

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, February 9, 2023, 1:00PM

Posted to St. Francis Conference Room, Tulsa Chamber of Commerce
Moved to OSU Room (across from the chamber)
WTI, One West Third Street. Tulsa, OK

Meeting Minutes

Present

Scott Eudey, Broken Arrow
Ellen Bussert, Bixby
Julie Monnot, Claremore
Gerald Gilbert, Glenpool
Lauren Kimbrough, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa
James Rea, Tulsa County

Not Present

Craig Stokes, Collinsville
Robyn Murray, Coweta
Barry Parsons, Jenks
Jessica Zwirtz, Wagoner

Others Present

Beth Anne Childs, Attorney
Gayle Lewis, M.e.t.
Terrie Hannam, M.e.t.
Gary Percefull, New Solutions
Billy Quin, New Solutions
Jesse Hale, Glenpool
Maureen Turner, Tulsa
Scott VanLoo, Tulsa
Bobby Schultz, M.e.t.

The Trustees of The Metropolitan Environmental Trust met on February 9, 2023, with Agenda posted on February 2, 2023, with Tulsa City and County Clerks. Chair Scott Eudey called the meeting to order at 1:08 PM. 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) Consider, Discussion, and Possible Approval of Minutes of the Board of Trustees Meeting on January 12, 2023

James Rea moved to approve the January 12, 2023. Ellen Bussert seconded the motion. The motion passed unanimously.

Item 2) Report from the Executive Director for January 2023, including specifics on Education, Meetings, and Meetings and Activities

Bobby Schultz said there were more diversified education opportunities including a Girl Scout Troup meeting. He said there was a KTUL morning show interview regarding the new recycling directory and a KTUL interview for fire extinguisher and smoke alarm event.

Item 3) Review and Discussion of the Fiscal Year 2022-2023 Financials, including Balance Sheet, Income Statement, General Ledger by Center, Budget Report specifically including:

Bobby Schultz reviewed the Balance Sheet and General Ledger by Center. He said with fluctuation in prices, especially paper and cardboard, there is a wider gap between expenses and operational revenue. In reviewing Wagoner, he said it was the only community showing more income than expense due to it not being a full depot center (and just a drop-off recycling trailer).

Item 3a) Review Budget Report, Consider Approval of Budget Report with Possible Amendment Transfers and/or Appropriations of Additional Revenues

Bobby Schultz reviewed the Income Statement showing details of expenditures and income. In reviewing the Budget Report, he noted the following items that were over the 58% of the year:

- Line 11, code 4013 event revenue is under the amount planned.
- Line 17, code 4020 beneficiary assessments is under the amount due to a gap in the billing.
- Line 31, code 6130 INCOG admin services is one month behind in billing to The M.e.t.
- Line 34, code 6509, internet services is over 58%, and, he said Terry Ball recommended we change the name in the next fiscal year to “digital services” since it covers IT, Cox, Zoom, Adobe, and Amazon Prime services.
- Line 38, code 6508 supplies is over due to increase in expense of toners.
- Line 48-50, all processing services, the battery and paper services are up.
- Line 58, code 6127, the amount spent for truck and trailer was \$48,285 and the amount budgeted was \$37,636 and was discussed with the Budget Committee explaining a carryover from the previous year.
- Line 83, code 6515, parking for the intern and rural educator. He commented that next year, we will have to budget more funds in this code.
- Line 86, code 6129, hauling services is for payment of a roll off for tires during an event.
- Line 94, code 6105, PR is over due to America Recycles Day event.
- Line 96, code 6145, rural educator expense is slightly over the 58% and is the money Friends received from the PepsiCo grant.
- Line 97, code 6147, temp workers utilized for tire events is over the amount budgeted.

Item 3b) Consider Approval of Receipts and Disbursements for January 2, 2023, through January 31, 2023, and February 1, 2023

Bobby Schultz reviewed the following disbursements:

- Check #26379 City Bright Properties for \$300 is the new company who took over the Too Many Dogs account for storage.
- Check #26382 All Maintenance Supply for \$1,054.23 is for paper towels and trash bags.
- Check #26407 Ali Kalenak for \$212.98 for mileage reimbursement.
- Check #26411 Brooks Grease Service for \$1,500 for one years’ worth of cooking grease pickups.
- Check #26413 City of Tulsa Refuse for \$50 for the hauling permit to do the IDL hauling.
- Check #26428 Smith’s Welding for \$572 for trailer repairs.
- Check #26431 Tulsa Drillers for \$600 for part of the payment for the tickets for Go Green Night. He explained HF Sinclair has paid Friends of The M.e.t. \$6,600 to sponsor the event and Friends will reimburse The M.e.t. for the \$600.
- Check #26434 Waste Management for \$342.81 for paper processing fees (since the paper market is so low).

