



1471 Dewar Drive, Suite 247
Rock Springs, WY 82901

Telephone (307)382-7827 or (307)875-7827
Fax (307)352-6896
e-mail – admin@ridestartransit.com

**Board of Directors Meeting Minutes
February 12, 2024**

Call to Order

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

Amendment of February Agenda

Mr. Mauch asked that the February agenda be amended (after roll call) to include recognizing an approved or unapproved absence for Board Member Mr. Zanetti. Ms. Bodyfelt made a motion to amend the February agenda as requested by Mr. Mauch. Mr. Shea second. All voted in favor. Motion carried.

Roll Call

In attendance:

Les Mauch, Chairman
Steve Shea, Vice-Chairman
Jeff Ramaj, Secretary/Treasurer
Virginia Bodyfelt
Dwane Pacheco, Director
Mary Seppie, Bookkeeper
County Commissioner Taylor Jones

Absent:

Joe Zanetti, Board Member

Excused or Unexcused Absence of Mr. Joe Zanetti

Mr. Mauch did not receive any correspondence from Mr. Zanetti regarding his intent to attend the Board meeting, nor did Mr. Pacheco, Ms. Seppie, or any of the other Board members. Mr. Mauch asked for discussion on the absence. Mr. Ramaj made a motion to consider Mr. Zanetti's absence at the February 12th Board meeting an unexcused absence. Ms. Bodyfelt second. All voted in favor. Motion carried. *The record shall now reflect that Mr. Zanetti has two unexcused absences, one from January 15th, and one from February 12th.*

Approval of Amended February Agenda

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

January Minutes

Mr. Shea made a motion to accept the January 15th Board Meeting minutes. Mr. Ramaj second. All voted in favor. Motion carried. Ms. Bodyfelt made a motion to approve the January 29th Special Board Meeting minutes. Mr. Shea second. All voted in favor. Motion carried.

Financial Report

Mr. Ramaj made a motion to approve A/P checks 14372-14394. Mr. Shea second. All voted in favor. Motion carried.

Ms. Bodyfelt made a motion to accept the ACH to Wyoming Retirement and ACH payments to Great West Retirement. Mr. Ramaj second. All voted in favor. Motion carried.

Mr. Shea made a motion to accept payroll checks 6296-6313 and transfers as listed on the transaction report. Mr. Ramaj second. All voted in favor. Motion carried.

Director Update

- Mr. Pacheco informed the Board that STAR will be opening five days a week starting February 19th.
- A new driver has been hired. He has a CDL but does not have a passenger endorsement. Mr. Pacheco stated that Western Wyoming Community College told him that they could not offer an endorsement class until May 3rd. He has also contacted the trainer for School District No. One, who informed him that he can only train for the school district. Mr. Pacheco stated the Department of Workforce Services will be reviewing the new driver's application for funding of the endorsement class and that if that funding is approved STAR will not have to pay for the endorsement course. He will continue to research the CDL passenger endorsement classes.
- Mr. Pacheco contacted the WARM (Wyoming Association of Risk Management) insurance pool about providing STAR's commercial auto and building contents insurance. The WARM Board will be meeting soon to discuss STAR's application. He stated that Mr. Christensen with SMART insurance requested more information from STAR, but has not yet returned any other information.
- STAR received a letter from the City of Rock Springs for the FY2025 funding request and that request will be due March 15, 2024 for outside agencies.
- Mr. Pacheco also spoke with Matt McBurnett regarding information about the WYOClass Investment pool, as Mr. McBurnett sits on the WYOClass Board.
- The SPARE (routing and dispatch software) contract will be increasing slightly for the next year.

February Safety Meeting

The February safety is reviewing tips for when a vehicle becomes stuck.

Old Business

Commercial Insurance

As discussed in the Director's update, Mr. Pacheco is hoping that the WARM Insurance pool will allow STAR to participate and obtain coverage for commercial auto and building contents.

New Business

Approval of 2024 Mileage Rate

Ms. Seppie addressed the Board and stated that STAR follows the County policy, which follows the IRS mileage reimbursement rates. For 2024, the mileage reimbursement for personal vehicles used for business is \$.67/mile. Ms. Bodyfelt made a motion to approve the 2024 mileage rate. Mr. Shea second. All voted in favor. Motion carried.

Price Increase in SPARE Software platform contract

Ms. Seppie told the Board that STAR signed a three year contract in 2021, in which there was an increase built in for each year. As per the Director's update, there will be an increase of \$1,000 for FY2025. Ms. Seppie stated that she thinks it would be worth asking SPARE if there would be a price break if STAR were to sign another three-year contract. The Board agreed. Ms. Bodyfelt made a motion to approve the \$1,000 increase. Mr. Shea second. All voted in favor. Motion carried.

Office Lease Pricing

Mr. Pacheco informed the Board that the leasing company has not gotten back to him with pricing for the next year. Ms. Seppie stated that STAR only signed a one year lease last year and she expects that the leasing company will provide pricing if STAR were to sign a one, three or five year lease. Mr. Pacheco will keep the Board updated.

City of Rock Springs Funding application due by March 15, 2024

Mr. Pacheco told the Board that although the City of Rock Springs is stating that they will not be increasing funding, Mr. Pacheco met with Matt McBurnett and expressed that STAR may possibly ask for more than last year’s funding as the cost of living has gone up substantially. Mr. Pacheco and Ms. Seppie will begin working on the budget and will have the request completed before the Board meeting in March in order to meet the deadline.

Sweetwater Technologies price increase on Monthly Maintenance Contract

Mr. Pacheco informed the Board that the monthly maintenance contract increased 8.5%. The monthly cost went from \$1,283 to \$1,423.

Investment Policy

Ms. Bodyfelt proposed Resolution 2024-01 Investment Policy. Ms. Bodyfelt stated that she used the template from the Rock Springs Green River Joint Powers Water Board. There was Board discussion about some of the wording in the policy. Ms. Bodyfelt stated that she wants to have policies that allow the Board to still have flexibility in the investment decisions while still following all statutes. After the discussion, Ms. Bodyfelt stated that she will take the policy and revise it based on the Board discussion. She will also work on a credit card policy. Ms. Seppie stated that Title VI is also a policy that is one that needs to be done and approved by the Board, but stated that she and Mr. Pacheco are already working on that based on a template provided by WYDOT. Mr. Mauch also mentioned a creating a policy regarding depository banks as well, and Ms. Seppie stated that the Drug and Alcohol policy will need to be updated to list Mr. Pacheco as the primary administrator as well as add Annie Haney as another Designated Employer Representative (DER). Ms. Seppie also stated that the Personnel Policy needs to be revised, but that policy will take time, so it may be best to focus on that after budgets.

Board Comments

Commissioner Jones asked how STAR calculates its budget and how much to request from the County, City of Rock Springs, and City of Green River. Ms. Seppie explained that the total expenses are calculated, then the federal funding percentages (for reimbursement) are applied to Administrative, Maintenance, and Operating categories. What is remaining to be provided is the matching funds needed to secure those federal dollars, and that is what STAR requests from the City of Rock Springs, the City of Green River, and Sweetwater County.

Executive Session,

No Executive Session was held.

Adjournment

Mr. Shea made a motion to adjourn the meeting. Mr. Ramaj second. Mr. Mauch adjourned the meeting at 5:44 p.m.

Lester Mauch, Chairperson _____

Jeff Ramaj, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____