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**Board of Directors Meeting Minutes
March 11, 2024**

Call to Order

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

Amendment of March Agenda

Mr. Mauch asked that the March agenda be amended (after roll call) to include recognizing an approved or unapproved absence for Board Member Mr. Zanetti, as well as the addition, under New Business, of the motion/decision to declare Mr. Zanetti’s seat vacant. Director Pacheco asked to have the agenda amended to include, under New Business, approval of the Title VI policy by email before the April Board meeting and the approval of the amended Drug and Alcohol policy. Ms. Bodyfelt made a motion to amend the March agenda as requested by Mr. Mauch and Director Pacheco. Mr. Shea second. All voted in favor. Motion carried.

Roll Call

In attendance:

Les Mauch, Chairman
Steve Shea, Vice-Chairman
Jeff Ramaj, Secretary/Treasurer
Virginia Bodyfelt
Dwane Pacheco, Director
Mary Seppie, Bookkeeper

Absent:

Joe Zanetti, Board Member

Excused or Unexcused Absence of Mr. Joe Zanetti

Mr. Mauch did not receive any correspondence from Mr. Zanetti regarding his intent to attend the Board meeting, nor did Mr. Pacheco, Ms. Seppie, or any of the other Board members. Mr. Mauch asked for discussion on the absence. Mr. Ramaj made a motion to consider Mr. Zanetti’s absence at the March 11th Board meeting an unexcused absence. Mr. Shea second. All voted in favor. Motion carried. *The record shall now reflect that Mr. Zanetti has three consecutive unexcused absences, one from January 15th, and one from February 12th and one from March 11th.*

Approval of Amended March Agenda

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

Approval of February Minutes

Ms. Bodyfelt made a motion to accept the February 12th regular Board Meeting minutes. Mr. Ramaj second. All voted in favor. Motion carried.

Financial Report

Mr. Shea made a motion to approve A/P checks 14395-14422. Mr. Ramaj second. All voted in favor. Motion carried.

Mr. Ramaj made a motion to accept the ACH to Wyoming Retirement and ACH payments to Great West Retirement. Ms. Bodyfelt second. All voted in favor. Motion carried.

Ms. Bodyfelt made a motion to accept payroll checks 6314-6332 and transfers as listed on the transaction report. Mr. Shea second. All voted in favor. Motion carried.

Director Update

- Another new driver, Mo Morrow has been hired. He does not have a CDL but he is able to drive the vans and the bus that does not require a CDL. STAR now has two new drivers. By employing these two additional drivers, STAR is able to provide more rides to the public.
- Mr. Pacheco stated that Ms. Seppie's part-time position is working out well.
- He and Ms. Seppie have been working on the budget. The Board was provided with a copy of the City of Rock Springs funding request. The funding request for the City of Green River is due March 25th, and the FTA 5311 and 5339 grants are due on March 31st.
- Director Pacheco stated that the team is all working very well together. He feels that continuing to educate the dispatchers, who are the supervisors, is important so that they can perform their supervisory duties efficiently and professionally.
- Mr. Pacheco asked if the Board had questions for him. Ms. Bodyfelt questioned the amount of funding that STAR is requesting from the City of Rock Springs, and why STAR is not requesting more. Mr. Pacheco asked Ms. Seppie to comment, and Ms. Seppie responded that it would be discussed later in the meeting.

March Safety Meeting

The March safety topic is reviewing tips for stairways to prevent slips, trips, and falls.

Old Business

Office Lease Pricing

The cost of the office lease will be increasing from \$1,120 to \$1,250 per month. Mr. Mauch asked about the duration of the lease for the pricing. Mr. Pacheco explained that he just received the lease agreement today and he would like to have STAR's attorney, Sage Hilstad, review the lease to see whether STAR would need to pay for the three years if STAR were to leave before the end of the lease. He will update the Board and the next Board meeting after her review.

City of Rock Springs Funding application due by March 15, 2024

Ms. Seppie explained that due to lack of drivers and having to reduce a day of service for a few months in the current fiscal year, the budgeted expenses will be less than anticipated. She explained that due to this, plus the fluctuations in the budget over the last three years due to COVID, lack of drivers, and other factors, she and Mr. Pacheco thought that it would be best to ask the two cities and the county for the same amounts as last year for the matching funds. If STAR can continue to add rides and service, the FY2025 expense will be much closer to the FY2025 budget and STAR may ask for additional matching funding for FY2026. Ms. Bodyfelt made a motion to approve the FY2025 City of Rock Springs funding request for \$34,000. Mr. Ramaj second. All voted in favor. Motion carried.

Commercial W.A.R.M. Insurance

Mr. Pacheco stated that STAR will be informed tomorrow, March 12th, if the W.A.R.M. Insurance pool will accept STAR's application for commercial auto and property insurance.