Terry Ball moved to approve the receipts and disbursements for January 2, 2023, through January 31, 2023, and for February 1, 2023. James Rea seconded the motion. The motion passed unanimously.

Item 4) Report of the Budget Committee Meeting Discussion Regarding:

Finance Chair Derek Campbell said the committee met on February 1, 2023, to discuss a new budget and transfer funds. He said we will not bring the budget before the board until the March meeting. However, we will discuss the current policy and transfer of funds.

Item 4a) Policy for Reserve Funds and Proposed Amendment to Policy

Bobby Schultz reviewed the handout from the policy manual and read the paragraph as follows:

It is the intent of The M.e.t. to deposit extra funds that are shown after adoption of the audit of the previous fiscal year. This amount is to be deposited in a separate bank account, an interest-bearing savings account. The board

may also approve up to ¾ of the savings amount to be invested in up to 12 month federally insured Certificates of Deposit or similar types of secure investment vehicles. Only upon board approval will money from this fund be transferred into The M.e.t. checking account. The goal is to have six months' worth, half the annual amount of all M.e.t. Trustee "assessments", in reserve.

Bobby Schultz said the committee recommended changing the word "assessments" to "expenses." There was a brief discussion regarding the policy change.

Terry Ball moved to approve the wording for the policy to change from assessments to expenses. Julie Monnot seconded the motion. The motion passed unanimously.

Item 4b) Consider Approval of Transfer of Funds to Reserve Account

Bobby Schultz explained that The M.e.t. Bookkeeper Terri Brannin will be taking on more duties with Terrie Hannam retiring. He presented a memo from the bookkeeper recommending a transfer for \$100,000. Her memo indicated a need for \$600,000 in the savings.

Scott Eudey clarified that the overage was approximately \$137,000 with \$100,000 in the rainy-day fund and \$37,000 in the capital. Terry Ball said this topic was discussed in length during the Finance Budget Committee meeting.

Terry Ball moved to move the \$100,000 into the savings account. Derek Campbell seconded the motion. The motion passed unanimously.

Item 5) Presentation Discussion and Possible Action on Recycling Depot Program, including:

Item 5a) January Material & Revenue Depot Report with Operational Revenue Comparison

Bobby Schultz reviewed the *Material & Revenue Report* and compared November and December collections at the Broken Arrow, Coweta, Sand Springs, and Central Tulsa centers. He commented on paper markets and lack of income for some items. For the Wagoner collections, he mentioned how their collections are consistent and only slightly down in glass collections.

Item 5b) Possible Updates on the East Tulsa Recycling Center and Central Tulsa Recycling Center

Bobby Schultz said there are no updates on the move for the Central Tulsa Recycling Center, although PSO did state they would attempt to find us another location to move the site. He said the agreement for the East Tulsa Center ends on June 30th. He explained he is completing proposals for two locations for the East Tulsa site. One site is near 21st & 129th and the other is near 51st and Garnett. The lot at 51st and Garnett is quite large, and he hopes they will consider allowing the center to be on the lot rent-free.

Item 5c) Review Bid(s) and Staff Recommendation for Hauling of Roll-Off Containers for Paper and Scrap Metal

Bobby Schultz said we received a bid from American Waste Control for \$245 a haul and NeWSolutions for \$185. Staff recommendation is for the lower bid.

Terry Ball moved to award the bid to NeWSolutions. James Rea seconded the motion. The motion passed unanimously.

Item 6) Consideration, Discussion, and Possible Award of bid Hauling of Roll-off Containers for Paper and Scrap Metal Approval and Authorization to enter into an Agreement for those Services

Terry Ball moved to approve the agreement for paper and scrap metal hauling with NeWSolutions. Julie Monnot seconded the motion. The motion passed unanimously.

