

METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING
Thursday, December 14, 2023, 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
Barry Parsons, Jenks
Lauri Kimbrough, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa
James Rea, Tulsa County

Not Present

Jesse Hale, Glenpool
Jessica Zwirtz, Wagoner
City of Coweta
Craig Stokes, Collinsville

Others Present

Bobby Schultz, M.e.t.
Gayle Lewis, M.e.t.
Kathryn Bartee, M.e.t.
Kim Payne, Attorney
Jerry Schuber, BrokenArrow
Gary Percefull, New Solutions

The Trustees of The Metropolitan Environmental Trust met on December 14, 2023, with Agenda posted on December 5, 2023, with Tulsa City and County Clerks. Chair James Rea called the meeting to order at 1:03 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: Review Introduction of Broken Arrow Trustee and Possible Coweta Trustee

Chair Rea welcomed Lisa Ford with City of Broken Arrow. James Rea asked Lisa Ford to tell us her background. She said she had been with the Broken Arrow Police force for twenty years. She said she has always been involved in recycling events in Broken Arrow and she has always been involved with the community and is now on the City of Broken Arrow's City Council. Bobby Schultz discussed the Vice Mayor of Coweta contacting him about a Coweta Trustee being replaced with the position that was filled with Robynn Murray leaving, but he has had no current information, he said he will contact the Vice Mayor again.

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

Ellen Bussert moved to approve the November 9, 2023, minutes. Barry Parsons seconded the motion. The motion passed unanimously.

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

Bobby Schultz said education continues to be a constant with the Union schools being active in the afterschool programs. He reviewed the events, event planning and media and said there were several planning meetings and he pointed out that he did two TV interviews, KTUL Cooking Oil Collection and KOTV E-waste Collections. He reviewed the outreach and meetings and mentioned the webinar for *Applying for Federal Funding, hoping to find information on grants for batteries*. Lisa Ford said if there is ever a need for her to help let her know. James Rea said before we move on, he wanted to say what a great event the America Recycle Day Banquet was, it was fantastic. He thanked all the M.e.t. staff for their hard work and said we threw a great party, and it was a good event and again thank you.

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

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

Bobby Schultz reviewed the financials commenting the *Balance Sheet* total Assets and Liabilities balance. On the *General Leger by Center* that the centers were not established to generate revenue but to keep items out of the landfill. None of the centers have more income than expense. In reviewing expense versus revenue by center Wagoner has more credit than expense by a few dollars because it is not a full center but only a trailer that is hauled to and from the Wagoner location. This will change once a full center is in operation. About the *Budget Report*, Bobby Schultz said we are five months into the Budget Report and our yearly percentage is at 41.66. Bobby Schultz reviewed the revenue and pointed to Line 9 on the TV/Monitor online fee to the public resulted in revenue of \$13,286.00 but we in turn are charged for televisions and monitors. Line 10 Bulb Revenue is reflective of the processing of commercial bulbs and event collections. Line 11 Event revenue is over due to collection of car batteries and fire extinguishers revenue. In terms of expense, Line 28 Contract Labor is below budget but may increase in the future. Line 34, Internet has the expense higher than the budget number. Line 46 Dumpster Service is trending over due to trash rate increases. Line 46 Processing Services for Batteries in over budget and may go higher with the expense of processing batteries from events. Line 58 Miscellaneous Contingency is under but will increase due to the future move of Bixby and Glenpool Recycling Centers. Line 59 Vehicle expense will not be used since there are no plans to buy a vehicle this fiscal year. Line 64 Processing Equipment is the same scenario as the Vehicle expense no plans for purchases. Line 66 Rental expense should show a decrease since East Tulsa Recycling Center was closed. Line 68 Site Improvement which includes signs will increase in this expense due to replacing old signs and adding some educational signs on accepted items and the sorting of materials. He said this is from a rate increase. Line 91 Education supplies are over, but the overage is taken care of by the education grants. Line 93 Worker Support is trending up due to an increase in events and the supply of food for the volunteers and temporary workers.

Item 4b) Consider Approval of Receipts and Disbursements for November 2, 2023, through November 30, 2023, and December 1, 2023

Bobby Schultz reviewed the following disbursements:

- Check #26958 to All American Forklift, for \$454.30 is to replace the forklift tires at the Baling Center.
- Check #26961 to Boomerang Printing for \$343.00 if for the America Recycle Day banquet programs, this expense will be reimbursed by Friends of The M.e.t.
- Check #26980 to Stand-By-Personnel for \$3,406.00 for Temporary workers for the Baling Center due to loss of agency who was supplying staff to operate the center.
- Check #26988 to Smiths' Welding, Fabricating and Repair for \$40.00 was to repair an adapter on the forklift.
- Check #26989 to Friends of The M.e.t. for \$113.48 will be deleted due to an error.
- Check #26990 through 26997 to M.e.t. staff for \$500.00 each for bonuses.
- Check #27001 to All American Forklift for \$605.38 for forklift repair for a tune up kit to get the forklift to start again.
- Check #27002 to American Compactor, Inc. for \$1683.83 for bulb processing.

