

METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING
Thursday, December 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

Scott Eudey, Broken Arrow
Ellen Bussert, Bixby
Jonah Humes, Claremore
Lynn Burrow, Glenpool
Tim Doyle, Jenks
Vernon Smith, Sand Springs
Terry Ball, Tulsa
John Fothergill, Tulsa County

Not Present

Coweta Trustee
Craig Stokes, Collinsville
Charlene Lawrence, Owasso

Others Present

Graham Brannin, M.e.t.
Terrie Hannam, M.e.t.
Ali Kalenak, M.e.t.
Robert Pickens, TRT
Maureen Turner, COT

The Trustees of The Metropolitan Environmental Trust met in Saint Francis Conference Room pursuant to agenda posted on December 5, 2019 with Tulsa County Clerk and December 6, 2019 with Tulsa City's Clerk. Chair Scott Eudey called the meeting to order at 1:01 PM.

Item 1) Introductions, City of Coweta, Trustee

Graham Brannin stated we have reached out to the City of Coweta but have not received a reply to date.

Item 2) Minutes for the Board of Trustees Meeting November 14, 2019

John Fothergill moved to approve the *Minutes of November 14, 2019*. Tim Doyle seconded the motion. The motion passed unanimously.

Item 3) Report of the Director November 2019 with Specifics on Meetings, Events, Education and New Activities

For the month of November, Graham Brannin said education happened in Tulsa, Broken Arrow and Jenks Schools in the form of varying lessons during school, in after-school programs, and bike clubs. He estimated a reach to 500 children and 200 parents in the family nights. He referred all to the attached activity sheet. Graham reported on the November 2nd Tire and E-waste Event held at the Tulsa Zoo collecting 438 tires and approximately 4,000 pounds of electronic waste from 105 vehicles covering a variety of communities.

Regarding the ARD Banquet, Graham Brannin said there were great winners including one eleven year old from Jenks. He said the biggest honor was to give a plaque to Vernon Smith who has been a trustee for over 16 years. All applauded his service.

Graham Brannin said we conducted the second annual Pumpkin Rescue during the month of November from five recycling center locations. The total collected was 5,378 pounds of pumpkins of which 813 pounds were from Bixby. In addition, there is full grant funding for conveyor equipment and he said he would give a report later in the meeting.

Item 4) FY 19/20 Financials

Item 4a) FY 19/20 Financial Statements, Budget Report with Possible Transfers and/or Appropriation of Additional Revenues

Graham Brannin reviewed *Balance Sheet* showing \$167,745.57 and checking account \$1,408.69 with receivables of \$29,048.84. He commented with the East Tulsa Center closed, we moved the hut from a free

storage area and over to the Sand Springs Recycling Center. The church wanted the hut moved and Sand Springs needed a replacement. We will buy a new hut when we open a center in East Tulsa.

Graham Brannin reviewed *Income Statement* and *Budget Report*. He said we are five months into the budget year or 41.67%. On the Revenue Side, we are at 41% in operational revenue. The advertising income mostly reflects ads sold in the directory and he mentioned the grant income is low due to not getting another invoice to the Department of Environmental Quality. He said donations are low but we know we will soon be getting \$35,000 through Friends of the M.e.t. Inc. Currently, we are at 35% of revenue. On the Expense side under Depot Program, Graham commented the Processing code is a combination of TVs/CRTs, used motor oil and cooking grease expenses. The cooking grease is reflective of a prepaid year of picking up and processing the cooking oil. He said paying for used motor oil is a newer charge due to low markets. He reminded all that the televisions and CRTs processing is a good service as those items could end up in landfill or on the side of the road. In the depot program expenses, he said we are at 36%. In public education we are doing a lot more in education and more impactful and the educator's pay and supplies will go over in expense but plan to get a small grant for that area. Total expense is at 38.7% of budget.

Item 4b) Receipts and Disbursements for November 2-30, 2019 and December 1, 2019

Graham Brannin reviewed the following bills:

- Check #24079 for \$332 for Emily Truss our intern who is ending her internship this month.
- Check #24086 for \$720 to OSI Environmental for used motor oil processing.
- Check #24093 for \$2,325 for Stein Ironworks for the total refurbishment of a roll-off.
- Check #24095 for \$93.04 for Terrie Hannam for reimbursement of expenses from the banquet and worker party.
- Check #24113 for \$295 for Mikes Towing Service for moving the hut from East Tulsa storage at a church to the Sand Springs Recycling Center.
- Check #24120 for \$825 for drums utilized for rechargeable batteries stored at the Baling Center.
- Check #24123 for \$1,486.49 for Security Bankcard for credit card charges (education, truck rental).
- Check #24126 for \$341.11 for Stericycle for disposal of pollutants dropped off after hours at the sites.

