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**Board of Directors Meeting Minutes
November 13, 2023**

**In Attendance,
Members**

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

Staff & Guests

Mary Seppie, Director
Commissioner Taylor Jones
Dwane Pacheco

Absent

Joe Zanetti, Board Member

Introductions

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

Amendment/Approval of November Amended Agenda and October minutes

Mr. Shea made a motion to amend the November agenda to move the Director Position from Old Business to Executive Session. Ms. Bodyfelt second. All voted in favor. Motion carried. Mr. Ramaj made a motion to approve the amended November agenda. Mr. Shea second. All voted in favor. Motion carried. Ms. Bodyfelt made a motion to accept the October minutes. Mr. Shea second. All voted in favor. Motion carried.

Financial Report

Ms. Bodyfelt made a motion to approve A/P checks 14273-14297. Mr. Ramaj second. All voted in favor. Motion carried. Mr. Shea made a motion to accept payroll checks 6247-6262, and transfers as listed on the transaction report. Mr. Ramaj second. All voted in favor. Motion carried.

FY2023 Audit Presentation via Zoom by Jason Lund from Carver, Florek, and James

Mr. Lund pointed out some of the highlights of the FY2023 financial audit. STAR received an unqualified opinion on the FY2023 financial audit (clean audit). The Board did not have any questions for Mr. Lund after the presentation and thanked him for his time. Mr. Lund thanked the Board for the opportunity to perform the audit and told them if any other questions come up after the meeting to just contact him.

November Safety Meeting

Ms. Seppie informed the Board that the November safety topic is the danger of Black Ice.

Old Business

Discuss Policy Workshop on October 25th, 2023

Ms. Seppie told the Board that she, Mr. Mauch, Mr. Shea, and Ms. Bodyfelt were in attendance at the workshop. She told the Board that the meeting focused on which policies need to be implemented or updated. These policies should then be approved by the Board, but she and the others agreed that the new Director should be involved during the creation and implementation of any new policies or changes to any current policies.

WYDOT/FTA General Compliance Review November 2nd, 2023

Ms. Seppie explained that WYDOT hired a consulting firm to review each transit/senior center for FTA compliance. This firm is not the federal compliance (FTA) auditors. On November 25th, Mr. Ray Boylson with RLS & Associates was on site at STAR for the day, along with Mr. David Herdt from WYDOT. Mr. Boylson spent the day asking Ms. Seppie questions about STAR and its operations and administrative procedures. He then wrote up a final exit summary for Ms. Seppie. Ms. Seppie reviewed the exit summary with the Board. Overall, the areas STAR were weakest in were policies, procurement procedures/policies, and the Americans with Disabilities Act (ADA) and Title VI wording within policies and on the website. Ms. Seppie told the Board that she will begin working to correct any compliance findings within the report and will try to have them resolved before she resigns at the end of January. The other portion of the report dealt with advisory recommendations, and Ms. Seppie stated that it would be best for the Board to work with the new Director to decide whether these recommendations should be implemented.

Friday Service Reductions

Ms. Seppie told the Board that starting November 3rd STAR stopped providing service on Fridays. She knows that it is not ideal, but until STAR can find drivers, there simply is not enough coverage to do the five days. Commissioner Jones told the Board that a citizen did complain to one of the other County Commissioners about no service on Fridays. Ms. Seppie said that she is sure there will be other complaints, but until drivers can be hired and retained this is the only way she can keep the part-time driver hours down below 30/week.

Acceptance of FY2023 Audit

Mr. Ramaj made a motion to accept the FY2023 financial audit report. Mr. Shea second. All voted in favor. Motion carried.

SLIB Grant Application/meeting on November 2nd-approve Mary's signature on final grant

Ms. Seppie informed the Board that STAR was awarded the SLIB grant it requested. The amount of the grant award will be \$96,000. Ms. Seppie will need to sign the final grant document, which typically arrives mid-December. Mr. Shea made a motion to approve Ms. Seppie's signature on the final grant document. Ms. Bodyfelt second. All voted in favor. Motion carried.

