

METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING
Thursday, August 12, 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
Gerald Gilbert, Glenpool
Tim Doyle, Jenks
Derek Campbell, Sand Springs
John Fothergill, Tulsa Co
Doug Moore, Wagoner

Not Present

Craig Stokes, Collinsville
Julie Monnot, Claremore
Coweta Trustee
Charlene Lawrence, Owasso
Terry Ball, Tulsa

Others Present

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

The Trustees of The Metropolitan Environmental Trust met on August 12th as posted with Tulsa City and County Clerks on August 5, 2021. Chair Scott Eudey called the meeting to order at 1:01pm. 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) Welcome New Trustees: Coweta, Glenpool, Wagoner

Chair Scott Eudey welcomed Gerald Gilbert with Glenpool and Doug Moore who is now in a position with the City of Wagoner. There is not a designated trustee for the City of Coweta.

Item 2) Consideration, discussion, and possible approval of Minutes for the Board of Trustees meeting on July 8, 2021

Doug Moore moved to approve the July 8, 2021 Minutes. Ellen Bussert seconded the motion. The motion passed unanimously.

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

M.e.t. Director Bobby Schultz mentioned various schools and camps taught by staff, Ali Kalenak and Bailey Veal. He mentioned attending the City of Coweta council meeting and other planning meetings for events.

Item 4) Review of Fiscal Year 2021-2022 Financials, including Balance Sheet, Income Statement, General Ledger by Center, Budget Report, and:

Item 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*. Regarding the *General Ledger by Center* for the month of July. He explained the note about percentage of the general code. Some of the revenue is reflective of the previous month.

Bobby Schultz reviewed the *Income Statement and Budget Report*. He reminded all that when the budget was approved, it was reflective of not having a Downtown Tulsa Center and East Tulsa Center. Therefore, he explained the proposed adjustments today are to reflect projected revenue and expenses. Tim Doyle mentioned he had forwarded the budget report with proposed adjustments to the Finance Budget Committee on Monday. For revenue, Bobby Schultz said we increased \$10,000 for operational revenue, television revenue, and donation from ONEOK. For expense, he said we increased dumpster, processing televisions, electric, fuel, insurance, miscellaneous contingency, non-capital, staffing, porta-jon, property rent, signage, and structures. The structure is for a hut for the Bixby center and a fence for the Coweta Recycling Center. There was brief discussion regarding moving the Bixby Recycling Center and the site of the Coweta's location.

Tim Doyle moved to approve the budget with the proposed adjustments as presented. John Fothergill seconded the motion. The motion passed unanimously.

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

Bobby Schultz reviewed the following checks:

- Check #25305 All American Forklift for \$364.93 to remove, repair the regulator. He said to expect another bill in the near future to repair brakes and a rental.
- Check #25307 Bailey Veal for \$203 who is our intern. He said she is taking a month and a half off to do work in Maine and there will not be any expenses for her during this period.
- Check #25321 Standby Personnel for \$396 for temporary workers utilized at the Tulsa Baling Center.
- Check #25327 Bob Ziegler for \$150 for moving items in Coweta.
- Check #25337 Signs Now for \$201.60 for the ONEOK thank you sign at the Downtown Tulsa Recycling Center.
- Check #25340 Stein Iron Works for \$400 for the repair of the baler in Broken Arrow.
- Check #25325 Arvest Bank Credit Card for \$2,717.21 for mostly education supplies. The \$19.65 finance fee is going to be credited on the next bill.

John Fothergill moved to approve the receipts and disbursements as presented for July 2-31, 2021 and August 1, 2021. Derek Campbell seconded the motion. The motion passed unanimously.

Item 5) Consider Approval to Renew Billboard Lease Agreement

John Fothergill moved to approve a renewal with Betty Henry Trust. Doug Moore seconded the motion. The motion passed unanimously.

Item 6) Consider Approval of the Fiscal Year 2021-2022 Agreement with the Department of Environmental Quality (DEQ)

Bobby Schultz said before we can spend the \$40,000 grant, we will need approval and then a purchase order from the DEQ.

John Fothergill moved to approve the agreement with DEQ. Derek Campbell seconded the motion. The motion passed unanimously.

Item 7) Consider Approval for Service Agreement with Stericycle for Sharps Disposal

Bobby Schultz expressed appreciation to Gary Perceful who is head of the Trash Bash Committee for the event on October 23rd in Broken Arrow. The hope is to collect sharps and vapes during the event. He presented an agreement that he has not signed, since it was committing for a year's service. After a lengthy discussion

regarding the need for a full year contract, it was suggested for a one time pick up as a trial basis at the special collection. Kim Payne suggested executing a new contract for a one-time fee of \$250 to review at the next meeting.

