

**METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING**

Thursday, March 14, 2024, 1:00PM

St. Francis Conference Room, Tulsa Chamber of Commerce
WTI, One West Third Street. Tulsa, OK

Meeting Minutes

Present

Ellen Bussert, Bixby
David White, Claremore
Craig Stokes, Collinsville
Jesse Hale, Glenpool
Barry Parsons, Jenks
Lauren Kimbrough, Owasso
Derek Campbell, Sand Springs
Terry Ball, Tulsa
James Rea, Tulsa County

Not Present

Lisa Ford, Broken Arrow
Pending, Coweta
Jessica Zwirtz, Wagoner

Others Present

Beth Anne Childs, Attorney
Bobby Schultz, M.e.t.
Gayle Lewis, M.e.t.
Scott VanLoo, Tulsa
Gary Percefull, New Solutions
Jerry Schubert, Broken Arrow

The Trustees of The Metropolitan Environmental Trust met on March 14, 2024, with Agenda posted on March 6, 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) Consider, Discussion, and Possible Approval of Minutes of the Board of Trustees Meeting on January 11, 2024, and February 8, 2024

Terry Ball moved to approve the *January 11, 2024, and February 8, 2024, Minutes*. Derek Campbell seconded the motion. The motion passed unanimously.

Item 2) Report from the Executive Director for January 2024 and February 2024, including specifics on Education, Meetings, and Meetings and Activities

Bobby Schultz reviewed the *January and February Director's Report*. He said Ali Kalenak has been doing an excellent job with her recycling education classes. She is teaching in the Tulsa Union School district and has lessons in five afterschool programs. He reviewed the *Outreach, Meetings, and Collection Events* and said there has been a lot of meetings for the last two months involving site visits, events planning, workshops, and administrative meetings. He pointed out the Keep Oklahoma Beautiful Workshop, TYPROS, Covanta Tour, Fire and Smoke Alarm Event, and that there were two television interviews with Channel 6 and 8.

Item 3) 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 balanced with Total Liabilities and Capital. The *General Ledger by Center*. He said with fluctuation in prices, there is a wider gap between expenses and operational revenue. In reviewing Broken Arrow, he said the debt to ratio was closer to the guide that is used for the recycling centers. He stated that Wagoner is 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. Bobby Schultz said the Revenue showed above 66.67% in TV/Monitors, Bulb Revenue, Event Revenue, and Advertising Income, will increase once the Billboard advertising payment is received. He commented that there will be a transfer of the Brannin Family Foundation of funds to The M.e.t. at the next Friends meeting in April and the grants will be increased by a total of \$23,248. In reviewing the Budget Report, he noted the following items that were over the 66.67% of the year:

- Line 34, code 6509 Internet is over the budgeted planned amount.
- Line 38, code 6510 Supplies is over due to the increase in cost.
- Line 50, code 6136 Processing Service for Cooking Oil showing no expense due to not receiving invoice, this amount will be lower than budgeted since we closed the East Tulsa Recycling Center.
- Line 51, code 6139, Professional Services for Batteries is over due to the increase in collection of batteries. Bobby Schultz said we will increase the budget for next year.
- Line 52, code 6140 Professional Services HHP is for the expense of safely disposing of pollutants.
- Line 68, code 6511 Site Maintenance for recycling centers maintenance is over due to replacement of worn signs and will be increased more next month from a damaged gas line pipe at the Baling Center.
- Line 89, code 6610 for the Enviro Expo rental of tents, chairs, and tables. The amount is the first half of the expense which will be reimbursed by Friends of The M.e.t. Bobby Schultz explained that this code's budgeted amount would be in alignment since we have had \$2800 in sponsorships so far and we decided to only have three giveaways. He commented that Event costs have increased this year.
- Line 93, code 6601 for Event Worker Support, for providing food for the workers at the events has increased due to increased events. He commented that next year we will need to increase the budget in this code.
- Line 101, code 6542, Processing E-waste will go over budget due to Big Spring Clean Event expense by \$6, 300 in April's budget.

