

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**
Thursday, October 14, 2021 1:00PM
St. Francis Conference Room, Tulsa Chamber of Commerce
WTI, One West Third Street, Suite 100, Tulsa, OK
Meeting Minutes

Present

Ellen Bussort, Bixby
Scott Eudey, Broken Arrow
Julie Monnot, Claremore
Craig Stokes, Collinsville
Gerald Gilbert, Glenpool
Charlene Lawrence, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa
John Fothergill, Tulsa Co
Doug Moore, Wagoner

Not Present

Tom Young, Coweta
Jenks Trustee

Others Present

Beth Anne Childs, Attorney
Galea Albana, BA
Jerry Schuber, BA
Wade Fisher, Hinkle & Co
Gary Perceful, New Commercial
Robert Pickens, TRT
Maureen Turner, Tulsa
Bobby Schultz, The M.e.t.
Terrie Hannam, The M.e.t.

The Trustees of The Metropolitan Environmental Trust met on October 14, 2021 as posted with Tulsa City and County Clerks on October 7, 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) Introductions: City of Coweta, City of Jenks Representative, and Auditor

Chair Scott Eudey announced Tom Young as new trustee for Coweta. He said after the last meeting, Tim Doyle told him he is ending his employment with City of Jenks and will end his term as trustee. Despite this fact, he said Tim Doyle still chaired the Finance Budget Committee meeting held earlier this month. He said we will receive a new trustee for the city of Jenks in the coming months. In his absence, Scott Eudey expressed great appreciation for Tim Doyle and his leadership with the Finance Budget Committee.

Scott Eudey welcomed Wade Fisher with Hinkle and Company.

Item 2) Presentation of Draft FY 20/21 Audit, Hinkle, and Company

Wade Fisher asked all to review the draft audit. He announced it is a clean audit and read the opinion on page 8. He said the audit included reviewing how the bookkeeper and staff do the financials and controls. He said there were no recommendations and that the office runs a tight ship with the accounting processes as how money comes in and the checks and balances.

Terry Ball asked about the finalization of the audit. Bobby Schultz said trustees should take the month to review it and make him aware of any questions and then the audit will be on the November agenda for acceptance by the trustees. Scott Eudey reminded all that the November meeting will be on Wednesday, November 10th. John Fothergill expressed appreciation to the auditor. Julie Monnot thanked the staff of The M.e.t. for their efforts in the audit.

Item 3) Consideration, discussion, and possible approval of Minutes for the Board of Trustees meeting on September 9, 2021

John Fothergill moved to approve September 9, 2021 Minutes. Terry Ball seconded the motion. The motion passed unanimously.

Item 4) Report of the Executive Director for September 2021, including specifics on Meetings and Activities

M.e.t. Director Bobby Schultz said Educator Ali Kalenak has moved into the school year in full force and he displayed a list of the classes including District 7 student council and named all the schools who participated with over 400 students. He said Ali is also in the Master Composting class to gain with more knowledge to help in education. He thanked Ellen Bussert for allowing him to be a part of the panel at the OKRA conference. He mentioned the fire extinguisher and tire events.

Bobby Schultz announced plans to discontinue the IDL Bar and Restaurant Pilot Program on November 2nd. He said this program was set up with a grant from the TARE Board and the thought originally was to collect glass and aluminum in the inter-dispersal loop and turn into a revenue for The M.e.t., however, it was perceived as competing with other haulers and services. He said we plan to continue with the Broken Arrow Apartments, the Lindsey House, and the Women in Recovery.

Bobby Schultz said he met with Robert Carr with the City of Jenks who said they are interviewing for Tim Doyle's position and the new trustee will likely be the person in this position. He said Robert Carr would like us to plan a special event inside the city limits of Jenks.

Item 5) Review of Fiscal Year 2021-2022 Financials, including Balance Sheet, Income Statement, General Ledger by Center, Budget Report, and:

Item 5a) Review Budget Report. Consider Approval of Budget Report with Possible Amendment, Transfers and/or Appropriation of Additional Revenues

Bobby Schultz briefly reviewed the *Balance Sheet, General Ledger, and Income Statement*. Regarding the *General Ledger by Center* for the month of September, he said Bixby and Broken Arrow has more income than expense. He reminded all that Coweta had moved from one location to another with more expenses. He said Coweta's electricity was finally turned on yesterday.

