

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, July 8, 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
Doug Moore, Coweta
Tim Doyle, Jenks
Charlene Lawrence, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa
Mayor Albert Jones, Wagoner

Not Present

Glenpool Trustee
Craig Stokes, Collinsville
John Fothergill, Tulsa Co.

Others Present

Bill Cade, Br. Arrow
Galea Albano, Br. Arrow
Gary Perceful, New Solutions
Maureen Turner, Tulsa
Scott VanLoo, Tulsa
Terrie Hannam, The M.e.t.
Bobby Schultz, The M.e.t.
Larry Abernathy, Wagoner
Kim Payne, Attorney

The Trustees of The Metropolitan Environmental Trust met on July 8th as posted with Tulsa City and County Clerks on July 1, 2021. Chair Scott Eudey called the meeting to order at 1:00pm. He read Agenda Item B as to consider, discuss and take appropriate action, including to adopt, approve, ratify, deny, defer, recommend, amend, strike or continue the following items:

Item 1) Consideration, discussion, and possible approval of Minutes for the Board of Trustees meeting on June 10, 2021

Terry Ball moved to approve the June 10, 2021 Minutes. Tim Doyle seconded the motion. The motion passed unanimously.

Item 2) Report of the Executive Director for June 2021, including specifics on Meetings and Activities

M.e.t. Director Bobby Schultz said Educator Ali Kalenak provided programs in 58 different schools during this past school year. The summer programs include YMCA-Go and Union PreK-4th Grade. He said she also prepared over 30 vermi-composting kits to teachers as part of professional development. The summer schedule programs have Intern Bailey Veal assisting in several classes.

Bobby Schultz said he made presentations to the Sunrise Rotary Club and Brookside Lions Club about recycling options. He said he spoke on M.e.t. services and the importance of continuing to put the right things in the curbside bins to not develop bad habits.

Bobby Schultz mentioned upcoming events such as a Fire Extinguisher and Smoke Alarm Collection Event coming up on July 10th at the Lowes on 15th and Yale in Tulsa.

Item 3) Dissemination of updated Trust Indenture

Scott Eudey said the changes in the Trust Indenture now include the City of Wagoner. Mayor Albert Jones said at the last council meeting, it was ratified and he brought the signed documents today. Scott Eudey said the

email listed for him on Page 20 in the document is incorrect. Bobby Schultz said he would get the document corrected.

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*. About the *Budget Report* ending June 30th, he asked for an end-of-year adjustment in revenue and expense. He said we received \$24,000 from the City of Wagoner in April as their buy into the Trust. Due to the 81st & Lewis Recycling Depot closing, TARE paid \$52,732.08 less in their assessment leaving a negative revenue inclusion of \$28,732.08 to balance on the expense side, he deducted the following in expenses:

- Code 6130 for Admin - \$1,000
- Code 6139 for Battery Disposal - \$4,000
- Code 6131 for Hauling Services - \$10,000
- Code 6132 for Operations Services - \$13,732.08

Bobby Schultz mentioned the operational revenue year-to-date was much better than predicted. Tim Doyle mentioned a couple of comma errors on the notes.

Tim Doyle moved approval of the Budget Report with a modification in the notes. Terry Ball seconded the motion. The motion passed unanimously.

Bobby Schultz moved to the FY 21/22 *Budget Report* presented on green paper. Line 13 grant, we should have the money from ONEOK and ask for it to be transferred from Friends of the M.e.t. account to The M.e.t.'s account. He reminded all, the budget was created thinking the Downtown Tulsa and East Tulsa center would close and he asked to revise the budget for the August meeting to reflect those depots being in operation. Scott Eudey said we will continue this discussion under Agenda Item 5a.

4b) Consider Approval of Receipts and Disbursements for June 2, 2021- June 30, 2021

Bobby Schultz reviewed the following checks:

- Check 25227 to 501 Tech in the amount of \$124.50 for June's IT billing.
- Check 25228 to Advance Electric Services in the amount of \$413.78 for the lights at the Bale Center.
- Check 25235 to Boomerang Printing in the amount of \$99 for printing educational flier.
- Check 25252 to StandBy Personnel in the amount of \$218.63 for help to catch up at the Bale Center.
- Check 25253 to Stein Iron Works in the amount of \$4,400 for repair of baler and painting of roll off. These funds are part of the DEQ grant.
- Check 25257 to Tulsa County Administrative Services in the amount of \$46.91 for a triplicate hauling form.
- Check 25259 to Uline in the amount of \$380.50 for stretch wrap utilized on bales.
- Check 25262 to 501 Tech in the amount of \$373.50 for July, August, and September IT services.
- Check 25269 to Bob Ziegler in the amount of \$825 to prepay to move the buildings from the current Coweta location to the new location.
- Check 25271 to City of Tulsa in the amount of \$2,560 for May's pollutant vouchers.

