

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**
Thursday, April 9, 2020– 1:00PM
Video Conference Call – Zoom Meeting ID 517-636-457
Tulsa, OK

Meeting Minutes

Present

Ellen Bussert, Bixby
Scott Eudey, Broken Arrow
Jonah Humes, Claremore
Craig Stokes, Collinsville
Tim Doyle, Jenks
Derek Campbell, Sand Springs
Terry Ball, Tulsa

Not Present

Coweta Trustee
Charlene Lawrence, Owasso
John Fothergill, Tulsa Co.
Rob Werley, Glenpool

Others Present

Graham Brannin, M.e.t.
Terrie Hannam, M.e.t.
Ali Kalenak, M.e.t.
Lee Zirk, B.A.
Maureen Turner, Tulsa
KJRH Representative

The Trustees of The Metropolitan Environmental Trust met via Zoom Video Conference on April 9, 2020, as posted with Tulsa's City and County Clerks. Chair Scott Eudey called the meeting to order at 1:02 PM with a roll call (names present listed above).

Item 1) Introductions: Representative or New Trustee from Coweta

Being no new representative from Coweta, Chair Eudey moved on to the next agenda item.

Item 2) Review and Approve Updated Policy Manual Regarding Meetings and Investment Accounts

Graham Brannin said he had been trying to figure out the best way to properly allow the trust to move a portion of the investment account (rainy day fund) into another type of investment. He said he consulted with Attorney Darita Huckabee who suggested putting the wording into the policy manual to make it allowable. In this document, Graham Brannin asked all to view Chapter 3: Q in the manual for the substantive changes (highlighted below):

Q. Reserve Fund - It is the intent of The M.e.t. to deposit extra funds that are shown after adoption of the audit of the previous fiscal year. This amount is to be deposited in a separate bank account, an interest-bearing savings account. The board may also approve up to ¼ of the savings amount to be invested in up to 12 month federally insured Certificates of Deposit or similar types of secure investment vehicles. Only upon board approval will money from this fund be transferred into The M.e.t. checking account. The goal is to have six-months' worth, half the annual amount, of all M.e.t. Trustee assessments in reserve.

Graham Brannin said he went ahead and updated the trustee and staff list in the Policy Manual. Chair Eudey asked about changes in the meeting section. Due to the recent changes in SB661, Graham said he also made changes to Section III-B. Chair Eudey read the change as follows:

The meetings shall be in person unless circumstances dictate the need for a teleconference or videoconference meeting as set forth in the 2020 SB661.

Tim Doyle moved to approve changes in the policy manual as presented. Jonah Humes second the motion and vote was approved as follows:

- Ayes - Ellen Bussert, Scott Eudey, Jonah Humes, Craig Stokes, Tim Doyle, Derek Campbell, Terry Ball
- Nays - none

Item 3) Minutes for Board of Trustees Meeting March 12, 2020

Craig Stokes moved to approve the Minutes of March 12, 2020. Ellen Bussert second the motion and vote was approved as follows:

- Ayes - Ellen Bussert, Scott Eudey, Jonah Humes, Craig Stokes, Tim Doyle, Derek Campbell, Terry Ball
- Nays - none

Item 4) Report of the Director for March 2020 with Specifics on Meetings, Events, Education, Closing of Sites Due to COVID-19 and Retirement Date

Graham Brannin said the month started strong with the Big Spring Green Event with many bin-loans lined up for upcoming events and busy planning for April's Enviro Expo. Unfortunately, he said COVID-19 hit and things slowed way down. He said the upside is staff is healthy and we adapted quickly once the Governor's order hit, we made changes in rapid fashion and are operating remotely.

Graham Brannin said last month, he announced his retirement for the end of April and he has now extended it to the end of May. He asked all to view the activity page for the month of March.

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 the *Balance Sheet* showing \$168,070.93 in the investment account and total assets of \$402,895.73 balancing with our liabilities and capital. About the *General Ledger by Center*, Graham Brannin said that for this report, COVID-19 had not had much effect and mentioned activity will increase for the East Tulsa location and be dormant for the South Tulsa Center. With the new depot closures, all the centers will have limited activity in April.

Graham Brannin reviewed the *Income Statement* showing a net income of \$45,813.75. In the *Budget Report*, we are nine months into the year, 75% of the year. He said operational revenue is at 70.6% of the year, however, if you add up the items before the assessment revenue it is at 91% of the budget. For General Administration Expenses, Graham Brannin said we are at 73.1%. For the Recycling Depot Expenses on Line 44, it is reflective of a second shipment of batteries and he said it is possible a third shipment will be needed before June 30. Line 50 is miscellaneous contingency which includes a moving expense for East Tulsa. Graham Brannin said we are at 69% for expenses in the Depot Section. For Public Education Expenses, we are at 73%. All totaled in expenses, we are at 71%.

