

**METROPOLITAN ENVIRONMENTAL TRUST  
BOARD OF TRUSTEES MEETING**

Thursday, June 11, 2020– 1:00PM  
St. Francis Conference Room, Tulsa Chamber of Commerce  
WTI, One West Third Street. Suite 100, Tulsa, OK

***Meeting Minutes***

**Present**

Ellen Bussert, Bixby  
Scott Eudey, Broken Arrow  
Carolyn Back, Coweta (1:30pm)  
Jonah Humes, Claremore  
Rob Werley, Glenpool  
Tim Doyle, Jenks  
Charlene Lawrence, Owasso  
Derek Campbell, Sand Springs  
Terry Ball Tulsa,  
John Fothergill, Tulsa County

**Not Present**

Craig Stokes, Collinsville

**Others Present**

Graham Brannin, M.e.t.  
Beth Anne Childs, Attorney  
Terrie Hannam, M.e.t.  
Mayor Jones, Wagoner  
Ali Kalenak, M.e.t.  
Taylor Tannehill, Wagoner  
Bailey Veal, M.e.t.

The Trustees of The Metropolitan Environmental Trust met on June 11, 2020, as posted with Tulsa's City and County Clerks on June 4, 2020. Chair Scott Eudey called the meeting to order at 1:00 PM.

**Item 1) Introductions: Carolyn Back and Beth Anne Childs**

Chair Eudey said Carolyn Back was not present at this time but we had met her on Zoom during the last meeting. He welcomed the new attorney for The M.e.t. Beth Anne Childs.

**Item 2) Consider Agreement for Part Time Interim Executive Director, Graham Brannin**

Chair Eudey presented the agreement with Graham Brannin for a part time Interim Director. He said council has reviewed the agreement. Tim Doyle asked for the agreement to change in the last paragraph where it states "...terms of this Contract may be modified only upon written of both parties." to change it to "terms of this Contract may be modified only upon written **consent** of both parties."

**Terry Ball moved to approve the agreement with Graham Brannin with the changes recommended by Tim Doyle. Ellen Bussert seconded the motion. The motion passed unanimously.**

**Item 3) Report of the Research Committee for Hiring of New Director**

Chair Eudey said the committee has met on two occasions and have a consensus of where we are headed and met right before this meeting to edit the job description. The committee plans to run it by legal counsel and the goal is to have posted by June 22<sup>nd</sup> with the opportunity for resumes to be turned in by July 31<sup>st</sup> along with any other needed information from the applicant. The committee will then meet to review the resumes and go forward with interviews.

**Item 4) Minutes for the Board of Trustees Meeting May 14, 2020**

**Tim Doyle moved to approve the Minutes of May 14, 2020. Jonah Humes seconded the motion. The motion passed unanimously.**



## **Item 5) FY 1920 Financials**

### **Item 5a) FY 1920 Financial Statements and Budget Report**

Graham Brannin reviewed the Balance Sheet showing \$168,070.93 in the investment account and a checking account balance of \$62,578.70. The total assets of \$446,446.38 balancing with our liabilities and capital.

About the General Ledger by Center, Graham Brannin said East Tulsa is open and pointed to a first-time credit distributed from the general code. He reminded all that the South Tulsa Depot is closed and that section will remain dormant.

Graham Brannin reviewed the May ending Income Statement that is plugged into the Budget Report. The total revenues are \$939,426.79 and the total expenses are \$849,401.87. In the Budget Report, he pointed to extra revenue in yellow of \$4,799 from grants. Being eleven months into the budget year or 91.7%, the operational revenue is the only item low at 78% but all the other revenues are on track. He said code 4052 for grant income is over in revenue due to receiving more from the DEQ than originally anticipated. Graham Brannin said less money than expected is received under the beneficiary assessment due to closing a site in Tulsa. On the expense side of general administration, we are at 88.6% of spending. In the Recycling Depot Program, he asked all to compare the expense code 6133 for processing of oil and electronics to the revenue code of 4011 (Line 8) commenting that they are close in numbers. On Code 6131 for Hauling Services (Line 51), we are in good shape. He said Code 6621 (Line 61) for rental is over budget due to the addition of rent for East Tulsa's location. As a whole, the Recycling Depot Program expense is at 77.4% of budget. In Public Education, we are asking for a transfer in of \$799 from TRSA in code 6504 supplies and code 6145 for the educator for \$4,000. The total expense is at 82.3% and revenue is at 90.8%.

