

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, June 10, 2021, 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
Julie Monnot, Claremore
Craig Stokes, Collinsville
Doug Moore, Coweta
Tim Doyle, Jenks
Charlene Lawrence, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa
Mayor Albert Jones, Wagoner

Not Present

Rob Werley, Glenpool
John Fothergill, Tulsa County

Others Present

Beth Anne Childs, Attorney
Bill Cade, Br. Arrow
Galea Albano, Br. Arrow
Jerry Schuber, Br. Arrow
Gary Perceful, New Solutions
Maureen Turner, Tulsa
Scott VanLoo, Tulsa
Terrie Hannam, The M.e.t.
Bobby Schultz, The M.e.t.

The Trustees of The Metropolitan Environmental Trust met on June 10, 2021 with agenda posted date June 3, 2021 with Tulsa County Clerk and June 4, 2021 with Tulsa City Clerk. Chair Scott Eudey called the meeting to order at 1:00pm.

Item 1) Current List of Trustees

Chair Eudey announced that Rob Werley will be leaving and a new appointee from Glenpool, as well as a new Secretary. At the July meeting, he said it is necessary to have a vote for a secretary.

Item 2) Consider Approval of Minutes for the Board of Trustees Meeting on May 13, 2021

Terry Ball moved to approve the May 13, 2021 Minutes. Ellen Bussert seconded the motion. The motion passed unanimously.

Item 3) Report from the Executive Director for May 2021, including specifics on Meetings and Activities

Bobby Schultz said The M.e.t. received a lot of media attention in the month of May by all the local television stations. Part of the attention was due to the TRT fire and the other part was for the Driller's Go Green Night and the Enviro Expo. He said we were interviewed by Good Day Tulsa before the Enviro Expo.

Bobby Schultz said he is part of a planning committee for Broken Arrow's Trash Bash in the fall and expects it to be as large as the Tulsa Big Clean Spring event.

Item 4) Review of Fiscal Year 2020-2021 Financials Including Balance Sheet, Income Statement, General Ledger by Center, Budget Report and:

4a) Review Budget Report, Consider Approval of Budget Report with Possible Amendment, Transfers and/or Appropriation of Additional Revenues

Bobby Schultz reviewed the *Balance Sheet, General Ledger by Centers, and Income Statement*. He mentioned operational revenue is up and pointed to the bulb revenue collected at the Bale Center for \$1,254. For the *Budget Report*, he referred to Line 8 CRT revenue for \$27,001 and in expense Line 43 is \$28,168. He

explained that some of these losses are televisions dropped off without payment. In expense for Line 47 highlighted in yellow is a number over budget in this category. Much of this expense in code 6140 is electronic waste from events and will go to a different code in the next budget year. For code 6127- Vehicle Expense, he said we had budgeted to purchase a vehicle but have needed to repair the baler for \$3,000, forklift repair for \$1,000 and plan to put down gravel at the Bale Center. Line 57 Bale Center payroll, Bobby Schultz said it has been necessary to hire some temp workers to catch up along with field staff. Part of the reason is due to worker turnover at the Bale Center and also collection increases at the centers.

Tim Doyle asked about Line 31- internet code. Bobby Schultz responded the overage is due to contracting for IT services and upgrading our service and equipment. Terry Ball asked if the purchase of a vehicle is planned for the next fiscal year. Bobby Schultz responded no.

4b) Consider Approval of Receipts and Disbursements for May 2-31, 2021, and June 1, 2021

Bobby Schultz reviewed the following checks:

- Check 25168 to Boomerang Printing for \$89 for cards utilized during the Enviro Expo.
- Check 25173 to Holz Industries Inc for \$202.70 for the rolloff doors.
- Check 25181 to Pro Overhead Door for \$200 for a repair at the Bale Center.
- Check 25184 to Rogers County Training Center for \$1,570 for staffing at the Claremore Recycling Center.
- Check 25190 to Stein Iron Works for \$2,305 for roll-off repair and painting.
- Check 25194 to Tulsa Co. Administration Serv. For \$512 for printing of directories and maps.
- Check 25204 to Full Sun Composting for \$28.80 for worm bins assembled by the educator.
- Check 25205 to Global Tech Environmental Corp. for \$3,364 for household battery recycling.
- Check 25206 to Hawkeye Printing for \$204 for shirts for the field staff.
- Check 25217 to Stacie Lewis for \$100 for services to convert a google voucher document into a Microsoft document.
- Check 25218 Staples More Account for \$583.63 for supplies like ink and paper.

