

**METROPOLITAN ENVIRONMENTAL TRUST  
BOARD OF TRUSTEES MEETING**  
Thursday, March 9, 2023, 1:00PM  
St. Francis Conference Room, Tulsa Chamber of Commerce  
WTI, One West Third Street, Tulsa, OK  
*Meeting Minutes*

**Present**

**Not Present**

**Others**

**Present**

Scott Eudey, Broken Arrow  
Ellen Bussert, Bixby  
Julie Monnot, Claremore  
Robyn Murray, Coweta  
Jesse Hale, Glenpool  
Barry Parsons, Jenks  
Lauren Kimbrough, Owasso  
Derek Campbell, Sand Springs  
Terry Ball, Tulsa  
James Rea, Tulsa County  
Jessica Zwirtz, Wagoner

Craig Stokes, Collinsville

Kim Payne, Attorney  
Gayle Lewis, M.e.t.  
Terrie Hannam, M.e.t.  
Kathryn Barte, M.e.t.  
Gary Percefull, New Solutions  
Bobby Schultz, M.e.t.

The Trustees of The Metropolitan Environmental Trust met on March 9, 2023, with Agenda posted on March 2, 2023, with Tulsa City and County Clerks. Chair Scott Eudey called the meeting to order at 1:01 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) Introductions: New City of Glenpool Trustee and Re-Introduction of Wagoner Trustee**

Scott Eudey introduced Jesse Hale, the Glenpool Public Works Director and re-introduced Jessica Zwirtz the Wagoner Director of Development Services. Scott Eudey had the attendees introduce themselves to the new trustees.

**Item 2) Consider, Discussion, and Possible Approval of Minutes of the Board of Trustees Meeting on February 9, 2023**

Terry Ball moved to approve the February 9, 2023, Minutes. Ellen Bussert seconded the motion. The motion passed unanimously.

**Item 3) Report from the Executive Director for February 2023, including specifics on Education, Meetings, and Meetings and Activities**

Bobby Schultz said there were problems with technology in our office and apologized for our email difficulties. He said our educator Ali Kalenak mainly taught at the usual schools of Tulsa Union and Broken Arrow schools. Ali Kalenak and Patrick Hayes attended the Keep Oklahoma Beautiful Workshop on February 2, 2023. Bobby Schultz also commented on the Fire Extinguisher and Smoke Alarm Events held in Tulsa at the 71<sup>st</sup> and 169 Lowe's location and the Owasso Lowe's as successful events. He said February was a busy month with education, events, and meetings. He had a meeting with Restored Organic, where he discussed a possible sponsorship for the Enviro Expo Event.



**Item 4) 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 the Balance Sheet balanced in the amount of \$619,483.80. Bobby Schultz reviewed the Income Statement's information. In reference to the *General Ledger by Center*, the income for most drop off centers is about half of the expenses. In reviewing Coweta and Glenpool, he pointed out a significantly higher expense to income ratio. He said we need to promote those two recycling centers to encourage residents to recycle.

**Item 4a) 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 67% of the year:

- Line 48, code 6135 Processing Services (Paper) is over the amount planned due to being charged now for processing.
- Line 50 code 6139 Professional Service Battery Disposal is over due to increase in hauling expense.
- Line 86, code 6129 Event Hauling Services has increased due to rental of tire roll-offs.
- Line 96, code 6145, Rural Educator is funded by PepsiCo Grant, need to transfer funds from Friends of The M.e.t.
- Line 98, code 6507, is for our intern Holly Hiltz who is soon taking a position at another company. Schultz introduced Kathryn Bartee who will be our intern for the summer.
- Line 100, Processing E-waste/Sharps, includes the fee of \$225 for Sharps.

