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**Board of Directors Meeting Minutes
December 4, 2023**

**In Attendance,
Members**

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

Staff & Guests

Mary Seppie, Director
Dwane Pacheco Director
Commissioner Taylor Jones

Absent

Joe Zanetti, Board Member

Introductions

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

Approval of December Agenda

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

November Minutes

Mr. Shea made a motion to accept the November minutes. Mr. Ramaj second. All voted in favor. Motion carried.

Mr. Shea made a motion to accept the minutes of the November special meeting. Ms. Bodyfelt second. All voted in favor. Motion carried.

Financial Report

Mr. Shea made a motion to approve A/P checks 14298-14331. Ms. Bodyfelt second. All voted in favor. Motion carried.

Ms. Bodyfelt made a motion to accept payroll checks 6263-6278, and transfers as listed on the transaction report. Mr. Shea second. All voted in favor. Motion carried.

Comment on year-to-date budget vs. actual budget: Mary advised bank charges, payroll expenses (journal entry) and prepaid insurance is not shown, however the numbers are fine the interest is not shown as she has been showing Dwane how to reconcile.

December Safety

Holiday Safety board was briefed.

Old Business

Wyoming Retirement System electronic payments. There is a recurring option that allows it to be easier to enter.

New Business

School Dist. #1 Wages for Drivers:

School Dist. #1 has raised its wages to \$24 per hour for CDL drivers and ours is at \$15 per hour for CDL drivers. We should consider raising our CDL drivers and raising our new employees CDL drivers wages in the upcoming budget. Matching funds will determine the wages we offer to our employees. Mary recommended bringing our employees up to \$18 per hour, new hires \$16 an hour with a dollar raise after a year or two. The beginning of 2022 we raised wages. Wy retirement is also a consideration when budgeting pay raises.

Commissioner Jones spoke about the benefits of one-on-one CDL training which lessens the amount of time to get through the program.

Mr. Ramaj said the vans would help and talked about using our vans for events such as drunk patrol to avoid DUIs. Mary commented that competing with private businesses is touchy as wages, insurance, workers compensation and after hours testing for crashes must be considered. Tiffany is our WYDOT FTA representative who we could talk to regarding additional events. Matching funds would be used for special events.

January board meeting date move:

Motion was made by Mr. Ramaj and seconded by Ms. Bodyfelt to move the meeting to 1/15/2024.

Signature cards for RSNB:

Cards were signed by board members.

Board approval for new Director on credit cards, WYOSTAR account, QuickBooks administrator, and any other necessary accounts:

Board approval for new Director on credit cards, WYOSTAR account, QuickBooks administrator, and any other necessary accounts. A motion was made by Ms. Bodyfelt and seconded by Mr. Ramaj for new director Dwane Pacheco to have access to all accounts.

Extension of FY 2022 Performance Measure Award Money:

Mary believes WYDOT is fine with the extension and will keep the board updated.

Adjourn Regular Session

Mr. Shea made a motion to adjourn the regular meeting and go into executive session at 5:21p.m. Mr. Ramaj second. All voted in favor. Motion carried. Mr. Pacheco and Ms. left the meeting.

Executive Session

At 5:21pm executive session began to discuss personnel issues.

Re-convene after Executive Session

Ms. Bodyfelt made a motion to adjourn the executive session and reconvene the regular meeting at 5:48p.m. Mr. Shea second. All voted in favor. Motion carried. Mr. Ramaj made a motion to offer employees a 6% bonus utilizing Performance Measure Award Monies to be paid by 12/20/2023, Mr. Shea second. All voted in favor. Motion carried and Mary thanked the board.

Mr. Shea made a motion for additional compensation for the new director. Mr. Ramaj second. All voted in favor. Motion carried.

Adjournment

Mr. Ramaj made a motion to adjourn the meeting. Mr. Shea second. Mr. Mauch adjourned the meeting at 5:49 p.m.

Lester Mauch, Chairperson _____

Jeff Ramaj, Secretary/Treasurer _____

Dwane Pacheco, Recording Secretary _____