Bobby Schultz reviewed the breakdown for the Arvest Charge Card commenting that a drill was purchased for the educator who made 40 vermicomposting bins. Another item on the card was a \$226.46 purchase of a Enviro Expo banner without a year so it can be used for multiple years.

Terry Ball moved to approve the receipts and disbursements for May 2-31, 2021 and June 1, 2021 as presented. Julie Monnot seconded the motion. The motion passed unanimously.

Item 5) Consideration, Discussion and Possible Approval of Approval of Fiscal Year 2021/2022 INCOG Agreement

Scott Eudey said he serves on the INCOG Board and was able to give input on the INCOG and The M.e.t. relationship. Bobby Schultz mentioned the contract fee is slightly less than the amount budgeted for this service. We had the option of breaking out the bookkeeping from the agreement but elected to keep it attached to the agreement for this year.

Craig Stokes moved to approve the FY 2021/2022 agreement with INCOG. Terry Ball seconded the motion. The motion passed unanimously.

Item 6) Presentation and discussion on Household Pollutant Regionalization, Including Voucher Numbers Utilized

Bobby Schultz said we received an invoice but said it is important to note that May 1-5 is not included in this report. This is due to the Ransomware issues the city has encountered and said next month should show a different number next month.

Item 7) Consideration, discussion, and possible approval of the Intergovernmental Agreement for the City of Tulsa's Regional Household Pollutant Collection Facility and Participation

Bobby Schultz said we have not received a copy of the new agreement and a sample of last year's agreement is included in the packet. He said the only expected change is to include the City of Wagoner. He asked for possible approval subject to council review.

Scott Van Loo said there will be one other change regarding wording for "appointments" since we no longer schedule appointments at the facility. Due to the computer issues, Terry Ball said the document had to be retyped from scratch and it just needs to go before legal department.

Terry Ball moved to approve the agreement contingent upon final review by council. Derek Campbell seconded the motion. The motion passed unanimously.

Item 8) Presentation, discussion, and possible action on Recycling Programs, including:

8a) Update on Relocating Centers: Bixby Coweta, and Wagoner

Bobby Schultz said it is necessary to relocate the centers in Bixby and Coweta. The Bixby site is possibly going to be at Bentley Park. Bobby Schultz introduced the new trustee Doug Moore for the City of Coweta and thanked him for assistance in finding a location close to the high school. Doug Moore said we are just waiting approval of the site agreement to the Coweta City Council.

For the Wagoner location, Mayor Albert Jones said they are still in the process of trying to get a lot split and obtaining the property from Auto Zone. He said we are 60 to 90 days out to have the title on the land.

8b) April 2021 Material & Revenue Depot Report with Operational Revenue Comparison

Bobby Schultz referred to Page 3 showing the operational revenue for April is up and does not reflect glass revenue. He pointed to increases in recycling such as Coweta's cardboard, Glenpool's electronic waste, and Sand Springs collections of paper and cardboard. Bobby Schultz said Central Tulsa's electronic waste has really increased.

8c) Wagoner Pilot Program Collection Numbers

Bobby Schultz displayed a Facebook post showing on Wagoner's new temporary location and numbers collected. There was a brief discussion on comparison of collections.

8d) Update on Friends of The M.e.t. Inc. Report on Sponsorship for Two of Tulsa's Recycling Centers

Bobby Schultz announced the ONEOK Foundation has given funds to sponsor the Downtown Recycling Center. At this point, the Brannin Family Foundation has announced they will designate their funds to the East Tulsa Depot remaining open. Bobby Schultz said if we end up finding another sponsor, the Brannin Family Foundation would like their funds to go towards regular operations of the centers.

In regard to the East Tulsa location, he said that it could be the one location to take more unusual items such as Styrofoam to drive folks to this location. He said we have found sources for recycling Styrofoam and commented that this idea is not definitive. Terry Ball asked if this is above the amount, they donated last year. Bobby Schultz responded no, however, he said he has good leads on some other sponsors.

8e Approval of a Six-Month Renewal with Angels Group for the Downtown Center for Attendant Services

Bobby Schultz reminded the Board that when renewal time came for all the agencies, we limited the Downtown Center and the East Tulsa center to just six months with the option to renew for the last six months depending on the funding from TARE at the time. Scott Eudey asked if funding for both sites are secure for the next fiscal year. Bobby Schultz responded yes.

Bobby Schultz said when it is time to rebid, we want to line up with the fiscal year rather than the calendar year.

Terry Ball moved to approve six-month renewal with Angels Group. Julie Monnot seconded the motion. The motion passed unanimously.