New Business

Budget Resolution/Move

Ms. Seppie told the Board that she would like to have a Budget Resolution to move \$13,150 from the Office Safety budget line item to the Director Wages line item. Mr. Mauch stated that there should be a formal written resolution written for the Board to approve. Ms. Seppie stated that she will write a resolution to bring for the next Board meeting.

City of Green River Request, Due March 25, 2024

Director Pacheco stated that the application for the City of Green River is due by March 25th, but that the numbers will be same as those provided for the funding request for the City of Rock Springs. Ms. Bodyfelt asked about the approval of the funding request, as the request is due before the next Board meeting. Ms. Seppie stated that the amount of the request will be \$16,890, as STAR is asking for the same amounts as last year. Ms. Bodyfelt made a motion to approve the funding application to the City of Green River in the amount of \$16,890 for FY2025. Mr. Shea second. All voted in favor. Motion carried.

FTA 2025 Grant Open, Due March 31, 2024/Authorizing Resolutions for FTA 5311 and 5339

Mr. Ramaj made a motion to approve the Chairman's signature on the Authorizing Resolutions for the FTA 5311 and the FTA 5339 which will allow Mr. Pacheco to apply for the grants. Mr. Shea second. All voted in favor. Motion carried. Ms. Bodyfelt noted that the application will be conditional upon the Title VI policy and updated Drug and Alcohol policy being approved (to be included in the grant application).

Board Resolution 2024-01 Statement of Investment Policy

Ms. Bodyfelt proposed Authorizing Resolution 2024-01 Statement of Investment Policy. Mr. Mauch explained that the actual procedures involved in investing money should be written up in a separate procedure. Mr. Shea made a motion to approve Authorizing Resolution 2024-01, Statement of Investment Policy. Mr. Ramaj second. All voted in favor. Motion carried. Mr. Mauch signed the resolution.

Board Resolution 2024-02 Statement of Depository Bank

Mr. Mauch explained what needs to be included in the Resolution for the Statement of Depository Bank. After some discussion, Mr. Ramaj made a motion to approve the proposed Board Resolution 2024-02 Statement of Depository Bank Policy. Mr. Shea second. All voted in favor. Motion carried. Mr. Mauch signed the resolution.

Board Resolution for Statement of Credit Card Policy

The Board discussed the proposed resolution. Ms. Bodyfelt will amend the resolution for the changes discussed by the Board and will provide a new version for approval at the next Board meeting.

Board position of Zanetti declared Vacancy

Mr. Mauch explained to the Board that under the Sweetwater County Transit Authority By-Laws, as amended Article 3, Section 7, it states that "if a Board member is absent from three or more consecutive meetings without good cause, his or her office may be declared vacant". Mr. Zanetti has missed three consecutive meetings. Mr. Ramaj made a motion to declare Mr. Zanetti's Board position vacant. Ms. Bodyfelt second. All voted in favor. Motion carried.

Mr. Mauch directed Mr. Ramaj to draft a letter to Mr. Zanetti explaining the circumstances of the declared vacancy as well as the citation of the applicable by-laws. He also asked Mr. Ramaj to draft a letter to be sent to the County Commissioners. The County Commissioners will be appointing a new Board member in June, as Mr. Zanetti's position would have expired at that time. The Board asked that the letter to the County Commissioners explain that STAR would like to wait until the normal appointment time (term starting in July) for a new Board member, rather than fill it at this time.

Title VI Policy

Ms. Seppie explained that she and Mr. Pacheco would like the Board to approve the Title VI policy by email before the next Board meeting and do a formal approval at the next Board meeting in April. This will allow STAR to apply for the federal 5311 and 5339 grant before the March 31, 2024 application deadline date. Mr. Ramaj made a motion to approve the Title VI policy by email before the next Board meeting. Mr. Shea second. All voted in favor. Motion carried.

Updated Drug and Alcohol Policy

Mr. Pacheco explained the updates to the Drug and Alcohol policy. The updates were administrative: Mr. Pacheco will now be the program administrator, the Substance Abuse professionals were updated, Mr. Pacheco and Annie Haney are both now on the policy as Designated Employer Representatives (DER). Ms. Bodyfelt made a motion to approve the amended Drug and Alcohol policy. Mr. Shea second. All voted in favor. Motion carried.

Board Comments

The Board thanked Ms. Bodyfelt for her work on the resolutions. Ms. Seppie stated that it has been great to have Mr. Pacheco on as Director and now she can focus on the financial portion and other duties that were difficult to finish when she was working both positions. She stated that she started the brochure, and Mr. Pacheco was able to get that completed. Mr. Pacheco told the Board that STAR has included a QR code on the brochure that will link to the website. He also stated that he has been speaking with the Director of the airport to see what services STAR might be able to provide rides to passengers.

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 6:00 p.m.

Lester Mauch, Chairperson _____

Jeff Ramaj, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____