**Item 4b) Consider Approval of Receipts and Disbursements for February 2, 2023, through February 28, 2023, and March 1, 2023**

Bobby Schultz reviewed the following disbursements:

- Check #26445 Boomerang Printing for \$45 for Ali Kalenak's business cards.
- Check #26449 Global Tech Environmental Corp. for \$ 5,226.31 for household battery processing.
- Check #26450 Holly Hilst for \$67.50 is for intern, Kathryn Bartee will start in the summer.
- Check# 26478 ARVEST Bank for \$731 this includes a charge for \$36.40 for Gayle Lewis to become a notary.
- Check #26491 Pro Overhead Door, for \$218.50 repair of overhead door at the Baling Center.
- Check #26494 Staples More Account for \$1011.25 this included a new printer for the bookkeeper.
- Check #26495 System Scale Corp for \$2498.74 is for replacement of floor scale at Baling Center due to severe rodent damage.
- Check #26498 Tulsa Regional Chamber for \$573.00 for annual membership.
- Check# 26505 City Bright Properties for \$300.00, this company purchased Too Many Dogs.

**Terry Ball moved to approve the receipts and disbursements for February 2, 2023, through February 28, 2023, and for March 1, 2023. Robyn Murray seconded the motion. The motion passed unanimously.**

**Item 5) Report of the Budget Committee Meeting Discussion Regarding:**

Finance Chair Derek Campbell said the committee met on March 2, 2023, to discuss a new budget. He asked Bobby Schultz to discuss the specifics of the proposed FY 23/24 Budget.

**Item 5a) Review FY 22/23 Current Budget, Consider Approval of INCOG's Administration Expense with Positions Changing and Recommendation for Transfers**



Bobby Schultz reviewed the FY 22/23 current budget, he said the budget for the 8 months is at 67% of budget. He said that the budget is in mostly in alignment with the projected numbers. He sees no need for any changes currently. He reviewed the INCOG administration expense and said it will be \$442,728, which will be less next year due to Terrie Hannum's retirement. He explained that Gayle Lewis will be taking the Office Manager position and there would be restructuring with the bookkeeper taking on more responsibilities. The PepsiCo Grant for Rural Educator has ended. Schultz said Patrick Hayes has been an asset to The M.e.t., so Patrick will become our Event Coordinator.

Item 5b) Review FY 23/24 Proposed Budget and Assessments

Bobby Schultz reviewed the FY 23/24 Proposed Budget, he discussed that he was conservative with the revenue proposed for FY23/24 Budget. Most of the proposed expenses are in alignment with the budget from FY 22/23. A few items that he discussed were an increase in Contract Labor/ Bookkeeping due to Terrie Hannam changing to contract labor through the end of April, and Terri Brannin assuming more financial and inventory duties. He discussed supplies increasing due to increased cost for toner. He also pointed out that the Contract Event/Educator line item would increase since Patrick Hayes will take on event supervision in addition to part-time education. Education Support Services will increase due to an added intern for office work.

Item 5c) Consider Approval of FY 23/24 Budget and Assessments

Bobby Schultz explained that he tried to keep the increase in assessments at minimal increase. He pointed out that Bixby would have five more vouchers and Broken Arrow will increase to 20 vouchers.

Scott Eudey asked if anyone had questions for the Proposed Budget for FY 23/24, or if it could go to a vote. There were no further questions.

**Barry Parsons moved to approve the FY 23/24 Budget and Assessments. Julie Monnot seconded the motion. The motion passed unanimously.**

**Item 6) Presentation Discussion and Possible Action on Recycling Depot Program, including:**

Item 6a) January Material & Revenue Depot Report with Operational Revenue Comparison

Bobby Schultz reviewed the Material & Revenue Report and explained January solids increased over Decembers solids, he commented that paper weights had increased significantly, and revenue was slightly down, and liquids were up. He reviewed the Sand Springs Recycling Center and stated that we have a new supervisor at the recycling center, and operations are going more smoothly.

Item 6b) Possible Updates on the East Tulsa Recycling Center and Central Tulsa Recycling Center

Bobby Schultz said the Central Tulsa Recycling Center still has no added information on a new location, although PSO is still trying to find a location to move the site. He said the agreement for the East Tulsa Center ends on June 30<sup>th</sup>. He said if he is unable to move East Tulsa Center at that time, he will need to close the center due to the location being a bad site. He explained he is hoping to have information on moving the East Tulsa Center on Monday, March 13, 2023.

