

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, May 11, 2023, 1:00PM
St. Francis Conference Room, Tulsa Chamber of Commerce
WTI, One West Third Street, Tulsa, OK

Meeting Minutes

Present

Scott Eudey, Broken Arrow
Julie Monnot, Claremore
Robyn Murray, Coweta
Barry Parsons, Jenks
Lauren Kimbrough, Owasso
Derek Campbell, Sand Spring
Terry Ball, Tulsa

Not Present

Ellen Bussert, Bixby
Craig Stokes, Collinsville
Jesse B Hale, Glenpool
James Rea, Tulsa County
Jessica Zwirtz, Wagoner

Others

Beth Ann Childs, Attorney
Bobby Schultz, M.e.t.
Gayle Lewis, M.e.t.
Kathryn Bartee, M.e.t.
Patrick Hayes, M.e.t.
Jerry Schuber, Broken Arrow
Maureen Turner, Tulsa
Robert Lawrence, Show Inc.
Ashton Terhune
Gary Percefull, New Solutions

The Trustees of The Metropolitan Environmental Trust met on May 11, 2023, with Agenda posted on May 3, 2023, with Tulsa City and County Clerks. Chair Scott Eudey called the meeting to order at 1:00 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) Consideration, Discussion, and Possible Approval of Minutes of the Board of Trustees Meeting on April 13, 2023

Robyn Murray moved to approve the April 13, 2023, Minutes. Julie Monnot seconded the motion. The motion passed unanimously.

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

Bobby Schultz said there were several new schools receiving our recycling education programs in the Tulsa area. He said we had an increase in the education afterschool programs on recycling in the schools this month. He reviewed the events, highlighting Bixby Collection event, Enviro Expo, and the Broken Arrow Trash Bash and Recycling Rally. He said he gave interviews with Channel 2 Morning Show, Fox 23, and Channel 6 about the 24th Annual Enviro Expo. Bobby Schultz also reviewed the *Outreach and Meetings* for April, mentioning NSU Symposium of the American Indian, with hopes of building a partnership for future recycling possibilities.

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 the Balance Sheet balanced in the amount of \$591,374.22. Bobby Schultz stated the liabilities and capital balanced. He reviewed the Income Statement's information. In reference to the General Ledger by Center, the revenue is half of what the expense is at most of our recycling centers. Bobby Schultz said Broken Arrow credit amount is better in line with the

debit amount. In reviewing Coweta and Glenpool, he pointed out a significantly higher expense to income ratio. and we still need to promote the recycling centers to increase citizen interest in recycling.

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 83% of the year:

- Line 20 Total Budgeted Revenue and Actual Revenue were compared.
- Line 40 General Administration Total Budgeted Expense and Actual Expense were compared, and expenses were under budget.
- Line 31 INCOG administration fees are well below what was budgeted, and the actual expense was well under budget.
- Line 39 Telephone Services Total Budgeted Expense and Actual Expense were reviewed.
- Line 50 Professional Service of Battery Disposal Total Budgeted Expense and Actual Expense was reviewed, and he commented that the expense is significantly over budget, but this shows we are eliminating batteries out of landfills.
- Line 52 Electric Service Budgeted expense was reviewed, and the Actual Expense is over budget particularly for Broken Arrow and the Baling Center.
- Line 76 Recycling Depot Program Budget and Actual Revenue were compared and are within budgeted amount.
- Line 97 Budget and Actual Revenue were compared, and Bobby Schultz stated that Temp worker expense has increased due to an increased number of collection events.