Bobby Schultz reviewed the *Budget Report* commenting that we are 25% of the year and said operational revenue is at 50% of the year. The markets are great; however, we have been told the markets will drop at some point. The line for grant revenue shows zero because staff has not billed the DEQ for items yet. Line 21 total revenue is ahead of projections. In regard to expense; educational supplies and hauling expenses are higher than anticipated and there may be a need for adjustments later in the year. Overall, the expenses are in line with the budget. Terry Ball asked about grants. Bobby Schultz said Ali Kalenak has been proactive and just received another grant for after school programs and will go to Friends of the M.e.t. account and at some point, will move to the regular M.e.t. account.

5b) Consider Approval of Receipts and Disbursements for September 2-30, 2021, and October 1, 2021

Bobby Schultz reviewed the following checks:

- Check #25410 Advance Electrical Services for \$842.38 for the connector for the large baler at the Bale Center.
- Check #25418 Debbie Veale for \$106.07 for reimbursement of trailer tire when in Wagoner.

- Check #25419 Garden Deva for \$425 for awards for America Recycles Day. Due to the Delta variant, Friends of The M.e.t. decided not to do a banquet. He said the awards will be given with a promotion and the press.
- Check #25420 Global Tech Environmental Corp for \$3,040.50 for the recycling of household batteries.
- Check #25422 Mullin Plumbing for \$116.00 for a problem at the Bale Center and is going to be subtracted from the rent.
- Check #25432 Republic Services for \$407.71 for dumpster services at East Tulsa and Downtown Tulsa.
- Check #25440 Smiths Welding for \$70 for trailer hitch repair.
- Check #25441 Stein Iron Works for \$850 for a paper roll-off to install a locking mechanism.
- Check #25454 Hinkle and Company for \$5,500 for the balance of the audit.
- Check #25451 Arvest Credit Card for \$736.48 includes an annual charge from bookkeeping software for \$567 and Banners.com for a banner at the new Coweta location.
- Check #25470 Sharron Arron for \$2,084 minus the plumbing expense.

Terry Ball moved to approve the receipts and disbursements as presented for September 2-30, 2021, and October 1, 2021. Ellen Bussert seconded the motion. The motion passed unanimously.

5c) Report of Budget Committee Meeting from September 24, 2021, Regarding Assessment Review for FY 2022-2023

Bobby Schultz said the committee met and it was recommended that the new formula at least ensure they cover the cost of their recycling center and there are only a couple where the revenue is less than expense. He said he plans to propose an average of the last couple of years. There will still be a population component in the assessment and may try to come up with the same cost per citizen on population. He said he would like to schedule another budget committee. He said we will need to find another chair of the budget committee.

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

6a) Nominations and Vote for Treasurer Position

Scott Eudey said one of the pieces of being an officer is being close proximity of The M.e.t. in order to obtain signatures on checks. He said Derek Campbell's name came up during the meeting and commented that trustees may want to discuss this with their city's management. Craig Stokes nominated Derek Campbell for the treasurer position. Scott Eudey said he spoke with Derek Campbell who would like to speak to his city regarding the position to make sure it would not be a burden. He said this item could be tabled to the next meeting.

Terry Ball moved to table this agenda item until the November meeting. John Fothergill seconded the motion. The motion passed unanimously.

Item 7) Consideration, Discussion, and possible approval of Commercial Lease Agreement with Too Many Dogs, LLC for Rental of Warehouse Space Located at 4161 S 33 West Avenue

Scott Eudey asked if the attorney reviewed the agreement. Terrie Hannam said it is the same agreement that the attorney reviewed last year.

John Fothergill moved to approve the agreement with Too Many Dogs. Julie Monnot seconded the motion. The motion passed unanimously.

Item 8) Consideration, Discussion and Possible Approval of a Resolution of the Trustees of the Metropolitan Environmental Trust Setting the Regularly Scheduled Trust Meetings for Calendar Year 2022

The dates proposed for the 2022 year are; January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, and December 8.

Terry Ball moved to approve the resolution with dates as presented. Julie Monnot seconded the motion. The motion passed unanimously.

