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## **Board of Directors Meeting Minutes October 14, 2024**

### **Call to Order**

Chairman Virginia Bodyfelt called the meeting to order at 5:14 p.m.

### **Roll Call**

#### **In attendance:**

Virginia Bodyfelt, Chairman  
Les Mauch, Board Member  
Carla Hester-Croff, Board Member (by video/phone)  
County Commissioner Taylor Jones, Board Liaison  
Dwane Pacheco, Director  
Mary Seppie, Bookkeeper

#### **Absent:**

Steve Shea, Vice-Chairman- Excused Absence  
Jeff Ramaj, Secretary/Treasurer-Excused Absence

### **Approval of September Agenda and August Minutes**

Mr. Mauch requested the agenda be amended for the following: Under Financial Report, Accept A/P check numbers 14577-14594 should read 14577-14595, which matches the check listing provided to the Board members. Mr. Mauch made a motion to approve the amended agenda. Ms. Hester-Croff second. All voted in favor. Motion carried.

Ms. Hester-Croff made a motion to approve the September minutes. Mr. Mauch second. All voted in favor. Motion carried.

### **Financial Report**

Mr. Mauch made a motion to accept A/P checks 14577-14595 and all electronic fund transfers as listed on the transaction report. Ms. Hester-Croff second. All voted in favor. Motion carried. Ms. Hester-Croff made a motion to accept payroll checks 6468-6491 and transfers as listed on the transaction report. Mr. Mauch second. All voted in favor. Motion carried.

### **Director Update**

Mr. Pacheco updated the Board on the following:

- The first bus of two is built and awaiting shipment from Ohio to Colorado. There the decals will be placed and then it will be delivered to STAR. The second bus is in production.
- The Rock Springs Rotary, the Rock Springs Fraternal Order of Eagles, the City of Rock Springs, the United Mine Workers Union, and Sweetwater Prevention have all expressed interest in purchasing window advertising on the new buses.

- The Senior Expo at the Young at Heart Senior Center in Rock Springs was a success. Mary, Thelma, and Annie each took a shift to answer questions and provided flyers about STAR's services.
- The September ridership numbers increased over September 2023 numbers, but were slightly lower than August, which follows the same trend as the previous year.
- STAR continues to receive inquiries about part-time driver employment.
- STAR is moving forward on the Feasibility and Equity Study Grant. The five-person panel for the selection process will be: Dwane Pacheco, Virg Bodyfelt, Mary Seppie, Gene Legerski, Public Works Director for Sweetwater County, and Paul Kauchich, Public Works Director for the City of Rock Springs. The state has provided STAR with a list of consultants. Five of these consultants will be selected and STAR will then request qualification packets from each of the consultants. The panel will then select from those five consultants based on specific criteria. As Director Pacheco and Mary Seppie have not had experience with this type of process before, STAR is relying heavily on WYDOT, as the primary grantee, to facilitate compliance in all of the necessary steps.
- The final proof of the map/brochure is in process. Once completed, STAR will order 1,500 brochures in English and 1,500 in Spanish.
- STAR received a swatch of material with the new logo, which will be used on uniforms. STAR plans to move forward with hats, hoodie pullovers, and knit caps for the drivers. The office staff will have nametags.
- STAR will be switching over to a Voice Over Internet Phone (VOIP) system provided by ESI on October 21, with the final porting of numbers to be done on October 23<sup>rd</sup>. This will result in a cost savings for STAR for telephone line charges.
- Mary is working with FirstNet for a changeover for the driver tablet data. Currently STAR uses the Verizon platform, but this will be done through AT&T and will result in a cost savings for STAR, as STAR will be able to control the amount of data needed by the tablets and adjust appropriately.

### **Safety Training/General Information**

The October safety training will be Safety First: Best Practices for Bus Drivers.

### **Old Business**

#### **Survey of County Board Finances/Local Government Annual Report Summary and Board Training**

At the September Board meeting, Ms. Seppie informed the Board that the Wyoming Department of Audit requested her to remove the non-cash reconciling items from the report submitted, but the request was on the day of the Board meeting, and she had not changed the report yet. As the report had to be submitted prior to the October Board meeting, Ms. Seppie asked the Board to sign the report and she would provide the corrected report at the October meeting. Ms. Seppie emailed the Board members the corrected report in September when it was completed, and the Board also received a copy of the corrected report in their October Board packets.

### **New Business**

#### **Disadvantaged Business Enterprise (DBE) Policy Statement**

The DBE policy statement is required for STAR's federal funding. The template was provided to STAR by WYDOT. The Board members were all provided with a copy of this DBE Policy Statement in the Board packets for October.

### **Audited Financial Statements**

The FY2024 audit was conducted by Carver, Florek, and James PC out of Utah. Ms. Bodyfelt asked why STAR is not using a local firm for the audit services. Ms. Seppie replied that as far as she is aware, there are few, if any, local firms still providing audit services, and this firm has worked with STAR for several years. She added that the Board always has the option to do a Request for Proposal (RFP) for the audit

firm if they feel they would like to review other potential firms to perform the work. The Board members did not have any questions on the audit, but since two Board members were not at the meeting and may wish to ask questions or have an audit presentation done before accepting the audit, no motion was made to accept the FY2024 audit.

**Board Resolution 2024-11, Budget Amendment**

Ms. Seppie explained that due to her payouts last year and Director Pacheco’s salary being higher than was initially budgeted, STAR depleted the FTA Administrative funding for FY2024 in mid-August and was not reimbursed by the federal administrative funding (FY2024) for these expenses for part of August and all of September. This amount will need to come out of reserves. This budget amendment moved some expenses between the FTA FY2024 5311 and the FTA FY2025 5311 maintenance and administrative funding. The excess over the amount anticipated for July, August, and September on the FY2024 5311 grant was charged to reserves. Mr. Mauch made a motion to approve Board Resolution 2024-11, Budget Amendment. Ms. Hester-Croff second. All voted in favor. Motion carried.

**Board Resolution 2024-12, Consultant Services Policy**

WYDOT provided STAR with a template for a Consultant Services Policy, outlining the necessary federal compliance requirements for these services. STAR will need to comply with this policy moving forward on the Feasibility and Equity Study Grant, as well as any consultant services in the future. Ms. Hester-Croff made a motion to approve Board Resolution 2024-12, Consultant Services Policy. Mr. Mauch second. All voted in favor. Motion carried.

**Board Comments**

There were no Board Comments.

**Executive Session,**

Mr. Mauch made a motion to adjourn the public portion of the meeting and move to an Executive Session to discuss a real estate transaction. Ms. Hester-Croff second. All voted in favor. Motion carried. The regular meeting moved to executive at 5:40 p.m.

**Adjourn Executive Session, resume Regular Session**

Ms. Hester-Croff made a motion to adjourn the Executive Session and resume the Regular Session. Mr. Mauch second. The regular meeting resumed at 5:49 p.m.

**Adjournment**

Mr. Mauch made a motion to adjourn the meeting. Ms. Hester-Croff second. Ms. Bodyfelt adjourned the meeting at 5:50 p.m.

Virginia Bodyfelt, Chairman \_\_\_\_\_

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

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