

**METROPOLITAN ENVIRONMENTAL TRUST  
BOARD OF TRUSTEES MEETING**

Thursday, January 9, 2020

Tulsa Regional Chamber, Saint Francis Conference Room  
Williams Tower I, One West Third Street, Suite 100, Tulsa

***Meeting Minutes***

**Present**

Scott Eudey, Broken Arrow  
Craig Stokes, Collinsville  
Jonah Humes, Claremore  
Rob Werley, Glenpool  
Tim Doyle, Jenks  
Terry Ball, Tulsa  
John Fothergill, Tulsa County

**Not Present**

Ellen Bussert, Bixby  
Coweta Trustee  
Charlene Lawrence, Owasso  
Sand Springs Trustee

**Others Present**

Graham Brannin, M.e.t.  
Derek Campbell, S. Springs.  
Robert Lawrence, Show Inc.  
Gary Percefull, New Solutions  
Robert Pickens, TRT  
Maureen Turner, COT  
Terrie Hannam, M.e.t.

The Trustees of The Metropolitan Environmental Trust met in Saint Francis Conference Room pursuant to agenda posted on January 2, 2020 with Tulsa County Clerk and Tulsa City Clerk. Chair Scott Eudey called the meeting to order at 1:00 PM.

**Item 1) Introductions, City of Coweta Trustee**

Graham Brannin said he has had correspondence with the Coweta City Manager and do not have an assigned trustee to date.

Graham Brannin introduced Derek Campbell who is sitting in today's meeting for Sand Springs. He already informed all Trustees that Vernon Smith passed away. The funeral is Friday and the M.e.t. has sent flowers on behalf of the M.e.t. trustees and staff. Scott Eudey said Vernon Smith was an integral part of the M.e.t. and were already saddened by his retirement from the Board last month.

**Item 2) Minutes for the Board of Trustees Meeting December 12, 2019**

**Terry Ball moved to approve the *Minutes of December 12, 2019*. Tim Doyle seconded the motion. The motion passed unanimously.**

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

For the month of December, Graham Brannin said that education slowed down due to the holidays and school being out. The educator worked on new lessons and prepared for the next semester. We were overwhelmed with recycling in December especially at the Broken Arrow center. The field staff moved about 2,000 bags to the Tulsa Bale Center. Also roll-offs of material were taken to TRT who handled the recycling at no cost to the M.e.t., although, the M.e.t. will not receive any revenue for the materials. He said we hauled away about 30,000 pounds to be processed elsewhere and he expressed his gratitude to Robert Pickens. Scott Eudey said we have a meeting with Broken Arrow officials on February 4 to speak about the recycling challenges in Broken Arrow.

Graham Brannin said the budget committee has met and is making progress on the FY 20/21 budget.

**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* that reflects the audit adjustments. The investment account balance is \$167,745.57. He is going to determine the correct amount to transfer into reserve from the last fiscal year and will present it at the next board meeting. He mentioned that the compost bins are no longer on the Balance Sheet. The M.e.t. will donate old damaged bins to schools, etc.

The *Income Statement* has a net of \$93,151.45. These numbers are in the *Budget Report*.

For the *Budget Report*, he mentioned the following:

Revenue:

- Line 9 Bulb Revenue is not good and he planned to work on this.
- Line 12-Grants and Line 14 Donations are doing well including a donation from Friends of the M.e.t. Inc.

Expenses:

- Line 43 Processing Services (code 6133) includes processing for televisions used motor oil and fryer oil. This code is going to be broken out into three codes for the next fiscal year budget in order to track these expenses separately.
- Line 67 Worker Support is mostly for items for our workers who operate the centers. We gave away knit hats as a gift during the worker's Christmas party.
- Line 80 Professional Services \$866 is for disposal of pollutants dumped at our centers. We will move this line item over to the Depot Program category next year.
- Line 83 Supplies for the education area, we are over budget.

Graham Brannin said at half way through the year, we are at 46 percent of the expense budget and 55 percent on the revenue side.

#### Item 4b) Receipts and Disbursements for December 2-31, 2019 and January 1, 2020

. Graham Brannin reviewed the following bills:

- Check #24136 Aleksandra Kalenak for \$100; this is for a portion of the end-of-year stipend. Each employee received two checks of \$100 each.
- Check #24156 OSI; they are our used motor oil processor. We now have to pay for oil to be recycled.
- Check #2464 Scott Grizzle for \$530; he does our IT work and bills for hours a couple of times a year.
- Check #24171 Trophy and Plaque Plus for \$139; this is for the awards given during the worker's holiday party.
- Check #24172 Tulsa County Administrative Services for \$1,525.49; this is for the printing of the 2020 metro recycling directories.
- Check #24182 Advance Electrical Services, Inc. for \$538.35; for running electric to the hut at Sand Springs. We moved the hut in storage from East Tulsa and replaced a damaged, old hut at Sand Springs.
- Check #24188 Debbie Veale; this was for reimbursement of a windshield repair on her truck.
- Check #24191 Halo Branded Solutions for \$812.30; this purchased the knit hats given to the workers.
- Check #24200 Security Bankcard Center, Inc. for \$398.45; used for mostly educational supplies but also paid the Secretary of State for renewal of Friends of the M.e.t. 501c3. He said that Friends of the M.e.t. would reimburse us for this fee.

Scott Eudey said the description of the security card does not add up to the check amount. Graham Brannin said the title for the January 1 checks is incorrect also.

