

METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING
Thursday, November 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

Scott Eudey, Broken Arrow
Ellen Bussert, Bixby
Jonah Humes, Claremore
Craig Stokes, Collinsville
Tim Doyle, Jenks
Charlene Lawrence, Owasso
Terry Ball, Tulsa
John Fothergill, Tulsa County

Not Present

Coweta Trustee
Lynn Burrow, Glenpool
Vernon Smith, Sand Springs

Others Present

Graham Brannin, M.e.t.
Terrie Hannam, M.e.t.
Robert Pickens, TRT
Maureen Turner, COT
Kirk Vanderslice, Hinkle&Co
Scott VanLoo, COT

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

Item 1) Introductions, City of Coweta, Trustee

Graham Brannin stated Rob Werley has changed jobs and is now working for the City of Glenpool. He said we are still awaiting a trustee appointee from the City of Coweta.

Item 2) Report of the Draft FY18/19 Audit, Kirk Vanderslice with Hinkle and Company

Kirk Vanderslice from Hinkle and Company said the audit is of a clean opinion on the financial statements and a report on the internal controls. He said there are no material weaknesses to report. He said there were no difficulties encountered and all the testing controls and support were adequate and timely.

Kirk Vanderslice asked all to turn to Page 4 to *Statements of Revenues, Expenses and Changes in Net Position*, showing a positive change in net position of \$58,398. Page 5 shows a \$14,215 increase in cash. Jonah Humes asked how long it takes to do the audit. Mr. Vanderslice responded that the process takes about one month, which includes planning, testing (for a week), review and report process.

Graham Brannin said moving forward, we need any comments from the trustees and then present a final copy to the Board of Trustees December 12th for official acceptance. Hinkle and Company will need to file with the State of Oklahoma before December 15th. Kirk Vanderslice said they upload to the State of Oklahoma's website and it is an easy process in a PDF form and includes a small fee. For the City of Jenks, Tim Doyle said he would like to forward the draft audit for some oversight. After the Board of Trustees accept the audit, Terrie Hannam mentioned bound copies would go out in the mail to each City Clerk.

Mr. Vanderslice informed the board of a new accounting requirement regarding leases to be effective the year after next. He explained it is a standard required for leases over one year in length. They will be considered an asset and a liability on the books. He showed that this year it is a disclosure under Footnote 5 but going forward it will be listed as capital asset and under current liability. There was a brief discussion regarding lease renewals and one-year terms. These leases might not be affected by this rule change.

Graham Brannin displayed a copy of the Management's Discussion and Analysis that he wrote to compare last year numbers with the current audit. Graham highlighted the net increase of 21% and slight operating expense increase. He said the reserve fund addition would be determined later during another M.e.t. Board meeting.

Item 3) Minutes for the Board of Trustees Meeting October 10, 2019

Craig Stokes moved to approve the Minutes of October 10, 2019. Jonah Humes seconded the motion. The motion passed unanimously.

Item 4) Report of the Director October 2019 with Specifics on Meetings, Events, Education and New Activities

Graham Brannin said another busy month including preparation for the banquet held last night. There were three collection events held in October. The first was a tire and electronic collection event held at Destiny Life Church bordering Collinsville and Owasso. The church's primary location is in Claremore and they relay information to their congregations. We collected about 500 tires and 3,000 pounds of e-waste in three hours. On October 19; staff, Jenks employees and volunteers worked the first latex paint collection event at Jenks Riverwalk in partnership with Creek Nation. Advertising was light due to the fear of being overwhelmed. We collected 3500 pounds of dried and unusable waste paint that New Solutions took to Covanta for incineration; about 200 gallons of good paint went to the Chickasaw Reuse Center; and 20-gallons given away directly to the public. The giveaway portion was lighter than anticipated but expressed appreciation to the sponsors. The third event was a drug take back at our Central Tulsa Recycling Center. It was in partnership with the Health Department, DEA, City of Tulsa, and Oklahoma Bureau of Narcotics.

Graham Brannin said the 2nd Annual Great Pumpkin Rescue promotion for the month of November is going well. This year we added Bixby to the list totaling 5 locations. We received coverage on Good Day Tulsa, Fox 23, and radio stations KRMG and KWGS.

Graham Brannin said he gave a goal at the Tulsa Bale Center to reach ninety bales in a month and the staff met the goal. It was a big month and they caught up for the first time in 3 months.

Jenks Trustee Tim Doyle said he and his crew worked the latex collection event. He said a slower event allowed the opportunity to learn flow, a system for processing the paint and identified areas for improved efficiency.