Item 7) Household Pollutant Regionalization, including Voucher Numbers Utilized

Bobby Schultz said 36 vouchers were utilized in January. He mentioned that Bixby and Collinsville have gone over in their vouchers and will receive invoices for the extra. Sand Springs have only a few left and will not purchase more until the next fiscal year. There was a brief discussion regarding the rural areas of Sand Springs who receive a Tulsa County voucher.

Bobby Schultz said the facility is growing more popular and mentioned that he receives questions during his rotary club meetings about the facility.

Item 8) Agreement with the Childs Law Firm, PLLC

Beth Anne Childs said we do not have a formalized FY 22/23 agreement. She said we have expended \$2,000 this year which is not close to the cap. She said she would like to bring the current year and next year's agreement to the March agenda.

Item 9) Report of the Public Relations & Education, including: Media, Ads, Articles, and Events

Bobby Schultz reviewed the media statistics mentioning the top posts for Facebook and Instagram. He displayed a copy of Bixby's utility stuffer showing information on M.e.t.'s Recycling Directory. A copy of an article written by Patrick Hayes for the OKRA newsletter was shown.

Bobby Schultz announced there is a fire extinguisher & smoke alarm collection this Friday at South Tulsa's Lowes and one Saturday at the Owasso Lowes. He displayed a draft flyer for the Big Spring Clean on March 24th. We are waiting to distribute until the paper shredder sponsor confirms to add their logo to the flyer. Other events on the schedule are as follows:

- March 4, 2023, Big Spring Clean in Tulsa
- April 15, 2023, Tire & E-waste in Bixby
- April 22, 2023, Tire & E-waste, Batteries in Claremore
- April 29, 2023, BA Trash Bash
- April 22 Medication Take Back at Central
- May 6 Tire & E-waste in Collinsville
- June 3 Tire and E-waste in Sand Springs
- Two Special events – April 19 is Enviro Expo at Guthrie Green and April 20 is Go Green Night at Tulsa Drillers

Item 10) Report of Friends of The M.et. Inc. Including Information on Grants and Funding Opportunity Efforts

Bobby Schultz said the Friends received \$6,600 from HF Sinclair for Go Green Night. He thanked Terry Ball for an introduction to Terry Simonson with Tulsa County. He said Mr. Simonson has come up with grant opportunities for him to pursue. He said initial discussions had been conducted with ReVolt on a battery collection grant collaboration. He also noted that the proposal for a SWIFR grant had been completed. The grant will go through the City of Tulsa, with all met members signing letters of support.

Item 11) Comments by the Trustees

There were no comments from the Trustees.

Item 12) Comments from The Public

There were no comments from the public.

Item 13) New Business

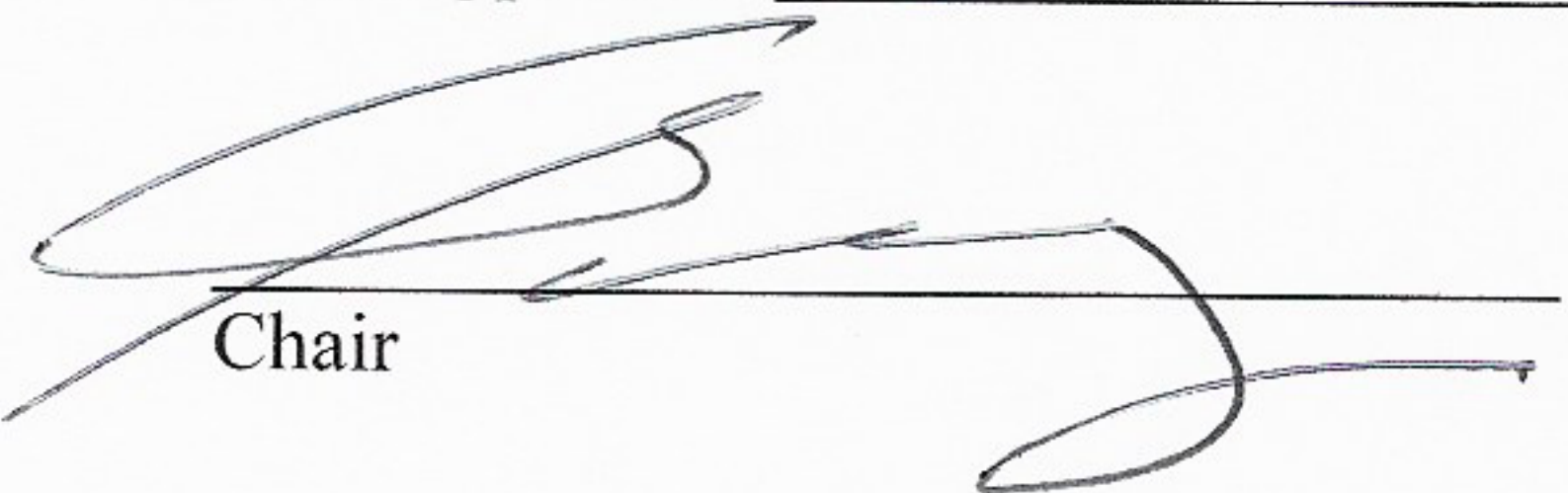
Terrie Hannam asked James Rea and Lauren Kimbrough to sign Oath of Office form after the meeting

