

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**
Thursday, January 11, 2024, 1:00PM
St. Francis Conference Room, Tulsa Chamber of Commerce
WTI, One West Third Street. Suite 100, Tulsa, OK
Meeting Minutes

Present

Lisa Ford, Broken Arrow
Ellen Bussert, Bixby
David White, Claremore
Jesse Hale, Glenpool
Barry Parsons, Jenks
Lauren Kimbrough, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa
James Rea, Tulsa County

Not Present

Craig Stokes, Collinsville
City of Coweta
Jessica Zwirtz, Wagoner

Others Present

Beth Anne Childs, Attorney
Bobby Schultz M.e.t.
Gayle Lewis, M.e.t.
Kathryn Bartee M.e.t.
Gary Percefull, New Solutions
Galea Albano, Broken Arrow
Jerry Schuber, Broken Arrow
Jacob Hagen Tulsa
Heath Kirkeby, Tulsa
Maureen Turner, Tulsa
Scott Van Loo, Tulsa
Beth Anne Childs, Intern

The Trustees of The Metropolitan Environmental Trust met on January 11, 2024, with Agenda posted on January 3, 2024, with Tulsa City and County Clerks. Chair James Rea 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) Introductions: Possible Coweta Trustee

Bobby Schultz said we are still waiting for the City of Coweta to assign a new trustee. He has contacted them but has had no reply.

Item 2) Consider, Discussion, and Possible Approval of Minutes of the Board of Trustees Meeting on December 14, 2023

Derek Campbell moved to approve the December 14, 2023, minutes. James Rea seconded the motion. The motion passed unanimously.

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

Since the schools have been out for the Christmas holiday, Bobby Schultz said we have had no classes. He reviewed the meetings and listed the upcoming events for Spring and mentioned Claremore Collection Event was not on the list, but it has been scheduled for April 6, 2024.

Item 4) Review and Discussion of the Fiscal Year 2023-2024 Financials, including Balance Sheet, Income Statement, General Ledger by Center, Budget Report specifically including:

Bobby Schultz reviewed the Balance Sheet and said the Total Assets were \$693,050.01 and matched the Total Liabilities and Capital. He reviewed the General Ledger Trail Balance by Center. In reviewing Broken Arrow

debit to credit ratio, he said out of all the centers they were at the two to one ratio. He noted that most of the other recycling centers were at a three to one ratio.

Item 4a) Review Budget Report, Consider Approval of Budget Report with Possible Amendment Transfers and/or Appropriations of Additional Revenues

Bobby Schultz reviewed the Budget Report noting the income from Grants was still below the 50 percentage for the year, but the Brannin Family Foundation donation had not been transferred yet from Friends of The M.e.t. to The M.e.t. As far as expensed he mentions some of the ones that were over the 50 percent mark.

- Line 34 Internet was budgeted for \$5,200 and is at \$3726.31.
- Line 38 Supplies was budgeted for \$7,500.00 and is at \$3755.45.
- Line 46 Dumpster Service was budgeted for \$9,000 and is at \$6520.57.
- Line 51 Professional Service Battery Disposal was budgeted for \$11,000 and is at \$ 14,675.70 and would probably go as high as \$33,000 due to increase of collection of household batteries.
- Line 60 Non-Capital Equipment was budgeted for \$3,000 and is at \$2,017.87.
- Line 62 Baling Center Payroll was budgeted for \$45,000 and is at \$22,852.48.
- Line 67 Rental, Bale Center was budgeted for \$35,00 and is at \$18,808.50.
- Line 68 Site Maintenance-Improvement and Signage was budgeted for \$4,500 and is at \$2,446.71 due to replacing signs at Collinsville and Broken Arrow and purchase of item magnetic signs.
- Line 89 Enviro Expo, tents and Misc. Events is \$4,200 and none has been expended but this amount will be used as we have the Enviro Expo event.
- Line 91 Supplies was budgeted for \$5,800 and is at \$6,583.79, this amount will be recovered once amounts are submitted for grant replenishment.
- Line 93 Worker Support was budgeted for \$500.00 and is at \$526.00 due to the increase in participation of events and will increase with the added events for FY 23/24.

Item 4b) Consider Approval of Receipts and Disbursements for December 2, 2023, through December 31, 2023, and January 1, 2024

Bobby Schultz reviewed the following disbursements:

- Check #27033 Trophy and Plaque Plus for \$129, he reminded the trustees that the check in last month's receipts was deleted to replace this check at a lower amount.
- Check #27035 American Compactor for \$144 for bulb crusher chain replacement,
- Check #27038 Graham Brannin for \$305.00 for attendant at the Collinsville Recycling Center along with his son.
- Check #27041 Debbie Veale for \$40.41 for field vehicle fuel due to pumps being down at the City of Tulsa
- Check #27056 Signs Now for \$1310.50 for signs at Collinsville, Broken Arrow, and items signs.
- Check #27060 Tulsa Lube for \$407.356 for brakes for our 2018 F250 field vehicle.
- Check #27064 ARVEST Bank for \$2665.58 for Education supplies, administration supplies, annual renewal for word press hosting, and mail chimp for email of newsletters for ARD award winners, and M.e.t. annual newsletter.
- Check #27065 Betty J. Henry Trust C/O BancFirst TTEE for \$2947.00 for Property tax.
- Check #27081 Sharon Aaron for \$3088.50 for property tax.
- Check #27082 Uline for \$467.25 for stretch wrap at the Baling Center for wrapping bales of plastics.

Bobby Schultz said the checks for January 1st are for our monthly rentals except the check made out to him which is the auto and phone allowance.