8f Approval of a Six-Month Renewal with Show Inc. for the East Tulsa Center for Attendant Services

Tim Doyle moved to approve six-month renewal with Show Inc. for staffing at the East Tulsa Depot. Julie Monnot seconded the motion. The motion passed unanimously.

8g Approval of Lease Agreement for the Downtown Recycling Center with Betty J. Henry Trust c/o BancFirst Trustee

Bobby Schultz said BancFirst generates this contract and has not sent it over for this agenda item. He said we will have to continue with the month-to-month agreement until it is received. The plan is to have it for the July 2021 meeting.

8h Approval of Lease Agreement for the East Tulsa Recycling Center with PSC Property Group

Bobby Schultz reviewed the agreement showing the second-year rent to go up by \$25 per month. The current lease extension is \$325 per month.

Terry Ball moved to approve the lease agreement with PSC Property Group. Julie Monnot second the motion. The motion passed unanimously.

Item 9) Consideration, discussion and possible approval of two (2) Commercial/Industrial Leases for the Baling Center with Sharon Aaron and All Heart Wrecker and Towing Company

Beth Anne Childs said as she has seen things that are problematic for The M.e.t. and marked up the current agreement. She said she reached out to the realtor representative but does not have a response to their agreeing with changes.

Terry Ball moved to approve the agreement with All Heart Wrecker and Towing Company subject to approval of council. Craig Stokes seconded the motion. The motion passed unanimously.

Craig Stokes moved to approve the agreement with Sharon Aaron subject to approval of council. Tim Doyle seconded the motion. The motion passed unanimously.

Item 10) Consideration, discussion, and possible approval of the Agreements for the Provision of Services with the Cities of Broken Arrow, Claremore, Jenks, and Sand Springs for Fiscal Year 2021-2022

Bobby Schultz explained the only change is to add Wagoner, take out the word “appointments” and this year assessment amount for vouchers. He said the facility no longer requires appointments.

Tim Doyle moved to approve the agreement with Broken Arrow. Julie Monnot seconded the motion. Scott Eudey abstained. The motion passed.

Craig Stokes moved to approve the agreements with Claremore, Jenks and Sand Springs. Derrek Campbell seconded the motion. The motion passed unanimously.

Item 11) Consideration, discussion, and possible approval of the Agreement for the Provision of Services with Tulsa County for Fiscal Year 2021-2022

Bobby Schultz said John Fothergill is on vacation but has seen the agreement and once it is approved, John’s assistant will forward to Tulsa County Commissioners agenda.

Terry Ball moved to approve the agreement with Tulsa County. Ellen Bussert seconded the motion. The motion passed unanimously.

Item 12) Report of Public Relations & Education, Including: Media, Ads, Articles, and Spring Events

Bobby Schultz expressed appreciation to the person who handles the media, Bailey Veal. He said reaches are up 27% and the increase is due to the Enviro Expo. The video views are up 400%. The most recent video is thanks to City of Broken Arrow and M.e.t. Educator Ali Kalenak who conducted a video at the Broken Arrow Recycling Center. Twitter is up over 650% in May. The top pages on our website are the centers, electronic information, and the directory. RecycleThisTulsa.com had a 50% increase possible the giveaways from Enviro Expo that promoted this website app.

Item 13) Update and related discussion on Grants and Funding Opportunity Efforts

Bobby Schultz said Ali Kalenak has been working on grants and two have been granted for education through Friends of The M.e.t. One is \$5,000 from Williams and the second is \$2,000 through the Opportunity Project. He said Ali Kalenak has the entire summer booked at camps and Tulsa Public Schools with Bailey Veal’s assistance. It is possible that we will bring another intern on this summer as well.

Bobby Schultz said the ONEOK grant to cover the Downtown Recycling Center has been received to Friends of the M.e.t. for \$45,000. He said he knows that he must continue with grant work as the future funding will depend on other revenue streams.

Item 14) Comments by the Trustees

There were no comments.

Item 15) Comments from the Public

There were no comments.

Item 16) New Business

There was no new business.

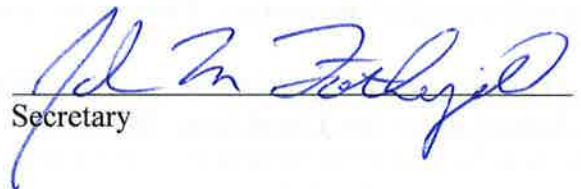
Adjourn

Terry Ball moved to adjourn. Mayor Albert Jones seconded the motion. The meeting adjourned at approximately 1:53pm.

ATTEST:

Date Approved: 7-8-21


Chair


Secretary


Jones
Signature