1471 Dewar Drive, Suite 247
Rock Springs, WY 82901

Telephone (307)382-7827 or (307)875-7827
Fax (307)352-6896
e-mail – admin@ridestartransit.com

Board of Directors Meeting Minutes
June 8, 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
Jeff Ramaj, Board Member
Dwane Pacheco, Director
Mary Seppie, Bookkeeper
County Commissioner Rob Slaughter, Board Liaison

Absent:
None

Board or Guest Comments:
None

Approval of June Agenda and May Minutes
Mr. Ramaj made a motion to approve the June agenda and the May minutes. Mr. Shea second. All voted in favor. Motion carried.

Financial Report
Ms. Hester-Croff asked Ms. Seppie if it would be possible for her to detail out the memo section of the check-listing report so that the Board members know more about which expenses are associated with which checks. Ms. Seppie replied that she will try to detail out more in the memo line for the expenses, but in some cases the memo line on the check must be used for the vendor account numbers if required by the vendor. She also stated that at each meeting, physical backup documentation for all of the checks to be approved is provided so that any Board member can look at them during the meeting. She stated that Board members are always welcome to come in to look at any documentation or call with questions before the Board meeting Ms. Bodyfelt asked about the voided payroll checks and Ms. Seppie responded that these were some attempts to do a vacation/sick payout a particular way, but that the QuickBooks program made it difficult to show it as she wanted, so she had to void two in the process. Mr. Shea made a motion to accept A/P checks 14973-14988 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 7028, 7030-7041,7043-7056, voids 7029, 7042, and transfers as listed on the transaction report. Mr. Ramaj seconded the motion. All voted in favor. Motion carried.

Director Update

- May's ridership was 2464, an increase of 536 over last May, a 22% increase. He explained that the increase was not as high over last year's as it has been in previous months, and this was due primarily to personnel shortages, including losing the head dispatcher. The new mobile app accounted for 17% (418 rides), a 3% increase over April. There were 57 new riders created in May compared to 66 in April and 22 riders with the first trip taken compared to 20 in April. There have been several drivers out sick or with longer term illnesses. There has been one new part-time driver hired (a non-CDL licensed driver) as well as one CDL-licensed part-time driver hired. An additional part-time dispatcher has been hired primarily to help Annie with maintenance, reporting, and improving and possibly implementing some new processes to ensure more accountability and documentation, but her primary responsibility will be dispatching. One of the current drivers, Eric, is also now working as a part-time dispatcher working up to 30 hours per week. This will allow him to be eligible to participate in the Wyoming Retirement System.
- There was a small issue with the rider app and the icon that was displayed was not STAR's but another transit system. SPARE did get the issue fixed.
- STAR has still not had any inquiries on the older bus that is for sale.
- One of the new buses was scheduled to be delivered in May and the other in June after the amended grant was executed. However, both buses were delivered in May. Mr. Pacheco stated that he worked this out with Model 1 and we will only be paying for one at a time in order to leave enough time for the reimbursement process before the next payment. STAR did withdraw money from the WYOStar (LGIP) to pay for the 1st bus up front and then STAR will bill FTA and SLIB for their portion(s).
- The funding request for the Sweetwater County Board of County Commissioners has been submitted. Commissioner Slaughter stated that although STAR requested $125,010 for the FY27 funding request, the Board of County Commissioners has preliminarily set the budget for STAR to be the same as the request from last year, which was $92,600. However, the final budget has not yet been adopted by the BOCC, so this number could still change.
- The Rock Springs Police Department has been given all the documentation they requested on the employee personnel issue.
- Mr. Pacheco told Virg Bodyfelt thank you for all her work with STAR and with all other Boards she has served on in Sweetwater County. Her work in the community has been greatly appreciated and she will be missed.

Safety Training/General Information
The June safety training will be on The Importance of Hydration.

Old Business
Update on Bus Disposals
There have been no inquiries on the remaining bus that is for sale**.**

Building Update
Mr. Pacheco said that the IME feasibility study is waiting on a boundary survey and water line information and one other analysis. IME has provided a preliminary final document. The cost of constructing a new building would be over $4,000,000, the building in the study on Jonah Drive (already constructed) was almost $3,000,000 in renovations and the building on 430 W. Blair would be close to $800,000 in renovations. The costs of renovations on the buildings on Jonah and 430 W. Blair are for renovations only, not even the actual costs of the buildings.

