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**Board of Directors Meeting Minutes
August 14, 2023**

**In Attendance,
Members**

Les Mauch, Chairman
Steve Shea, Vice-Chairman
Jeff Ramaj, Secretary/Treasurer
Virginia Bodyfelt

Staff & Guests

Mary Seppie, Director

Absent

Joe Zanetti, Board Member

Introductions

Mr. Mauch called the meeting to order at 5:00 with introductions.

Approval of August Agenda and July minutes

Mr. Shea made a motion to approve the August agenda. Mr. Ramaj second. All voted in favor. Motion carried. Mr. Shea made a motion to approve the July minutes. Mr. Ramaj second. All voted in favor. Motion carried.

Financial Report

Ms. Bodyfelt made a motion to approve A/P checks 14193-14217. Mr. Shea second. All voted in favor. Motion carried. Ms. Bodyfelt made a motion to approve Payroll Checks 6192-6210 and transfers as listed on the transaction report. Mr. Shea second. All voted in favor. Motion carried.

August Safety Meeting

Ms. Seppie informed the Board that the August safety topic is tire tread wear.

Old Business

Discussion of Road and Bridge Building and tour on July 19th

The Board members discussed the tour of the Road and Bridge building that Gene Legerski led on July 19th. They all believe that the building and land are much more than STAR needs for its office space and to park the buses. Ms. Seppie stated that the only real advantage she can see is that the County may work with STAR to get an affordable price, but that she has concerns about the costs to not only bring the building up to ADA compliance code, but the cost of utilities and possible repairs on such a large building. The Board would still like to continue to look for building opportunities for STAR. Mr. Ramaj made a motion to table the building discussions indefinitely. Ms. Bodyfelt second. All voted in favor. Motion carried.

New Business

Approval of SLIB (State Lands and Investment Board) TEA Grant application

Ms. Seppie told the Board that this grant application is for 80% of the funding for a new 14 passenger bus (total estimated cost is \$120,000). The other 20% will be covered by FTA 5339 grant money and matching money from STAR. Ms. Seppie told the Board that there are already two SLIB grants outstanding from prior fiscal years since no buses have been available, but that SLIB is aware of the situation and has assured STAR and WYDOT that the funds will remain available for these past applications. Mr. Shea made a motion to approve Mr. Mauch's signature on the SLIB TEA grant application. Ms. Bodyfelt second. All voted in favor. Motion carried.

Board Approval of Drug and Alcohol Policy

As STAR now has a new Board, it is required for the new Board to adopt the Drug and Alcohol policy. Ms. Seppie provided the Board with a copy of the proposed policy in their Board packets and noted any proposed changes. Mr. Ramaj made a motion to approve the proposed Drug and Alcohol Policy and Mr. Mauch's signature on the policy. Ms. Bodyfelt second. All voted in favor. Motion carried.

Required Board member Training on August 23rd

The Wyoming Department of Audit is requiring all Board members who serve on public boards to attend a training on August 23rd. This is a one day training that can be done in person in Cheyenne or virtually. Ms. Seppie had already notified the Board members by email so that they could get signed up early. All Board members in attendance stated that they had registered and would be attending the training on August 23rd. Ms. Seppie stated that she will also attend. She did not know if Mr. Zanetti had plans to attend or not.

Rider Issue

Ms. Seppie informed the Board of a rider who filed complaints with the Sweetwater County Sheriff, the County Commissioners, and the Department of Family Services. The rider's complaint was that the buses were too hot and that he was having difficulty breathing with his oxygen due to the heat. Ms. Seppie told the Board that STAR did everything possible to mitigate the issue, including having the drivers start the buses as early as possible to cool off, having the maintenance shop measure the outside temperature vs. the inside temperature, and also installing a new condenser on one of the buses just to bring the temperature down even more. Ms. Seppie explained that this particular rider uses the lift to board the bus and that as soon as the lift doors have been opened, all of the cool air flows out and it takes time for the bus to cool back down inside after they have been closed. No other riders have had any complaints. Ms. Seppie stated that this particular rider may need more specific medical transport than STAR can provide. She will keep the Board informed but wanted to make them aware of the situation.

Cash/CDs/Investment Policy

Ms. Seppie stated that since interest rates are up, it may make sense for the Board to consider moving some money into CDs or into another investment pool. Currently STAR has a MMA account with RSNB as well as money in the Local Government Investment Pool (WYOStar). Ms. Seppie said that STAR does not have any type of official Investment Policy as far as she can find and that the Board may want to consider implementing one. She also said that there is a gentleman from Wyoming CLASS (a pooled investment fund that can be used by governments and political subdivisions) that would be willing to speak to the Board about the fund. The Board was interested and told Ms. Seppie to contact him to see if he could present some information to them at the September Board meeting. They also asked Ms. Seppie to come up with some sort of draft investment policy for the Board to review.

City of Green River FY2024 Contract

Ms. Seppie told the Board that she received the signed contract from the City of Green River. The City did fund STAR the full requested \$16,890. There were two agreements received, one for STAR and one

to send back. Both required Mr. Mauch's signature as Chairman. Ms. Bodyfelt made a motion for Mr. Mauch to sign the agreements. Mr. Ramaj second. All voted in favor. Motion carried.

Reduction of Service due to lack of drivers

Ms. Seppie told the Board that STAR is down to 5 drivers and at the time she sent out the agenda, she believed there was one driver who was going to resign. That driver did not end up resigning, but Ms. Seppie told the Board that if STAR does lose one more driver it will be almost impossible to cover all of the service without driving the part-time employees over the 30 hours per week average. If employees start to average working over 30 hours per week, they are considered full-time and would have to be offered insurance, which STAR cannot afford. Ms. Seppie stated that as much as she would not like to cut service on one day a week, it may be the only way STAR can continue to run safely with only four drivers. Ms. Bodyfelt mentioned reaching out to CLIMB Wyoming to see if they had any applicants and Ms. Seppie stated that she would also check with the Department of Workforce Services to look at the possibility of sending a new hire to a training program to obtain a CDL class C with a passenger endorsement. Ms. Seppie stated that she will keep looking for options but that she just wanted to inform the Board of the possibility of service reduction.

Board Comments

There were no Board Comments.

Executive Session

No executive session was held.

Adjournment

Mr. Shea made a motion to adjourn the meeting. Ms. Bodyfelt second. Mr. Mauch adjourned the meeting at 5:45 p.m.

Lester Mauch, Chairperson _____

Jeff Ramaj, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____