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Board of Directors Meeting Minutes June 10, 2024

Call to Order

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

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 June Agenda

Mr. Ramaj made a motion to approve the June agenda. Mr. Shea second. All voted in favor. Motion carried.

Approval of May Minutes

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

Financial Report

Mr. Ramaj made a motion to accept A/P checks 14481-14508. Ms. Bodyfelt second. All voted in favor. Motion carried.

Mr. Shea made a motion to accept payroll checks 6377-6398. Mr. Ramaj second. All voted in favor. Motion carried.

Ms. Bodyfelt made a motion to accept the Great West Retirement ACH payments, the Wyoming Retirement ACH payment, the EFTPS (IRS payroll tax payments), and the transfers as listed on the transaction report. Mr. Ramaj second. All voted in favor. Motion carried.

Director Update

- Ridership has been fluctuating, but hopefully it will increase as the weather becomes nicer
- Mr. Pacheco and Ms. Seppie met with Daniel Staffan with First Net. STAR does qualify to use the First Net system. This is a push-to-talk system which communicates through cell towers instead of radios. The repeater for the radios had to be repaired last winter, which was a costly repair. This would eliminate having to use the radios and therefore the repeater. It would require STAR to have all I-pad tablets instead of Samsungs. Mr. Staffan has not yet provided a total price for the system. If STAR were to use the First Net system, STAR would also be connected to WYOLink, and would be able to be notified and responsive with the state during an emergency event, disaster, or evacuation. First Net is an alternative to radio to consider, especially if it is cost neutral or saves STAR money. Mr. Pacheco will keep providing the Board with updates.

- STAR took possession of the Chevy Malibu purchased from the City of Rock Springs. STAR did have to pay for a few small repairs and Mr. Pacheco stated that he will write a thank you letter to the City of Rock Springs thanking them for the car.
- Mr. Pacheco stated that Johnny King with Radio Station 93.5 KREO called him and said that he would be happy to have Mr. Pacheco on the radio to provide the public with some general information about STAR. Mr. Pacheco will plan to do this in the next few weeks.
- Mr. Shea asked about the new buses. Mr. Pacheco stated that the first bus is scheduled to go into the production process on August 16th and the second bus is scheduled to go into the production process 30 days after that.

Safety Training/General Information

June's Safety Training will focus on proper tire inflation and proper wheelchair lift procedures.

Old Business

Logo

Mr. Pacheco provided the Board members with the example of the logo he would like to use on the buses, brochures, uniforms, etc. He has been working with Jessica Evans with Royal Flush Marketing for the logo. Commissioner Jones asked about the cost to do the logo on one bus. Mr. Pacheco stated that he does not anticipate putting the logos on all of the buses right away, but as funding is available. The older logos will need to be removed and the new logos applied. However, he did not know the exact cost of the removal and installation of logos. Ms. Seppie stated that STAR does not fully wrap the buses, so usually the decals are not difficult to remove and that STAR is not planning on installing the new logo on any buses that will be up for replacement soon. She also stated that vendor STAR is working with for the two buses that will be delivered in August and September is willing to install the logo on the buses as part of the cost of the bus purchase before delivery as long as STAR provides all of the picture/size information. She stated that normally this is not the case and as far as she remembers, the last logo installations were around \$800/bus. Mr. Pacheco stated that the importance of the logo is to have uniformity so that STAR is easily identifiable and associated with the logo.

Board Vacancy, Jeff Ramaj's term ends June 30th

The Board asked Mr. Ramaj if he is still planning on serving another term. Mr. Ramaj stated that he would like to serve another term but had not yet completed the application form on the Sweetwater County website.

New Business

CLIMB Wyoming Internship/Discussion

Mr. Pacheco provided the Board with information in their Board packets regarding hiring an intern from the CLIMB Wyoming program, as well as providing the contract that STAR would be entering into with CLIMB. Mr. Pacheco explained that CLIMB would reimburse STAR for the wages paid to the intern, with STAR being responsible for any payroll taxes, worker's compensation, etc. The hours necessary to complete the internship will be 400 hours which will cost STAR about \$700 in taxes. Mr. Pacheco also stated that if STAR is not satisfied with the intern, STAR can end the contract and that CLIMB can also terminate the contract at their request. There was discussion on how many hours the intern would work per week, what her duties would be, background and experience of the intern, etc. After the discussion, Ms. Bodyfelt made a motion to allow STAR to enter into the contract with CLIMB Wyoming for the paid internship. Mr. Ramaj second. All voted in favor. Motion carried.

Electronic Payments for monthly bills

Mr. Pacheco informed the Board that there was a check to a vendor for \$28 that got lost in the mail and was never received by the vendor. It cost STAR \$25 to put a stop payment on the check and then STAR had to re-issue a check. He stated that it would be a much easier and time effective solution to pay electronically on sites that allow this rather than a physical check. Ms. Bodyfelt made a motion to approve

paying electronically rather than a physical check when the option is available, with the caveat that a voucher and proof of the scheduled payment will still be provided to Board members when they are in to sign the physical checks. Mr. Ramaj second. All voted in favor. Motion carried.

Board Comments

Ms. Bodyfelt stated her current employer gives her two days off per month to volunteer, and she would be happy to help with cleaning any shelters and/or buses as part of this community service. The Board thanked her for the offer.

Commissioner Jones stated that the County Commissioners have started working on the budget but are already beginning with a deficit. He informed the Board that budgets will be tight. Mr. Pacheco stated that STAR wants to make transit viable enough that the County Commissioners feel it's important enough to fund. Commissioner Jones stated that there is a predicted increase in population due to a trona mine expansion. He stated that STAR may need to adapt the services it provides in the future based on possible changing demographics in the community.

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 5:40 p.m.

Lester Mauch, Chairperson _____

Jeff Ramaj, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____