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**Board of Directors Meeting Minutes
April 8, 2024**

Call to Order

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

Amendment of April Agenda

Mr. Mauch asked that the April agenda be amended (after roll call) for the following:

1. Under Financial report, the AP check numbers to be approved should be 14423-14450 instead of the original listed as 14451-14459
2. Under Financial report, the payroll check numbers to be approved should be 6333-6354 instead of the original listed as 6344-6365
3. Move the 5304 planning grant from Old Business to New Business
4. Under New Business, the addition of the approval for the Director to purchase a Chevy Malibu from the City of Rock Springs

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, Board Liaison

Approval of Amended April Agenda

Mr. Shea made a motion to approve the amendments to the agenda and the amended April agenda. Ms. Bodyfelt second. All voted in favor. Motion carried.

Approval of March Minutes

Mr. Mauch stated that the March minutes should be corrected to show the approval of AP check numbers 14395-14422. Mr. Shea moved to approve the correction to the March minutes. Ms. Bodyfelt second. All voted in favor. Motion carried. Ms. Bodyfelt made a motion to approve the March minutes. Mr. Shea second. All voted in favor. Motion carried.

Financial Report

Mr. Ramaj made a motion to approve A/P checks 14423-14450. Mr. Shea second. All voted in favor. Motion carried.

Mr. Shea made a motion to accept payroll checks 6333-6354 and transfers as listed on the transaction report. Mr. Ramaj second. All voted in favor. Motion carried.

Director Update

- Mr. Pacheco, Ms. Seppie, the dispatchers, and the drivers now have their own email address.
- Mr. Pacheco is working with Royal Flush for a possible logo refresh for STAR. He stated that this would be a good time to do this as a new brochure needs to be printed, signs need to be updated, logo on new buses, etc. He will keep the Board updated as he gets more information.
- Mr. Pacheco stated that only safety sensitive positions in STAR should be in the random drug and alcohol pool. Since Ms. Seppie is only in the office and Mr. Pacheco might only be driving occasionally, he and Ms. Seppie have been taken out of the random pool. The Drug and Alcohol Program Manager should not be in the random drug pool, so by taking Mr. Pacheco out he can continue to be the Drug and Alcohol Program Manager.
- Mr. Pacheco told the Board that he is researching how to enhance partnerships with other organizations within the community. This may include extending service hours in the future. He will keep the Board updated.
- Mr. Pacheco stated that STAR should be hearing from WYDOT about moving forward on the two new buses within the next week.
- The United Mine Workers will be partnering with the City of Rock Springs to purchase an advertising slot on the buses once the new buses have been acquired. This will provide additional matching funds for the federal grant.
- The vehicle to be purchased from the City of Rock Springs will be used for staff to go to the bank, run to the shop or out to check on vehicles, etc.

April Safety Meeting

The April safety topic is customer service.

Old Business

Office Lease Pricing

Mr. Pacheco sent the proposed lease to Sage Hilstad, STAR's attorney, for review. Ms. Hilstad responded with an email that was provided to the Board members in their informational packet. Mr. Pacheco stated that he would like to implement the proposed changes, send the document back to the leasing company for their review and acceptance, and then bring it before the Board to sign at the May meeting. Mr. Mauch inquired about the lease term and Mr. Pacheco responded that he would like to sign for a year as there is no real cost benefit to signing for a longer term. Mr. Shea made a motion to accept the changes to the office lease agreement proposed by Sage Hilstad. Mr. Ramaj second. All voted in favor. Mr. Pacheco will implement the proposed changes and send the document to the leasing company for review.

W.A.R.M. Pool Acceptance

Mr. Pacheco told the Board that the W.A.R.M. insurance pool accepted STAR into the pool. STAR has already paid the prorated portion of the insurance through the end of FY2024 and will be paying for the FY2025 premiums in the next few months. He also told the Board that W.A.R.M. has been discussing a substantial raise to the premiums, but he has been assured that that will not happen until FY2026.

Board Resolution 2024-4 Budget Amendment

Ms. Seppie stated that the proposed resolution is to move \$13,150 from the Office/Safety budget line item to the Director budget line item. The remaining amount left in the budgeted Office/Safety line item will be where her wages will be charged for the remainder of the fiscal year. The amount moved is for the overlap time when Ms. Seppie was training Mr. Pacheco in the Director position. Ms. Bodyfelt made a motion to approve Board Resolution 2024-4 for the budget amendment. Mr. Ramaj second. All voted in favor. Motion carried.