Item 3b) Consider Approval of Receipts and Disbursements for January 2, 2023, through January 31, 2023, February 1, 2023, through February 29th, and March 1, 2024

Bobby Schultz reviewed the following disbursements:

- Check #27090 Accurate Fire Equipment Co. Inc. for \$35.00 for fire extinguisher maintenance.
- Check #27100 First Insurance Funding, LLC for \$ 1173.42 for increase insurance due to audit adjustment in income.
- Check #27113 Robertson Tires for \$1100 for brakes for field vehicle.
- Check #27115 Terrie Hannam for \$235 for contract work while Gayle Lewis was out ill.
- Check #27120 501tech for \$978.00 for quarterly IT service and security.
- Check #27123 Angel's Place for \$3371.25 for 2 months of attendant services.
- Check #27124 ARVEST Bank for \$2285.08 for education supplies, worker support for dinner for Christmas Training party and Cardboard banners.
- Check #27153 ABCO Rents for \$1,136.14 for half of payment for rental of tents, tables, chairs for Enviro Expo, there will be a reimbursement to The M.e.t. for the \$1136.14.
- Check #27158 Boomerang Printing for \$1529.00 for directory printing.
- Check #27160 City of Tulsa -SW for \$1040.00 for Voucher invoice for February.
- Check #27168 Natural Evolution for \$1369.08 for e-waste processing.
- Check # 27169 New Commercial LLC for \$740.00 for paper processing.

- Check #27187 ARVEST Bank for \$1220.15 for Education supplies and Administration supplies and OKRA membership.
- Check #27189 Central Trailer Sales for \$190.00 for Event trailer tires.
- Check #27193 Discount Tires for \$1068.00 for field vehicle tires.
- Check #27194 Gayle Lewis for \$99.88 for event snacks for Big Spring Clean.
- Check #27211 Sam's Club for \$110.00 for 2024 membership for purchasing future supplies at a discount.
- Check #27213 Stand-By-Personnel for \$272.48 for Tulsa County Glenpool/Jenks Collection Event for Temporary workers.
- Check #27215 Tulsa Lube for \$222.66 for oil changes on field vehicles.

Bobby Schultz reviewed February 1, 2024 and March 1, 2024, Lease Check Registers.

Derek Campbell moved to approve the receipts and disbursements for January 2, 2024, through January 31, 2024, February 1 to February 29, and March 1, 2024. Barry Parson seconded the motion. The motion passed unanimously.

Item 4) Report, Discussion, and Consideration of Budget and the Budget Committee Regarding:

4 a) Consideration, Discussion and Possible Approval of Transfer of Funds to Reserve Account

Bobby Schutz discussed the transfer of funds from carry over from the 2022-2023 audit. He asked the Trustees to approve the transfer of \$27,544.00.

Craig Stokes moved to approve the Transfer of Funds to Reserve Account. Derek Campbell seconded the motion. The motion passed unanimously.

Item 4b) Review, Discussion and Possible Action on Fiscal Year 2023-2024 Current Budget

Bobby Schultz explained that since there was no need for any transfers since most of the budget is aligned with the approved budget. James Rea commented that since there was no transfers, there was no need for approval.

Item 4c) Review, Consider, and possible Approval of INCOG's Administration Expenses

Bobby Shultz explained that INCOG still has not communicated with The M.e.t. on the administration expenses and he suggested that this be moved to next board meeting. James Rea agreed with the decision and there was no need for approval.

Item 4d) Discuss, Consider and Possible Approval of Voucher Program with Household Pollutant Collection Facility for Fiscal Year 2024-2025

Bobby Schultz explained the voucher program for next fiscal year. He said Moving forward, communities that allow latex paint as a part of their voucher program will be charged \$1.37 per pound. Communities that do not allow latex paint will be charged \$2.10 per pound. After discussion at the Finance Budget Committee recommend the following guidelines.

- Vouchers should continue to cover up to 45 lbs. of materials. Lowering the pounds allowed per voucher could be detrimental to collections and could encourage improper disposal of pollutants.
- Because the charge per pound is significantly lower when allowing latex paint to be included, each community should allow latex paint to be part of their voucher program.
- As a result of the new rates, the cost per voucher will increase from \$40 to \$62.

He also discussed that if they so choose, M.e.t. member communities can continue to educate their citizens regarding latex paint disposal options and the M.e.t. staff will continue to educate the citizens about the voucher program.

He asked for the voucher program to be approved. Derek Campbell said he would approve the program and he explained the process of coming to the final guidelines. He said that there was a need for consistency with the program among the communities and for ease of office staff to communicate with the citizens. He asked the Trustees to approve the Voucher program. James Rea asked the Trustees to decide.

Derek Campbell moved to approve the Voucher Program with City of Tulsa's Household Pollutant Collection Facility for FY 2024-2025 Lauren Kimbrough seconded the motion. The motion passed unanimously.

