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**Board of Directors Meeting Minutes  
January 15, 2024**

**Call to Order**

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

**Amendment of January Agenda**

Mr. Mauch asked that the January agenda be amended to include recognizing an approved or unapproved absence for Board Member Mr. Zanetti. Ms. Bodyfelt made a motion to amend the January 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, Director  
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. Shea stated that because the STAR meetings have the possibility of not having a quorum if someone is not able to come (due to being a small Board), that it is important that Board members attend the meetings. He stated that Mr. Zanetti should be attending meetings or should resign his position as Board member. Mr. Shea made a motion to consider Mr. Zanetti's absence at the January 15<sup>th</sup> Board meeting an unexcused absence. Mr. Ramaj second. All voted in favor. Motion carried. *The record shall now reflect that Mr. Zanetti has one unexcused absence.*

**Approval of Amended January Agenda**

Ms. Bodyfelt made a motion to approve the amended January agenda. Mr. Ramaj second. All voted in favor. Motion carried.

**December Minutes**

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

## **Financial Report**

Mr. Shea made a motion to approve A/P checks 14332-14335,14348-14371 with voids 14336-14339.

Ms. Bodyfelt second. All voted in favor. Motion carried.

Mr. Shea made a motion to accept payroll checks 6279-6295, 14340-14347, ACH Wyoming Retirement and transfer as listed on the transaction report. Ms. Bodyfelt second. All voted in favor. Motion carried.

## **Director Update**

Mr. Pacheco informed the Board Ms. Seppie has been training him on all of the day-to-day Director activities. He also told the Board that he attended the Public Board Training at the Events Complex. He informed them that STAR did have to call a snow day today (January 15<sup>th</sup>). He is starting to research possibilities to take on the bookkeeping function here at STAR as well as meeting with Western Wyoming Community College about their CDL classes. He also noted that Mr. Legerski with Sweetwater County has spoken to him about the building on Blair as being a possibility for housing STAR Transit after the County no longer needs it.

## **January**

January safety is the annual refresher of the Drug Awareness FTA Video as well as the Bloodborne Pathogens video.

## **Old Business**

None

## **New Business**

### **Reasonable Suspicion Checklist**

Mr. Pacheco sat through an eight hour Designated Employer Representative training as well as Reasonable Suspicion Training. In that training there was a Reasonable Suspicion Checklist that he feels would be a better form for STAR to use than the current form. Ms. Bodyfelt made a motion to approve STAR replacing the old Reasonable Suspicion Checklist being used with the new one presented by Mr. Pacheco. Mr. Ramaj second. All voted in favor. Motion carried.

### **Increase in match needed for new buses due to price increases**

Ms. Seppie provided the Board with the letter that WYDOT sent regarding the increase in match that will be needed for the increase of the two buses (14 passenger buses) that STAR would be ordering through the WYDOT contract with Colorado West. These are buses from prior grants, not the current FY2024 5339 grant. In order to proceed, WYDOT wants to ensure, via Board approval, that STAR can indeed afford the increase in the match that will be needed. Ms. Seppie provided the Board members with documentation in their Board packets showing the total increase to the cost of the buses, the SLIB funding, the federal funding, what STAR had previously planned for the match, and the additional amount of match that STAR will need to provide. The additional amount of the match will be \$12,802 more than the previous amount (\$16,452), bringing the total amount of match needed to \$29,254. Ms. Seppie stated that her concern is the delivery and reimbursement timing. Once the vehicle has been delivered, inspected, and accepted by STAR, STAR will need to write a check to the vendor for the full amount, and only then will be able to submit the proper documentation and be reimbursed by SLIB and the FTA 5339 funds. Each of the buses will cost \$156,181 so STAR would have to purchase one bus at a time to allow time for the reimbursement of the funds as STAR could not afford to write a check for both. Ms. Seppie told the Board that she voiced her concerns with WYDOT and the Colorado West and that Kyle with Colorado West did assure her that they would work with STAR on the timing. Ms. Seppie stated that the total matching on the buses will need to come out of savings or STAR could use Performance Measure Money if they receive any for FY2024, but those are the options as STAR does not ask the cities or county to fund capital purchases. Ms. Bodyfelt stated that STAR really has no other option as it needs the smaller buses to be able to have non-CDL drivers and start providing more service. Ms. Bodyfelt made a motion that STAR will provide the increase in match of \$12,802 with the caveat that STAR work with

Colorado West on the timing of delivery and payment for one bus at a time. Mr. Shea second. All voted in favor. Motion carried.

**Commercial Insurance Change**

Mr. Pacheco informed the Board that HUB has cancelled STAR’s commercial auto insurance and also the property and contents (in the offices) due to carriers no longer providing insurance to public entities. Mr. Shea suggested talking to SMART Insurance with Deanna Christensen. This insurance will expire April 1<sup>st</sup>. Mr. Mauch stated that since this is public money, STAR should obtain quotes from at least three insurance carriers for pricing.. Mr. Ramaj made a motion for STAR to research alternative commercial auto and property and contents insurance carriers. Mr. Shea second. All voted in favor. Motion carried. Mr. Pacheco said he will reach out to other agents for the insurance options.

**Designation of FY2023 Performance Measure Award Funding**

STAR was awarded \$10,000 for the FY2023 Performance Measure Award contest. STAR came in 5<sup>th</sup> place. This money does not require match and the only requirement is that it be used for transit related expenses. WYDOT does require the Board to designate the options. The Board discussed using the money for matching funds for bus purchases, bookkeeper wages, CDL training. Mr. Ramaj asked Mr. Pacheco and Ms. Seppie to rank the priorities on the designation and bring it to the next Board meeting. Ms. Seppie suggested emailing the Board members with the ranking and have at least three approve so that the form can be returned to WYDOT by January 31<sup>st</sup>. The Board members agreed. Steve Shea made a motion to approve the designated expenditures. Mr. Ramaj second. All voted in favor and motion carried.

**Executive Session**

No Executive session was needed.

**Board Comments**

Mr. Mauch asked Ms. Seppie if the WYOStar investment pool is still solvent. Ms. Seppie stated that STAR is in the WYOStar II pool, which seems to be stable. She stated that the Board has the authority to pull the funds out of the WYOStar account and move them into RSNB if the Board is concerned. Ms. Bodyfelt stated that she will work on the investment policy and the credit card policy so that the Board can decide how it wants to move forward.

Commissioner Jones asked why the ridership numbers for November and December were down. Ms. Seppie stated that although December is typically low on a normal year, the majority of the large decrease is due to STAR having to drop Friday services due to a lack of CDL drivers.

**Adjournment**

Mr. Ramaj made a motion to adjourn the meeting. Mr. Shea second. Mr. Mauch adjourned the meeting at 5:36 p.m.

Lester Mauch, Chairperson \_\_\_\_\_

Jeff Ramaj, Secretary/Treasurer \_\_\_\_\_

Dwane Pacheco, Recording Secretary \_\_\_\_\_