Item 3b) Consider Approval of Receipts and Disbursements for April 2, 2023, through April 30, 2023, and May 1, 2023

Bobby Schultz reviewed the following disbursements:

- Check #26528 ABCO Rents for \$2082.84 for tents, tables, and chairs for Enviro Expo
- Check #26573 Arthur J. Gallagher & CO for \$487.60 for Inland Marine insurance policy.
- Check #26580 INCOG for \$33,337.77 for Administration services for March 2023.
- Check# 26581 Jerrad Cody Clinton for \$300 for music at Enviro Expo Event.
- Check #26593 Smith's Welding, Fabricating & Repair, for \$3716.00 for Fabricated metal basket and floor repair for a trailer.
- Check #26597 Arthur J. Gallagher & CO for \$10,180.24 for General Liability Insurance for The M.e.t.
- Check #26602 501 Tech for \$514.50 for Quarterly IT services and security.
- Check #26606 INCOG for \$33,337.77 for Administration services for April 2023.
- Check #26617 Stand-By Personnel for \$272.48 for Temporary workers to move tires at the Bixby Collection Event.
- Check #26619 Stein Iron Works for \$400.00 to repair locking mechanism on glass roll-off.
- Check #26623 Waste Management Recycle America \$3126.90 for Paperboard processing.
- Check #26603 ARVEST Credit Card for \$1514.34 for Enviro Expo mailers, Gift card and Event insurance were mentioned has cost increases for events.

Bobby Schultz reviewed the lease payments for May 1st, 2023, he commented that Too Many Dogs leasing company had been bought out by City Bright Properties.

Terry Ball moved to approve the receipts and disbursements for April 2, 2023, through April 30, 2023, and for May 1, 2023. Barry Parsons seconded the motion. The motion passed unanimously.

Item 4) Presentation Discussion and Possible Action on Recycling Depot Program, including:

Item 4a) March Material & Revenue Depot Report with Operational Revenue Comparison

Bobby Schultz reviewed the Material & Revenue Report and explained March solids and revenue increased over February mainly due to the large amount of paper and cardboard. He said in the overview of the centers most solids increased due to paper and cardboard. Glenpool and Collinsville though had an increase in glass as well as paper and cardboard.

Item 4b) Possible Updates on the East Tulsa Recycling Center and Central Tulsa Recycling Center

Bobby Schultz said the Central Tulsa Recycling Center still has no updates for a new location. He said for the East Tulsa location he still has been unable to contact the manager at At Home retail store to discuss moving East Tulsa Recycling Center to that location.

Item 5) Consideration, Discussion and Possible Renewal of Fiscal Year 2023/2024 for the Oil Processing Agreement, OSI Environmental Inc.

Scott Eudey asked for appropriate action regarding the OSI Environmental Inc. Renewal Agreement for oil processing and asked if there had been any changes with this agreement. Bobby Schultz responded that there were no changes. Robyn Murray asked if the price had gone up and Bobby Schultz said there was no change in expense.

Robyn Murray moved to award the bid and approve an agreement with OSI Environmental Inc. For FY 23/24 Terry Ball seconded the motion. The motion passed unanimously.

Item 6) Consideration, Discussion and Possible Approval of Fiscal Year 2023/2024 Agreement for the Provision of Services with the Following Entities:

- a) Broken Arrow Municipal Authority
- b) City of Claremore
- c) City of Jenks
- d) Sand Springs Municipal Authority
- e) City of Wagoner
- f) Tulsa County

Scott Eudey asked for appropriate action regarding the Agreement for the Provision of Services for the above entities and said these agreements are the same Government agreements as in the past and he saw no reason not to approve these agreements.

Robyn Murray moved to approve the agreements for Broken Arrow Municipal Authority, City of Claremore, City of Jenks, Sand Springs Municipal Authority, City of Wagoner, and Tulsa County Agreements for FY 23/24 Derek Campbell seconded the motion. The motion passed unanimously.

Item 7) Consideration, Discussion and Possible Action, Including Approval of a Lease Agreement for Downtown Recycling Center with Betty Henry Trust c/o BancFirst Trustee

Bobby Schultz said there were no changes in the Betty Henry Trust c/o BancFirst Trust Agreement other than a \$25.00 increase per month.

Terry Ball moved to approve the agreement for Betty Henry Trust c/o BancFirst Trust Lease Agreement for FY 23/24 Julie Monnot seconded the motion. The motion passed unanimously.

