



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
March 10, 2025**

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
Jeff Ramaj, Secretary/Treasurer
Carla Hester-Croff, Board Member
Les Mauch, Board Member
Dwane Pacheco, Director
Mary Seppie, Bookkeeper

Absent:

County Commissioner Rob Slaughter, Board Liaison/ Excused

Approval of March Agenda and February Minutes

Mr. Shea made a motion to approve the March agenda and the February minutes. Mr. Mauch seconded the motion. All voted in favor. Motion carried.

Financial Report

Mr. Mauch made a motion to accept A/P checks 14703-14718 and all electronic fund transfers as listed on the transaction report. Mr. Ramaj second. All voted in favor. Motion carried. Mr. Ramaj made a motion to accept payroll checks 6591-6616 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:

- The technical feasibility study proposal from Inberg-Miller Engineering (IME) was reviewed by STAR's workgroup and then sent on to Sage Hilstad, STAR's attorney. Based on these reviews, there were a few revisions that STAR proposed to the study. Mr. Pacheco reached out to Kevin Miller with IME verbally to discuss these revisions, and Mr. Miller did not see any problem with the revisions. He will send STAR a revised proposal for review.
- The SPARE rider app should be in place by the end of March. Ms. Hester-Croff asked if the app will be tested before going live and Director Pacheco responded that yes, it will be done in test mode first. Ms. Hester-Croff and Ms. Bodyfelt both told the Board they would be willing to help test the app.
- One window advertisement was ordered by Explore Wyoming Rock Springs and Green River. CJ's signs will be installing the ad on the bus.

- The deadlines for the applications to STAR's local funding partners are: The City of Rock Springs, March 21st, The City of Green River March 24th, and Sweetwater County April 25th.
- Director Pacheco told the Board that he did request clarification on how STAR is defined under the County. He is seeking clarification as to whether STAR is considered an outside agency or a component unit of the County. Director Pacheco reached out to STAR liaison Rob Slaughter and Sweetwater County Attorney John DeLeon. He informed them both that STAR was created by a Resolution by the Board of Sweetwater County Commissioners, and therefore he feels that STAR should not be treated as an outside agency for funding purposes, but a component agency of the County. He will keep the Board updated on this.
- Ridership increased by 290 rides from the previous February.
- The snowstorm on Thursday, March 6th, caused one bus to be stuck on the interstate for several hours with four riders on the bus. Two riders were picked up by their father and driven home. Mr. Pacheco picked up a meal for the STAR driver, delivered the meal and picked up the other two riders. The other two riders were taken to a local motel and STAR paid for a room for the night. The driver of the bus did finally make it to Green River and back safely for the night around 1:30 am. The storm continued throughout the night, and Mr. Pacheco made the decision to cancel all service on Friday, March 7th due to a no unnecessary travel advisory.

Safety Training/General Information

The March safety training will be on Fire Extinguisher Safety.

Old Business

FY2026 Budget Revision

Ms. Seppie informed the Board that on the prior budget that she presented to the Board in February, she made a mistake. STAR was not awarded all the FY2025 FTA 5311 grant it requested. The amount that STAR was not funded in the FY2025 FTA 5311 grant was \$35,400. The FTA grant runs from October-September each year. Ms. Seppie stated that since STAR was not funded this \$35,400, the administrative funding for July-September of FY2026 that would normally be funded by the FTA grant running from October 2024-September 2025 will run out early in July of 2025. The next FTA grant will run from October 2025-Sept 2026. STAR cannot use any of the FTA funds on the October 2025-Sept 2026 period to cover any shortage from the prior FY25 FTA grant. This shortage of \$35,400 for July-September of 2025 will need to be funded by STAR's reserves. The new budget given to the Board includes this amount being funded from reserves instead of in the FTA FY2026 5311 Grant Income, bringing the total amount of reserves needed to \$160,415 instead of the previous budgeted amount of \$125,015. Mr. Shea made a motion to approve the revised budget. Mr. Ramaj second. All voted in favor. Motion carried.

New Business

Chairman's Signature on Authorizing Resolutions for FTA 5311 and FTA 5339 Grants for FY2026

Mr. Mauch made a motion to approve Ms. Bodyfelt signing the Authorizing Resolutions for the FY2026 FTA 5311 and FTA 5339 Grants. Ms. Hester-Croff second. All voted in favor. Motion carried.

City of Rock Springs Funding Request

Mr. Pacheco told the Board that the document provided in their Board packets was the funding request he would like to provide to the City of Rock Springs for FY2026, with the addition of the revised budget that was approved tonight. The total amount requested from the City of Rock Springs will be \$34,000. Mr. Shea made a motion to approve the FY2026 City of Rock Springs funding request with the revised budget. Mr. Ramaj second. All voted in favor. Motion carried.

City of Green River Funding Request

Mr. Pacheco told the Board that the document provided in their Board packets was the funding request he would like to provide to the City of Green River for FY2026, with the addition of the revised budget that was approved tonight. The total amount requested from the City of Green River will be \$16,890. Mr. Shea made a motion to approve the FY2026 City of Green River funding request with the revised budget. Mr. Ramaj seconded the motion. All voted in favor. Motion carried.

Punch Card Use Restricted to Zone 1

Mr. Pacheco explained to the Board that the punch cards are \$5.00/card. There are occasions when riders have been trying to use punch cards to cover fares outside of Zone 1 instead of paying the actual zone fare. Mr. Pacheco would like to have the Board approve that Punch Cards only be used in Zone 1, which is basically the Rock Springs and Green River service area. Mr. Ramaj made a motion to restrict Punch Card use to Zone 1 only. Ms. Hester-Croff second. All voted in favor. Motion carried.

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 5:39 p.m.

Virginia Bodyfelt, Chairman _____

Jeff Ramaj, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____