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## **Board of Directors Meeting Minutes January 13, 2025**

### **Call to Order**

Chairman Virginia Bodyfelt called the meeting to order at 5:30 p.m.

### **Roll Call**

#### **In attendance:**

Virginia Bodyfelt, Chairman  
Jeff Ramaj, Secretary/Treasurer  
Carla Hester-Croff, Board Member  
Les Mauch, Board Member  
County Commissioner Taylor Jones, Board Liaison  
Dwane Pacheco, Director  
Mary Seppie, Bookkeeper

#### **Absent:**

Steve Shea, Vice-Chairman- Excused Absence

### **Approval of January Agenda and November Minutes**

Mr. Mauch made a motion to approve the January agenda and the November minutes. Ms. Hester-Croff second. All voted in favor. Motion carried.

### **Financial Report**

Mr. Mauch made a motion to accept A/P checks 14617-14639, 14664-14679, and all electronic fund transfers as listed on the transaction report. Ms. Hester-Croff second. All voted in favor. Motion carried. Ms. Hester-Croff made a motion to accept payroll checks 6516-6564, 14652-14663, voided checks 14640-14651, and transfers as listed on the transaction report. Mr. Mauch second. All voted in favor. Motion carried.

### **Director Update**

Mr. Pacheco updated the Board on the following:

- Mr. Pacheco thanked the Board for their support over the last year and thanked the Board members for coming to the employee meeting/Christmas party in December. The staff enjoyed having the Board there and were very grateful for the incentive that the Board approved.
- The FirstNet platform to run the data for the tablets is now up and running.
- Another part-time employee, Todd Julius was hired in December. STAR was able to hire another part-time employee as there is now an additional 14 passenger bus in the fleet.
- Three employees went to Colorado to pick up the two new 14 passenger buses. Colorado West paid for all of the wages, travel expenses, etc. One of the new buses has been deployed, and the other will be deployed soon. STAR will be retiring two of the older buses once the two new buses are both in the fleet.

- Mr. Pacheco will be the speaker at the Green River Chamber Lunch and Learn on Wednesday, January 15<sup>th</sup>. He will drive one of the new buses to the event so that the community can see the bus, and the presentation will serve to inform the community about STAR and the services it offers.
- Inberg Miller Engineering (IME) is working on a price for The Technical Feasibility and Analysis Study and should have it back to STAR within the next few weeks. Once the price is proposed, STAR can either accept the price or reject it and move to the next firm on the list.
- Mr. Pacheco is hoping to have the Rider App in place by late January, but it will depend on the work that can be done with SPARE between now and then.
- STAR applied for a capital grant in FY2025 to replace the route stop signs around town, so this will be a project that will be happening in the next few months.

Ms. Bodyfelt asked if there were any other questions for the Director. Mr. Ramaj asked if STAR has had any more interest in window advertising on the buses and also asked if the Sweetwater County Events Complex had any interest. Mr. Pacheco stated that there are some organizations interested, and he will be following up on those. Some of the organizations that may possibly want to advertise are the City of Rock Springs, Sweetwater County Travel and Tourism, and the Sweetwater County Airport. The advertisements need to be approved by the Board before they are placed on the buses.

Ms. Hester-Croff asked about the WYTrans Conference that STAR will be hosting and exactly what that is. Mr. Pacheco explained that WYTrans is a state association for transit providers in Wyoming. The conference is fairly small, but transit providers from around the state attend and also some vendors. Ms. Seppie told the Board that the great thing about this conference is that although STAR will host the conference, Jaime Hunolt with WYTrans does much of the organizing, and STAR will just work to help her facilitate the location and the location for the Bus Rodeo that is also held during that time. For hosting the conference, STAR receives Performance Measure Award points that go toward the total point tally for the award at the end of the year.

### **Safety Training/General Information**

The January safety training will be the required annual refresher training for Drug and Alcohol awareness, Bloodborne Pathogens, and Hazardous Materials.

### **Old Business**

#### **FY2024 Performance Measure Award Discussion**

Director Pacheco stated that the final award determinations were made for FY2024, and a formal letter was sent out to STAR. STAR placed second and will receive \$20,000 as the award for FY2024. This money is money that may be used for anything transit related (upon Board designation) that may not be able to be purchased with the 5311 or 5339 grant money. Ms. Seppie stated that it was placed under Old Business as the Board had designated a small amount of the money to be used to cover any amount of the Employee Incentive paid in December if the FY2023 award money was depleted. She stated that she was able to apply the FY2023 money in a different order for reimbursement and that the FY2024 money did not actually end up needing to be used.

#### **SLIB Grant Application/Meeting on November 7<sup>th</sup>**

Mr. Pacheco let the Board know that STAR did receive the final grant document for the SLIB Grant from the Attorney General's Office on December 31<sup>st</sup>. He was able to sign the final grant document and it has now been submitted.

### **New Business**

#### **Workshop**

Ms. Bodyfelt would like to propose a workshop to work on some of the strategic planning for the remainder of calendar year 2025. Director Pacheco would like to have the Board's input and ideas, as well as express his own for the next year. As this will be considered a public meeting (if there are three

or more Board members in attendance), it will need to be advertised. The Board decided to schedule the workshop on Monday, January 27<sup>th</sup> at 3:30 p.m. Director Pacheco said he will get the workshop advertised.

**FY2024 Performance Award Measures Designation**

Mr. Mauch made a motion to approve using the FY2024 Performance Award Measure for the following proposed expenditures:

- Re-stickering of the bus(es)
- Uniforms
- Brochures
- Media/Advertising
- Equipment (for buses, office)
- Funding shortfalls and or using for matching funds for grants
- Employee Incentive Bonus

Mr. Ramaj second. All voted in favor. Motion carried.

Mr. Mauch stated that he would like the Board to prioritize these expenses as well and that the topic could be discussed at the workshop and at the next Board meeting.

**Executive Session,**

No Executive Session was needed.

**Adjournment**

Mr. Ramaj made a motion to adjourn the meeting. Ms. Hester-Croff second. Ms. Bodyfelt adjourned the meeting at 5:32 p.m.

Virginia Bodyfelt, Chairman	_____
Jeff Ramaj, Secretary/Treasurer	_____
Mary Seppie, Recording Secretary	_____