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Board of Directors Meeting Minutes September 9, 2024

Call to Order

Chairman Virginia Bodyfelt called the meeting to order at 5:00 p.m.

Roll Call

In attendance:

Virginia Bodyfelt, Chairman
Steve Shea, Vice-Chairman
Jeff Ramaj, Secretary/Treasurer (in meeting after roll call)
Les Mauch, Board Member
Carla Hester-Croff, Board Member
County Commissioner Taylor Jones, Board Liaison
Mary Seppie, Bookkeeper

Absent:

Dwane Pacheco, Director

Board Business:

Welcome Board Member Carla Hester-Croff

The Board welcomed Carla Hester-Croff to the STAR Board. Ms. Hester-Croff gave the Board some background information on herself and her family as well as her work experience here in Sweetwater County.

Approval of September Agenda and the August Minutes

Ms. Seppie told the Board that the September safety topic should be Watch out for Wildlife instead of Back-to-School Means Sharing the Road. Mr. Shea made a motion to approve the September agenda with the noted change. Mr. Mauch second. All voted in favor. Motion carried. Mr. Shea made a motion to approve the August minutes. Mr. Mauch second. All voted in favor. Motion carried.

Financial Report

Mr. Mauch made a motion to accept A/P checks 14555-14576 and all electronic fund transfers as listed on the transaction report. Ms. Hester-Croff second. All voted in favor. Motion carried. Mr. Shea made a motion to accept payroll checks 6444-6467 and transfers as listed on the transaction report. Mr. Mauch second. All voted in favor. Motion carried.

Director Update

Mary Seppie stepped in for Mr. Pacheco as he was out sick. Mr. Pacheco asked Ms. Seppie to express his apologies for missing the meeting, and Ms. Seppie updated the Board (per Mr. Pacheco's request) on the following points:

- Virginia Bodyfelt attended the WYTrans Conference as did Mr. Pacheco. One driver, Allan Jarnagin attended the Bus Roadeo, and one driver, Moe Morrell attended the TSI Training offered. Ms. Bodyfelt told the Board that the conference was informative and that STAR will be hosting the conference next year here in Rock Springs.
- The first of the two 14 passenger buses on order is scheduled to be completed on 10/1/2024, and the second bus should be done approximately 4 weeks after that.
- Mr. Pacheco addressed the Young at Heart Senior center and informed them of STAR's hours, operation and also answered questions anyone had about the service.
- STAR received another employment application for a driver, which makes a total of 3 to date
- Brandy Potter, the CLIMB Intern, will complete her internship and has agreed to say on as a part-time driver as needed. This will help keep the average hours down for all of the part-time employees.
- Dwane and Mary are continuing to work with WYDOT on the feasibility and equity study grant for a new building.
- STAR will participate in the Senior Expo at the Young At Heart Senior Center on Thursday, September 12th, from 1-7 p.m. This is a great opportunity to share information about the services STAR offers.
- Dwane will be the guest speaker at the Rock Springs Rotary Club meeting on Thursday. The Rotary Club has expressed an interest in purchasing an advertising slot on one of the bus windows when the new buses arrive.

Safety Training/General Information

The September safety training will be Watch Out for Wildlife.

Old Business

No Old Business

New Business

Survey of County Board Finances/Local Government Annual Report Summary and Board Training

Ms. Seppie explained that she submitted the Survey of County Board Finances to the Wyoming Department of Audit, and that is the report that was also given to the Board members in their Board packets. However, she stated that the Department of Audit returned the report after the Board packets had been emailed. The auditors asked that she not include any non-cash items in her expenditures or revenues. Once the Board has reviewed this report, the Local Government Annual Report Summary must be signed by the Treasurer and the Chairperson, acknowledging that the information presented in the report is correct and complete to the best of their knowledge. The second page of the summary to be completed is the listing of all current Board members and whether they have completed the Board training required by the Wyoming Department of Audit. At this time Ms. Hester-Croff is the only Board member who has not attended the required Board training, and that is noted on the form. Ms. Seppie stated that the report is due by 9/30/2024 and STAR will not have another Board meeting before that time. Therefore, she asked if the Board would approve the Treasurer and Chairman's signatures on the form and the Chairman's signature on the Board training form. She will revise the Survey of County Board Finances and email a copy to the Board members after it has been accepted. This way all reports can be submitted by the 9/30/2024 deadline date. Mr. Ramaj made a motion to approve the Treasurer and Chairman signing the Local Government Annual Report Summary and the Chairman to sign the Public Officer Training form. Ms. Hester-Croff second. All voted in favor. Motion carried.

Board Comments

There were no Board Comments.

Executive Session,

No Executive Session was held.

Adjournment

Mr. Mauch made a motion to adjourn the meeting. Ms. Hester-Croff second. Ms. Bodyfelt adjourned the meeting at 5:18 p.m.

Virginia Bodyfelt, Chairman

Jeff Ramaj, Secretary/Treasurer

Mary Seppie, Recording Secretary