**Terry Ball moved to table the vote on the bills to allow Terrie Hannam to make copies of the corrected paperwork. John Fothergill seconded the motion. The motion passed unanimously.**



Item 4c) Discussion of Reserve Investment Account

Graham Brannin said this item is on hold. He said until he is able to discuss the legalities of what type of an account, he will need to postpone this discussion to another board meeting.

4e) Update on FY 20/21 Finance Budget Committee

Tim Doyle said we have had our second meeting and second review of capital items and still made suggested changes and analysis for the director. He said we had our first review of the operational side of the budget and again made some suggestions for further research. He added the next meeting is scheduled for January 13<sup>th</sup>. Graham Brannin said right before today's board meeting, he sent another email to the committee and believe we remain on track.

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

Graham Brannin reviewed the current voucher spreadsheet with 14 vouchers for the month. He said that all communities currently have enough vouchers. Staff will contact any community that is running short on vouchers as the year progresses. He said staff has a reference sheet detailing each community's specific preference in regards to latex paint and spend time with each customer to explain the rules.

On Tulsa side, Terry Ball said the latex paint expansion has increased attendance to the facility. He said they have some used paint to use for some abatement projects and clean ups in areas of the city.

Scott Eudey asked to go back to item 4b.

Item 4b) Receipts and Disbursements for December 2-31, 2019 and January 1, 2020

Terrie Hannam found the correct version of the security card spreadsheet and January 1 checks and handed a new copy to each trustee.

**Tim Doyle moved to approve the Dec. 2 through Dec. 31, 2019 checks for \$46,164.51 and Jan. 1, 2020 checks for \$4,150. John Fothergill seconded the motion. The motion passed unanimously.**

**Item 6) Recycling Program**

Item 6a) November Material & Revenue (M&R) Depot Report with Operational Revenue Comparison

Graham Brannin said the month of November was slow and the revenue reflects this. He reviewed graphs on page 4, showing electronic waste, glass, plastic bags and motor oil collections. In November, the only item increasing was in cardboard.

Item 6b) Bid Schedule for Attendant Services for the Bixby Recycling Depot

Graham Brannin reminded the M.e.t. Board about last month's meeting where we did not renew the agreement with ResCare for the attendant services at the Bixby location. There is another agency working the site temporarily while we go out for bid. He said we will advertise Feb. 3 and 13, bids due Feb. 24, and approve at the March meeting. To make this contract in line with the others, it will expire December 31, 2020 with the option to renew for a full year.

Item 6c) Renewal Agreement for Staffing at the Tulsa Bale Center

**Terry Ball moved to approve renewal agreement with The Major Group for the staffing at the Tulsa Bale Center. John Fothergill seconded the motion. The motion passed unanimously.**

**Item 6d) Renewal Agreement with National Waste for Hauling of Cardboard**

Graham Brannin said we are not making any money but not losing any money. National Waste has kept up with the demand of more frequent hauls.

**John Fothergill moved to approve a renewal with National Waste. Jonah Humes seconded the motion. The motion passed unanimously.**

**Item 7) Update and Discussion on the City of Wagoner Joining the Trust**

Graham Brannin said everything is contingent on the City of Wagoner receiving funding from the Department of Environmental Quality and there are no updates at this time.

**Item 8) Update on Attorney Services**

Graham Brannin said it turned out that Attorney Mary Huckabee was constrained by the law firm that employs her. He said he planned to speak with the former city attorney for Broken Arrow. He said he hopes to find someone that has the passion for what we do and would consider some pro bono work.

**Item 9) Report of Friends of the M.e.t. Annual Meeting Including Transferring of Equipment Ownership**

Graham Brannin said Friends of The M.e.t. Inc.'s annual meeting was January 3, 2020 with a few guests attending. He said the board did approve to transfer the new equipment of a vertical conveyor system to The M.e.t. In order to purchase the equipment, he said we had three funding sources, the largest portion from PepsiCo and a smaller amount from two private sources; Anchor Stone and Robinowitz Family Foundation. The Friends Board also voted in a new board member Laura Mock who is a meteorologist with Fox 23 who is replacing Brad Carl who has moved to the Oklahoma City area. He said we are looking for some corporate folks interested in serving on the Friends Board.

**Item 10) Report of Public Relations & Education Including Media, Ads, Articles and Events**

Graham Brannin said we have a new intern, Bailey Veal, who is a TU student. Unfortunately, she has school on Thursdays and cannot attend our meetings. He reported on the media statistics and an article in the Tulsa Voice.

**Item 11) Update on Grants, Funding Opportunity Efforts**

Graham Brannin said he is still waiting on a grant from ONEOK Foundation that would cover some of the educator's pay. He also put in a request for a used pick-up truck.

**Item 12) Comments from the Public**

On behalf of the M.e.t. Board, Tim Doyle thanked Robert Pickens for assisting in the overflow at the Broken Arrow Recycling Center in the month of December. There were no comments from the public.

**Item 13) New Business**

There was no new business.

**Adjourn**

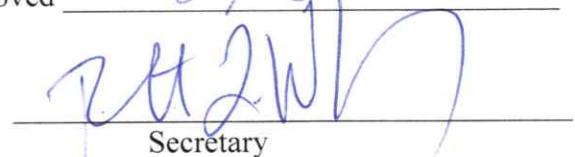
**John Fothergill moved to adjourn. Jonah Humes seconded the motion and it passed unanimously. The meeting adjourned at 1:46pm**

ATTEST:

Date Approved

2/13/2020

  
Chair

  
Secretary