

**METROPOLITAN ENVIRONMENTAL TRUST**  
**BOARD OF TRUSTEES MEETING**  
Thursday, May 14, 2020– 1:00PM  
Video Conference Call – Zoom Meeting ID 131-632-950  
Tulsa, OK

*Meeting Minutes*

**Present**

Ellen Bussert, Bixby  
Scott Eudey, Broken Arrow  
Carolyn Back, Coweta (joined at 1:32pm)  
Jonah Humes, Claremore  
Craig Stokes, Collinsville (left meeting at 1:45PM)  
Rob Werley, Glenpool (present but unable to participate)  
Tim Doyle Jenks (left meeting at 2PM)  
Charlene Lawrence, Owasso  
Terry Ball Tulsa  
John Fothergill, Tulsa County

**Not Present**

Derek Campbell, Sand Springs

**Others Present**

Graham Brannin, M.e.t.  
Terrie Hannam, M.e.t.  
Ali Kalenak, M.e.t.  
Bailey Veale, M.e.t.  
Lee Zirk, B.A.  
Maureen Turner, COT  
Terrie Brannin, M.e.t. Friend

The Trustees of The Metropolitan Environmental Trust met via Zoom Video Conference on May 14, 2020, as posted with Tulsa's City and County Clerks. Chair Scott Eudey called the meeting to order at 1:10 PM with a roll call (names present listed above).

**Item 1) Introductions: Representative or New Trustee from Coweta**

Scott Eudey announced that Carolyn Back is the new Trustee for the City of Coweta and said he looks forward to working with her in the future.

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

Terry Ball moved to approve April 9, 2020 Meeting Minutes. John Fothergill seconded the motion. The motion and vote was approved as follows:

- Ayes - Ellen Bussert, Scott Eudey, Jonah Humes, Craig Stokes, Tim Doyle, Terry Ball, John Fothergill
- Charlene Lawrence visually nodded her head yes, as she was unable to unmute the speaker at this point
- Nays - none

**Item 3) Report of the Director for April 2020 with Specifics on Meetings, Events, Education and New Activities**

Graham Brannin stated April was a challenge due to the Covid-19 Pandemic. He was pleased all of staff and workers were healthy and we did the most service we could during the month. Despite the pandemic, Earth Day ended up being a great educational opportunity starting the day on Good Day Tulsa TV8 visiting his house showing various sustainable tips like composting and rain barrels. He said that later in the day, him and Ali Kalenak gave a presentation through Sustainable Tulsa's virtual event on Zoom with about 225 people. We did other education via social media and videos. Lastly, he thanked all the agencies who pitched in to maintain the sites during closure.

#### Item 4) FY19/20 Financials

##### Item 4a) 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 \$389,871.67 balancing with our liabilities and capital. About the *General Ledger by Center*, Graham Brannin said that for this report, East Tulsa location should begin to show activity while South Tulsa has gone dormant due to closing that location in March. East Tulsa has not been open long enough to show any operational revenue on the credit side.

Graham Brannin reviewed the *Income Statement* showing a net income of \$32,270.11. In the *Budget Report*, he said we are 83.3% into the budget year. The operational revenue is a challenge and is at 77% of the year; however, if you add up the items before the assessment revenue it is at 98% of the budget. Also, the beneficiary assessment is at 77% and total revenue is at 81%. Graham Brannin explained we are low due to the beneficiary assessment and operational revenue. About expenses, Graham Brannin reviewed Administration at 80.8% and Recycling Depot's category, we are at 76.8% of Budget. 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 now 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 right at budget, 83%. All totaled in expenses, we are at 83%. All expenses combined, he said we are at 78% of Budget and still in good shape compared to being at 81% of our Revenue Budget.

There was a brief discussion regarding the future payments for commodities and the reopening of the sites. Considering all the unknowns with commodities, Tim Doyle recommended to spend funds on only essential items and to conserve.

##### Item 5b) Receipts and Disbursements for April 2-30, 2020 and May 1, 2020

Graham Brannin reviewed the following receipts and disbursements as follows:

- Check #24405 to Bailey Veal for \$120 is for the intern who is doing social media, assisting in education, and updating the Metro Recycling Directory.
- Check #24415 to Midwest Forklift for \$355 for repair of the forklift located at the Baling Center.
- Check #24424 to Smith's Welding for \$383 to repair/retrofit a cage trailer.
- Check #24430 to Uline for \$1,536.72 for four laundry-type carts used at Broken Arrow and the Tulsa Baling Center for cardboard.
- Check #24436 to Arthur J. Gallagher & Co for \$8,250 for liability and inland marine insurance coverage prepaid for the year, April to April.
- Check #24447 to Terrie Hannam for \$69 for reimbursement of the purchase of two "closed" banners. One utilized at Broken Arrow and the other at Central Tulsa; they can be re-used again, if necessary.
- Check #24437 to Arvest Bank for \$165.61 is the Visa credit card that has recently changed its name from Security to Arvest Bank. The items expended were for advertising and the newsletter mailing.

