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**Board of Directors Meeting Minutes
May 20, 2024**

Call to Order

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

Roll Call

In attendance:

Les Mauch, Chairman
Jeff Ramaj, Secretary/Treasurer
Virginia Bodyfelt
Dwane Pacheco, Director
Mary Seppie, Bookkeeper
County Commissioner Taylor Jones, Board Liaison

Absent:

Steve Shea, Vice-Chairman

Approval of May Agenda

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

Approval of April Minutes

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

Financial Report

Ms. Bodyfelt made a motion to accept A/P checks 14451-14480. Mr. Ramaj second. All voted in favor. Motion carried.

Ms. Bodyfelt made a motion to accept payroll checks 6355-6376. 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

- Mr. Pacheco updated the Board on working with Jessica Evans with Royal Flush Marketing for a possible logo refresh for STAR. The logo is still being revised and he will present it to the Board before any final decision. He also stated that she would be able to re-design STAR's website, as well as do the maps on the back of the brochures. Commissioner Jones asked what the cost would be for these, to which Mr. Pacheco responded that the logo refresh would be approximately \$450, the website would range from \$2500-\$5000. A cost for the map was not provided yet. Mr. Pacheco stated that once a logo is decided upon, that logo will be associated with everything STAR publishes, on the buses, uniforms, etc. The one thing that will be left

- alone is that it will be STAR Transit and there will still be a star somewhere in the logo, as those are things that have traditionally been associated with the service.
- Mr. Pacheco informed the Board that Matt McBurnett with the City of Rock Springs sent an email stating that STAR's funding of \$34,000 was approved in the preliminary budget.
 - Director Pacheco told the Board that one employee has now taken the CDL Passenger endorsement class at Western Wyoming Community College, which will allow him to drive a bus that requires a CDL with the passenger endorsement. The employee was also sent to a Transit Safety Institute (TSI) class in Lander, which is required within 6 months of hire for drivers.
 - Mr. Pacheco stated that he has received delivery dates for the two buses that have been on order. The delivery date of the first bus will be August 13th, and the second bus will be September 16th.
 - The 2010 Chevy Malibu to be purchased from the City of Rock Springs is on the agenda for approval at the City of Rock Springs Council meeting on May 21st, and STAR will be able to take possession of the vehicle after that.
 - Mr. Pacheco stated that the W.A.R.M. Insurance pool is going to provide a quote for cyber insurance. If cyber insurance can be purchased without exceeding the total budget for FY2025 insurance, Mr. Pacheco will move forward with the policy.
 - Mr. Pacheco told the Board that ridership and mileage have shown increases and he hopes that trend will continue. He is hoping that the logo and website refresh will encourage more riders to use the service.

May Safety Meeting

The May safety topic is a review (video) on proper wheelchair securement.

Old Business

Sweetwater County Funding Request

Mr. Pacheco informed the Board that the Sweetwater County Funding Request of \$112,603 was submitted to the county before the required deadline.

New Business

FY2024 Audit Engagement Letter from Carver, Florek, and James

Mr. Pacheco stated that STAR has received the FY2025 audit engagement letter from Carver, Florek, and James, PC. Mr. Ramaj made a motion to approve Mr. Mauch's signature and Mr. Pacheco's signature on the FY2025 audit engagement letter. Ms. Bodyfelt second. All voted in favor. Motion carried.

Procurement Policy/Resolution

The Board was provided with a copy of the proposed Procurement Policy and a proposed Board Resolution adopting the policy. Ms. Bodyfelt made a motion to approve Board Resolution No. 2024-06 adopting the proposed Procurement Policy. Mr. Ramaj second. All voted in favor. Motion carried.

Credit Card Use Policy/Resolution

The Board was provided a copy of Resolution 2024-03, Statement of Credit Card Policy. Mr. Ramaj made a motion to approve Board Resolution 2024-03, the Statement of Credit Card Policy. Ms. Bodyfelt second. All voted in favor. Motion carried. Mr. Mauch stated that Mr. Pacheco and Ms. Seppie should also create a more detailed internal policy to be followed by STAR.

Fuel Card Use Policy/Resolution

The Board was provided with a copy of the proposed Fuel Card Use Policy and the associated proposed Board Resolution 2024-07 to adopt the policy. Ms. Bodyfelt made a motion to approve Board Resolution 2024-07, adopting the Fuel Card Use Policy. Mr. Ramaj second. All voted in favor. Motion carried.

Board Approval for use of FY2023 Performance Measure Award Money for Logo Rebranding, Brochures, and Possible Website Design

Mr. Pacheco informed the Board that he would like STAR to have a new logo going forward and has been working with Jessica Evans from Royal Flush Marketing for that pricing as well as the pricing for the map on the brochures and website design. He would like the Board's approval to use a portion of the FY2023 Performance Measure award money for this. He stated that the value in this is that STAR needs to re-brand itself so that everyone knows they can use the service, not just the seniors and disabled public. He feels that this will only be a small part of educating the public, but he believes a new logo may help the public to see the service as public transportation, and a more user friendly and professional looking website could attract more riders as well. Ms. Bodyfelt made a motion to allow Mr. Pacheco to use the FY2023 Performance Award money toward the logo refresh, map on brochure, and website design. Mr. Ramaj second. All voted in favor. Motion carried.

Approval of FY2025 Budget

Ms. Seppie told the Board that there were a few changes from the tentative budget the Board approved in March. The proposed budget includes the FY2023 Performance Award Measure funding of \$10,000, and an increase to the FY2024 5339 grant of \$40,000 due to projected increases in vehicle prices. These changes increased the income and the expense side of the budget by \$50,000. Ms. Seppie stated that these changes did not affect any funding requests to the Cities or the County. Ms. Bodyfelt made a motion to approve the FY2025 budget. Mr. Ramaj second. All voted in favor. Motion carried.

Board Comments

Mr. Ramaj thanked Mr. Pacheco for all of his work.

Before the meeting, Commissioner Jones had mentioned that Mr. Ramaj's Board term will end June 30th. Ms. Seppie told Commissioner Jones that Mr. Ramaj completed a term for a Board member who resigned, and therefore he can still serve three terms after June 30th. Commissioner Jones told Mr. Ramaj to be sure to re-apply with the County so that he can be placed back on the Board on July 1st, 2024.

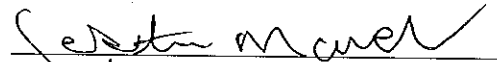
Executive Session,

No Executive Session was held.

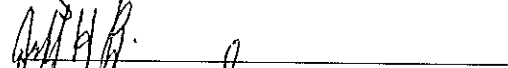
Adjournment

Mr. Ramaj made a motion to adjourn the meeting. Ms. Bodyfelt second. Mr. Mauch adjourned the meeting at 5:43 p.m.

Lester Mauch, Chairperson



Jeff Ramaj, Secretary/Treasurer



Mary Seppie, Recording Secretary

