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Board of Directors Meeting Minutes May 12, 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
County Commissioner Rob Slaughter, Board Liaison

Absent: None

Approval of May Agenda and April Minutes

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

Financial Report

Mr. Ramaj made a motion to accept A/P checks 14734-14749 and all electronic fund transfers as listed on the transaction report. Ms. Hester-Croff seconded the motion. All voted in favor. Motion carried. Mr. Ramaj made a motion to accept payroll checks 6643-6668 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:

- Mr. Pacheco provided IME with three possible building site options for the feasibility study:
1616 W. 2nd Street on Blair Avenue- no cost set (currently County Road and Bridge)
610 Jonah Drive (\$895,000)
1480 Gateway (Lot only-\$328,000)
- We are still waiting on the ios version of the SPARE rider app.
- We are waiting to schedule a time for the new copier to be delivered.
- Mr. Pacheco told the Board three more part-time drivers have been hired to fill in as necessary. George Gaviotis, Gil German, and John Bettolo are the new drivers. Mr. Pacheco is hoping that having these additional drivers will help increase the ability to move more passengers as well as help when the current drivers need days off for vacations, sick time, etc. There is also another interview scheduled this week with an applicant who has a CDL with a passenger endorsement.

She currently works for School District #1 and is hoping to do some part-time work for the summer.

- Mr. Pacheco and Thelma Cudney met with Rachel Todd with School District #2 about the Training Curriculum for CDL licenses with a P endorsement. We will be working toward certifying Thelma as a trainer so that we can hire employees and train them for a CDL with the P Endorsement. Mr. Pacheco will keep the Board updated on the progress.
- April ridership increased by 179 from March and 209 more rides were provided YTD in 2025 than there were at this time in 2024. The annual ridership has increased over 19%.
- Mary Seppie was appointed to a two-year term with the Wyoming Transit Advisory Committee (WyTAC). This committee will be the tool that the state uses to determine funding of the federal transit grants. As STAR does apply for a grant, Mary will only be serving in an advisory capacity on behalf of WYTrans. WyTAC will discuss the public transit needs in Wyoming and establish funding recommendations to submit to the Transportation Commission. The Committee will consist of members from the WYDOT Local Government Coordinator, the WYDOT Office of Civil Rights, Wyoming Department of Health, the Wyoming Association of Municipalities, Wyoming County Commissioners Association, State Transit Association Board Member, Wyoming Department of Workforce Services, and Wyoming 211. Some positions will be advisory only while others will be able to vote on the issues.

Safety Training/General Information

The May safety training will be Safety Tips for Bus Drivers.

Old Business

Ricoh Copier Update

This was discussed under the Director's update above.

Board Members

STAR will need two new Board members starting July 1, 2025. Commissioner Slaughter has spoken to Sally Shoemaker and the County Commissioners to let them know that these positions will be available.

New Business

Audit Engagement Letter

Carver, Florek and James sent the engagement letter for the FY2025 audit. Mr. Mauch made a motion for Ms. Bodyfelt and Mr. Pacheco to sign the FY2025 audit engagement letter. Ms. Hester-Croff second. All voted in favor. Motion carried.

Board Comments

Ms. Hester-Croff questioned the vacation hours accrual. She noticed that Mr. Pacheco still has 96 hours to be used. Ms. Seppie stated that employees are only allowed to carry over 40 hours of vacation and that Mr. Pacheco will not accrue any more for this year as his is awarded at the beginning of the year rather than accrued every pay period. Mr. Pacheco told Ms. Hester-Croff that the employees are very good about using all of their vacation by the end of the year and Ms. Seppie explained that it is much easier now for the full-time employees to use their vacation since there are more part-time employees to help.

Ms. Bodyfelt inquired about the WYTrans conference in August. Mr. Pacheco said that he and Ms. Seppie discussed trying to find some local businesses to donate door prizes, gifts, etc. He mentioned that if the Board members know of any businesses that may want to donate items or baskets that STAR would be very appreciative.

Executive Session

No Executive Session was needed.

Adjournment

Ms. Hester-Croff made a motion to adjourn the meeting. Mr. Mauch second. Ms. Bodyfelt adjourned the meeting at 5:13 p.m.

Virginia Bodyfelt, Chairman

Jeff Ramaj, Secretary/Treasurer

Mary Seppie, Recording Secretary