### **Item 5b) Consider Approval of Budget Report with Possible Transfers and/or Appropriation of Additional Revenues**

**John Fothergill moved to approve the Budget Report with the recommended transfers. Rob Werley seconded the motion. The motion passed unanimously.**

### **Item 5c) Consider Approval of Receipts and Disbursements for May 2 through May 30, 2020 and June 1, 2020**

Graham Brannin reviewed the following receipts and disbursements as follows:

- Check #24458 Angels Place for \$915. He said this is the agency who runs Downtown Recycling Center and the Bixby Recycling Center and they had continued to maintain and process materials at the sites during the Covid-19 closure.
- Check 24459 Arthur J. Gallagher & Co. for \$495. We had underpaid the last invoice because there were taxes and fees that we thought we were exempt from paying but later after negotiations, we had to pay these fees.
- Check 24462 Debbie Veale for \$89.95 reimbursement to her for a payment to a dealership that we received a quote on an air conditioning repair. He said we ended up getting it repaired at another place for a much better price.
- Check 24474 for Tulsa County Administrative Services for \$267.27 for the printing of the revised 2020 Metro Recycling Directory. He said we get some of these funds reimbursed from the DEQ grant.
- Check 24479 Arvest Bank for \$64.09 for the M.e.t.'s credit card. Graham Brannin said the largest purchase was for worms used in education for vermi-composting.
- Check 24481 Charley's SS Locksmith for \$207.24 for padlocks and keys.



For June 1, 2020 checks, Graham Brannin commented the total is slightly lower than usual because we paid less to the rental spot adjacent to the Baling Center, this is to Vernon Long as he agreed to pay for a repair on the fence that we had fixed.

**Tim Doyle moved to approve the receipts and disbursements for May 2 through May 30, 2020 for \$40,072.75 and June 1, 2020 for \$3,900. John Fothergill seconded the motion. The motion passed unanimously.**

**Item 6) Recommend and Approve Officers for Term July 2020-June 2022**

Chair Eudey said the current sleight of officers are himself as Chair, Terry Ball as Vice-Chair, Tim Doyle as Treasurer and Rob Werley as Secretary. He asked if anyone wanted to step in as officers and asked if any officers did not want the position any longer. There were no responses to either question.

**John Fothergill moved to renew the current officers for another two-year term. Derek Campbell seconded the motion. The motion passed unanimously.**

**Item 7) Household Pollutant Regionalization, Voucher Report**

Due to Covid-19, Graham Brannin said Tulsa's facility was closed until the very end of May. In May, we had twelve vouchers go through in just two open days. He said the facility is now booked through July 8<sup>th</sup>. He said Bixby is the only community that has used up their vouchers for the year. Terry Ball said the waste coming in per customer remains well above the national average. He mentioned the swap shop is not open at this time and will look to reopen at a later date.

**Item 8) Recycling Program**

**Item 8a) April 2020 Material & Revenue Depot Report with Operational Revenue Comparison**

Graham Brannin referred to Page 3 comparing operational revenue showing \$383 income in April. Currently, he said we are extremely busy and expect a bounce for next month. In addition, he said we would clean our Baling Center out before the end of the fiscal year. Graham said that he expects to be under budget around \$25,000 for the year. Tim Doyle asked about glass prices. Graham Brannin said glass prices seem to be solid and that nothing seems to affect the fairly low but consistent price. There was a brief discussion regarding our plastic bags being made into composite lumber.

**Item 8b) Review (Bid(s) Received June 1<sup>st</sup> for Oil Processing**

Graham Brannin said we only received one bid and OSI is the same company we have been utilizing. The new bid is slightly more punitive on the low-price end and a little better on the high price end. Terry Ball asked about oil filters. Graham Brannin said they were included on their bid but this is not something we normally or really want to handle.

**Item 8c) Award Bid and Possible Approval of Contract for Oil Processing**

Graham Brannin recommended OSI for the contract. He said the paper copies in the trustee packets have the incorrect term of service but it is corrected in the signed version. Beth Anne Childs recommended the wording for the motion is to award the bid and approve the contract.

**Tim Doyle moved to award the bid and approve the contract with OSI Environmental. John Fothergill seconded the motion. The motion passed unanimously.**



**Item 9) Consider Approval of FY 20/21 INCOG Agreement**

Graham Brannin said there are a few changes compared to last year. The first item of change is the addition of the Educator Ali Kalenak to go receive benefits that she richly deserves. The amount is different and attorney support is no longer listed on the agreement. Graham Brannin said the benefits through INCOG is positive for M.e.t. staff. The amount is less than budgeted and it leaves room to pay the attorney.

**Terry Ball moved to approve the agreement with INCOG for FY 20/21. John Fothergill seconded the motion. The motion passed unanimously.**

**Item 10) Consider Approval of FY 20/21 Contracts for Cities and Broken Arrow, Claremore, Jenks and Sand Springs**

Graham Brannin said all the agreements are the same as last year except for the agreed upon assessment and the agreed upon number of vouchers. In addition, he said the Sand Springs contract reads the Sand Springs Municipal Authority rather than the City of Sand Springs.