Terry Ball moved to approve the receipts and disbursements for December 2, 2023, through December 31, 2023, and for January 1, 2024. Derek Campbell seconded the motion. The motion passed unanimously.

Item 4c) Discussion Regarding Budget Committee Meeting January 4, 2024

Bobby Schultz said the following items that were discussed at the meeting are as follows:

- Carryover funds from FY 22/23, there was no motion to transfer and Beth Anne Childs, M.e.t. attorney advised for this to be a line item for approval at our next meeting.
- Assessments, Bobby Schultz said he is trying to keep the assessment down by getting more grants.
- Budget adjustments were reviewed but no changes were made.
- FY 23/24 projected budget was discussed but there will be more discussion at the next budget meeting. Bobby Schultz turned the discussion of the projected budget over to Terry Ball to discuss an increase in voucher program expense and he had Scott VanLoo from the City of Tulsa discuss a HHP Cost Evaluation report. The report showed HHP cost per pound with Latex Paint in 2018 was \$1.34. In 2022 the HHP cost per pound with Latex was \$1.37 per pound after 45lbs. Cost in 2022 with no Latex from outlying communities was a disposal cost per pound of \$2.10. The City of Tulsa is wanting the communities to allow Latex to be brought to the HHP facility to decrease the cost per pound of disposal. There were several discussions of what the communities would pay and the increase of voucher expense from adding Latex paint. Terry Ball asked Bobby Schultz to develop a survey with suggestions of how to handle the needed increase in revenue. Bobby Schultz agreed and said he will put together a survey.

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

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

Bobby Schultz compared the solid waste totals from October to November. November increased over October by 94,532 pounds. He said the increases were in glass, paper, metals, e-waste, and liquids. He stated that glass at most of the recycling centers was up for the month. He reviewed the charts and said glass and motor oil showed increases. He reviewed Bixby and said glass increase was the major influence for solid waste increase for November. Broken Arrow showed increases in paper, metals, e waste and liquids. He asked the trustees to review the report that pertained to their recycling center. He also pointed out that revenue had increased overall from October by \$1,626.00

Item 5b) Update on the Central Tulsa Recycling Center

Bobby Schultz reviewed the suggested areas for relocation of the Central Tulsa Recycling Center. He said the location at 5346 S. Sheridan Road looks like a good place to move the center if the City of Tulsa can give approval. He also informed that PSO may have additional information regarding the move. He has placed calls to PSO officials but had not received a response before the start of this meeting.

Item 6) Consider Approval of Renewal with National Waste Disposal for Hauling and Processing Agreement

Bobby Schultz reviewed the renewal. There are no changes and he asked for approval.

Terry Ball moved to approve the renewal for hauling and processing of cardboard. Ellen Bussert second the motion. The motion passed unanimously.

Item 7) Consideration, Discussion, and Presentation on Household Pollutant Regionalization Including Voucher Numbers Utilized.

Considering the holidays, Bobby Schultz said the low voucher number is understandable. There were twenty-six vouchers utilized in December. He noted for the trustees to review the quantity of vouchers they have remaining.

Item 8) Report of the Public Relations & Education, including: Media, Ads, Articles, and Events

Bobby Schultz reviewed the media statistics citing we posted fewer items in the month of December. He said this next month we will start back up our recycling series. The number one post was regarding recycling holiday lights. He also noted the Channel 6 interview about “Recycling Available for Old Electronics”. He looks forward to more interview opportunities with Channel 6 in the future.

Regarding spring events, Bobby Schultz listed the following events:

- February 23, 2024, Fire Extinguisher and Smoke Alarm Event
- March 2, 2024, Big Spring Clean in Tulsa
- March 28, 2024, Fire Extinguisher and Smoke Alarm Event
- April 13, 2024, Bixby Collection Event
- April 20, 2024, Broken Arrow Trash Bash, and Recycling Rally
- April 24, 2024, The M.e.t. Enviro Expo
- April 25, 2024, Tulsa Drillers “Go Green Night”
- Pending date, Claremore Collection Event, this date was announced at the meeting being April 6, 2024.

Item 9) Report of Friends of The M.e.t. Inc. Board Meeting January 5, 2024, Including Information on Grants, Funding Opportunity Efforts, and FY 2023 Progress Report

Bobby Schultz reviewed the Friends Annual Luncheon meeting. He said 14 people attended and this included 6 Friends of The M.e.t. directors. He announced that Cindy Spitler with ONEOK was nominated for secretary and accepted the position. He noted that the Friends of The M.e.t. Board has eight current directors. He also mentioned ONEOK and the Brannin Family Foundation have continued their sponsorship of the Downtown Tulsa Recycling Depot. He asked the Trustees to review the 22/23 Annual Report that is included in each packet. Bobby Schultz said that we are fortunate to have HF Sinclair sponsor the Tulsa Drillers Go Green Night for April 25, 2024. He commented that this is a good partnership.

Item 10) Comments by the Trustees

Terry Ball announced that Maureen Turner was retiring the first of February, and he thanked her for her contributions to the recycling effort. He asked the trustees to thank her before she left that day. He also said Heath Kirkeby will be taking her position and he has already started his training with Maureen Turner.

Item 11) Comments from The Public

There were no comments from the public.

Item 12) New Business

There were no comments.

C. Adjourn

Lisa Ford moved to adjourn. Derek Campbell seconded the motion. The motion passed unanimously. The meeting adjourned at 1:58 pm

ATTEST:

Date Approved: _____

Chair

Secretary