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**Board of Directors Meeting Minutes
April 13, 2026**

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
Carla Hester-Croff, Secretary/Treasurer
John Bettolo, Board Member
Dwane Pacheco, Director
County Commissioner Rob Slaughter, Board Liaison
Mary Seppie, Bookkeeper

Absent:

Jeff Ramaj, Board Member-Excused

Board or Guest Comments: None

Approval of April Agenda and March Minutes

Mr. Shea made a motion to approve the April agenda. Mr. Bettolo second. All voted in favor. Motion carried. There was a correction to the March minutes- the safety topic should have been Cybersecurity Training instead of Fatigue Awareness. Ms. Hester-Croff made a motion to approve the March minutes with the corrected safety topic. Mr. Shea second. All voted in favor. Motion carried.

Financial Report

Mr. Bettolo made a motion to accept A/P checks 14946-14957 and all electronic payments as listed on the transaction report. Ms. Hester-Croff seconded the motion. All voted in favor. Motion carried. Mr. Shea made a motion to accept payroll checks 6969-6997 and transfers as listed on the transaction report. Mr. Bettolo seconded the motion. All voted in favor. Motion carried.

Director Update

- March's ridership increased by 1086 rides from March 2025. The new mobile app accounted for about 15 %. There were 72 new riders created in February and 28 riders with the first trip taken.
- Mr. Pacheco shared a picture of some additional graphics that will be placed on the new buses that STAR will be receiving in the next few months. These graphics will cost slightly more than the graphics done before, but STAR will use performance money to cover the cost.
- April 17th will be STAR's free day. Mr. Pacheco shared the flyer that was designed to advertise the free fare day.
- Director Pacheco will be meeting with the City of Rock Springs Finance Committee on STAR's FY2026 funding request on Friday, April 17th.

- We have received the funding request from the Board of County Commissioners and will be working to get it completed and submitted before the deadline.
- The FTA 5311 grant has been submitted, and Mr. Pacheco and Ms. Seppie will be finishing the 5339-grant request for a new bus (to replace an older one in the fleet) and it will be submitted within the week.
- Ms. Bodyfelt's term on the STAR Board will end on June 30th. Mr. Pacheco asked the Board to be thinking if there might be anyone who may be interested in serving on the Board.

Safety Training/General Information

The April safety training is on Fatigue Awareness.

Old Business

Update on Bus Disposals

Bus 11 was sold on March 6th for \$3,000. There is an interested party from Gillette that has approached STAR about the other bus that is still for sale. Mr. Pacheco will keep the Board updated.

Free Day 4-17-2026

Mr. Pacheco discussed the Free day in his Director update above.

New Business

Update on Purchase of Two New Buses

One of the two new buses will be purchased in May and one will be purchased in June.

Building Update-430 Blair

Mr. Pacheco told the Board that he has requested to be on the agenda for the Board of County Commissioner's meeting on April 21, 2026 to let them know that STAR is interested in the building and lot at 430 Blair. He told the Board that he has spoken to Kevin Miller with Inberg Miller Engineering (IME), which is the firm performing the feasibility study for STAR, about replacing the property at West 2nd Blair in the study with the 430 Blair property. Mr. Pacheco has not had the final approval from Mr. Miller on this nor the cost that would be associated with changing the properties in the study. There is still money left in the planning grant that could be used for the cost of this change.

Mr. Pacheco and Ms. Seppie did meet with WYDOT. As the 5339 grant for FY2027 must be submitted this week, this building will not be included with that grant application. However, should STAR wish to apply for funding outside of a grant application period, there is a grant by-pass that could be done. During the meeting, WYDOT informed Mr. Pacheco and Ms. Seppie of all of the steps that would have to be taken before STAR could even apply for the funding. This included a URA, a NEPA study, a Title VI Analysis, and an Independent Cost Estimate. In addition, STAR would be required to have two independent appraisals of the property and STAR would be required to pay Fair Market Value for the property, even if the County were to offer the property for less. It will take at least six months to complete all of the steps. Mr. Pacheco is hoping that some of the studies can be completed by IME inside of the feasibility study.

Mr. Pacheco has also reached out to Shelly Hood at the State Lands and Investment Board about possibly applying for a Mineral Royalty Grant to cover the 20% match that would be needed for the building. The MRGs may be given for essential services, which STAR would fall under. However, she told Mr. Pacheco that SLIB would want to see that all other funding is secured before the grant could be considered by the SLIB Board.

Mr. Pacheco will keep the Board updated on the progress of this project.

Resolution 2026-3 to Adopt and Updated FTA Procurement Policy

Ms. Seppie told the Board that there were some thresholds in the prior policy that needed to be changed. As STAR received federal funds as a subrecipient from WYDOT, the lower state purchasing thresholds must be followed instead of the higher federal thresholds. Ms. Seppie said that she also just cleaned up some of the pages to make the overall presentation look better, but the actual template was provided by the FTA/WYDOT. Mr. Shea made a motion to approve Resolution 2026-3 to adopt the updated FTA Procurement Policy. Ms. Hester-Croff second. All voted in favor. Motion carried.

Executive Session

No Executive Session was held.

Adjournment

Mr. Shea made a motion to adjourn the meeting. Mr. Bettolo second. All voted in favor. Motion carried. Ms. Bodyfelt adjourned the meeting at 5:24 p.m.

Virginia Bodyfelt, Chairman _____

Carla Hester-Croff, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____