Scott Eudey asked how petty cash is utilized. Terrie Hannam responded mileage for educator and/or intern, educational and miscellaneous supplies. All items are coordinated into the specific budget lines.

Terry Ball moved to approve the November 2 through November 30, 2019 checks for \$82,356.35 and December 1, 2019 checks for \$4,150. Tim Doyle seconded the motion. The motion passed unanimously.

Item 4c) Discussion of Reserve Investment Account

Graham Brannin said he did research on the investment account and a way to make slightly more interest versus the current savings account. A twelve-month CD at Arvest Bank yields 1.31% and a credit union gives 1.85% interest. Graham showed a table that summarized the different yields assuming the investment of \$100,000 of the \$167,000 in the fund. He said it is difficult to set up another account at a different banking facility given banking requirements for a trust. He said he has not discussed this with an attorney yet. There was a brief discussion regarding period and penalties for early withdrawal. John Fothergill said it makes sense to make more interest. Tim Doyle said find out legally first and consider going with the bank that gives more interest. Graham Brannin said he would research time-frame penalties, steps, and hurdles and get a legal opinion as to the type of financial vehicle allowable. This item will be on the agenda next month.

4d) End of Year Stipend for Mid December Bills

Graham Brannin proposed to give each staff person \$100. There are eight staff people. Jonah Humes said he thought we budgeted \$200 per person. John Fothergill said he would prefer to give \$200 to each staff person. Scott Eudey expressed thanks to all of M.e.t. staff for their hard work.

John Fothergill made a motion for an end of year stipend of \$200 per staff person. Tim Doyle seconded the motion. The motion passed unanimously.

Graham Brannin asked the officers to sign the one check for \$100 and he would have the bookkeeper cut a second check of \$100 each.

Item 5) Accept Financial Statements with Independents Auditors' Report, June 30, 2019

Tim Doyle moved to accept the auditor report. Terry Ball seconded the motion. The motion passed unanimously.

Item 6) Household Pollutant Regionalization, Voucher Numbers Utilized

Graham Brannin reported thirty-one vouchers used in the month of November. None of the communities exceeded their voucher numbers to date. He said staff would send notice if a community is coming close to using all their prepaid vouchers.

Item 7) Recycling Program

Item 7a) October Material & Revenue (M&R) Depot Report with Operational Revenue Comparison

Graham Brannin asked all to review operational revenue tracking on Page 3 of the report. He reminded all of the tough market and his efforts to sell to direct mill for the PET with a difference of about \$500 in the positive. He commented on the increase in cardboard collections especially at Bixby, Downtown Tulsa and Claremore locations. He said the centers receive hauling at no expense to us but also no revenue for the cardboard. Graham Brannin said we also receive cardboard at the Baling Center from the bike builds and the Wagoner recycling efforts. There will eventually be some revenue from the bales.

Item 7b) Renewal Agreement with Show, Inc. for Cage Haul Processing

Graham Brannin said we take our cages from south Tulsa and south communities to Show Inc. for processing and asked for approval of renewal for this service.

Terry Ball moved to approve the renewal with Show, Inc. for processing. John Fothergill seconded the motion. The motion passed unanimously.

Item 7c) Renewal Agreement with Natural Evolution for E-Waste Processing

Terry Ball moved to approve renewal agreement with Natural Evolution. Tim Doyle seconded the motion. The motion passed unanimously.

Item 7d) Renewal Agreements for the Attendant Services at Recycling Centers as Follows: Bridges Foundation for the Glenpool Recycling Center; Rogers County-Home of Hope for the Claremore Recycling Center; ResCare for Bixby, Collinsville and Sand Springs Recycling Centers; Show, Inc. for Central Tulsa, South Tulsa (81st & Lewis) and Broken Arrow Recycling Centers

Scott Eudey said historically these items are voted on individually. Graham Brannin said we are asking for one exception for renewal. He said ResCare has had difficulty keeping staff at the Bixby site. After several conversations, both ResCare and The M.e.t. agreed it is best the renewal not take place for the Bixby Recycling Depot. He said he has asked another agency, Angels Place to take over the site during an interim period until

we rebid. The Director at Angel's Place previously managed the site and is willing to take over temporary operations. Angel' Place will begin January 6, 2020.