- Check 25272 to Debbie Veale in the amount of \$87.90 to reimburse her for a flat tire while driving to Wagoner.
- Check 25276 to Keep Oklahoma Beautiful in the amount of \$200 for membership dues.
- Check 25285 to Roll off USA in the amount of \$305 to replace a stolen tarp at the Bale Center.
- Check 25294 to Tulsa County Administrative Services in the amount of \$475 for printing of directories.
- Check 25265 for Arvest Bank Credit card in the amount of \$1,166.54 for mostly education items.

Julie Monnot moved to approve the receipts and disbursements for June 2-30, 2021 as presented. Derek Campbell seconded the motion. The motion passed unanimously.

Item 4c) Update on FY 2020-2021 Audit Schedule

Bobby Schultz said the auditors are scheduled to begin in August.

Item 5) Review of Fiscal Year 2021-2022 Financials

Item 5a) Budget Report

As discussed earlier on the agenda, Bobby Schultz said it is necessary to revise the budget to reflect income and projected expenses for the Downtown and East Tulsa's recycling centers. He asked to bring back a revised budget at the August meeting. Tim Doyle suggested Bobby Schultz create proposed budget amendments and send to him and he will notify Finance Budget Committee members with the plan to have a recommendation before next month's board meeting.

Item 5b Consider Approval of Receipts and Disbursements for July 1, 2021

Bobby Schultz said the bills for the first are the usual rentals except that the wrong amount has been paid on the Betty Henry Trust and we will send \$250 more on July 15th check period. Moving forward, he said when the contract is in place with Betty Henry Trust, we will not have the extra fee.

Terry Ball moved to approve the receipts and disbursements for July 1, 2021. Julie Monnot seconded the motion. The motion passed unanimously.

Item 6) Vacant Secretary Position, Term Ending June 30, 2022

Item 6a Nominations and Vote for Secretary Position

Scott Eudey explained the purpose of the secretary is to maintain or affirm the accuracy of the records, serve on the Executive Committee, and third in line to run the meeting if the Chair or Vice Chair are gone.

Ellen Bussert nominated John Fothergill as Secretary. Derek Campbell seconded the motion. The motion passed unanimously.

Bobby Schultz reminded the officers to be prepared to resign bank documents.

Item 7) Consideration, discussion, and Possible Ratification of the following Agreements:

Bobby Schultz said these items were on the agenda last month and approved, however, Attorney Beth Anne Childs asked for the items to be back on the agenda this month. Terrie Hannam said she believed the wording on last months' agenda was incorrect and it was the desire to have re-approval. Kim Payne said she did not speak with Beth Anne Childs about this but it seems it was necessary to ratify the agreement.

Item 7a) Agreement of the Provision of Services with the City of Claremore

Terry Ball moved to approve the City of Claremore agreement. Julie Monnot seconded the motion. The motion passed unanimously.

Item 7b) Agreement of the Provision of Services with the City of Jenks

Terry Ball moved to approve the City of Jenks agreement. Julie Monnot seconded the motion. The motion passed unanimously.

Item 7c) Agreement of the Provision of Services with the City of Sand Springs

Tim Doyle moved to approve the City of Sand Springs agreement. Terry Ball seconded the motion. The motion passed unanimously.

Item 7d) Agreement of the Provision of Services with the Broken Arrow Municipal Authority

Tim Doyle moved to approve the Broken Arrow Municipal Authority agreement. Terry Ball seconded. Scott Eudey abstains from the vote. The motion passed.

Item 8) Update, consideration, discussion and possible approval of the Fiscal Year 2022 Agreement with the Department of Environmental Quality (DEQ):

Bobby Schultz announced the DEQ contacted him and The M.e.t. has been approved for the \$40,000 grant, however, the agreement will not be available until next month's meeting.

Item 9) Consideration, discussion and presentation on Household Pollutant Regionalization, including Voucher Numbers Utilized

Bobby Schultz reviewed the report and said we will need to bill Bixby and Jenks for some of the vouchers. The other communities that have left over vouchers are carried into the new year.

Item 10) Consideration, discussion and possible approval of Professional Services Agreement with the Childs Law Firm, PLLC, for the provision of legal services for Fiscal Year 2022

Scott Eudey said we received an email with the explanation of services. He mentioned last year's services exceeded what we paid.

Terry Ball moved to approve the agreement with The Childs Law Firm. Derek Cambell seconded the motion. The motion passed unanimously.

Item 11) Consideration, discussion, and possible appointment of a Director for the Friends of the M.e.t. to replace the position vacated by Rob Werley

Chair Scott Eudey asked for a volunteer and Julie Monnot offered to fill the position.