Possible CDL Training/Legal Contract

Ms. Seppie told the Board that a full class CDL Class B with a P endorsement through Western Wyoming Community College would take three weeks and \$4,000 for the class. If STAR were to pay that employee \$13/hour for those three weeks in wage as well, the total would be about \$5,000. If the employee already has a CDL but only needs the passenger endorsement, the class would be \$2,000 and the cost with the wages would be \$2,500. She still believes that there will need to be some type of contract that the employee would have to sign stating he/she will stay on with STAR for a designated period of time in order for STAR to recoup the training costs. Ms. Seppie said that she wanted the Board to have all of the information so that the new Director can decide how he/she wants to move forward.

New Business

Proposed Holiday Schedule for 2024

Ms. Bodyfelt made a motion to accept the proposed holiday schedule for 2024. Mr. Ramaj second. All voted in favor. Motion carried.

Memorial Hospital Memorandum of Understanding (MOU)

Ms. Seppie told the Board that the Memorandum of Understanding with Sweetwater County Memorial Hospital simply states that if there were a community disaster/emergency, STAR would use its buses to help provide any necessary transportation. Ms. Bodyfelt made a motion to approve Mr. Mauch's signature on the MOU with Memorial Hospital. Mr. Shea second. All voted in favor and the motion carried. Mr. Mauch signed the MOU.

Discuss FY2022 Performance Measure Award Expenditures

Ms. Seppie stated that there is money remaining in the FY2022 Performance Measure Award funding. She said that STAR can use this money on things such as an incentive bonus for the employees, camera systems, training for a new CDL driver as well as matching funds. So far she has only used the funding to buy two new tablets/mounts for the buses, and paid for Annie to go to DER training. She will be purchasing two more tablets/mounts, but there will still be money remaining for the year. This money typically needs to be expended by December 31st, but Ms. Seppie has asked for an extension this year so that the Board and new Director will have more time to decide on how to expend the funding. She will let the Board know if WYDOT allows STAR the deadline extension request.

Wyoming Retirement System (WRS) Payments done through ACH

Ms. Seppie told the Board that the WRS has requested that STAR start paying the retirement contributions by ACH instead of check. Mr. Ramaj made a motion to allow the WRS contributions to be paid by ACH. Mr. Shea second. All voted in favor. Motion carried.

Preferred Payroll and Accounts Payable Processing with new Director

Ms. Seppie asked the Board if they would like Hall, Noble, and Druce to take over more of the payroll and accounts payable tasks and possibly even come to the STAR office to process. The Board felt that at this time it would be best to keep the processing procedure the same and then let the Board and new Director decide how they want to proceed in the future.

Board Meeting in December

The Board does not normally meet in December. Ms. Seppie said that because there is more business than usual this year, it may be best to have a December meeting, although the Board could decide to have it earlier than the 2nd Monday as long as it is advertised. Mr. Shea made a motion to hold the December meeting at 5:00 p.m., December 4th, the first Monday of December. Mr. Ramaj second. All voted in favor. Motion carried.

Adjourn Regular Session

Mr. Ramaj made a motion to adjourn the regular meeting and go into executive session at 5:50 p.m. Mr. Shea second. All voted in favor. Motion carried. Commissioner Jones and Mr. Pacheco left the meeting.

Executive Session

An executive session was held to discuss the Director Position.

Re-convene after Executive session

Mr. Shea made a motion to adjourn the executive session and reconvene the regular meeting at 6:37 p.m. Mr. Ramaj second. All voted in favor. Motion carried. Ms. Bodyfelt made a motion to offer Dwane Pacheco the Director position pending attorney review of the employment offer. Mr. Shea second. All voted in favor. Motion carried.

Adjournment

Mr. Shea made a motion to adjourn the meeting. Ms. Bodyfelt second. Mr. Mauch adjourned the meeting at 6:38 p.m.

Lester Mauch, Chairperson _____

Jeff Ramaj, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____