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

Absent:

Steve Shea, Vice Chairman- Excused Absence
Carla Hester-Croff, Secretary/Treasurer-Excused Absence

Approval of November Agenda and October Minutes

Mr. Ramaj made a motion to approve the November agenda and the October minutes. Mr. Bettolo seconded. All voted in favor. Motion carried.

Financial Report

Mr. Ramaj made a motion to accept A/P checks 14839-14853 and all electronic fund transfers as listed on the transaction report. Mr. Bettolo seconded the motion. All voted in favor. Motion carried. Mr. Bettolo made a motion to accept payroll checks 6817-6848 and transfers as listed on the transaction report. Mr. Ramaj seconded the motion. All voted in favor. Motion carried.

Director Update

Mr. Pacheco updated the Board on the following:

- September's ridership increased by 892 rides from October 2025. The new mobile rider app accounted for about 12 % of the rides. Mr. Pacheco also updated the Board on the number of new riders and riders taking their first trips, which have also increased since the rider app was implemented.
- Mr. Pacheco will be asking to be on the agenda of the next County Commissioner meeting on November 18th to give an update on STAR as well as have a rider give a short testimonial about the service.
- The State Lands and Investment Board met on November 5th. STAR was approved for the full amount of the funding request for a replacement van.

- STAR will be having its annual Christmas party on December 11th. There will be short training of the employees before the party. Ms. Bodyfelt is finding the venue and will keep the Board updated as soon as she has more information.

Safety Training/General Information

The November safety training will be on dealing with aggressive passengers and intoxicated passengers.

Old Business

Sweetwater County Tripartite Grant Update

Mr. Pacheco told the Board that STAR has approved 5 applicants for the CSBG funding and there are four or five more with paperwork in process.

Update on Bus Disposals

Mr. Pacheco said that the buses will be advertised for sale starting later this week. He has spoken to a few individuals who may be interested in purchasing the bus(es).

New Business

Approve 2026 Holiday Schedule

Ms. Seppie told the Board that the proposed holiday schedule is the same as the 2025 schedule as far as the number of holidays and personal days for the year, just different dates. Mr. Bettolo made a motion to approve the 2026 holiday schedule. Mr. Ramaj second. All voted in favor. Motion carried.

State Lands and Investment Board (SLIB) funding request approved

The expected cost of the van is \$170,000. STAR requested 80% of cost of the van, \$130,000 from SLIB, which was awarded by the SLIB Board at their November 5th meeting. The remaining \$40,000 will be funded by a combination of the 5339 FTA grant and matching funds provided by STAR.

2025 Performance Award Measure Designation

Ms. Seppie told the Board that although results from the FY2025 Performance Award contest have not been finalized, she and Mr. Pacheco are expecting that STAR will place in the top three or four, which will be a \$10,000 award. Ms. Seppie stated that the state will want the designation for the funding approved by the Board by December 31st once the results are announced. Since STAR does not typically have a Board meeting in December, she said that it might be best to set and approve the designations at this meeting. She read the designations from the previous year that were approved by the Board. With the exception of brochures on last year's designations, the Board wishes to leave the same designations in place. Mr. Ramaj made a motion for the performance measure bonus designation to include: 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 and to approve Virg Bodyfelt's signature on the designation letter once the award has been announced and the designation letter is prepared. Mr. Bettolo second. All voted in favor. Motion carried.

2024 Performance Award Balance and Expenditures

Mr. Pacheco told the Board that the remaining balance of the FY2024 Performance Award is currently at around \$15,700 right now. He would like to be able to give the employees an incentive bonus of \$250/employee. STAR currently has 16 employees, so the total cost of the incentive bonus (including all of taxes) would be \$4426.80, leaving around \$11,000 as a balance. Approximately \$1,000 of the remaining money will be used for the purchase of coats for the drivers, with the remaining balance being around \$10,000. As these funds must be expended by December 31st of 2025, Mr. Pacheco would like to apply any final remaining funds toward matching funds for the FTA 5311 grant expenses. Mr. Ramaj made a motion to approve using the FY2024 Performance Award funding toward the employee incentive of \$250/employee (plus applicable taxes), and any remaining balance after the incentive and coat purchases to be applied to matching funds. Ms. Bettolo second. All voted in favor. Motion carried.

Executive Session

No Executive Session was held.

Adjournment

Mr. Ramaj made a motion to adjourn the meeting. Mr. Bettolo second. All voted in favor. Motion carried. Ms. Bodyfelt adjourned the meeting at 5:27 p.m.

Virginia Bodyfelt, Chairman

Carla Hester-Croff, Secretary/Treasurer

Mary Seppie, Recording Secretary
