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Board of Directors Meeting Minutes November 11, 2024

Call to Order

Chairman Virginia Bodyfelt called the meeting to order at 5:30 p.m.

Roll Call

In attendance:

Virginia Bodyfelt, Chairman
Steve Shea, Vice-Chairman
Jeff Ramaj, Secretary/Treasurer
Carla Hester-Croff, Board Member
County Commissioner Taylor Jones, Board Liaison
Dwane Pacheco, Director
Mary Seppie, Bookkeeper

Absent:

Les Mauch, Board Member-Excused Absence

Approval of November Agenda and October Minutes

Mr. Shea made a motion to approve the November agenda and the October minutes. Ms. Hester-Croff second. All voted in favor. Motion carried.

FY2024 Audit Presentation by Jason Lund from Carver, Florek, James, PC (via Zoom)

Jason Lund presented the audit report and explained the reports and figures contained within the financial statements and notes in the audit. The auditors did not have any findings on the report and the audit was given an unqualified opinion, which means that STAR's financial statements are fairly presented in all material respects, in accordance with Generally Accepted Accounting Principles (GAAP). In addition to ensuring the financial reports are reported correctly, the auditors must also report on the internal controls of the organization. Mr. Lund reported that the auditors did not find any significant deficiencies or material weaknesses in STAR's internal control structure.

Mr. Shea pointed out a few spelling errors in the governance letter. Mr. Lund apologized and stated that he will be sure there are no errors next year.

The Board thanked Mr. Lund for the presentation. Mr. Shea made a motion to accept the FY2024 audit. Mr. Ramaj second. All voted in favor. Motion carried.

Financial Report

Mr. Ramaj made a motion to accept A/P checks 14596-14616 and all electronic fund transfers as listed on the transaction report, as well as payroll checks 6492-6515 and transfers as listed on the transaction report. Ms. Hester-Croff second. All voted in favor. Motion carried.

Director Update

Mr. Pacheco updated the Board on the following:

- Both 14-passenger buses have been built. One is in transport to Colorado, and one is already there. Both buses will be inspected and any non-factory equipment to be installed will be done there by Colorado West. Kyle with Colorado West is hoping the first bus will be to STAR by the end of November.
- Some of the driver's caps, hats and hoodies for the new uniform have arrived. The office staff will be wearing magnetic nametags.
- The updated STAR pamphlets with the new map on the back are done and will be delivered to STAR tomorrow. STAR ordered 1,500 English and 500 Spanish brochures.
- The October ridership numbers exceeded 2000, which was 500 more than last October.
- Ms. Hester-Croff mentioned the rider app. Mr. Pacheco said that the app is still in the works, but he would like to push it out after the new buses have been deployed. Ms. Hester-Croff said that she would be willing to help test the app before full deployment.
- STAR is moving forward on the Feasibility and Equity Study Grant. 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. The five-person panel for the selection process (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) will be meeting soon.
- The ESI VOIP phone system is now in place and STAR is no longer using Century Link for the phone system. The costs will be substantially less with this VOIP system than they were with the Century Link landlines.
- 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.
- SLIB met last week and did approve STAR's funding request for another 14-passenger bus. SLIB will provide \$128,000, FTA will provide \$27,200 and STAR's cost will be \$4,800.
- The 2024 Performance Measures Award has not been announced yet, but Mr. Pacheco is hopeful STAR will place in one of the top three places and will receive money as in past years.
- Mr. Pacheco will be doing a short presentation at the Green River Chamber of Commerce on January 15th at noon at the Hampton Inn.
- Ms. Hester-Croff inquired about bus window advertising. Mr. Pacheco explained that STAR can contract with outside organizations who would like to advertise on the windows of the buses. The advertisements need to be approved by the Board before they are placed on the buses.

Ms. Bodyfelt asked if there were any other questions for the Director. Mr. Ramaj told the Board that one of his family members needed the bus service and that the drivers had all treated the person wonderfully and been helpful. Mr. Pacheco and Ms. Seppie both thanked him for letting the Board know and they will be sure to pass this onto the drivers.