Graham Brannin said the new normal total for the checks paid on the first of the month is \$4,475.00, which includes the rent for the East Tulsa location.

Terry Ball moved to approve the receipts and disbursement for April 2 through May 1, 2020. John Fothergill seconded the motion and vote was approved as follows:

- Ayes - Ellen Bussert, Scott Eudey, Jonah Humes, Charlene Lawrence, Craig Stokes, Tim Doyle, Terry Ball, John Fothergill
- Nays - none

Item 5) Household Pollutant Regionalization, Update on Opening

Graham Brannin said the facility is currently closed. Since the City of Tulsa is going into Phase II of the reopening since the Covid-19 pandemic, Terry Ball said he is looking to open the facility next week and have the necessary PPE and the equipment to spray the area. He said they would notify The M.e.t. as soon as the opening date is determined. Terry Ball said the Swap Shop would remain closed until further notice.

Item 6) Recycling Program

Item 6a) March 2020 Material & Revenue Report Including Operational Revenue Comparison

Graham Brannin referred to Page 3 in the *Material and Revenue Report* showing March as a low month and April is going to be lower since we were closed but he said he expects the opening in May will have high numbers. About the graphs through March, collections were strong but then the Covid-19 pandemic hit along with changes in the commodity prices.

Item 6b) Update on Oil Processing Requests for Proposals

Graham Brannin said the effective date for the new contract is July 1<sup>st</sup> and bids should be presented to the M.e.t. Board at the June meeting. A sample of the contract was displayed. Chair Eudey said it is important that we have a quorum at the June meeting.

Item 6c) Update on Sites Closed for Covid-19

Graham Brannin displayed a mask on the screen and thanked Terri Brannin for making re-usable masks for our workers and obtaining hand sanitizer. He said we developed a pandemic plan; following Tulsa's lead and submitted to our agencies that employ workers with disabilities. He said some centers opened on May 4<sup>th</sup> and as of today, all the centers are open except for Broken Arrow and Claremore. The night drops will open for Broken Arrow on May 15<sup>th</sup> and Claremore will open May 18<sup>th</sup> but we have not advertised these dates with the public. We will deliver the trailer to Wagoner on May 20<sup>th</sup>.

Ellen Bussert asked for an update on the Bixby Recycling Center. Graham Brannin responded that Bixby was difficult when we closed because folks continued to drop things off. He thanked the agency, Angel's Place, who used supervisory staff to keep the site clean after the closure. Bixby was one of the first locations to open on May 4<sup>th</sup>.

Craig Stokes asked for an update on the Collinsville Recycling Center. Graham Brannin responded the Collinsville Center has maintained the site thanks to a dedicated Brightsway Agency's Job Coach named Kenneth. The site quietly opened May 4<sup>th</sup> but some of the barricades remained on the backside to help keep social distancing. Mr. Stokes asked if he could announce on Facebook that the site is open. Graham Brannin said yes. Terry Ball asked if Tulsa's communication folks could announce the Tulsa sites being open. Graham Brannin asked if it could wait until next week for the announcement. Terry Ball said he would get with Michelle Brooks with Tulsa's communication to come up with a plan.

Chair Eudey said he asked Broken Arrow to wait on making a formal announcement until the M.e.t. is prepared to handle the crowd. Graham Brannin said staff has been working for a week to catch up at Broken Arrow and should be ready for the crowd.

**6d) Consider Renewal of Glass Hauling Agreement, National Waste**

Chair Eudey said this is the third one-year renewal for the glass hauling agreement. Graham Brannin said National Waste gives a good service and there is no reason to go out for bid for this renewal agreement.

At 1:32pm, Chair Eudey welcome Carolyn Back with the City of Coweta who joined the meeting.

**Tim Doyle moved to approve the agreement with National Waste. John Fothergill seconded the motion and vote was approved as follows:**

- Ayes - Ellen Bussert, Scott Eudey, Jonah Humes, Charlene Lawrence, Craig Stokes, Tim Doyle, Charlene Lawrence, Terry Ball, John Fothergill, and Caroline Back.
- Nays - none

**Item 7) Consider Approval of FY 20/21 INCOG Agreement**

Graham Brannin said the agreement with INCOG is not ready yet and asked to postpone this item to the June meeting.

**Tim Doyle moved to table Item 7 to the next meeting. John Fothergill seconded the motion and vote was approved as follows:**

- Ayes - Ellen Bussert, Scott Eudey, Jonah Humes, Craig Stokes, Carolyn Back, Tim Doyle, Charlene Lawrence, Terry Ball, and John Fothergill.
- Nays - none

**8) Consider Approval of Attorney Services Agreement with Beth Anne Childs**

Chair Eudey said he reviewed the agreement and finds it satisfactory. Graham Brannin said this attorney is well qualified in our area of operation and is the City of Jenks' attorney. The charge is \$150 hour with an "as needed" basis. This agreement is to have in preparation of opening our trust indenture or something unexpected. Her service would not be needed in simple contracts that we have already had reviewed.