John Fothergill motion to disapprove the presented agreement with Stericycle and directed Bobby Schultz to pursue a one-time event agreement. Derek Campbell seconded the motion. The motion passed unanimously.

Item 8) Presentation, Discussion, and possible action on Recycling Depot Program, including:

Item 8a) June 2021 Material & Revenue Depot Report with Operational Revenue Comparison and Including Year-end Numbers

Bobby Schultz said this report includes Wagoner's pilot program numbers. He referred all to page 3 showing actual operational revenue being higher than the estimated projection. On page 4 shows the entire year of collections showing 4,289,592 pounds of items recycled.

Item 8b) Update on Coweta and Wagoner Locations

Bobby Schultz said the new Wagoner location is by the AutoZone and was once part of a lumber yard at one time off Highway 51. There is a wall all the way around it. The hope is to run a fence in so that it can be locked in the evenings due to an issue with the homeless population nearby. Doug Moore added details on the site such as they may have an area for mulch collection.

About the Coweta site, Bobby Schultz expressed appreciation to Doug Moore for coordinating efforts before he left the Coweta position. The City of Coweta poured \$5,000 worth of asphalt at the new location. The site is ready except for electricity.

Item 8c) Update on Bidding Schedule for Electronics Processing and Attendant Services

Bobby Schultz said all bid documents are going out in September with a return deadline of October 20, 2021. The plan is to have agreements approved in November with the contracts beginning January 2, 2022. The first contract is going to run January 2, 2022, through June 30, 2023 to begin the process of lining up with the fiscal year. After the first agreement, the renewal will run with the fiscal year.

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

Bobby Schultz said 53 vouchers were used in the month of July with Broken Arrow being the largest quantity utilized. He said staff handles each call and is vigilant about questions on latex paint and properly drying out the cans.

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

For the month of July, Bobby Schultz said 5,000 people visited the website, however, 450 of the visits were bots. Even with the bots, he said the amount is still high in visits. RecycleThisTulsa.com received 18% higher in visits. He reviewed the top posts with interest in Coweta's center at the top. Bobby Schultz reviewed Twitter, Instagram, and Facebook. He expressed thanks for Intern Bailey Veal for her work on the M.e.t.'s social media.

- Bobby Schultz reviewed the article in Tulsa World. The Fire Extinguisher event:
- 45 fire extinguishers, 68 smoke alarms, 99 fluorescent Bulbs and 200 pounds of batteries.

For upcoming events, Bobby Schultz announced Monarchs on the Mountain is September 18th. He said staff is trying to find a host site for a North Tulsa Tire Collection Event in September. There was a brief discussion regarding the fire with Oklahoma Tire Recycling.

Item 11) Update and related discussion on Friends of The M.e.t. Inc. Grants and Funding Opportunity Efforts

Bobby Schultz said Friends of the M.e.t. Inc. is still pursuing to be a part of United Way; however, it is a long lengthy process. He said he will continue to investigate new grants.

Bobby Schultz presented a nomination form to recognize Oklahoma's recycling heroes. He said Friends of the M.e.t. was planning to do an event/fundraiser to recognize the heroes, however, this is unclear with the new Delta variance. He asked all to pass on the nomination form to anyone that could qualify with the categories. He said these heroes will still be recognized even if there is no banquet. This recognition may include photo ops, press releases and awards.

Bobby Schultz displayed a sign asking for donations at each of the centers. He said a separate sign is being made for the television payments.

Item 12) Comments by the Trustees

There were no comments from the Trustees.

Item 13) Comments from the Public

Jerry Schuber said the city did a survey at the Broken Arrow's Farmers Market and there was a lot of positive feedback about The M.e.t.