Safety Training/General Information

The November safety training will be ways to prevent Slips, Trips, and Falls.

Old Business

There was no Old Business to be discussed.

New Business**2025 Holiday Schedule**

Mr. Ramaj made a motion to approve the proposed 2025 Holiday Schedule. Mr. Shea second. All voted in favor. Motion carried.

Accept FY2024 Audit

This was done after the audit report was presented. Mr. Shea made a motion to accept the FY2024 audit. Mr. Ramaj second. All voted in favor. Motion carried.

FY2024 Performance Measures Discussion

After discussion, it was decided to postpone this until after the Executive Session.

SLIB Grant Application/Meeting on November 7th-Approve Mr. Pacheco's signature on final SLIB Grant

The Board approved the SLIB grant application in August. However, the final grant document usually arrives in December and will need Mr. Pacheco's signature. As there is normally not a Board meeting in December, Ms. Hester-Croff made a motion to approve Mr. Pacheco's to sign the final SLIB grant document. Mr. Ramaj second. All voted in favor. Motion carried.

Approval of Resolution 2024-13 establishing a Cash Management Policy and Cash Procedures and approval of related policy and Approval of Resolution 2024-14 Establishing a Passenger No-Show Policy and approval of related policy

Mr. Shea made a motion to approve the Cash Management Policy and Procedures, Resolution 2024-13 establishing a Cash Management Policy and Cash Procedures, the Passenger No-Show Policy, and Resolution 2024-14 Establishing a Passenger No-Show Policy. Mr. Ramaj second. All voted in favor. Motion carried.

Board Comments

Ms. Hester-Croff inquired about the Vacation and Sick leave report as she noted that it seemed as if some employees were carrying a high balance. Ms. Seppie explained that the employees are allowed to carry up to 40 hours of vacation leave into the next calendar year. However, most of the employees have scheduled their vacation in the next few months so the amounts showing in the liability will be less than those showing currently after those have been used. Ms. Hester-Croff just wanted to ensure that the employees know that they need to be taking their leave time.

Ms. Hester Croff also inquired about part-time vacation benefits. Mr. Pacheco stated that currently there are no leave benefits for the part-time employees, but this might be something to be considered for the next budget session.

Executive Session,

Mr. Ramaj made a motion to adjourn the public portion of the meeting and move to Executive Session. Ms. Hester-Croff second. All voted in favor. Motion carried. The Regular Session of the meeting moved to the Executive Session at 5:41 p.m.

Adjourn Executive Session, resume Regular Session

Mr. Ramaj made a motion to adjourn the Executive Session and resume the Regular Session. Ms. Hester-Croff second. All voted in favor. The regular meeting resumed at 5:50 p.m.

Approve Employee Incentive Award (paid with FY2023 Performance Measure Award/FY 2024 Performance Measure Award)

Mr. Shea made a motion to approve an employee incentive bonus of \$500/employee plus related taxes to be paid on December 19th, 2024, using FY2023 Performance Measure Award money until depleted, and the balance to be paid with FY2024 Performance Measure Award money. Mr. Ramaj second. All voted

in favor. Motion carried. The other designated uses for the FY2024 Performance Measure Award funding will be discussed at the January 2025 Board meeting.

Ms. Hester-Croff asked if the checks will be given to the employees at an employee meeting or Christmas party. Ms. Seppie and Mr. Pacheco said that there will be a staff meeting at 6:00 p.m. on December 19th that will be followed by an employee Christmas party and the checks will be distributed at the meeting. The Board members are all welcome to attend the party. There was discussion about a larger space to hold the meeting other than the STAR Transit Board meeting room. Mr. Pacheco will do some checking and will let everyone know about the venue for the meeting.

Adjournment

Mr. Ramaj made a motion to adjourn the meeting. Mr. Shea second. Ms. Bodyfelt adjourned the meeting at 5:54 p.m.

Virginia Bodyfelt, Chairman	_____
Jeff Ramaj, Secretary/Treasurer	_____
Mary Seppie, Recording Secretary	_____