Tim Doyle expressed thanks to M.e.t. staff for a successful banquet last night. Scott Eudey expressed thanks to Graham Brannin for his input at the BAMA meeting where he helped answer questions to the council regarding the curbside recycling proposal.

Item 5) FY 19/20 Financials

Item 5a) FY 19/20 Financial Statements, Budget Report with Possible Transfers and/or Appropriation of Additional Revenues

Graham Brannin reviewed *Balance Sheet* showing the investment account at \$167,745.57. He reviewed and mentioned after the audit a few items will be adjusted. Total liabilities show \$316,178.93. The General Ledger by Centers shows distribution of the general code. He said recycling is a great service to the community but not a moneymaker. *The Income Statement* total revenue is \$324,813.26 and total expense is \$313,053.58, which yields a net income of \$11,759.68.

Graham Brannin reviewed *Budget Report*, which includes an amendment due to an unanticipated grant. As previously instructed, he shows the amendment in a separate column in the revenue and expense side of the budget highlighted in blue. The grant is from TRSA for education supplies. Tim Doyle asked Graham Brannin

to write a summary memo to go with this budget amendment. The Director should submit a similar memo for any future budget amendments. Jonah Humes asked why we were so far over budget in the Supplies line of the Education Category. Graham Brannin said the program is taking more education supplies than he anticipated. There was support from Board members for this education effort. Ellen Bussert said there is a license plate grant for education with a deadline in December.

Graham Brannin reviewed various line items in the *Budget Report* including an overage in Line 92 for Educator and he said he is still waiting on a grant to help in that area. He said overall, we are at 30.3 % of our Expense budget after 1/3 of the year.

Craig Stokes moved to approve the Budget Report. Jonah Humes seconded the motion. The motion passed unanimously.

Item 5b) Receipts and Disbursements for October 2-30, 2019 and November 1, 2019

Graham Brannin reviewed the following bills:

- Check #24008 Catering by PartyServe for \$2,216.25 to cover catering for the America Recycles Day banquet. The sponsorship through Friends of the M.e.t. Inc. will reimburse us for this expense.
- Check #24013 Garden Deva for \$410 to pay for the actual honorees banquet awards.
- Check #24019 voided and Check #24056 to the Oklahoma Aquarium where a check was re-issued to not include tax.
- Check #24047 Halo Solutions for \$199.02 for stainless steel, re-usable straws for teachers.
- Check#24060 Security Bankcard Center (credit card) for \$359.46 for various teaching supplies and Facebook advertising.

Tim Doyle moved to approve the October 2 through October 31, 2019 for \$79,722.28 and November 1, 2019 checks for \$4,150. Craig Stokes seconded the motion. The motion passed unanimously.

Item 5c) Schedule Finance Budget Committee Meeting

Graham Brannin said the committee's Chair is Tim Doyle and members include Scott Eudey, Terry Ball and John Fothergill. Scott Eudey asked if anyone else would like to serve. Jonah Humes said he would like to serve on this committee. There are about three meetings from December through February. After a discussion on schedules, the first meeting was set for noon on Monday, December 16, 2019. Graham Brannin was concerned about having a full budget prepared and Terry Ball suggested working on the equipment portion first.

Item 6) Recommend and Approve a Secretary

Chair Scott Eudey said Rob Werley is now working in Glenpool and might possibly replacing Lynn Burrow in a month or two. He said the secretary is an important position; they are to maintain records and attest to various items.

Craig Stokes moved to approve the Glenpool Representative as Secretary. Charlene Lawrence seconded the motion. The motion passed unanimously.

Item 7) Household Pollutant Regionalization

Item 7a) Voucher Numbers Utilized

Graham Brannin displayed the voucher numbers for month of October as 39 vouchers. All communities have adequate budgeted vouchers left at this time.

Item 7b) Review Voucher Survey and Discuss Procedures for Outlying Communities

Graham Brannin said staff conducted the requested survey. The two areas of question: 1) how many vouchers per year per household and, 2) accepting vouchers for latex paint. He said most communities requested two vouchers per year and it would be easier on staff if all agreed to two vouchers per year. For latex paint, there was variation but most communities agreed to latex paint if the citizen is bringing other items. Scott Eudey asked if staff was able to accommodate each community's preference. Graham Brannin said yes by having a list with everyone that answers the phone calls.