Item 5b) Receipts and Disbursements for March 2-29, 2020 and April 1, 2020

Graham Brannin reviewed the following receipts and disbursements as follows:

- Check# 24335 to Mikes Towing for \$530 and Check#24336 to TDS Portable Building for \$2,567.70 are both for the new location in East Tulsa.
- Check #24350 to Global Tech Environmental Corp for \$3,216.07 is recycling of the single use batteries.

- Check #24352 to Lamar Companies for \$1,380.28 for the installation of two billboards. One is Tulsa's Trap the Grease Program and the other Tulsa's Save our Stream and both are renting the signs with their message.
- Check #24359 to Old Urban Trolley for \$282 and we are holding the check and anticipate voiding it with the cancellation of Enviro Expo.
- Check #24364 to Stein Iron Works for \$950 to repair baler at Broken Arrow.
- Check #24374 to Advanced Electric for \$123.75 to disconnect electric at the South Tulsa Depot.
- Check #24392 to Stein Iron Works for \$2,250.00 to refurbish a glass roll off.
- Check #24389 to Security Credit Card for \$1,377.47 of which \$60 is for a large monitor, \$90.73 for Earth Day shirts for staff for the event, and \$69.25 for compost training for our educator.

Graham Brannin said the March 2 through March 31, 2020 checks total is \$78,035.23. The April 1st checks should have totaled more than \$4,150 but we had missed the new rental for the East Tulsa location. He said he has been in contact with the landlord and will pay on April 15th.

Terry Ball moved to approve the receipts and disbursement for March 2 through April 1, 2020. Tim Doyle second the motion and vote was approved as follows:

- Ayes - Ellen Bussert, Scott Eudey, Jonah Humes, Craig Stokes, Tim Doyle, Derek Campbell, Terry Ball
- Nays - none

Item 5c) Discussion of Reserve Investment Account and Possible Alternatives

Graham Brannin said he reviewed the newest investments with Arvest Bank for a twelve-month CD with the interest rate of **0.3%**. Given this is such a low interest rate, he recommended holding it off until rates change. Currently, he said the money is in a simple savings account of about 0.1%. The Board Chair concurred with that recommendation.

Item 6) Household Pollutant Regionalization, Voucher Number Utilized

Graham Brannin said there were 14 vouchers in March before the facility closed in mid-March. Terry Ball said the facility will likely remain closed through the month of April.

Item 7) Recycling Depot Program

Item 7a) February 2020 Material & Revenue Report Including Operational Revenue Comparison

Graham Brannin referred to Page 3 in the Material and Revenue Report showing February as a low month, however, glass revenue is not included in the amount. He said overall operational revenue will be an area of concern because of closure. He anticipated upcoming numbers to be worse with the closing in April.

Item 7b) Schedule for Oil Processing Bids

Graham Brannin said the current contract ends June 30 and it is time to go through the bid process. The advertising taken out for request for proposals on May 12 and May 18, 2020 and the bid opening is June 1st and have possible approval during the Board of Trustees meeting on June 11th.

Item 7c) Update on Sites Closed for Covit-19

Graham Brannin said the centers were closed on March 26th and the Tulsa Bale Center on March 31st. He said it was necessary to do a few cage hauls after March 31st and there has been sporadic work by both staff and contractors depending on the activity happening at particular locations. For example, even though Bixby is

closed down, citizens continue to drop items off and the contractor has worked to keep it cleaned up. Graham Brannin said the workers are worried about losing their jobs and we do not know if they are able to get government assistance. He projected a possible date of April 30th and welcomed the Board's input.

Chair Scott Eudey replied that citizens are using the night drops liberally. He asked Graham Brannin if Governor Stitt viewed this as essential. Unless the centers are deemed essential, he said we must comply with the rules. He said President's Trump date is already April 30th. Graham Brannin said another part of the problem is the worker with disabilities and the homes they dwell in and if the care-givers are willing to bring them to work.

Terry Ball asked Graham Brannin to prepare and have in stock cleaners, protective gear, disinfectants and any other tools the workers will need once they open. He said Tulsa is disinfecting vehicles daily. Before you open, make sure you have the proper supplies ready for their utilization. Graham Brannin said he will need to write up a protocol for the agencies that they live by the rules or we cannot open. Terry Ball said the lead time to receive items is 2-4 weeks. Chair Scott Eudey said Graham Brannin needs to look into rules and date of opening for each center by jurisdiction. Tim Doyle said the first step is to find out if the centers qualify as an essential business.

