

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**
Wednesday, November 10, 2021 12:30PM
Spirit Aero Systems Room, Tulsa Chamber of Commerce
WTI, One West Third Street. Suite 100, Tulsa, OK
Special Meeting Minutes

Present

Ellen Bussert, Bixby
Scott Eudey, Broken Arrow
Julie Monnot, Claremore
Derek Campbell, Sand Springs
Terry Ball, Tulsa
John Fothergill, Tulsa Co
Doug Moore, Wagoner

Not Present

Craig Stokes, Collinsville
Tom Young, Coweta (on phone)
Gerald Gilbert, Glenpool
Charlene Lawrence, Owasso
Jenks Trustee

Others Present

Beth Anne Childs, Attorney
Jonna Kelley, Assistant to Attorney
Gary Percefull, New Commercial
Robert Lawrence, Show Inc.
Maureen Turner, Tulsa
Bobby Schultz, The M.e.t.
Jerry Schuber, BA
Terrie Hannam, The M.e.t.

The Trustees of The Metropolitan Environmental Trust met on November 10, 2021, as posted with Tulsa City and County Clerks on November 4th and addendum posted on November 5th. There was no quorum at 12:30pm. Chair Scott Eudey called the meeting to order at 1:00 PM. He commented that Tom Young is listening on the cell phone, however since he is not present, will not count as the quorum. 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 Jenks Trustee or Representative

Chair Scott Eudey said there is no announced assigned trustee for City of Jenks at this time.

Item 2) Consideration, discussion, and possible approval of Minutes for the Board of Trustee Meeting On October 14, 2021

Terry Ball moved to approve October 14, 2021 Minutes. John Fothergill seconded the motion. The motion passed unanimously.

Item 3) Consider Acceptance of FY 20/21 Audit, Hinkle, and Company

From the draft audit handed out in October, Scott Eudey mentioned that there was one small double entry that has been corrected. Other than this, there are no substantial changes from last month's presentation. Terry Ball asked about the procedure after the audit is officially accepted. Bobby Schultz said a final bound copy is going to be sent to all the city and county clerks.

Terry Ball moved to accept the FY 20/21 audit. John Fothergill seconded the motion. The motion passed unanimously.

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

M.e.t. Director Bobby Schultz reviewed a handout listing the various educational opportunities. He said he met with United Way regarding Friends of the M.e.t. Inc. becoming one of their agencies they support. With the

Broken Arrow Trash Bash Recycling Event and the Pumpkin Rescue Program, Bobby Schultz said there were many interviews with television and radio in October.

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 October, he mentioned Bixby, Broken Arrow, and Claremore's revenue is higher than the expense on this ledger. He commented that the *Income Statement* had four places where the numbers did not display properly, and he clarified the numbers. He pointed to Line 32 in the *Budget Report* for INCOG noting we are slightly under; however, we are over in Line 57 for fuel. About Baling Center staffing, he said it has been necessary to hire temporary workers to help the Major Group workers keep up with the processes and commented that some of the cost is for these temporary workers. He mentioned that we ordered hats and gloves for the worker holiday party on December 1st and this expense will show up in code #6600 next month. In code #6504 for educational supplies will require a fund transfer into this account at a future meeting.

5b) Consider Approval of Receipts and Disbursements for October 2-31, 2021, and November 1, 2021

Bobby Schultz reviewed the following checks:

- Check #25473 Ali Kalenak for \$102.80 for reimbursement of mileage.
- Check #25482 Debbie Veale for \$72.92 for reimbursement of fuel expense when she was out of range of our usual pumps.
- Check #25495 Stein Iron Works for \$510 for a locking mechanism on a roll-off.
- Check #25497 Terrie Hannam for reimbursement of \$74.86 for a Bluetooth speaker for the phones for telephone meetings.
- Check #25510 Curie Environmental Services, LLC for \$838 for smoke alarm collections.
- Check #25513 Kathy Ballard for used pallets utilized at the Bale Center.
- Check #25519 Owasso Fence Company for \$3,700 for a fence at the Coweta Recycling Center that will be installed in the middle of November.
- Check #25505 Arvest Credit Card for \$1,192.62 for education, sharp boxes, banners, and sliding doors.