Scott Van Loo said many customers come in on Saturdays that walk-in and have not called ahead for the voucher. He said that Tulsa is not privy to the M.e.t.'s database and is unable to see if they are repeat customers. Terry Ball suggested they could possibly share information. There was a brief discussion regarding a desire not to turn away the citizens who walk in on Saturdays. The Board agreed to allow walk-ins for six months and staff to monitor for any significant system abuse. M.e.t. staff will track if there are any repeats and give a report.

Item 8) Recycling Program

Item 8a) September Material & Revenue (M&R) Depot Report with Operational Revenue Comparison

Graham Brannin said he has been making real strides to try to maximize our revenues. We did a couple of big PET hauls with 73 bales in one load going direct-to mill that paid us \$600 extra. He reviewed the *M&R Report* commenting that we are going to begin getting charged for oil starting in October.

Item 8b) Schedule for 2020 Recycling Directory and RecycleThisTulsa.com

Graham Brannin displayed a new copy of the *2020 Metro Recycling Directory*. We have not done a press release and will do a promotion in December. For the RecycleThisTulsa.com site, Graham Brannin said we have a follow up meeting with the University of Tulsa graphic design group and they will provide branding and logo ideas.

Item 8c) Renewal Agreement with Waste Management for Paper Processing

Graham Brannin said this is the fifth and last renewal with Waste Management.

Terry Ball moved to approve renewal agreement with Waste Management and allow Graham Brannin to sign the agreement. Tim Doyle seconded the motion. The motion passed unanimously.

Item 8d) Renew Lease for Downtown Recycling Center

Graham Brannin said the initial document sent from Banc First had an incorrect year but the original document should have the correct dates. Scott Eudey said there is still an error on the original but that he can change it and initial the correct year.

Terry Ball moved to approve the lease agreement with the base rental correction on the year from 2021 to the correct year of 2020. Tim Doyle seconded the motion. The motion passed unanimously.

Item 8e) Update on East Tulsa Depot Location

Graham Brannin said he spoke with the Chief Operations Officer for Tulsa Public Schools and found out they are still making changes to their building plan and cannot give confirmation of the center moving on site. He wrote a note to Mayor Bynum and presented to the Hispanic Affairs Commission regarding finding a site.

Item 8f) Holiday Worker Party

Graham Brannin said that we are having the annual party for the workers of our recycling center at Boston Avenue Church. We give five awards out and a gift for all the workers. The gift is a warm hat.

Item 9) Discussion for City of Wagoner Joining the Trust

Graham Brannin displayed an outline of what Wagoner would need to do to join The M.e.t. as a member government. Mainly, they need to work out funding before going forward to approval by our M.e.t. Board for the indenture addition. This process could take a little more in attorney services. He said he reached out to Attorney Mary Huckabee who has experience in this type of law. He proposed that she help Pro Bono up to a level and have a fee arrangement afterward. Scott Eudey said he serves Pro Bono for Broken Arrow Seniors under a similar arrangement and said this is not unusual. Mr. Eudey asked that Graham possibly check with other attorneys and to make sure the attorney understands Oklahoma Municipal Law and Oklahoma Trust Law.

Item 10) Report of Friends of the M.e.t. November 13 America Recycles Day Banquet and Award Winners

Graham Brannin said the banquet held last night included inspiring winners with moving speeches. He said we raised \$570.76 with the fundraiser game. He thanked the City of Jenks for the great venue.

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

Graham Brannin said Facebook had an active month with events and boosting. A copy of the OKRA newsletter was displayed which mentions the banquet. He showed a flier for the City of Tulsa's Trap the Grease event which will be at the Central Tulsa Recycling Center on November 30, 2019.

Graham Brannin said the Tulsa Zoo's November 2nd Tire and E-waste event collected 438 tires and approximately 4,000 pounds of e-waste. It attracted a wide audience and was a great success.

Item 12) Update on Grants, Funding Opportunity Efforts

Graham Brannin said he is trying to secure grant funding to purchase a ramp conveyor belt to feed the horizontal baler at the Baling Center. He has ¾ of the money promised for it. This would improve safety and efficiency at the Tulsa Bale Center.

Item 13) Comments from the Public

There were no comments from the public.

Item 14) New Business

Tim Doyle expressed appreciation to Robert Pickens for American Waste Control's sponsorship at the banquet.

Adjourn

Ellen Bussert moved to adjourn. Jonah Humes seconded the motion and it passed unanimously. The meeting adjourned at 2:23 p.m.

ATTEST:

Date Approved 12-18-19


Chair


Secretary