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Board of Directors Meeting Minutes February 9, 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
Jeff Ramaj, Board Member
John Bettolo, Board Member
County Commissioner Rob Slaughter, Board Liaison
Mary Seppie, Bookkeeper

Absent:

Dwane Pacheco, Director

Approval of February Agenda and January Minutes

Mr. Shea made a motion to approve the February agenda. Mr. Ramaj second. All voted in favor. Motion carried. Ms. Hester-Croff made a motion to approve the January minutes. Mr. Ramaj second. All voted in favor and motion carried. After the vote, Mr. Ramaj noted that there were two names missing in the January minutes under attendance-Carla Hester-Croff and Steve Shea. Ms. Seppie said she would add the missing names to the minutes. Mr. Ramaj made a motion to approve the amended January minutes. Ms. Hester-Croff second. All voted in favor and motion carried.

Financial Report

Mr. Ramaj made a motion to accept A/P checks 14907-14926 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 6909-6939 and transfers as listed on the transaction report. Mr. Shea seconded the motion. All voted in favor. Motion carried.

Director Update

Since Mr. Pacheco could not attend the meeting, Ms. Seppie presented his notes on the Director Update.

- January's ridership increased by 191 rides from January 2025. The new mobile rider app accounted for about 15 %, or 342 rides. There were 93 new riders created in January and 22 riders with the first trip taken.
- The Spartans Baseball Team Under 18, traveling/Senior Babe Ruthe league is interested in purchasing one of the buses for sale for \$3,500. There is a couple from Idaho that is interested in purchasing the other bus for \$3,500. They were scheduled to come to town today but their plans changed. Mr. Pacheco is hopeful they will be able to reschedule soon. Mr. Pacheco will update the Board at the next meeting.

- STAR has three active grants (SLIB/FTA) for buses and plans to purchase one bus by June 30th, 2026, and another by September 30th, 2026. The third grant is for a van, which will be purchased in 2027.
- Mr. Pacheco made a presentation to the City of Green River Council meeting on January 20th and STAR rider Deborah Hochhalter gave a testimonial on how important STAR is to the community. Ms. Bodyfelt also attended the meeting, and Mr. Pacheco would like to thank her for her support.
- Mr. Pacheco will present to the City of Rock Springs Council at the February 17th meeting at 7:00 p.m. He is hoping to find another rider willing to give a testimonial. Mr. Pacheco stated that Board members are welcome to attend.
- Lenaya Alverson at WYDOT Transit Program Coordinator sent an email to Mary and Dwane regarding STAR's Title VI/ADA complaint forms and policies. She stated that these forms and policies on STAR's website are easy to find and look great and professional. She stated that so far out of all of the agencies, this is the best example of full compliance on these specific requirements that she has seen and wanted to thank us for all of our hard work on this.

Safety Training/General Information

The February safety training is a refresher on wheelchair securement.

Old Business

Sweetwater County Tripartite Grant Update

Ms. Seppie told the Board that all the grant participants have now been entered into the EmPowor online portal. She said that riders are continuing to apply for passes and that for the month of February all 10 passes were approved and distributed.

Update on Bus Disposals

Mr. Pacheco discussed the bus disposals in his Director Update. Please see section above.

Free Day 4-17-2026

Ms. Seppie stated that Mr. Pacheco reached out Leanna Humble with WYDOT (WYDOT is the administrator for the FTA funds that STAR receives) regarding the Free Day. Leanna sent a list of federal stipulations that need to be met in order for STAR to have the free day and report it correctly for federal funding purposes. Ms. Seppie said that the most important items for that day will be sure that STAR does not collect any revenue for rides. She feels that with planning, working with SPARE and continuing to work with WYDOT, that STAR will be able to do the free day and substantiate the documentation for the federal reporting.

New Business

Resolution 2026-1 for the Policy of Cost Allowability for Charges Against Federal Awards

Ms. Seppie told the Board that RLS, the consultant hired by WYDOT to do a compliance audit of all transit agencies in the state, reached out with a few of the findings that were still outstanding after STAR's audit in 2023. One of these items was a policy regarding which expenses are allowable and chargeable to the federal grant. Mr. Shea made a motion to adopt Resolution 2026-1, to create the policy of cost allowability for the charges against federal awards. Mr. Bettolo second. All voted in favor. Motion carried.

Resolution 2026-2 establishing a Conflict-of-Interest Policy and Code of Conduct

Ms. Seppie explained that one of the findings that was still outstanding was that STAR did not have a Conflict-of-Interest Policy and Code of Conduct. Mr. Ramaj made a motion to adopt Resolution 2026-

2, establishing a Conflict-of-Interest Policy and Code of Conduct. Mr. Bettolo second. All voted in favor. Motion carried.

Memorandum of Understanding (MOU) with Southwest Counseling Services

Ms. Seppie told the Board that the MOU between STAR and Southwest Counseling Services is not a contract, but an understanding that STAR will provide transportation to the community, including those clients at Southwest Counseling Services who are using the bus for transportation for the purposes of mental health and other counseling services. STAR will keep any rider information confidential. Ms. Seppie explained that this confidentiality is something that all STAR employees agree to via a confidentiality policy that each employee signs upon hire. This confidentiality policy applies to all riders, including any riders that are using Southwest Counseling Services. Ms. Hester-Croff made a motion to approve the MOU between STAR and Southwest Counseling Services. Mr. Shea seconded the motion. All voted in favor. Motion carried and Ms. Bodyfelt signed the MOU as STAR’s representative.

Comments from Board, Board Liaison, or Members of the Public

Commissioner Slaughter told the Board that Mr. Pacheco had inquired about STAR possibly washing the buses in the wash bay at the new Sweetwater County Maintenance facility. Mr. Slaughter said that he spoke with Commissioner West, who had some concerns about this. Ms. Seppie stated that it would be best for Commissioner Slaughter to speak with Mr. Pacheco about these concerns first, and then if Mr. Pacheco wishes to move forward this can be presented to the Board at a future meeting.

Executive Session

No Executive Session was held.

Adjournment

Ms. Hester-Croff made a motion to adjourn the meeting. Mr. Shea second.. All voted in favor. Motion carried. Ms. Bodyfelt adjourned the meeting at 5:16 p.m.

Virginia Bodyfelt, Chairman _____

Carla Hester-Croff, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____