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**Board of Directors Meeting Minutes  
September 11, 2023**

**In Attendance,  
Members**

Les Mauch, Chairman  
Steve Shea, Vice-Chairman  
Virginia Bodyfelt

**Staff & Guests**

Mary Seppie, Director  
Commissioner Taylor Jones

**Absent**

Jeff Ramaj, Secretary/Treasurer  
Joe Zanetti, Board Member

**Introductions**

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

**Approval of September Agenda and August minutes**

Ms. Bodyfelt made a motion to approve the September agenda. Mr. Shea second. All voted in favor. Motion carried. Mr. Shea made a motion to approve the August minutes. Ms. Bodyfelt second. All voted in favor. Motion carried.

**Financial Report**

Ms. Bodyfelt made a motion to approve A/P checks 14218-14243. Mr. Shea second. All voted in favor. Motion carried. Mr. Shea made a motion to approve Payroll Checks 6211-6228 and transfers as listed on the transaction report. Ms. Bodyfelt second. All voted in favor. Motion carried.

**September Safety Meeting**

Ms. Seppie informed the Board that the September safety topic is back to school-driving safety tips.

**Old Business**

**Discussion of Board Member Training on August 23<sup>rd</sup>**

The Board discussed the training that was given on August 23<sup>rd</sup> for all public officers. Ms. Seppie and all of the STAR Board members completed the training, with the exception of Mr. Zanetti. Board members will have until July 1, 2024 to complete this training. Without the training he/she will not be able to serve on any Boards that require it. Overall, the Board felt the training was informative. Ms. Seppie told the Board that STAR has a few areas that need to be stronger with policies and now would be a good time to start putting policies into place or updating existing policies if needed.

**Creation of Investment Policy/Wyoming CLASS presentation at October meeting**

Ms. Seppie told the Board that Robert Casaceli with Wyoming CLASS (Cooperative Liquid Assets Securities System) could possibly give a presentation via Zoom in October if the Board is interested. The Board told Ms. Seppie to pursue this presentation. Ms. Seppie stated that before STAR invests any

money in CDs or a pool such as this, an investment policy should be created by the Board. Commissioner Jones said that creating an investment policy soon would be advised so that STAR may benefit from the current high interest rates. Ms. Seppie will contact Mr. Casaceli about the presentation at the October meeting.

### **Possible Service Reductions**

Ms. Seppie told the Board that as she has mentioned before, if STAR cannot start finding drivers, the service hours may have to be reduced. This reduction may be necessary to keep the part-time drivers below the 30 hours/week average. If the average goes over 30 hours for a year, STAR will have to offer benefits to that employee, which STAR cannot afford.

### **New Business**

#### **Update of FY2024 Audit**

Ms. Seppie told the Board that the FY2024 is almost done, but there was an additional entry for the SPARE software platform that had to be made in addition to the normal adjusting entries. She is expecting it to be done by the October Board meeting.

#### **Approval of 2024 (Calendar Year) Health, Vision, Dental, and Life insurance rates**

The County has approved the health, vision, dental, and life insurance rates for calendar year 2024. Ms. Seppie told the Board that STAR only pays for the benefit for the employee. If an employee wishes to enroll a spouse or family, the employee has to pay for the amount of the premium over the single rate. Mr. Shea made a motion for STAR to follow the County's 2024 Insurance Rate Schedule. Ms. Bodyfelt second. All voted in favor. Motion carried.

#### **Designated Employer Representative Training for Annie Haney**

Ms. Seppie would like to have Annie Haney, one of the dispatchers, complete a course that would certify her as a Designated Employer Representative (DER) for STAR's Drug and Alcohol program. A DER is an employee who is authorized by STAR to take immediate actions to remove employees from safety-sensitive duties, cause employees to be removed from these covered duties, or make required decisions in the testing and evaluation process. Currently Mary Seppie and Thelma Cudney are the DERs. Ms. Seppie told the Board that she would like to use some of the FY2023 Performance Measure Award money for the training. Ms. Bodyfelt made a motion to allow Ms. Haney to complete the required training for a DER using FY2023 Performance Measure Award money. Mr. Shea second. All voted in favor. Motion carried.