Dates on the new building: Mr. Pacheco said he will meet with David Halter on June 10th. The fiber Board will provide STAR with a letter stating that STAR can utilize their fiber lines starting on June 17th and June 18th will be the date when Sweetwater Technologies will move the server. After the server has been moved, the dispatchers will begin dispatching from 430 W. Blair. Mr. Pacheco met with a moving company and is working on getting a quote to move the larger items from the Dewar building to the new building. Mr. Pacheco will speak to Gene Legerski about possibly painting the offices and spraying for pests before STAR moves its offices over. The regional response fire team still has much of their equipment in the garage as well as a large fire truck. Mr. Pacheco spoke to the fire chief today and he stated that most of the equipment will be moved out over the weekend. STAR has the keys to the new facility and will continue working on the building. Ms. Hester-Croff asked if the Maintenance expense line item will be charged for moving the servers over. Mr. Pacheco stated that this will be cost outside of the normal maintenance expenses and will be paid for with other funds.

New Business

Approval and Signature of FY2026 Audit Engagement Letter with Carver, Florek, and James

Ms. Seppie stated that this is the same firm that has been performing STAR's audit in past years Ms. Seppie stated that the $12,600 cost in the engagement letter does agree to the schedule that Carver, Florek, and James provided a few years ago. She stated that STAR will not need a Single Audit for FY2026, but depending upon the federal expenditures for the building, buses, etc in FY27, a Single Audit may be needed if those expenditures exceed the $1,000,000 threshold. Mr. Ramaj made a motion for two Board members to sign the engagement letter. Ms. Hester-Croff second. All voted in favor. Motion carried.

Federal Funding Reductions

Ms. Seppie told the Board that she is a non-voting member of a newly created committee called WYTAC (Wyoming Transportation Advisory Committee). This committee has been created to review the transit applications throughout the state to award funding based on ranking the organizations based on several different factors. WYDOT also did rankings on each of the organizations and then WYTAC and WYDOT both sat in the meeting to review the rankings and decide on funding awards. Ms. Seppie said that this is the first year of the process. She felt that some of the scoring was subjective and that the committee did not have all applicable information needed in order to score everyone fairly. She also said that each committee member had to go through every application from each transit agency and score things, but when the meeting was being held, one of the members came up with an additional formula that was applied and then there was another adjustment after that, etc. and she felt like the ranking they had done as well as the ranking that WYDOT had done before the meeting did not end up being as much of a factor in the scoring as it should have. She also stated that the WYTAC has not officially been approved by the WYDOT Commission and it was her understanding that this was just supposed to be exercise to work out some of the issues and get ideas about how to fund each agency fairly. She questioned how these rankings could really be applied to the funding if the committee has not been officially approved. However, in the end, everyone's funding was cut substantially. The reason provided by WYDOT for this is that there were COVID funds that had come into play during the pandemic that were carried over and were being used for several years and now those funds have been depleted. Agencies have still been growing, and budgeting with these amounts since the pandemic but now will be going back to pre-COVID funding levels. Ms. Seppie stated that she did not have the exact request amount, but she thinks STAR requested $530,000 federal funding and this was cut by about $135,000. She stated that this could change if the state possibly steps forward to help with these shortages, but she will begin working on an adjusted budget with the assumption that the federal cuts will happen. WYDOT has told agencies that they will send out the budget revision requests after the WYTrans Board meeting at the WYTrans conference in June. STAR will then need to tell WYDOT where they wish to cut funds. Ms. Seppie said that the only real place that STAR can cut funding is in the operating category (driver and dispatch wages and benefits and fuel) as the administrative and maintenance expenses are somewhat defined and cannot be reduced. She will be providing the Board with an amended budget at the July meeting or possibly the August meeting. She would like to have all of the information from not only the FTA but the cities and county funding awards before she reworks it. Ms. Hester-Croff asked a few questions on some specific expenses and budget amounts which Ms. Seppie answered.

Other Board or Guest Comments
Commissioner Slaughter told the Board that there is an applicant who is interested in serving on either the Museum Board or the STAR Board. Her name is Robin Faulkner Harrison and she has a background in financial planning. He asked if STAR had anyone else in mind to serve on the Board. No one had any other potential Board candidates, so Commissioner Slaughter said he would recommend to the BOCC that she be appointed to the STAR Board.

Executive Session
No executive session was held.

Adjournment
Mr. Shea made a motion to adjourn the meeting. Second, Mr. Ramaj. All voted in favor. Motion carried. Ms. Bodyfelt adjourned the meeting at 5:33 p.m.

Virginia Bodyfelt, Chairman ________________________________

Carla Hester-Croff, Secretary/Treasurer ________________________________

Mary Seppie, Recording Secretary ________________________________