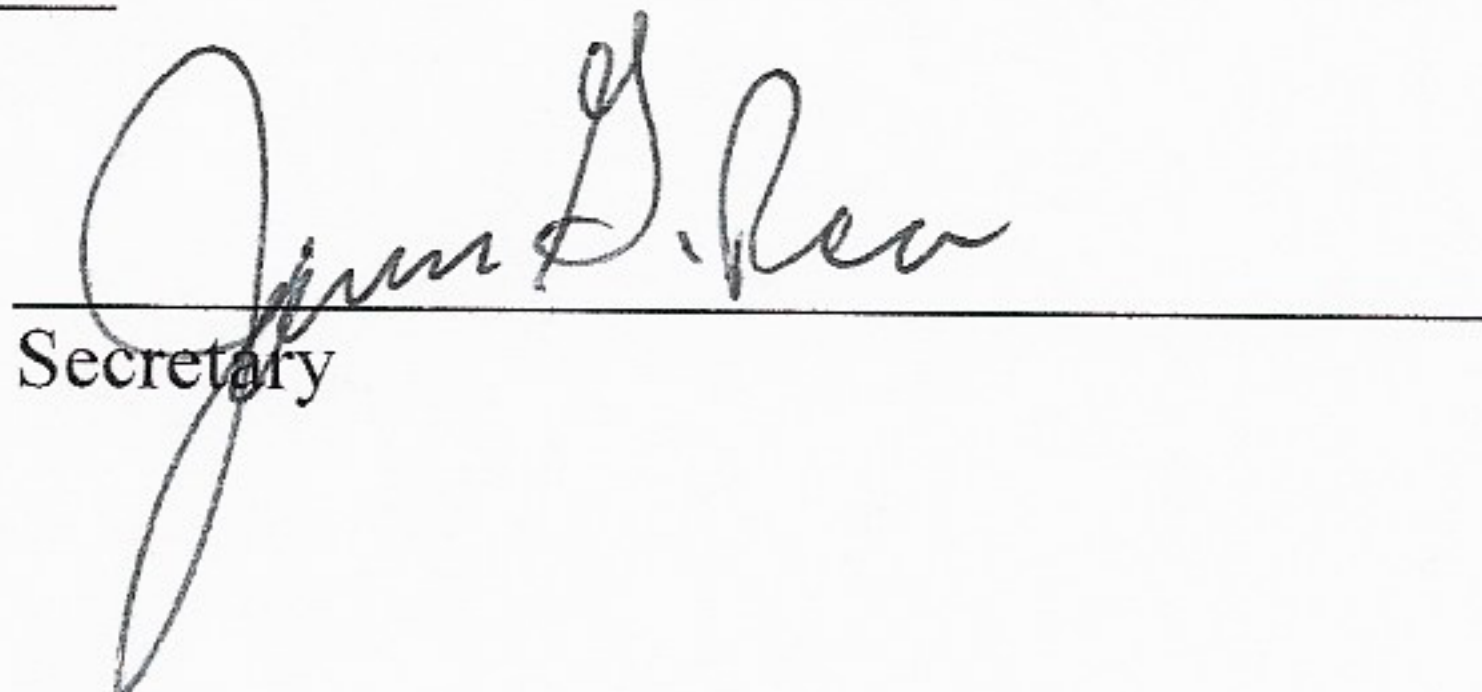
C. Adjourn

Terry Ball moved to adjourn. Julie Monnot seconded the motion. The motion passed unanimously. The meeting adjourned at 1:55pm

ATTEST:

Date Approved: 3-9-23


Chair


Secretary