4 e) Review and Discussion of Fiscal Year 2024-2025 Proposed Budget and Assessments

Bobby Schultz reviewed the *Budget for Fiscal Year 2024-2025* stating that the Fiscal year 2023-2024 *Operational Budget* had been projected for \$125,00 and at present time The M.e.t. is only trending \$84,723 so he projected \$85,000. Total Revenue Projection is \$1,094,465. Under expenses he noted INCOG's Fiscal Year 2024-2025 projected budget was \$428, 913 and we are trending at \$382,667. He said he enter an amount of \$410,000 but this will change once we receive INCOG'S Administration Expenses for FY 2024-2025. Projected *General Administration Expenses* will be \$491,513. Under *Recycling Depot Program*, he mentioned the Professional Services for battery disposal being projected in FY 2023-2024 for \$11,000 but this category is over by \$3676 and will continue to increase before the end of the Fiscal year due to increase in collection of batteries, processing, and shipping cost. He also mentioned that Broken Arrow Recycling Center collects a large amount of Household Batteries. He proposed \$50,000 for FY 2024-2025. He reviewed the fuel budget for FY 2023-2024 was \$25,000 and is trending at \$15, 526, so the fuel was decreased to \$17, 712 for FY 2024-2025. The *Recycling Depot Expenses* proposed budget is \$507, 412. Public Education, Events, and Collection budget has shown an increase in Event Worker Support due to an increase in events. FY 2023-2024 was budgeted for \$ 500 and the budgeted amount for FY 2024-2025 will also be \$500. He mentioned Processing E-waste Events budget for FY 2023-2024 was \$9,000 this is trending to go over due to the increase in event expense cost for the collection of e-waste, the FY 2024-2025 proposed budget is \$12,500. *Public Education, Events, and Collection* proposed budget is \$1059,125. *Regional HHP Support-Voucher System* will increase from \$21,600 to the proposed budget \$35,340 for FY 2024-2025, due to an increase in voucher amount from \$40.00 to \$62.00. Bobby reviewed the Assessment and Vouchers chart for FY 24/25. Derek Campbell noticed that the voucher information was still under the old amount. The chart had been updated and shared in the MetShare folder in the computer network. However, when it was printed, the system had not updated. As a result, the chart showed voucher cost at \$40 instead of \$62. There was discussion on if this item could be approved.

4f) Consider Approval of Fiscal Year 2024-2025 Budget, Assessments and Voucher Program

Gayle Lewis said she needed the voucher and assessment amounts approved for upcoming contracts for the next month.

Attorney Beth Anne Childs said there could be an approval for the voucher increases and assessment increases for the city governments since the Voucher Program had been approved earlier. James Rea explained the vote and asked for a motion to vote.

Derek Campbell moved to approve the Voucher and Assessment portions of the Budget, Vouchers and Assessments for Fiscal Year 2024-2025. Craig Stokes seconded the motion. The motion passed unanimously.

Bobby Schultz was asked to update the FY25 budget information for the next board meeting. It will be reviewed for approval in April.

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 Solid Waste pounds and revenue for December and January collections. He commented that the Solid Waste pounds and revenue had increased due to glass, paper, e-waste being up in weight and revenue. He reviewed the Operational Revenue Tracking which showed January revenue increase from December. He reviewed the charts and stated the e-waste chart was the only one that showed an increase. He reviewed each center and Bixby, Collinsville, Sand Springs, and Wagoner showed decreases in pounds and revenue. All other centers show an increase, due to increases in glass, Glenpool showed an increase due to plastic and metal. Broken Arrow increase in weight and revenue was from cardboard. Downtown's increase was due to e-waste.

Item 5b) Possible Updates on the Bixby, Central and Wagoner Recycling Centers

Bobby Schultz said James Rea can provide a temporary move for the Central Tulsa Recycling Center to LaFortune Park by the ball fields. He said he is working with Adwon Properties for a permanent location. He discussed the urgent move of the Bixby Recycling Center due to the construction in Bixby. The temporary location is across the street from the old location at 8455 E. 151st Street. Eventually the Bixby Recycling Center will move to a permanent location where the city maintenance building is currently located. He also discussed a permanent location for Wagoner. He said a Wagoner County Commissioner had suggested a former CNG Station. Jessica Zwirtz would arrange a meeting between her, the commissioner and Bobby Schultz to discuss details.

Item 6) Consideration Approval of Renewal with Northeast Waste Solutions dba NeWSolutions/News Commercial for Hauling Paper and Scrap Metal Agreement with The Metropolitan Environmental Trust for Fiscal Year 2024-2025

Bobby Schultz reviewed the renewal and asked for approval. He asked if there were any questions Gary Percefull from Northeast Waste Solutions dba NeWSolutions/News Commercial was in the audience.

Craig Stokes moved to approve the agreement for paper and scrap metal hauling with NeWSolutions. Ellen Bussert seconded the motion. The motion passed unanimously.