2025 FTA Grants 5311 and 5339

Mr. Pacheco told the Board that STAR submitted the applications for the 5311 FTA funding and the 5339 FTA funding. In order to receive performance measure points, the grant had to be submitted by March 31, 2024 and STAR did submit by the deadline.

New Business

FTA 5304 Planning Grant

Last year, STAR applied for 5304 planning money for the planning costs associated with the purchase of a pre-existing building. In mid-year WYDOT asked STAR if it was planning to use the money. At that time, Ms. Seppie had just stepped down as Director and STAR was searching for a new Director so it was decided that STAR would turn back the money and re-apply in the FY2025 grant application period if the new Director and the Board decided to move forward with the building. As Mr. Pacheco and Ms. Seppie were working on the other grants, they decided that it may be best to re-apply for the planning money as the timeline to even begin the planning would not start until October 2024, which is the actual start date of the grant. Mr. Pacheco reached out the Board Chairman Les Mauch and asked if he could apply for the planning money and then bring it to the Board, as the grant deadline fell before the April Board meeting. Mr. Mauch agreed that it would be best to put the grant application in. Mr. Pacheco and Ms. Seppie were working on completing the 5304 Planning grant when WYDOT informed them that they did not cancel the prior grant on their end as they had told Ms. Seppie they would. The prior grant was therefore still in place for the \$200,000 of 5304 planning grant funds, so STAR did not have to re-apply for the grant. The grant is currently still in place for STAR to use for planning. Ms. Seppie told the Board that she will include this in the final FY2025 budget for the Board to approve. However, this will not impact the matching funds requested from the City of Rock Springs, the City of Green River, and Sweetwater County. She said that since STAR has already completed the funding applications for the City of Rock Springs and the City of Green River based on the budget without the capital amount of the planning grant, STAR will use the same figures on the Sweetwater County application.

Sweetwater County Funding Request due by April 26th

Director Pacheco told the Board that the funding request for FY2025 for Sweetwater County will remain the same as what was requested in FY2024, which was \$112,603. The request is due by Friday, April 26th. Ms. Bodyfelt made a motion to submit the funding request of \$112,603 for Sweetwater County. Mr. Shea second. All voted in favor. Motion carried.

Funding Request Presentations for the City of Rock Springs April 17th 5:30-7:30

Mr. Pacheco told the Board that STAR has been invited to present its funding request to the City of Rock Springs on Wednesday, April 17th. All of the Board members said they would try to attend the meeting.

Board Resolution 2024-05 Title VI Policy revisions and final draft

Mr. Shea requested that page numbers be added if it did not skew the format of the document. Ms. Seppie and Mr. Pacheco stated they would try to add page numbers. Mr. Shea made a motion to approve the Board Resolution 2024-05 for Title VI policy revisions for the agency name, authorizing the Chairman to execute a Title VI non-discrimination agreement, and USDOT Title VI Assurances for Sweetwater County Transit Authority. Ms. Bodyfelt second. All voted in favor. Motion carried.

Request to Change May Board Meeting Date May 13th to May 20th

Mr. Shea made a motion to move the May Board meeting from May 13th, 2024 to May 20th, 2024. The meeting time will remain as normal, 5:00 p.m. Mr. Ramaj second. All voted in favor. Motion carried.

Approval for Director to Purchase a Chevy Malibu from the City of Rock Springs

A motion was made by Ms. Bodyfelt for STAR to purchase a Chevy Malibu from the City of Rock Spring for a cost between \$1-\$10. Mr. Shea second. All voted in favor. Motion carried.

Board Comments

Mr. Ramaj told the Board that he sent out a letter to Mr. Zanetti informing him that he is no longer on the STAR Board due to his unexcused absences. He also sent a letter to the County Commissioners to inform them of the matter. Commissioner Taylor Jones said that the county will want to appoint a new Board member from any current applications on file as soon as possible. Mr. Mauch stated that Mr. Zanetti’s term would have been at the end of this June, so if the County Commissioners want to wait until that time to appoint a new Board member, that would be fine with the Board.

Ms. Bodyfelt said that she is still working on a resolution for the credit card policy and is hoping to bring it to the Board in May.

Executive Session,

No Executive Session was held.

Adjournment

Mr. Ramaj made a motion to adjourn the meeting. Mr. Shea second. Mr. Mauch adjourned the meeting at 5:35 p.m.

Lester Mauch, Chairperson _____

Jeff Ramaj, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____