Tim Doyle moved to approve Julie Monnot to serve on the Friends of M.e.t. Board of Directors. Charlene Lawrence seconded the motion. The motion passed unanimously.

Item 12) Presentation, discussion, and possible action on Recycling Programs, including:

Item 12a) May 2021 Material and Revenue Depot Report with Operational Revenue Comparison

Bobby Schultz explained that June numbers are not finalized until the end of July, therefore this current report is for the end of May. He reviewed collections commenting that glass and cardboard collections are much higher. He said operational revenue is more than the amount estimated. For Broken Arrow, he said there is a huge difference in collections of solid totals.

Bobby Schultz said he believed the numbers are up due to some curbside citizens are dropping items off to make sure they are recycled while the transfer station is being repaired from the fire.

Item 12b) Consider Approval of Lease Agreement for the Downtown Recycling Center with Betty J. Henry Trust C/O BancFirst Trustee

Bobby Schultz said we only received the agreement this morning. Kim Payne said she did have a chance to review before the meeting and did not see any issues, however, if necessary, it could be approved per council's review. Terry Ball mentioned conflicting dates. Kim Payne suggested changing it to August 1st. Bobby Schultz mentioned the month-to-month price is higher.

Terry Ball moved to approve the agreement with Betty J. Henry Trust. Albert Jones seconded the motion. The motion passed unanimously.

Chair Scott Eudey asked Vice Chair Terry Ball to take over the meeting.

Item 13) Report of Public Relations & Education, Including: Media, Ads, Articles, and Spring Events

In regard to social media statistics, Bobby Schultz said the overall reach is lower compared to May. In review of the top ten referrals to the website, he mentioned that the 5th referral is Wikido.com is a national company that refers customers by their city. He said it would be helpful if each community had a link to The M.e.t.'s site on their websites so citizens can access our recycling directory more easily. He pointed to the printed copy of the email newsletter for all to read.

Bobby Schultz announced there will be a Fire Extinguisher and Smoke Alarm Collection Event on July 10th at the Lowes at 15th and Yale. If a citizen brings a mercury thermostat or a smoke alarm to the event, they receive a \$5 gift card to Lowes.

Bobby Schultz mentioned staff will have a booth at the Senior Safety Lifestyle Fair on July 13th. The focus for the booth will mostly be to explain pollutant disposal and the Household Pollutant Collection Facility. The event will have free paper shredding.

Item 14) Update and related discussion on Grants and Funding Opportunity Efforts

Bobby Schultz said we received another small grant through Williams to help with the summer programs. He said the Friends of the M.e.t. Board of Directors meets on Friday to discuss fundraising opportunities for The M.e.t.'s operational budget. Also, he said he plans to ask the Friends of the M.e.t. Board for a check for the \$45,000 donated for the Downtown Recycling Center.

Bobby Schultz said we have been turned down by a grant through QuikTrip. He cited they only contribute to at risk youth, early childhood education, United Way, and Folds of Honor. Other grant requests are out but we do not have a response for approval.

Item 15) Comments by the Trustees

Ellen Bussert said pre-covid there was a discussion on a campaign about latex paint and thought the City of Tulsa has taken the lead. She asked for the information. Bobby Schultz said staff has pushed posts on latex paint and offered to do another push on this. Terry Ball said we tell our citizens to either dry it out or bring it to the facility. Scott VanLoo said the facility is looking to bulking and recycling it.

Terrie Hannam said we have latex paint fliers that are distributed on a regular basis. She asked Albert Jones for Wagoner's preference on the Wagoner citizens bringing latex paint. He said he would review the situation and get back with M.e.t. staff.

Albert Jones introduced Councilor Larry Abernathy who has been with the city for 40 years. All welcomed Mr. Abernathy.

Doug Moore said Coweta is excited moving the recycling center and it is close to the school and hopes for their participation. Bobby Schultz thanked Doug Moore for his assistance in the process.

Bobby Schultz mentioned that Sustainable Tulsa has awarded The M.e.t. with the Platinum Level Scorecard this year.

Item 16) Comments from the Public

There were no comments.

Item 17) New Business


Maureen Turner gave an update on the TRT facility commenting that the mechanics will include new electronics and the scheduled date for operations is December 16th. Terry Ball said the new installation will include a lot of A.I. and will have state of the art operations in sorting and efficiency in plastics. He suggested having Mr. Pickens give a presentation at the next meeting.

Adjourn

Albert Jones moved to adjourn. Derek Campbell seconded the motion. The meeting adjourned at approximately 2:00pm.

ATTEST:

Date Approved: 8-12-21


Chair


Secretary