- **Jonah Humes moved to approve the renewal with Bridges for the Glenpool Recycling Depot. John Fothergill seconded the motion. The motion passed unanimously.**
- **Terry Ball moved NOT to renew the agreement with ResCare for the Bixby Recycling Depot. John Fothergill seconded the motion. The motion passed unanimously.**
- **Terry Ball moved to renew the agreement with Home of Hope for the Claremore Recycling Center. Ellen Bussert second the motion. The motion passed unanimously.**
- **Tim Doyle moved to renew the agreement with ResCare for the Collinsville Recycling Depot. Terry Ball seconded the motion. The motion passed unanimously.**
- **Tim Doyle moved to renew the agreement with ResCare for the Sand Springs Recycling Depot. Terry Ball seconded the motion. The motion passed unanimously.**
- **John Fothergill moved to renew the agreement with Show Inc. for the Broken Arrow Recycling Center. Terry Ball seconded the motion. Scott Eudey abstained. The motion passed.**
- **Terry Ball moved to renew the agreement with Show Inc. for the Central Tulsa Depot. John Fothergill seconded the motion. The motion passed unanimously.**
- **John Fothergill moved to approve the renewal with Show Inc. for the Eighty First Street location. Tim Doyle seconded the motion. The motion passed unanimously.**

Item 7e) Update on East Tulsa Depot Location

Since progress has ceased with East Central High School, Graham Brannin said he approached other property owners. One location is the Plaza Santa Cecilia including possibly a little rent, the other location is a library, and he has asked John Fothergill for assistance for that location.

Item 8) Update and Discussion on the City of Wagoner Joining the Trust

Graham Brannin said he gave assistance to City of Wagoner in a grant application to the Department of Environmental Quality to fund the capital items for the Wagoner center. He said they could not commit to joining the trust until they know they have funding to proceed. Graham has also sent grant information to The Recycling Partnership with PepsiCo's endorsement. He said Wagoner is making efforts one-step at a time.

Item 9) Update on Attorney Services

Graham Brannin said he met with attorney Mary Huckabee who works for a firm downtown and has the background that we require. We are still waiting for a response from her and her firm to allow her to do probono work.

Item 10) Report of Friends of the M.e.t.

Item 10a) PepsiCo Grant and Conveyor Equipment for Tulsa Bale Center

Graham Brannin said Friends of The M.e.t. Inc. applied for an \$8,000 grant from PepsiCo for part of the purchase amount for a conveyor ramp system. The cost of the ramp is \$11,500 and expect incidental items to bring the need up to \$13,750. He expressed thanks to Anchor Stone and the Rabinowitz Family Foundation who will assist in the extra funding to make the system happen. Once purchased and installed, he said he would ask the Friends of the M.e.t. Inc. to transfer the equipment to The M.e.t.

Item 10b) Annual Meeting Luncheon, January 3, 2020

Graham Brannin said supporters of Friends of the M.e.t. Inc. were invited to the annual meeting on January 3. He opened the invitation for M.e.t. Board members to attend and to RSVP by December 30, 2019.

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

Graham Brannin reviewed Facebook and Twitter statistics. He thanked the intern for the good work, research for the Top Ten Green Gift List that he presented at the Sustainable Tulsa First Thursday event last week. A copy of the winter newsletter was included in the documents.

Item 12) Update on Grants, Funding Opportunity Efforts

Besides the PepsiCo grant already mentioned, Graham Brannin said he applied for a \$500 grant through the State of Oklahoma's license plate program.

Item 13. Comments from the Public

There were no comments from the public.

Item 14) New Business

Graham Brannin said the person who was handling our bookkeeping with INCOG was let go and this left us in a bind. He disclosed that the last couple of months his wife, Terry Brannin, came in to do the bookkeeping work but she would like to be paid. He said INCOG is upping the qualifications of the position and the next hire should be more qualified. Scott Eudey said it would be best if INCOG would pay Ms. Brannin as it is already part of INCOG's responsibilities rendered in our agreement. The board favored this approach.

John Fothergill said he has received another position at Tulsa County in the Treasury Department. He hopes to be continue to serve on the board. Scott Eudey congratulated Mr. Fothergill on his new position.

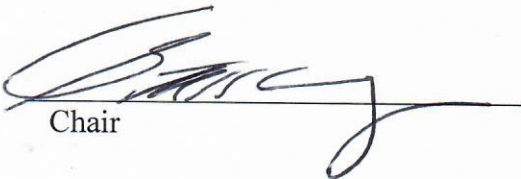
Scott Eudey thanked Vernon Smith for his years of service and in his honor, cake was served.


Adjourn

John Fothergill moved to adjourn. Jonah Humes seconded the motion and it passed unanimously. The meeting adjourned at 2:05pm

ATTEST:

Date Approved  1-9-2020


Chair


Secretary