Ellen Bussert asked what citizens are being told when they call into The M.e.t. Terrie Hannam said she is answering all the voice mails explaining the centers are closed and the initial date was April 16th but is now saying April 30th. Ellen Bussert has seen on Bixby's community Facebook that the M.e.t. said to throw items away. She has been responding to save the items. Graham Brannin said he has also answered questions to say use curbside if you have that option or to go to a Mr. Murph container if they cannot save the recycling. He said KRMG plans to do a radio story when we are back in business.

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

Graham Brannin said we pulled their trailer to hide it away during the closure. He said they are still interested in joining The M.e.t. and had indicated they do have second year funding, however, he said he needs to have further conversations with Wagoner before moving forward.

Item 9) Update on INCOG's Attorney Service and Consider Attorney Services Agreement with Beth Anne Childs

Graham Brannin said he reached out to Beth Anne Childs and she is working on a contract for consideration. Also, INCOG has replaced Ann Domin with another attorney, Meredith Baker, who will do light attorney work for us such as reviewing contracts under the INCOG agreement. In order to have an in-depth lawyer to assist in changing the trust indenture, he said we will require a second option.

Item 10) Report of Friends of the M.e.t.'s Board of Directors Meeting, April 3rd, and Update of 22nd Annual Enviro Expo

Graham Brannin said Friends of the M.e.t. Inc.'s Board of Directors met through a conference call on April 3, 2020. The Enviro Expo had been rescheduled from April 22nd to May 27th, however, the Friend's Board recommended cancellation due to COVID-19. Currently, Graham Brannin said we are contacting sponsors for consideration of rolling the funds into the America Recycles Day Banquet.

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

Graham Brannin said the post reach is quite high but none of these numbers include the press we received from Cox Media for the Big Spring Clean Event held March 7th. Cox Media had created their own event page and were making announcements non-stop on four radio stations every hour. This is the most media coverage we have ever received for any event. We also gave out HHP flyers to all cars.

A copy of the spring newsletter was displayed. Graham Brannin thanked our TU intern Baily Veale for her work on the newsletter. It focuses on things citizens can do for the environment while in isolation. He said he included a note from himself about his retirement. Graham Brannin reviewed the graphs from the Big Clean Spring Event.

Item 12) Update on Grants, Funding Opportunity Efforts

Graham Brannin said our Educator Ali Kalenak has been working on education and grant information remotely. The grants we are applying for are for the next fiscal year. We are still waiting on the \$4,000 funding from ONEOK. We did receive a \$250 donation from ONEOK to Friends of the M.e.t. Inc.

Item 13) Comments from the Public

There were no comments from the public.

Item 14) New Business

Graham Brannin said he wrote up an amended job description for the process of hiring a new M.e.t. Executive Director. Chair Eudey said he would like to form a committee and asked the trustees to email him if they would like to serve on the committee. His email is sudey@brokenarrowok.gov. He said he would like to begin reviewing the job description and discuss the process of searching to fill the position and discuss interim issues. He said we will take formal action at the next meeting.

Graham Brannin said the M.e.t.'s sponsored Green Night at the Tulsa Drillers has been postponed to July 1st and will include fireworks, which will be a good lead in for the 4th of July holiday.

Terrie Hannam asked if Graham Brannin could be the second signature for April 15th checks. Graham Brannin said we have arrangements with Terry Ball to be the first signature on the checks for Wednesday, April 15th and asked since he is a signer on the account if he could be the second signature to save in meeting another person during the pandemic. Chair Eudey said it is unclear if this is allowed and recommended himself to sign the checks.

Adjourn

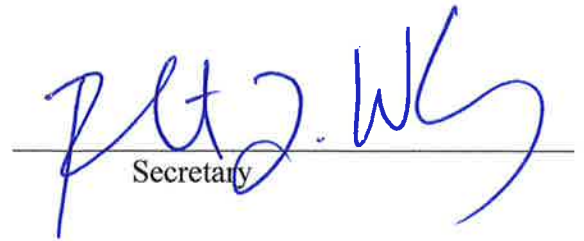
- Tim Doyle moved to adjourn. Terry Ball second the motion. Ayes - Ellen Bussert, Scott Eudey, Jonah Humes, Craig Stokes, Tim Doyle, Derek Campbell, Terry Ball
- Nays - none

The meeting adjourned at 1:43pm.

ATTEST:

Date Approved: 5-14-20


Chair


Secretary