Bobby Schultz mentioned the November 1st checks are mainly for the monthly rentals.

Ellen Bussert moved to approve the receipts and disbursements as presented for October 2-31, 2021, and November 1, 2021. Doug Moore seconded the motion. The motion passed unanimously.

5c) Report of Budget Committee Meeting from October 27, 2021, Regarding Overflow funds from FY 20/21 with Recommendation to the Board and Including Possible Approval of Recommendation

Chair Scott Eudey said the budget committee met to discuss the overage amount of \$54,012.48. He mentioned that we have put off purchasing a new vehicle for a couple of years and at this point, we are beginning to face mechanical issues. He said the subject came up for an increase for staff. He explained at the start of the fiscal year, it did not seem prudent due to the pandemic and the city expenses. In the current state of collections at the depots and given the fact that there have been no raises for the staff in quite some time and given the economic climate, they felt it is necessary. The proposal is to take \$6,000 into savings, \$30,000 tagged for a vehicle, and

\$18,000 towards a stipend for each worker, as well as a raise for Robert Maves, Debbie Veale, Aleksandra Kalenak, Gayle Lewis, Clint Marrs, Terrie Hannam, Terri Brannin, and Bobby Schultz. Bobby Schultz said he will have a revision to the budget at the December meeting to reflect these changes. Doug Moore asked if \$30,000 is adequate. Scott Eudey said this was discussed with the committee who decided it is best to tag the money for this and then address any overages once the research for a truck is complete.

Terry Ball moved to approve the recommendation of FY 20/21 overflow to be divided as follows; \$6,000 in savings, \$30,000 for a purchase of a truck in this fiscal year, and \$18,000 divided to the staff for raises and stipends. Doug Moore seconded the motion. The motion passed unanimously.

Item 6) Consideration, discussion, and possible action on the Vacant Treasurer Position with a Term Ending June 30, 2022, including Nominations and Vote for Treasurer Position

Chair Eudey said Derek Campbell has checked with his city and they did not see a conflict in him serving. He asked if there were any other nominations. There was no response.

Scott Eudey moved to recommend and approve Derek Campbell to take the position of treasurer. Julie Monnot seconded the motion. The motion passed unanimously.

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

7a) September 2021 Material and Revenue Depot Report with Operational Revenue Comparison

Bobby Schultz reviewed Septembers' numbers up in glass, cardboard, and metal. He reviewed Page 3 showing ahead in revenue for the year. He mentioned the Collinsville increase is due to citizens from Bartlesville frequenting the site. He mentioned that PepsiCo is doing a promotion where folks can recycle at two Walmarts and Sam's Clubs and sign up to win tickets to the Super Bowl. He said he is keeping his eye on this promotion to see if it effects our collections.

Bobby Schultz said the November Pumpkin Rescue Program is going well and we received quite a few on the first day, November 1st.

7b) Discussion of Extension for Bid Process for Sale of Loose Recyclables from Cage Trailer Hauls

Bobby Schultz said it is time to go out for bid for this service and we would like an extension on the current agreement to do this process.

Terry Ball moved to approve an extension with Show Inc. for the processing of the loose recycling cage hauls. Ellen Bussert seconded the motion. The motion passed unanimously.

7c) Review Bid(s) and Staff Recommendation for Attendant Services at the Sand Springs Recycling Center

Bobby Schultz said there was one bid for this location, Angels Place and is staff's recommendation.

7d) Approve Agreement to Provide Personnel for the Sand Springs Recycling Center

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

7e) Review Bid(s) and Staff Recommendation for Attendant Services at the Downtown Tulsa Recycling Center

Bobby Schultz said there was one bid for this location, Angels Place and is staff's recommendation.