Item 8) Consideration, Discussion and Possible Action, Including Approval of a Lease Agreement for The M.e.t. Warehouse with City Bright Properties

Bobby Schultz asked Beth Ann Childs from The Child's Law Firm to discuss the lease agreement for the warehouse with City Bright Properties. Beth Ann Childs said she had reviewed the lease agreement and found several things that she felt should be removed from the agreement and had discussed these items with the Landlord and was able to get all removed but the maintenance section of the agreement. She was able to have a comprise on The M.e.t. only being liable for up to \$500.00 per occurrence for major repairs or replacement. She also discussed the increase in installment payments for the next 3 years. Terry Ball asked if there had been many repairs over the lease period. Bobby Schultz informed him there had been no repairs to the rental of the warehouse. Bobby Schultz was asked how long we had been at the location, and he replied at least seven to eight years. Scott Eudey stated that the rent was probably low compared to what might be available if The M.e.t. looked for another warehouse location, and Bobby Schultz agreed.

Terry Ball moved to approve the agreement for City Bright Properties Lease Agreement for FY 23/24 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 April 2023, he stated that April was only one voucher higher than March. Bobby Schultz said that there were several vouchers in the negative and asked the trustees to review the report and expect invoices for those overages. Robyn Murray questioned who makes the decision on paying if the vouchers go over or not. Bobby Schultz told her that the trustees make the decision for the city on if they will pay for more vouchers if they run out or if they stop the use of vouchers until they receive more for the next fiscal year. Julie Monnot explained that Claremore had gone over, and she asked The M.e.t. to invoice her for more. Terry Ball stated that the vouchers will go up in cost next year or there may be less pounds accepted.

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

Bobby Schultz reviewed the media statistics. He reviewed the article that Patrick Hayes wrote for OKRA newsletter. He talked about the collection event numbers for the Bixby Collection Event and Broken Arrow Trash Bash and Recycling Rally. He reviewed the TV interviews for Enviro Expo and advertisement.

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

- May 12 and 13, 2023, Smoke Alarm and Fire Extinguisher Collection Event
- June 3, 2023, Tire and E-waste Collection Event in Sand Springs

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

Bobby Schultz presented information that The Me.t. received grants for the summer education programs. Ali Kalenak applied for two grants one was from the Opportunity Project Grant for \$2441.00 and the other grant was from Tulsa Regional Stem Alliance for \$2000.00 to help with education supplies. He also said that the Friends Board will be reimbursing The M.e.t. for more Enviro Expo expenses.

Item 12) Research on Styrofoam Recycling Project, Conducted by: Evelyn Johnson, M.e.t. Intern

Bobby Schultz presented the “Research on Styrofoam Recycling Project” by our intern Evelyn Johnson. He praised the research that she did and explained that he attended her presentation at Cascia Hall Preparatory School in Tulsa.

Item 13) Comments by the Trustees

Barry Parsons said that Jenks had their Jenks Kiwanis Club Trash Bash on May 13, 2023, and it collected containers of bulky waste, and it was a successful event.

Item 14) Comments from The Public

Jerry Schuber from Broken Arrow discussed how much they appreciate The M.e.t. with their participation in the Broken Arrow Trash Bash and Recycling Rally and we had helped with the event for several years and he thanked The M.e.t. for their assistance.

Item 15) New Business

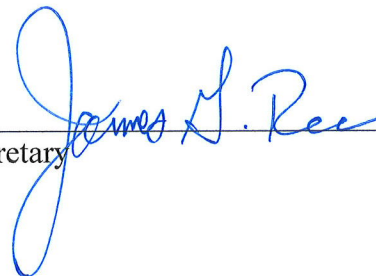
C. Adjourn

Robyn Murray moved to adjourn. Derek Campbell seconded the motion. The motion passed unanimously. The meeting adjourned at 1:49 pm

ATTEST:

Date Approved: 6/8/2023


Chair


Secretary