- Check #27003 to Arvest Credit card, for \$2168.37 for education supplies and food and beverages for Temporary workers at the Baling Center
- Check #27004 to Betty J. Henry Trust C/O BancFirst TTEE for \$3088.50 for our half of property tax paid per contract agreement.
- Check # 27008 to Holly Hilst for \$73.58 for part time employee.
- Check #27010 to Jacob Brannin for \$270.00 for agreed contract labor to staff Collinsville Recycling Center.
- Check # 27015 to Trophy and Paque Plus for \$139.99 for attendant awards at the Christmas Training Party.
- Check #27023 to Stand-By-Personnel for \$4087.20 for Temporary workers for the Baling Center due to loss of agency who was supplying staff to operate the center.
- Check # 27027 to Pro Overhead Door for \$200.00 for damage to Baling Center Overhead door from someone trying to break into the center.

Bobby Schultz said the checks for December 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 November 2, 2023, through November 30, 2023, and for December 1, 2023. David White seconded the motion. The motion passed unanimously.

Item 4c) Worker Training and Holiday Party December 12, 2023

Bobby Schultz displayed a copy of the flier for the worker party. He said the workers received a flannel blanket as their gift and a nice meal. The expense report shows the cost of the party and the average cost per person was \$27.25 which was a decrease from the previous year of \$32.00.

Item 4d) Schedule Budget Committee for January 4, 2023

With Scott Eudey being off the Board, Bobby Schultz asked for James Rea to serve on the Budget Committee since he is Chair. There was also discussion of Lauren Kimbrough volunteering to be on the Budget Committee. The Budget Committee members discussed the future date and agreed to January 4, 2023.

Lisa Ford moved to approve the appointment for the new Budget Committee members and David White seconded the motion. The motion passed unanimously.

Item 4e) Notification of Cancellation of Lease Agreement between The Metropolitan Environmental Trust and Public Service Company as Licenser, Termination Effective May 31, 2024, Regarding central Tulsa Recycling Center's removal from AEP/PSO property. Regarding Central Tulsa Recycling Center's Relocation

Bobby Schultz said we received this contract stating we will need to be off the property by May 31, 2024. He asked Terry Ball and James Rea to help find a location for the Central Tulsa Recycling Center. He passed on the importance of the central location for the citizens.

Terry Ball moved to approve the termination of the contract with Public Service Company. Derek Campbell seconded the motion. The motion passed unanimously.

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

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

Bobby Schultz the solid waste totals collected in October and said we were under due to glass, paper, and e-waste being down. He reviewed the various commodities in the totals. Another reason for the budget meeting is to discuss the decrease in the operational revenue. He reviewed Broken Arrow's and Coweta's collections

pointing to the variation in paper collections. *Operational Revenue Tracking Report* shows the revenue was lower than the previous month due to less pounds collected. In reviewing the charts all of them were slightly down in collections except Plastic Bags. In reviewing the centers, Bobby Schultz said all the centers solid waste was down mainly due to low paper and glass weights. He mentioned Sand Springs Central Tulsa and Downtown Tulsa recycling centers being the only three up in solid waste comparison from the month before. They all showed increases in paper and plastics unlike the other centers.

Item 5b) Update on the relocation of central Tulsa Recycling Center.

Bobby Schultz asked for assistance in finding a new location for the Central Tulsa Recycling Center either on City of Tulsa property or Tulsa County property. Terry Ball asked about the At Home parking lot and Bobby said they were not interested in a recycling center being located there, but he will check with them again to see if any things have changed.

Item 6) Consideration, Discussion, and Presentation on Household Pollutant Regionalization Including Voucher Numbers Utilized.

Bobby Schultz said the November 2023's numbers are up slightly from October. Three beneficiaries are low in their available vouchers, they are Glenpool, Claremore, and Coweta. Terry Ball mentioned either a price increase or poundage decrease for the vouchers in 2024-2025 fiscal year. The trustees stated they will make a decision at the Budget Committee meetings.