7f) Approve Agreement to Provide Personnel for the Downtown Tulsa Recycling Center

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

7g) Review Bid(s) and Staff Recommendation for Attendant Services at the Collinsville Recycling Center

Bobby Schultz said there was one bid for this location, Angels Place and is staff's recommendation.

7h) Approve Agreement to Provide Personnel for the Collinsville Recycling Center

John Fothergill moved to approve the agreement with Angels Place. Julie Monnot seconded the motion. The motion passed unanimously.

7i) Review Bid(s) and Staff Recommendation for Attendant Services at the Bixby Recycling Center

Bobby Schultz said there was one bid for this location, Angels Place and is staff's recommendation.

7j) Approve Agreement to Provide Personnel for the Bixby Recycling Center

John Fothergill moved to approve the agreement with Angels Place. Julie Monnot seconded the motion. The motion passed unanimously.

7k) Review Bid(s) and Staff Recommendation for Attendant Services at the Glenpool Recycling Center

Bobby Schultz said there were two bids for this location. Angels Place and is staff's recommendation.

7l) Approve Agreement to Provide Personnel for the Glenpool Recycling Center

Derek Campbell moved to approve the agreement with Angels Place. Doug Moore seconded the motion. The motion passed unanimously.

7m) Review Bid(s) and Staff Recommendation for Attendant Services at the Claremore Recycling Center

Bobby Schultz said there was one bid for the Claremore Recycling Center, Home of Hope-Rogers County Training Center. The sole bid is staff's recommendation, however, Bobby Schultz pointed out the attached letter to their bid asking for the current arrangement of hauling cardboard and aluminum and receiving the income for the services. There was a brief discussion regarding the letter inclusion and possibly dropping and re-bidding. Julie Monnot said Claremore is aware of the situation and did not think it was necessary to rebid.

7n) Approve Agreement to Provide Personnel for the Claremore Recycling Center

Terry Ball moved to approve the agreement with Home of Hope Rogers County Training Center. John Fothergill seconded the motion. The motion passed unanimously.

7o) Review Bid(s) and Staff Recommendation for Attendant Services at the Broken Arrow Recycling Center

Scott Eudey asked to abstain from this recommendation. Terry Ball said there is one bid, Show Inc. and asked Bobby Schultz if this is the recommendation. Bobby Schultz responded yes.

7p) Review Bid(s) and Staff Recommendation for Attendant Services at the Broken Arrow Recycling Center

Doug Moore moved to approve the agreement with Show, Inc. Ellen Bussert seconded the motion. Scott Eudey abstains. The motion passed.

7q) Approve Agreement to Provide Personnel for the Central Tulsa Recycling Center

Bobby Schultz said there is one bid for this location, and it is Show Inc. This is staff's recommendation.

7r) Review Bid(s) and Staff Recommendation for Attendant Services at the Central Tulsa Recycling Center

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

7s) Approve Agreement to Provide Personnel for the East Tulsa Recycling Center

Chair Scott Eudey said there is one bid for this location who is Show Inc. Bobby Schultz said this is staff's recommendation.

7t) Review Bid(s) and Staff Recommendation for Attendant Services at the East Tulsa Recycling Center

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

7u) Approve Agreement to Provide Personnel for the Coweta Recycling Center

Chair Scott Eudey said there is one bid for this location who is Show Inc. Bobby Schultz said this is staff's recommendation.

7v) Review Bid(s) and Staff Recommendation for Attendant Services at the Coweta Recycling Center

Doug Moore moved to approve the agreement with Show Inc. Derek Campbell seconded the motion. The motion passed unanimously.

7w) Review Bid(s) and Staff Recommendation for Staffing at the Baling Center

Chair Scott Eudey said there were two bidders. He said in consultation with council, the Major Group was substantially outside of our budget and the bid from Show Inc. had an irregular submission. The recommendation of council is that we reject the bids and go out for bids.

7x) Appropriate action to provide Staffing at the Baling Center, including approval of an Agreement or Rejection Bids and Authorizing the Executive Director to rebid the services

Terry Ball moved to reject the two bids and rebid the services. Derek Campbell seconded the motion. The motion passed unanimously.

