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Board of Directors Meeting Minutes January 12, 2026

Call to Order

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

Roll Call

In attendance:

Virginia Bodyfelt, Chairman
Jeff Ramaj, Board Member
County Commissioner Rob Slaughter, Board Liaison
Dwane Pacheco, Director
Mary Seppie, Bookkeeper

Absent:

John Bettolo- Excused Absence

Approval of January Agenda and November Minutes

Mr. Shea made a motion to approve the January agenda and the November minutes. Mr. Ramaj second. All voted in favor. Motion carried.

Financial Report

Mr. Ramaj made a motion to accept A/P checks 14854-14867, Void 14868, 14869-14906 and all electronic fund transfers as listed on the transaction report. Ms. Hester-Croff seconded the motion. All voted in favor. Motion carried. Ms. Hester-Croff made a motion to accept payroll checks 6849-6908 and transfers as listed on the transaction report. Mr. Shea seconded the motion. All voted in favor. Motion carried.

Director Update

Mr. Pacheco updated the Board on the following:

- November's ridership increased by 372 rides from November 2024. The new mobile rider app accounted for about 10.8 % of the rides. There were 72 new riders created in November and 17 riders with a first trip taken. In December, there were 504 more trips than in December, 2024. The app rides were 13.6%. There were 99 riders created and 26 with a first trip taken.
- The older buses scheduled for disposal were listed for sale. There were many inquires, but no committed purchasers. The advertisement was sent out again last week and Mr. Pacheco will keep the Board updated on this matter.
- Mr. Pacheco made a presentation to the Board of County Commissioners at their meeting on December 23rd. Bob Nissan, a rider, also spoke and conveyed how important STAR is to the community. Mr. Pacheco will also be doing a presentation for the City of Green River Council meeting on January 20th and another STAR rider, Deborah Hochhalter, will also be speaking at that meeting. Mr. Pacheco has requested to be scheduled for a presentation to the City of Rock

Springs Council at the February 3rd meeting as well. Mr. Pacheco stated that Board members are welcome to attend any of these meetings.

- STAR has received the FTA 5339 grant award letter for FY2026 for the new van. The total amount of the grant request for the van is \$170,000. SLIB will provide \$136,000, FTA will provide \$28,900, and STAR will be responsible for the remaining \$5,100.

Safety Training/General Information

The January safety training is the annual refresher of: FTA Drug and Alcohol training, Bloodborne Pathogens, and Hazardous Materials.

Old Business

Sweetwater County Tripartite Grant Update

Mr. Pacheco told the Board that he and Ms. Seppie are learning the new system, EmPow0r, the grant reporting software, to enter all of the CSBG applicants.

Update on Bus Disposals

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

Signature on 2025 Performance Award Measure Designation

The Board designated how the 2025 Performance Award Measure money should be utilized at the November 2025 Board meeting. At that time, it was expected that STAR would receive \$10,000, but after all of the points were tallied, STAR placed 3rd, with an award of \$15,000. The designated expenses for the award money that were approved in November included: the purchase of uniforms, advertising/media expenses, equipment purchases (such as tablets, office equipment, etc.), re-stickering on buses, funding for employee appreciation, and to offset any funding/matching shortages. The actual designation form was not available at the November meeting, so Ms. Bodyfelt signed the 2025 Performance Award Measure designation form with the approved designations. Mr. Pacheco will return it to WYDOT.

New Business

Free Day 4-17-2026

Mr. Pacheco told the Board that he would like to celebrate STAR's 37th anniversary in April by having a day when all riders can ride for free. He asked the Board members about their thoughts on this. All of the Board members felt the free-fare day would be a great way to get STAR's name out to the community and possibly gain new riders. Mr. Pacheco stated that he will need to consult with WYDOT as to whether this can be done under the federal grant funding rules. Mr. Shea made a motion for Mr. Pacheco to move forward in pursuing the free day. Mr. Ramaj second. All voted in favor, motion carried.

Executive Session

An Executive Session was called at 5:14 to discuss a personnel issue. Mr. Shea made a motion to adjourn the regular meeting and move into executive session. Mr. Ramaj second. All voted in favor. Motion carried. Commissioner Slaughter left for the executive session. After the executive session had ended, Ms. Hester-Croff made a motion to come out of the executive session and re-convene the regular meeting. Mr. Ramaj second. All voted in favor. Motion carried.

Regular Meeting Reconvened at 5:29 p.m.

Adjournment

Mr. Shea made a motion to adjourn the meeting. Mr. Ramaj second. All voted in favor. Motion carried. Ms. Bodyfelt adjourned the meeting at 5:30 p.m.

Virginia Bodyfelt, Chairman

Carla Hester-Croff, Secretary/Treasurer

Mary Seppie, Recording Secretary
