

METROPOLITAN ENVIRONMENTAL TRUST

BOARD OF TRUSTEES MEETING

Thursday, February 13, 2020 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, Glenpool
Tim Doyle Jenks
Charlene Lawrence, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa
John Fothergill, Tulsa County

Not Present

Coweta Trustee
Jonah Humes, Claremore
Craig Stokes, Collinsville

Others Present

Graham Brannin, M.e.t.
Terrie Hannam, M.e.t.
Robert Pickens, TRT
Gary Perciful, New Commercial
Darren Stefanek, COT
Scott VanLoo, COT

The Trustees of The Metropolitan Environmental Trust met in Saint Francis Conference Room pursuant to agenda posted on February 6, 2020 with Tulsa County Clerk and Tulsa City's Clerk. Chair Scott Eudey called the meeting to order at 1:00 PM.

Scott Eudey asked if we could move to three voting items first since he will have to leave early. He asked go to Item 2, 4a and 4b

Item 2) Minutes for the Board of Trustees Meeting January 9, 2020

John Fothergill moved to approve the *Minutes of January 9, 2020*. Tim Doyle seconded the motion. The motion passed unanimously.

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

Graham Brannin reviewed the *Balance Sheet* with \$167,745.57 in the investment/reserve account. The total liabilities comes to \$432,074.23. He said the receivables are low at this point. In review of the general ledger by center, you can see how much each center is in the negative with the reminder that recycling is not a money making venture. Regarding the *Income Statement*, the net income is \$74,487.61. These numbers are plugged into the *Budget Report*.

Graham Brannin said for the *Budget Report*, we are 7 months into the year or 58-1/3% of the year. When looking at the income before the assessments we are at 73% in revenue. The operational revenue and donations are strong. About expense in administration, on Line 33 we are going over in supplies but the total expense for this category is at 57%. In the Depot Program category, Graham Brannin said Line 43 would be broken down into three sections in next year's budget for processing of televisions, used motor oil and fryer oil. Hauling Services, Line 48 is steady and not going over. Line 67, which is Worker Support, is an area that is front ended and we should not go over. The Depot Program Category is at 51% of budget. About the Education category, Graham said we would remain over in supplies but the overall category is at 59.8%. The household pollutant facility vouchers are at 54% and no community has run out.

Scott Eudey asked if there was a process to reduce spending on supplies. Graham Brannin said he believes we are stocked up for projects and trying to reduce our expenditures.

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

Graham Brannin reviewed the following bills:

- Check #24241 - 4-Imprint for \$321.11 for pencils made from recycled blue jeans.
- Check#24266 - Stein Iron Works for \$2,799.60 for three separate billings; electrical work for new conveyor at bale center, a trailer repair, and repair of baler at the Broken Arrow Recycling Center.
- Check#24261 - Security Credit Card has an expense to Lambrusco for Friends annual meeting lunch; this will be reimbursed by Friends of the M.e.t. It also has a purchase of phones from eBay for the office. He said our phones are over 15 years old and items are breaking and this was a cheap replacement.

Terry Ball moved to approve the Jan. 2 through Jan.31, 2020 checks for \$74,840.11 and Feb. 1, 2020 checks for \$4,150. Tim Doyle seconded the motion. The motion passed unanimously.

Item 1) Introductions, New Trustee

Chair Eudey welcomed the new Sand Springs trustee Derek Campbell to the Board.

Item 3) Report of the Director Jan. 2020 with Specifics on Meetings, Events, Education and New Activities

For the month of January, Graham Brannin said we have placed new recycling bins in various schools. He said this is a great process as it gets the kids involved in the recycling efforts. He mentioned he was on the public radio show, Studio Tulsa that aired this past Monday. He said he collaborated with Roy Foster with Tulsa's Water Supply section for the radio show and were able to refute the negative message that materials are not getting recycled these days. He made it clear that in the Tulsa Metropolitan area, our materials are being recycled. He was also on the Channel 8 TV Good Day Tulsa show where he had simple New Year's resolutions around proper recycling. This included covering the problems with plastic bags and why they cannot go in the curbside recycling cart.

Graham Brannin said we had a good event on January 25 for Bags, Batteries, and Paper Shredding. This is in partnership with Cox Media who is helping to host the larger March 7 event. He said we are gearing up for the 22nd Annual Enviro Expo, which happens to fall on the 50th anniversary of Earth Day. This event will include a butterfly tent. Another recent activity is securing an East Tulsa depot location to be at Plaza Santa Cecilia. We received bad news from Wal-Mart who has asked us to move and now we will have to move the items from 81st to East Tulsa. He added he attended a Keep Oklahoma Beautiful conference in Collinsville about funding and grants.

Item 4) FY 19/20 Financials

Item 4c) Discussion of Reserve Investment Account and Possible Alternative

Graham Brannin said there is no information on this subject until we have secured an attorney to discuss it.

