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Board of Directors Meeting Minutes April 14, 2025

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
Carla Hester-Croff, Board Member
Les Mauch, Board Member
Dwane Pacheco, Director
Mary Seppie, Bookkeeper
County Commissioner Rob Slaughter, Board Liaison

Absent: None

Approval of April Agenda and March Minutes

Mr. Shea made a motion to approve the April agenda. Mr. Ramaj seconded the motion. All voted in favor. Motion carried. Mr. Mauch made a motion to approve the March Minutes. Ms. Hester-Croff seconded the motion. All voted in favor. Motion carried.

Financial Report

Mr. Ramaj made a motion to accept A/P checks 14719-14733 and all electronic fund transfers as listed on the transaction report. Mr. Shea seconded the motion. All voted in favor. Motion carried. Ms. Hester-Croff made a motion to accept payroll checks 6617-6642 and transfers as listed on the transaction report. Mr. Mauch seconded the motion. All voted in favor. Motion carried.

Director Update

Mr. Pacheco updated the Board on the following:

- Kevin Miller with IME sent a revised version of the feasibility study. Mr. Pacheco emailed the revised version to the members of the selection committee and if the committee does not have anything else to add, Mr. Pacheco will plan to sign and move forward with the study.
- The SPARE rider app is ready to be launched on the Android version, but not on the ios version. Once the ios version is completed, the app will go live.
- Mr. Pacheco told the Board that he is planning to hire three more part-time drivers to fill in as necessary. One of the three already has a Commercial Driver's License (but no Passenger Endorsement) and the other two would be able to drive the 14 passenger buses. Mr. Pacheco is hoping that having these additional drivers will help increase the ability to move more passengers as well as help when the current drivers need days off for vacations, sick time, etc.

- Ed Sabourin and Donna Goetz are at a class this entire week. When they have completed the class, they will both be certified as Transit Safety Institute (TSI) Instructors. This be a great benefit to STAR as it will now be able to have TSI classes for new employees and recertifications as needed. Another great benefit of having Donna and Ed as instructors is that STAR will also earn Performance Measure points when STAR offers a class to be taught by Donna or Ed and other transit agencies send drivers for their TSI new certifications or re-certifications.
- Director Pacheco told the Board that all of the FTA 5311 and 5339 grants have been submitted for fiscal year 2026.
- Ridership increased by 182 rides from the previous March.
- Mr. Pacheco told the Board that after speaking to Sweetwater County’s Attorney John DeLeon and Commissioner Slaughter, the determination of whether to treat Sweetwater County Transit Authority as a component agency vs. an outside agency in regard to funding is up to the Commissioners.

Safety Training/General Information

The April safety training will be on Radio Etiquette.

Old Business

None

New Business

Ricoh Lease Proposal

Mr. Pacheco told the Board that the current copier lease term has expired. The amount that STAR is now paying on the maintenance contract continues to increase based on the number and price per black and white and color copies. Mr. Pacheco reached out the Ricoh representative to see what options STAR has for a new copier. A new five-year copier lease will save STAR about \$1,600 over the next five years. Ms. Hester-Croff made a motion to approve Mr. Pacheco signing a new five-year copier lease with Ricoh. Mr. Shea second. All voted in favor. Motion carried.

Board Member Terms

The three-year Board terms for Mr. Shea and Mr. Mauch will end on June 30th of this year. Mr. Shea and Mr. Mauch have both served two consecutive terms. Mr. Pacheco told the Board to let him know of anyone that might be interested in serving as a Board member. Commissioner Slaughter said he will also speak to Sally Shumaker at the County to see if there are any applications currently on file for the STAR Transit Board. Ms. Seppie told the Board that there are only two consecutive three-year terms allowed, but once in the past ,when there were no applicants, the County Commissioners appointed Mr. Love for an additional term. If there are no applicants for the Board, this might be something that STAR could approach the Commissioners about again. Mr. Shea stated that if this were to happen, he would be willing to serve a third term.

Sweetwater County Funding Request

Mr. Pacheco told the Board that the only local funding request left to be submitted is the request to the Sweetwater County Commissioners. This request is due by April 25th. STAR will be requesting the same level of funding from Sweetwater County as it did in the prior fiscal year, which was \$112,603.

Executive Session,

No Executive Session was needed.

Adjournment

Mr. Shea made a motion to adjourn the meeting. Mr. Ramaj second. Ms. Bodyfelt adjourned the meeting at 5:20 p.m.

Virginia Bodyfelt, Chairman _____

Jeff Ramaj, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____