**Terry Ball moved to approve the agreement with Beth Anne Childs. Tim Doyle seconded the motion and vote was approved as follows:**

- Ayes - Ellen Bussert, Scott Eudey, Jonah Humes, Craig Stokes, Carolyn Back, Tim Doyle, Charlene Lawrence, Terry Ball, and John Fothergill.
- Nays - none

**Item 9) Update on the City of Wagoner Joining the Trust**

Graham Brannin said we plan to take the recycling trailer to Wagoner on the 20<sup>th</sup> and is waiting to hear about the finances on joining the program. Once they say they are ready financially, the agenda will reflect a vote to allow Wagoner to join and then The M.e.t.'s Trust Indenture will open up and it will need to go to each city council. Chair Eudey said that once the indenture is open; it is a good time to make other changes. Graham Brannin said the former committee already highlighted some archaic language in the document in preparation for a future change. Terry Ball asked about Wagoner's payments for recycling in this fiscal year since the M.e.t.'s finances are strained due to the pandemic. Graham Brannin said we have been getting money to cover this fiscal year.

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

Graham Brannin introduced Intern Bailey Veal to present the statistics. Concerning Facebook, Bailey Veal said our post reach and engagements are down in April, however, these numbers are compared to the engagements in March, which were extremely high due to the Big Spring Clean Event, the opening of the East Tulsa Recycling Center, and the announcement to close the centers due to the virus. However, our page views and likes have increased and we are still attracting folks to our page and expanding our reach in the community. We did videos as part of our educational outreach on social media and included the stats on the videos. She said our Twitter is also lower in April but she said she has posted links to the videos on Twitter. She mentioned that everything she places on Facebook; she reposts on Instagram to reach a wider audience.

Graham Brannin showed a page from "Oklahoma Green Living", which is part of Sustainable Tulsa, would also drive viewers to The M.e.t.'s website and RecycleThisTulsa.com. He then thanked the OKRA newsletter for the article on his retirement. He said Tulsa People also did an article that is not shown in the media packet. He said during the shutdown, we worked at updating our Metro Recycling Directory with a number of changes. He introduced our Educator Ali Kalenak.

Due to the schools closing for the pandemic, Ali Kalenak said she had to switch to virtual classes and the numbers are down compared to last month. Besides virtual classes, she said we are doing videos, contests to get folks familiar with RecycleThisTulsa.com app to figure out where to recycling in our area. She has exciting plans for the summer with TRSA, YMCA, TCC Camp, and doing virtual professional development with STEM teachers. Some of the groups will give a stipend that helps with supplies and some of her time.

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

Graham Brannin said we finally received the grant funds we applied for last July for \$4,000 to pay directly to help pay for our educator and hope to do a transfer in June. We have two more grant possibilities to help with operational revenue lost.

**Item 12) Update on Graham Brannin's Retirement Date and Research Committee for Executive Director**

Chair Eudey said Graham Brannin's retirement date is May 30<sup>th</sup>, however, he has offered his service on a contract basis as we are engaging in hiring a new M.e.t. Executive Director. He said a research committee has formed consisting of himself, Tim Doyle, Terry Ball and Jonah Humes scheduled to meet Monday, May 18<sup>th</sup>. He said he has also consulted with Michael Willis who handled the committee in 2015 which resulted in the hiring of Graham Brannin.

Chair Eudey said that for the last, several years, we have had an Executive Director who has done his dead level best to bring the Metropolitan Environmental Trust into solvency, expending environmental education and done his best to adapt to the changing environment as each community adopted a recycling program. In addition, he said Graham Brannin has led us through a period of transition and a period from financial stress to financial peace. Although no one could have predicted what happened in the last sixty days with the pandemic. On behalf of the Trustees, Chair Eudey extended his greatest appreciation for his work as M.e.t. Director and to his wife Terri Brannin for her support to allow him to do all the extra activities, along with the bookkeeping efforts. All clapped in appreciation. Ellen Bussert said thanks to Graham Brannin for his service for the community and our state and Terri Brannin's hard work. John Fothergill said thanks from the bottom of his heart and said you really picked us up and done well. Chair Eudey said we have a gift of our token of appreciation that will be

coming through the mail or we will arrange to get to you. Graham Brannin expressed appreciation to staff and thanked the Board of Trustees.

**Item 13) Comments from the Public**

There were no comments from the public.

**Item 14) New Business**

There was no new business.

**Adjourn**

Craig Stokes and Tim Doyle left the meeting but a quorum is intact.

**Terry Ball moved to adjourn. John Fothergill second the motion.**

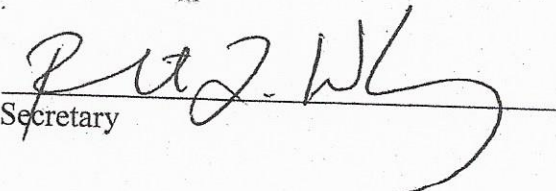
- Ayes - Ellen Bussert, Scott Eudey, Jonah Humes, Carolyn Back, Charlene Lawrence, Terry Ball
- Nays - none

**The meeting adjourned at approximately 2:05 pm.**

ATTEST:

Date Approved: 6-11-2020

  
Chair

  
Secretary