**Tim Doyle moved to approve the agreement with City of Broken Arrow. Rob Werely seconded the motion. The motion passed with Scott Eudey abstaining.**

**Tim Doyle moved to approve the agreement with the City of Claremore. Jonah Humes seconded the motion. The motion passed unanimously.**

**John Fothergill moved to approve the agreement with the City of Jenks. Rob Werely seconded the motion. The motion passed unanimously.**

**Tim Doyle moved to approve the agreement with the Sand Springs Municipal Authority. John Fothergill seconded the motion. The motion passed unanimously.**

**Item 11) Consider Approval of FY 20/21 Contract for Tulsa County**

**Terry Ball moved to approve the agreement with Tulsa County. Rob Werley seconded the motion. The motion passed unanimously.**

Chair Eudey welcomed Carolyn Back from the City of Coweta to the meeting.

**Item 12) Consider Approval of Extension of Term of Joint Cooperative Interlocal Agreement with Tulsa Authority for the Recovery of Energy (TARE) for FY 20/21**

**Tim Doyle moved to approve the agreement with Tulsa Authority for the Recovery of Energy. Terry Ball seconded the motion. The motion passed unanimously.**

**Item 13) Intergovernmental Agreement for City of Tulsa's Regional Household Pollutant Collection Facility and Participation**

**Terry Ball moved to approve the agreement for the City of Tulsa's Regional Household Pollutant Collection Facility. Tim Doyle seconded the motion. The motion passed unanimously.**



#### **Item 14) Update and Discussion on the City of Wagoner Joining the Trust**

Graham Brannin introduced Wagoner Mayor Albert Jones and Taylor Tannehill who is economic development manager. Taylor Tannehill said we have a pilot program with The M.e.t. He said we were approved for a DEQ grant in FY 19/20 that has now been extended to FY 20/21. Mayor Jones said that Wagoner's main employers are EMI and UNARCO. UNARCO makes shopping carts and has been a good supporter of the community. Before the M.e.t.'s pilot program, UNARCO offered recycling to the community as a service but only on Wednesdays and said Wagoner citizens are pleased for the pilot program to allow citizens to recycle other days of the week. Mayor Jones said the DEQ Grant does not cover the housing/hut for the workers at the proposed recycling center and, therefore, UNARCO is willing to build one for us. He said they are looking forward to the partnership with The M.e.t. Graham Brannin asked if they want to see the Board move towards granting Wagoner membership in the trust. Mayor Jones responded with a yes. Chair Eudey said we can give our general census to add Wagoner and we will have to go forward towards making that change. Graham Brannin said he would put an action item on the next agenda. Chair Eudey reminded all that with the charter being amended, it would have to go to every city council or governing body for approval. All agreed with the idea of going forward to accept Wagoner.

#### **Item 15) Report of Public Relations & Education Including Media, Ads, Articles, and Events**

Graham Brannin asked Bailey Veal to speak on social media. Bailey Veal said we have had great social media reach in May. She said when she posted about the centers opening back up that within a 24-hour period, thirteen thousand people have been reached. She said she teamed up with Ali Kalenak to do a contest to get folks to try out the RecycleThisTulsa.com web-based application. She reviewed Instagram and Twitter statistics. She commented that there were over 19,000 google searches for the Broken Arrow Recycling Center in the month of May. Graham Brannin expressed appreciation to staff during Covid-19 for education reaching out virtually and once the office opened up, handling hundreds of telephone calls.

Ellen Bussert expressed appreciation for the educational videos, especially the one on re-use of crayons. Ali Kalenak said she has been doing virtual classes and a special development class for sixty teachers with Tulsa STEM Alliance virtually teaching them how to build a worm bin for their classrooms. This will allow the teachers to go back to their classes in the fall and teach their students our lesson plans, with the potential to reach several thousand students. She said she would visit 31 STEM summer camps once a week for the entire summer and the YMCA camp for a week, as well as, a virtual ECO Warrior Camp hosted by TCC. Graham Brannin expressed appreciation for Ali Kalenak's work and that her vermicomposting lessons as a great long-lasting teaching tool.

#### **Item 16 Update on Grants Funding Opportunity Efforts**

Graham Brannin said we would get \$400 in July from the YMCA to help with our outreach with them. He said we applied for another grant during the pandemic and said we are still in the running for it.

#### **Item 17) Comments from the Public**

There were no comments from the public.

#### **Item 18) New Business**

Chair Eudey said last month at the Zoom meeting, we made Graham Brannin aware of a gift for him and then it was given to him at the reception on May 28. Mr. Eudey read a hand-written note from Mr. Brannin thanking the board for their support of The M.e.t. and the gift card. He thanked Mr. Brannin for serving as Interim Director during the transition.

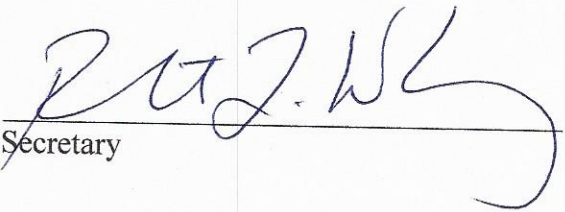
**Adjourn**

**Terry Ball moved to adjourn. Jonah Humes seconded the motion. The motion passed unanimously and the meeting ended at 2:03pm.**

ATTEST:

Date Approved: 7-9-2020

  
Chair

  
Secretary