4d) Report of the Finance Budget Committee and Draft FY 2021 Budget and Assessment

Tim Doyle said we had the last committee meeting on Feb. 10 with a hard look at the third draft of the budget and five-year capital expenditure plan. He said there was a lot of detailed work to get these conservative numbers. The plan is for all to review it this month and bring it back in March for possible approval. He thanked the committee and Graham Brannin for all the hard work put into the budget. Graham Brannin also gave his appreciation for the committee. He asked all to look it over and get in touch with him with any questions.

Terry Ball took over as chair of the meeting.

Item 5) Household Pollutant Regionalization, Voucher Numbers Utilized

Graham Brannin said 25 vouchers were used in January and that the numbers left all communities adequate budgeted vouchers. He said we would consult with individual communities if they are running low.

Item 6) Recycling Program

Item 6a) December Material & Revenue (M&R) Depot Report with Operational Revenue Comparison and 2019 Collection Report

Graham Brannin asked all to review operational revenue tracking on Page 3 of the report. We had good news for a change with our operational revenue being over budget for the last full month. On Page 4 of the report are charts showing a 6-year trend. He said he thinks the changing plastic-weight of individual bottles could explain some of the change in the graph. Motor oil collections is steady and paper collections is in a downward trend.

Graham Brannin mentioned the 2019 Calendar Year Collection Report. He said these numbers are shared with various communities for their storm water permits. He commented the impressive 1.7 million pounds of cardboard being collected.

Item 6b) Update on Attendant Services for the Bixby Recycling Depot

Graham Brannin said the bid opening is Feb. 24, 2020 and said he hoped to have something before you at the next meeting with approval for April 1 start date. He said the agreement would be short to match up with the other attendant's contracts.

Item 6c) Update on East Tulsa and Eighty First Street Recycling Centers

Graham Brannin said the good news is that we have secured the location at Santa Plaza Cecilia; however, we still have to go before the Board of Adjustment on February 25 to obtain a zoning exception. Assuming success, we plan to immediately move on to the location. Graham Brannin said he reviewed the draft lease word for word compared to our current Downtown Tulsa's lease to confirm it contains all of the necessary protections. Terry Ball said that we would not be able to vote on this lease for this meeting. Graham Brannin said he might have to ask for retroactive approval since the urgency is immediate to get off the 81st and Lewis location. Terry Ball asked if he would consult with the current attorney on the lease. Tim Doyle agreed an attorney should review it. Graham Brannin said he would ask Ann Domin to review it.

Graham Brannin said he has as a realtor to help us find a location in South Tulsa.

Item 6d) Renew Hauling Agreement with Northeast Waste Solutions dba New Solutions Amended with New Business Name

Graham Brannin said that all items are the same and is a typical renewal with the exception of the name change. Terry Ball said with Tulsa, we are required to have documentation of legal change attached to the agreement. Graham Brannin said he would acquire this documentation.

John Fothergill moved to approve renewal of agreement with added documentation. Tim Doyle seconded the motion. The motion passed unanimously.

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

Graham Brannin said there were no updates regarding this item.

Item 8) Update on Attorney Services

Graham Brannin said he did speak with Beth Ann who was former council for Broken Arrow. Her rate is relatively good and he is looking over a draft of an agreement. He said he needs some updates on INCOG's

assistance of trusted council. If Wagoner moves closer to joining The M.e.t., we will have to have solid legal counsel to open up the trust indenture.

Terry Ball asked about previous service from INCOG for attorney services. Graham Brannin said she went beyond in her service.

Item 9) Report of Friends of the M.e.t.

Graham Brannin said a couple of schools plan to attend the Enviro Expo and we will have a butterfly tent for the first time. We are working to get more sponsors. Graham is scheduled to be on the Good Day Tulsa show on April 20 to promote the event. Terry Ball suggested we contact TV 6 since they are so close to the event. Graham Brannin agreed.

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

Graham Brannin reviewed charts from the January 25th event and said the 60 pounds of bags is about 5,000. He added that the shredding is a good draw for the event. He reviewed statistics from google analytics for the Broken Arrow Recycling Center and Facebook and Twitter. Two fliers were displayed; one for the March 28th Fire Extinguisher Collection Event and the other for the City of Tulsa May 2nd Sugar Creek clean up.

Graham Brannin reviewed the green activities list that is done every year and offered to add any events from communities that might have something coming up that is not listed.

Item 11) Update on Grants, Funding Opportunity Efforts

Graham Brannin said we received notes of approval of the grant from the license plate program but have yet to receive notice on the \$4,800 grant from ONEOK for education. He is working on receiving a donated truck from ONEOK as well.

Item 12) Comments from the Public

There were no comments from the public.

Item 13) New Business

There was no new business.

Adjourn

John Fothergill moved to adjourn. Rob Werley seconded the motion and it passed unanimously. The meeting adjourned at 1:55pm

ATTEST:

Date Approved March 12, 2020

V) CC-Chair

Secretary