Item 7) Consideration, Discussion, and Possible Approval of a Professional Service Agreement with The Child's Law Firm, PLLC, for Fiscal Year July 2024-June 2025.

Bobby Schultz said that The M.e.t. was happy with The Child's Law Firm attorney services for the M.e.t. He said there is an increase to \$150.00 for her services with a cap of \$5,000, which he said was a very fair market value. He asked for the agreement to be renewed.

Derek Campbell moved to approve the agreement for Professional Services with The Child's Law Firm Barry Parsons seconded the motion. The motion passed unanimously.

Item 8) Household Pollutant Regionalization, including Voucher Numbers Utilized

Bobby Schultz said thirty-one vouchers were utilized in February. He mentioned that no one has gone over in their vouchers. He said Glenpool only had three vouchers left, but he felt that would probably get them through the fiscal year. He said Jacob Hagen had sent the Household Pollutant Collection Facility Annual Report 2023. Bobby Schultz asked the Trustees to review the report, he mentioned the revenue section in the report primarily being revenue from The M.e.t. and outlying community's customer payments.

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

Bobby Schultz reviewed the media statistics mentioning in January the top post was the Temperature below 32 degrees being a factor for the centers closing. He reviewed the Volunteer flyer and the Fire Extinguisher and Smoke Alarm event flyer for January. He reviewed the analytics for February, showing an increase in reach, visits, likes, and follow, and top post increase due to Big Spring Clean Event information.

He reviewed the Tulsa County District 3 Neighborhood Cleanup Day on February 17th was slow due to the freezing weather. Event reference was from Facebook post. The highest zip code area was Glenpool and the highest collection weights was E-waste. He reviewed the February 23rd Fire Extinguisher and Smoke Alarm Recycling Collection Event at Central Tulsa M.e.t. Depot. He reviewed the references stating that TV was the highest reference. The highest zip code in attendance was 74145. Smoke Alarms had the highest collection number, we collected twenty-nine. He reviewed the Big Spring Clean stating that this event had the highest participation since the event started, in 2023 there were 1,306 participants and 1352 in 2024. The collection numbers all had increased except the car batteries showed a small decrease. The highest weight collection was Electronics, 23, 986 pounds.

Bobby Schultz announced there are several events left in March and April.

- March 23, 2024, 8:00 am to 1:00 pm Tulsa County District 3 Neighborhood Cleanup Day
- March 28th, 2024, 8:00 am to 1:00 pm Fire Extinguisher and Smoke Alarm at Tulsa Central M.e.t. Recycling Center
- April 6th, 2024, 9:00 am to 2:00 pm Claremore Household Hazardous Waste Collection Event
- April 13, 2024, 8:00 am to 1:00 pm Bixby/Tulsa County, District 3 Neighborhood Cleanup Day
- April 20, 2024, 8:00 am to 12:00 pm BA Trash Bash & Recycling Rally
- April 27, 2024, 10:00 am to 2:00 pm Medication Take Back at Central
- April 27, 2024, 8:00 AM to 2:00 PM Glenpool Community Cleanup
- Two Special events – April 24, 2024, 11:00 am to 1:30 pm is Enviro Expo at Guthrie Green and April 25, 2024, is Go Green Night at Tulsa Drillers

Bobby Schultz reviewed the Education for January and February. He said our educator goes to four elementary schools in the Tulsa and Broken Arrow area. She focuses on recycling and composting education in the after-school clubs. She creates educational crafts and activities from reusing trash items. Some activities are the reuse of wine corks for figurines and creating keychains. She also hosted a litter clean up at one of the schools using a scavenger hunt of trash items. In February she attended the Oklahoma Environmental Educator's Expo in Oklahoma City providing an educational booth.

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 also mentioned the donations from James Rea for support of event e-waste collections and Keep Oklahoma Beautiful for a grant to refurbish roll-offs and trailers. He presented the Enviro Expo 2024 letter of sponsorships with the sponsorship form. He asked for the Trustees to pass this information to people that might be interested in sponsorships.

Item 11) Comments by the Trustees

Craig Stokes commented that the City Manager, Pam Polk of Collinsville was leaving, and they are holding a going away party on March 26, 2024, from 4:00 pm – 6:00 pm at the Veterans Community Center at 903 W Main St, Collinsville, OK 74021, if anyone would like to attend.

Item 12) Comments from The Public

There were no comments from the public.

There13) New Business

there were no comments for new business.

C. Adjourn

**Derek Campbell moved to adjourn. Ellen Bussert seconded the motion. The motion passed unanimously.
The meeting adjourned at 2:05pm**

ATTEST:

Date Approved: _____

Chair

Secretary