Item 8) Consideration, Discussion, and Possible Approval to extend the current Agreement for the Baling Center for a period not to exceed sixty days

Terry Ball moved to extend the current agreement with Major Group for sixty days. Doug Moore seconded the motion. The motion passed unanimously.

Item 9) Review Bid(s) and Staff Recommendation including Respective Contract for E-waste Processor

Bobby Schultz said Natural Evolution is the sole bid and the bid is consistent with the previous contract. Staff recommends Natural Evolution.

Terry Ball moved to the agreement with Natural Evolution. Julie Monnot seconded the motion. The motion passed unanimously.

Item 10) Consider Approval for one-year Renewal for Paper Processing, WM Recycle America LLC
Terry Ball moved to approve the renewal with WM Recycle America LLC. John Fothergill seconded the motion. The motion passed unanimously.

Item 11) Consideration, Discussion, and Presentation on Household Pollutant Regionalization including Voucher Numbers

Bobby Schultz said 216 vouchers have been used from July through October with Broken Arrow leading the way followed by Bixby, Jenks, and Owasso. He said as the quantities run low, staff will contact the cities to give notification.

Item 12) Report of Public Relations & Education, including: Media, Ads, Articles, Fall Events, New Recycling Directory, and Including Discussion on Green Drillers Promotion in Spring 2022

Bobby Schultz said the top posts was with latex paint disposal and second top post was on recycling motor oil. There were many media stories with Fox 23, TV6, and TV8. He said the Broken Arrow Trash Bash and Recycling Rally was a success with the first-time accepting sharps. The final count was seven (thirteen gallon) boxes of sharps that equates to 91 one-gallon containers and the cost is just under \$1,000. He reviewed the numbers from the Take Back Prescription Program held the same day, October 23, 2021.

Bobby Schultz said we are hoping to have the 2022 Recycling Directory available at the December meeting. He announced that we will have a holiday party for our workers at the recycling center on December 1st at Boston Avenue Methodist Church.

Bobby Schultz said the 2022 Green Driller Promotion is something that we need to discuss with Friends of the M.e.t. Inc. It is a night at the game to promote the environment.

Item 13) Report of Friends of the M.e.t. Inc. including updates on Grants, Funding Opportunity Efforts, and America Recycles Day Awards

Bobby Schultz announced that Brannin Family Foundation has committed to more money than expected and it is going to be \$33,000 this year. For America Recycles Day awards, we opted not to do a banquet this year. He said there will be three awards given away with a press release and photo opt. He displayed one of the awards.

Item 14) Comments by the Trustees

There were no comments from the trustees.

Item 15) Comments from the Public

Jerry Schuber from Broken Arrow commented about when researching for a new vehicle to consider the fuel. He also thanked staff for their contribution in the Broken Arrow Trash Bash and Recycling Rally. Bobby Schultz said the event was a great team effort with Gary Percefull with New Solutions as chair, the Wagoner County Sheriff's Department, Broken Arrow Police Department, and more.

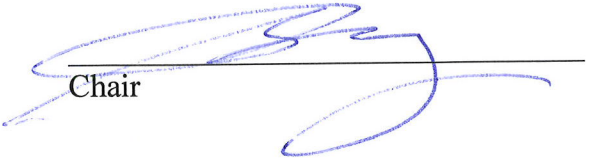
Adjourn

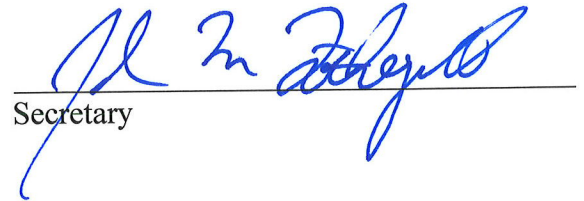
John Fothergill moved to adjourn. Terry Ball seconded the motion. The meeting adjourned at 1:30 PM

Signature Page – November 10, 2021 Minutes

ATTEST:

Date Approved: 12-9-21


Chair


Secretary