Item 7) Report of the Public Relations & Education, including: Media, Ads, Articles, and Events

Bobby Schultz referred to Kathryn Barteo our intern to review the media statistics, she cited the page views and post reach are up. The top post on Facebook was the Pumpkin Rescue Collection Event. Bobby Schultz reviewed the pumpkin collection numbers noting the downsize to three locations from six. The collection numbers were lower than the previous years. We hosted the Used Cooking Oil Event, we only collected twenty-five gallons which was a low for the usual collections. Bobby Schultz reviewed the Education Report and pointed out that the afterschool programming was in full swing along with educational events and conferences. Our educator says that the students are learning about what they can and cannot recycle. She also started some new recycling projects with the students using soda bottles for planters and pencil holders. She encouraged the students to use their imagination to produce amazing ideas that can conserve resources. Ali Kalenak also hosted several educational events to help spread educational awareness about recycling and composting. She also attended Educare evening program and with the help of a Spanish translator we were able to talk about the do's and don'ts of curbside recycling. We sent out the newsletter with the Top Ten Green Gifts. This is the 26th year of putting this list out. The top click performance was for the Barbie recycling dolls.

Item 9) Report of Friends of The M.e.t. Inc. Including Information on Grants, Funding Opportunity Efforts, and Including Report of the America Recycles Day Celebration on November 15th

Bobby Schultz said the America Recycles Day Celebration was a success and reviewed the summary of revenue and expenses, the America Recycle Day Banquet showed revenue of \$2028.63 after expenses. Bobby Schultz said that the event we had a good turn out and it was a good event.

Item 10) Comments by the Trustees

James Rea thanked Kathryn Barteo for her work on social media and all the other work that she does and said it is a big win. Lisa Ford thanked The M.e.t. for their help with the Broken Arrow Trash Bash and Recycling Rally and said it is a good collaboration and this collaboration helped the City of Broken Arrow win the Keep Oklahoma Beautiful Team Builders Award for the Broken Arrow Trash Bash and Recycling Rally. Bobby

Schultz agreed that it was a good collaboration with the City of Broken Arrow, with The M.e.t. and Keep Oklahoma Beautiful.

Item 11) Comments from The Public

There were no comments from the public.

Item 12) New Business

Bobby Schultz reminded Trustees to get with him regarding having a spring collection. He said Bixby has already picked April 20th for their collection event. Jerry Schuber from Broken Arrow said there may be a conflict with Bixby's event. Bobby said the Big Spring Clean will be the first weekend in March and the Enviro Expo will be April 24th.

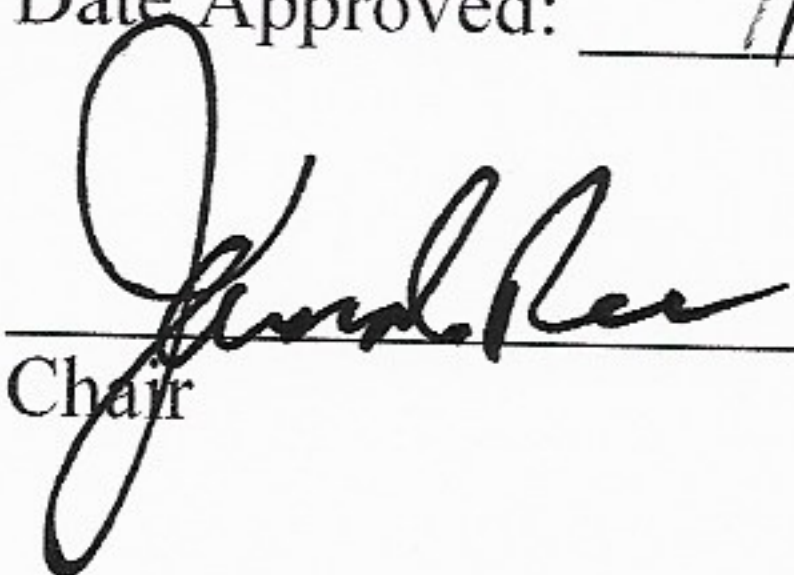
There was no other new business.

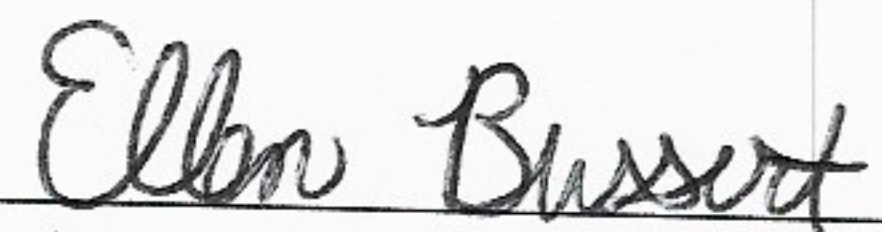
C. Adjourn

Lisa Ford moved to adjourn. Derek Campbell seconded the motion. The motion passed unanimously. The meeting adjourned at 1:52pm

ATTEST:

Date Approved: 11 Jan 2024


Chair


Secretary