#### **Survey of County Board Finances/Annual Summary and Board Training signatures**

Ms. Seppie stated that each year she has to complete and submit the Survey of County Board Finances to the Wyoming Department of Audit. After the report is submitted, the Board approves the Chairman and Treasure to sign the Local Government Annual Report Summary stating that everything in the submitted report was correct to the best of the Board's knowledge. This year the Board members also need to sign a line if they completed the required Public Officer that is due before July 1, 2024, and the Board Chairman must also sign the bottom of the Public Officer training page. Since Mr. Ramaj was not able to attend this Board meeting, Ms. Seppie asked the Board members in attendance if they could approve his signing the document when he returns to town as she needs to submit it by September 30<sup>th</sup>. Mr. Shea made a motion to approve the Chairman and the Treasure to sign the Annual Report Summary and the Chairman to sign the Public Officers training certification for STAR. Ms. Bodyfelt second. All voted in favor. Motion carried. Mr. Shea, Ms. Bodyfelt, and Ms. Seppie each signed that they completed the Public Officer training and Mr. Mauch signed the Annual Report Summary and the certification at the bottom of the Public Officer's Training for STAR. Ms. Seppie will have Mr. Ramaj sign the documents when he returns to town.

## **WYDOT/FTA General Compliance Review and Drug and Alcohol Compliance review**

This topic was missed during the Board meeting and was not noticed until after the Executive Session. Ms. Seppie will include this on the next agenda.

### **Possible CDL Training/Legal Contract**

Ms. Seppie told the Board that STAR may have to offer to pay for the CDL training to attract new drivers. She stated that the training is costly as STAR will have to pay the employee their wages for the time as well as for the course. She said that she has been in contact with Paul Kunkel at University of Wyoming as they do have an online training course that is offered through UW. This course can be completed all online, except for hand-on driving time that has to be done with a licensed CDL driver. He is going to send her some information. Ms. Seppie stated that she has concerns with providing the training and then having the employee leave to drive for another company. She would like to ask Sage Hilstad if there could be some kind of legal document that would bind the employee to work for STAR for at least a year. Commissioner Jones suggested setting up a physical table at one of the job fairs sponsored by the Wyoming Department of Employment to see if anyone would be interested in driving. He also stated that he had a few of his employees obtain their CDL by having them do an intense training on the weekends. Ms. Seppie thanked him for his input and said she may follow up on information about the trainer he used.

### **Cell phone for STAR (on a current tablet data line)**

Ms. Seppie told the Board that she has been thinking about getting a cell phone for STAR. The phone would be used when the dispatchers need to dispatch from their home on snow days as well as for two step factor authentication for emails. Right now anything with a two step authentication process has to go through Ms. Seppie's personal cell phone or, if it is for the dispatcher's email account, their own personal cell phone. Ms. Seppie told the Board that STAR is not currently using all of the tablets, but has to keep the data plan on them in case one does need to be put into use. She might like to use one of these lines for the STAR phone. She needs to find out more information, but wanted to be sure the Board was fine with looking into this. Ms. Bodyfelt made a motion to allow Ms. Seppie to pursue researching the purchase of a cell phone for STAR. Mr. Shea second. All voted in favor. Motion carried. Ms. Seppie told the Board she will keep them updated with any information on this.

### **Policy Guidance, Entity Status, and Possible Workshop**

Ms. Seppie told the Board that after the public officer required training, it is clear that STAR should be implementing or updating policies, such as a credit card policy, investment policy, etc. She stated that it has always been difficult to determine what STAR falls under as an entity and she would like to have a final determination on that as well. She asked if the Board members would be willing to meet at a workshop to discuss which policies need to be implemented and updated. These policies, once created and approved by the Board, should probably be reviewed at least once a year. The Board members set a workshop date for Wednesday, October 25<sup>th</sup> at 5:30. Ms. Seppie told the Board members that she will tentatively plan on that date. She will send out an email to all of the Board members this week.

### **Adjourn Regular Session**

Mr. Shea made a motion to adjourn the regular meeting at 5:55 p.m. Ms. Bodyfelt second. All voted in favor. Motion carried.

### **Executive Session**

An executive session was held.

**Re-convene after Executive session at 6:35**

Ms. Seppie has submitted her resignation to the Board. She told the Board that she has thoroughly enjoyed her time at STAR and thanked the Board members for all of their support over the years. She is willing to stay on until January 31<sup>st</sup>, 2024 to give the Board time to find another Director and for time to help with training. Ms. Bodyfelt made a motion to accept Ms. Seppie’s resignation as of January 31<sup>st</sup>, 2024. Mr. Shea second. All voted in favor. Motion carried. The Board thanked Ms. Seppie and asked her to please send them the current job description for the Director and any other information she thinks pertinent. At this time, Mr. Mauch told the Board that he will not be able to attend the October meeting.

**Adjournment**

Mr. Shea made a motion to adjourn the meeting. Ms. Bodyfelt second. Mr. Mauch adjourned the meeting at 6:40 p.m.

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

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

Mary Seppie, Recording Secretary \_\_\_\_\_