Item 14) New Business

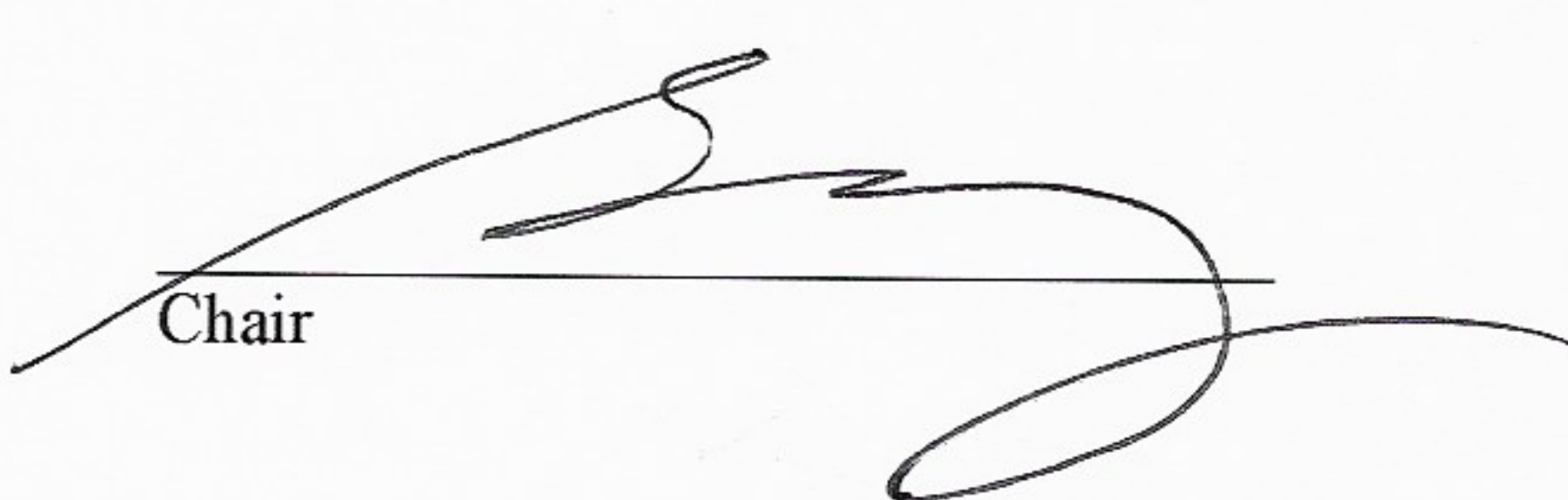
There was no new business.

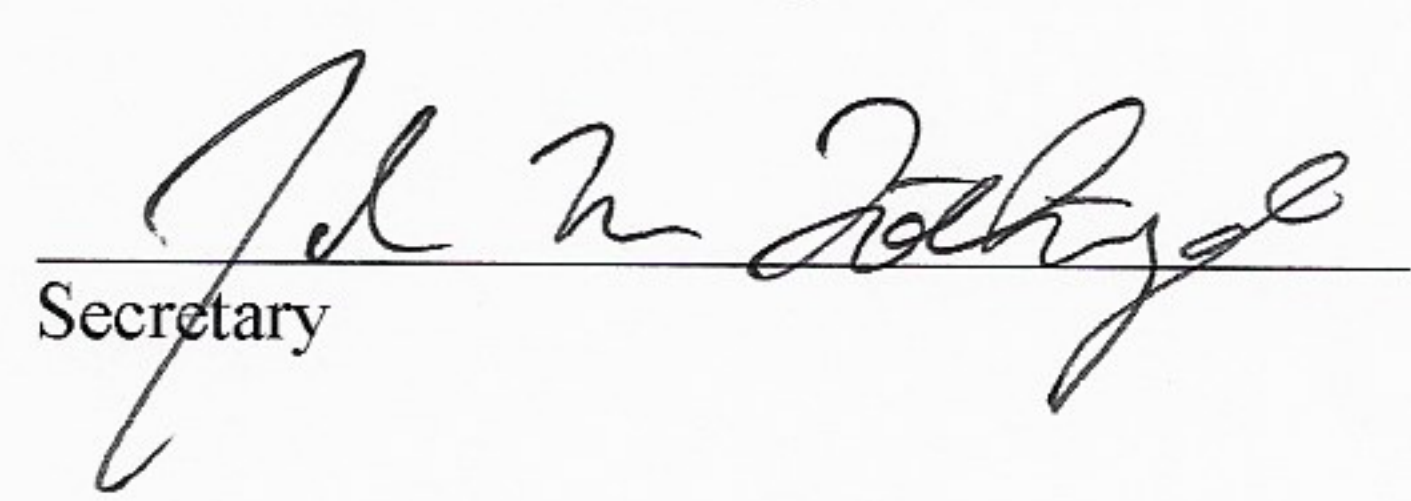
Adjourn

Tim Doyle ^{made} ~~seconded~~ the motion. John Fothergill seconded the motion. The meeting adjourned at approximately 2:02pm.

ATTEST:

Date Approved: 9-9-21


Chair


Secretary