Item 9) Presentation, discussion and possible action on Recycling Depot Program, including:

Item 9a) August 2021 Material & Revenue Depot Report with Operational Revenue Comparison

Bobby Schultz referred all to page 3 showing the operational revenue at a high and pages 8 and 12 showing Bixby and Collinsville's increase in paper and cardboard. From phone calls, we know citizens from Bartlesville are using the Collinsville Recycling Center. He said the Bartlesville collections are shut down in the city until the TRT transfer station is back open.

On Page 14 of the Material and Revenue Report, Bobby Schultz reminded all the Coweta numbers are down due to the move to the new location. He said we still have to put a fence around three sides of the recycling center. He said the back part of the slab drops significantly so we have to put a fence up to keep anyone from falling. Bobby Schultz reviewed Sand Springs collections commenting they are up in plastic, paper, and used motor oil. He pointed to Page 26 showing pounds of plastics increased in the City of Wagoner.

Item 9b) Update on Bid Process for Staffing Services and E-waste Processor including Discussion for Approval Date of November 10th during the Special Board Meeting

Scott Eudey reminded all the November meeting will start a half hour earlier at 12:30PM and one day earlier on Wednesday, November 10th. Bobby Schultz said the bids are to be open on October 20th.

Item 10) Consideration, discussion, and presentation on Household Pollutant Regionalization, including Voucher Numbers Utilized

Bobby Schultz said 44 vouchers in the month of September. He reviewed the numbers utilized to date. He mentioned Bixby has used 20 and only has 15 left for the rest of the year. He said the pollutant flier will be given out at the Broken Arrow Trash Bash and Recycling Rally on October 23rd.

Item 11) Report of Service Agreement with Stericycle for Sharps Disposal for One Time Event

Bobby Schultz thanked Beth Anne Childs for helping him with the agreement with Stericycle. He said he signed it in order to get the boxes in time for the event. There is no monthly fee and a \$60 fee to pick up the sharps and with each 13-gallon box that contains the sharp boxes is \$50. We will collect sharps and vapes. If this event goes well, we anticipate doing it at the Big Clean Spring event on March 5, 2022 at the Tulsa County Fairgrounds. It is a sixty-month lease.

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

Bobby Schultz reported the intern is back as of Wednesday who helps us with the social media. We posted on cooking oil, the North Tulsa Tire Collection Event, and latex paint disposal. A stat from google shows that over 28,000 people looked up the Broken Arrow Recycling Center this past month and many looked up website.

Bobby Schultz reviewed collections from the Owasso Fire Extinguisher Event and the North Tulsa Tire Collection Event. He commented that it poured hard rain for two hours during the tire event and we utilized a different tire company for processing. He reminded all the previous company was the one that had a huge fire.

Bobby Schultz said the Great Pumpkin Rescue begins November 1st and we are adding the Coweta center for collections. The National Prescription Take Back Day is Saturday, October 23rd and the Central Tulsa Depot is one of the locations along with the trash bash event in Broken Arrow.

In regard to the Broken Arrow Trash Bash and Recycling Rally, we will be collecting medications, sharps, tires, ammunition, batteries, bags, paper shredding, cardboard, and organics. He mentioned the sharps tent is off to one side incase citizens bring the sharps in an inappropriate container, then that citizen will have to transfer their own sharps into the hard container. There was a brief discussion regarding sharps being a problem to trash haulers.

Charlene Lawrence asked if the take back could happen at the Reasor's in Owasso. Terrie Hannam said she will contact CAPSAT and the Reasor's for the event next spring.

Item 13) Report of Friends of the M.e.t. Inc. Board Meeting held October 8, 2021 including Updates on Grants and Funding Opportunity Efforts

Bobby Schultz said he and one of the Friends of the M.e.t.'s director Lynn Starnes met with United Way about Friends of the M.e.t. Inc. being a United Way agency. He said it will be a long process and it will likely be education as our doorway to this funding. The United Way suggested we apply for innovation grant and other collaborating grants.

Bobby Schultz said the Brannin Family Foundation asked us to find matching funds to their donation. He said he applied for other grants utilizing the matching grant scenario. He thanked Ali Kalenak for all her efforts in working on education grants.

Item 14) Comments by the Trustees

There were no comments from the trustees.

Item 15) Comments from the Public

There were no comments from the public

Item 16) New Business

There was no new business.

Adjourn

John Fothergill moved to adjourn. Terry Ball seconded the motion. The meeting adjourned at 2:00 PM

ATTEST:

Date Approved: 11-10-21


Chair

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Secretary