and services. This will boost use of Tulsa's facility.

**Item 10) Update on Grants, Funding Opportunity Efforts**

Graham Brannin said we are expecting approval of a couple of grants and plan to pursue others the first of the year.

**Item 11) Comments from the Public**

There were no comments from the public.

**Item 12) New Business**

There was no new business.

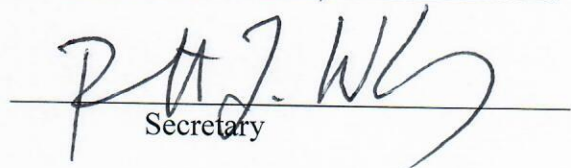
**Adjourn**

Tim Doyle moved to adjourn. Jonah Humes seconded the motion and it passed unanimously. The meeting adjourned at 1:55 p.m.

ATTEST:

Date Approved 10-10-19

  
Chair

  
Secretary