Item 6c) Discussion of Glass Hauling Bid Schedule

Bobby Schultz said it is time for the glass hauling to go out for bid.

**Item 7) Consideration, Discussion, and Possible approval of a Professional Service Agreement with Childs Law Firm, PLLC, for fiscal year 2022-2023**

Kim Payne reviewed the FY22/23 agreement and asked for consideration of approval.

**Terry Ball moved to approve the agreement for The Child's Law Firm PPLC. For FY 22/23 Derek Campbell seconded the motion. The motion passed unanimously.**



**Item 8) Consideration, Discussion, and Possible approval of a Professional Service Agreement with Childs Law Firm, PLLC, for fiscal year 2023-2024**

Kim Payne reviewed the FY 23/24 agreement and asked for consideration of approval.

**Terry Ball moved to approve the agreement for The Child's Law Firm PPLC. For FY 22/23 Derek Campbell seconded the motion. The motion passed unanimously.**

**Item 9 Household Pollutant Regionalization, including Voucher Numbers Utilized**

Bobby Schultz reviewed the *Voucher Accounting Report* for February 2023, he stated that February was lower in part to February being a shorter month.

**Item 10) Report of the Public Relations & Education, including: Media, Ads, Articles, and Events**

Bobby Schultz reviewed the media statistics mentioning there was a 36.5% increase in Facebook views. He pointed out the drastic headline from Channel 2 News "Tulsa M.e.t. holds recycling event to collect mercury based, radioactive materials". Even though the statement was just referring to small quantities in items being collected, he felt it got the attention of the public to attend the two Smoke Alarm and Fire Extinguisher Collection Events, one in Tulsa Lowe's and one in Owasso Lowes.

Bobby Schultz announced there are still more events in the future and he displayed flyers for the following:

- April 15, 2023, Tire & E-waste in Bixby
- April 22, 2023, Household Hazardous Waste Collection Event in Claremore
- April 22, 2023, Prescription Take Back Day at Central Tulsa
- May 12 and 13, 2023, Smoke Alarm and Fire Extinguisher Collection Event (Bobby stated the Lowe's at 15<sup>th</sup> and Yale is very excited about the event.)
- Two Special events – April 19 is Enviro Expo at Guthrie Green and April 20 is Go Green Night at Tulsa Drillers

Bobby Schultz discussed the Big Spring Clean Event at the Expo Center at the Tulsa Fairgrounds. He stated it went well and there were nearly 1,900 tires collected. He discussed the posted limit of 10 tires per vehicle, but some brought larger quantities. They were not turned away. Terry Ball asked about how many vehicles brought tires, Bobby Schultz explained that we still do not have the report yet for that information. He presented a *Preliminary Numbers for Collection* at the Big Spring Clean Event. He stated that there may have been less attending, but it seemed like the citizens were bringing larger amounts of collected materials.

Bobby Schultz presented a chart reporting on the South Tulsa and Owasso Smoke Alarms and Fire Extinguishers Event.

**Item 11) Report of Friends of The M.et. Inc. Including Information on Grants and Funding Opportunity Efforts**

Bobby Schultz said the Friends of The Me.t. received sponsorships for the Enviro Expo including, OKRA, US Ecology, Under the Canopy, Tulsa Master Recyclers, PSO, Keep Oklahoma Beautiful. He mentioned sponsorship for The Tulsa Drillers Go Green Night, by HF Sinclair.

**Item 12) Comments by the Trustees**

There were no comments from the Trustees.

**Item 13) Comments from The Public**

There were no comments from the public.



**Item 14) New Business**

There was no new business.

**C. Adjourn**

**James Rea moved to adjourn. Julie Monnot seconded the motion. The motion passed unanimously. The meeting adjourned at 1:57pm**

ATTEST:

Date Approved: 4-13-23

  
Chair

  
Secretary