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
October 13, 2025

Call to Order
Chairman Virginia Bodyfelt called the meeting to order at 5:00 p.m.

Roll Call
In attendance:
Virginia Bodyfelt, Chairman
Carla Hester-Croff, Secretary/Treasurer
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

Approval of October Agenda and September Minutes
Ms. Seppie asked to have one change to the proposed Resolution 2025-2 under new business as she received an email from the County with a corrected Dental Rate after the agendas had been sent out. Mr. Shea made a motion to approve the agenda with the corrected dental rate schedule. Mr. Bettolo second. All voted in favor. Motion carried. Ms. Hester-Croff made a motion to approve the September minutes. Mr. Ramaj second. All voted in favor. Motion carried.

Financial Report
Ms. Hester-Croff made a motion to accept A/P checks 14821-14838 and all electronic fund transfers as listed on the transaction report. Mr. Ramaj seconded the motion. All voted in favor. Motion carried. Mr. Bettolo made a motion to accept payroll checks 6787-6816 and transfers as listed on the transaction report. Ms. Hester-Croff seconded the motion. All voted in favor. Motion carried.

Director Update
Mr. Pacheco updated the Board on the following:

- September's ridership increased by 766 rides from September of 2024. The new mobile rider app accounted for 12.7% of the rides.
- Mr. Pacheco did an interview with Sweetwater NOW and said that the resulting article was done well, even though there were a few errors.
- Mr. Pacheco said that STAR will purchase a new van and bus, but the purchases will need to be staggered. However, at this time the WYDOT office has two open positions, so things are moving slowly on many fronts, including working on the bus purchases.
- Dwane attended the WyTrans quarterly Board meeting. The Board continues to keep pressure on WYDOT to get the WYTac Board criteria and training in place. WYTac will be the entity to set

the criteria for the distribution of the WYDOT federal funds to those agencies in the state providing transportation. In order for the WYTacBoard to be better educated on how to decide on funding, there is supposed to be a WYTac Board training, as many of the members are not with transportation agencies, but from other types of agencies in the state. Ms. Seppie is a member of the WYTac Board. As of today, there has been no meeting or training set although WYDOT continues to tell STAR and other agencies that it is in progress.

Safety Training/General Information
The October safety training will be on Night Driving Safety and Safe Driving in Bad Weather Conditions.

Old Business
Sweetwater County Tripartite Grant Update
STAR received $9,000 of Community Service Block Grant funding. Mr. Pacheco stated that STAR must have policies in place for the Community Service Block Grant. Ms. Seppie worked on writing these policies and the Board has received copies of those. Mr. Pacheco and Ms. Seppie will continue to work on the application and learning how to report all of the data in the state database.

Correction for County Insurance on High-Deductible Plans
Ms. Seppie told the Board that she received an email from the County stating that the original 2026 Premium Rates had the High-Deductible Health Plan (HDHP) listed as $1,600. That was incorrect and should have been $1,700. Ms. Seppie forwarded the Board the email with the noted changes on September 30th, and the correct schedule is included in Resolution 2025-2 to be approved under new business tonight.

New Business
Audit Presentation by Alex Florek from Carver, Florek, and James, PC
Mr. Florek presented the FY2025 audit report to the Board via Zoom. There were no significant findings and STAR was issued an unqualified audit opinion for FY2025. The Board thanked Mr. Florek for the presentation.

Acceptance of FY2025 Audit
Ms..Hester-Croff made a motion to accept the FY2025 audit. Mr. Ramaj second. All voted in favor. Motion carried.

Approve Resolution 2025-2
Mr. Ramaj made a motion to approve STAR Resolution 2025-2 Employer/Employee Insurance Coverage (for 2026) with no Spousal HRA plan offered. Mr. Bettolo second. All voted in favor. Motion carried.

Approve Resolution 2025-3
STAR Resolution 2025-3 is for the adoption of CSBG Policy 1 for Financial Eligibility and Verification, Policy 2, Rules for Passengers, and Policy 3, Distribution and Use of Monthly Passes. Ms. Hester-Croff made a motion to approve STAR Resolution 2025-3, CSBG Policies 1,2, and 3. Mr. Ramaj second. All voted in favor. Motion carried.

Approval of Range of Price for Bus Disposal
Mr. Pacheco told the Board that there are two 2014 buses that will need to be sold. After speaking to Wyoming Trucks and Cars, the older buses to be sold, if in better shape, would be between $10,900 and $16,000 (wholesale). Both of these buses have manifold issues. After some discussion, Ms. Hester-Croff made a motion to allow Mr. Pacheco to accept any bids between $2,500 to $9,999 for the sale of the 2014 buses. Mr. Ramaj second. All voted in favor. Motion carried

Approval of Revised Drug and Alcohol Policy
Ms. Seppie told the Board that there were a few changes that needed to be made to the current Drug and Alcohol policy. The major policy change was in the wording that all of STAR's employees are safety sensitive and are therefore subject to testing. The FTA says that employees who do not perform safety sensitive duties should not be included in the testing pool. As STAR does have employees, such as Dwane and Mary, who do not go out and drive on a regular basis, those types of employees would not be considered safety sensitive and should not be included in the random pool. The changes also include changing Sweetwater County Authority Resources to Sweetwater County Transit Authority throughout the document, as well as some other administrative name/phone number type of changes. Mr. Ramaj made a motion to approve the Revised Drug and Alcohol Policy. Mr. 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 5:49 p.m.

Virginia Bodyfelt, Chairman ____________________________________

Carla Hester-Croff, Secretary/Treasurer ____________________________________

Mary Seppie, Recording Secretary ____________________________________