



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 September 8, 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
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:

None

Approval of September Agenda and August Minutes

Mr. Shea made a motion to approve the September agenda and the August minutes. Mr. Ramaj second. All voted in favor. Motion carried.

Financial Report

Ms. Hester-Croff made a motion to accept A/P checks 14803-14808, 14810-14820, void 14809 and all electronic fund transfers as listed on the transaction report. Mr. Ramaj seconded the motion. All voted in favor. Motion carried. Mr. Ramaj made a motion to accept payroll checks 6756-6786 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:

- August's ridership increased by 706 rides from August of 2024. The new mobile rider app accounted for 9.4% of the rides, which was 243 rides during August. Compared to prior months, the app accounted for 1% of the rides booked in May (first month of app launch), 5.2 % of the rides booked in June (117 rides), and 10.5% of the rides booked in July (283 rides).
- Eric Baertsch has been working part-time and has already attended the Transit Safety Institute certification class. There is one full-time driver out due to an injury so having Eric has really helped.
- Mr. Pacheco said that the radio interview with Tom Ellis with WYO Radio went well.

- Mr. Pacheco spoke with WYDOT and there may be an opportunity to purchase a new van before purchasing another new bus. One of the vans was deemed a total loss in an accident that occurred in June, so purchasing a new van instead of a bus would be beneficial at this time.
- The Sweetwater County Tripartite Board approved STAR's application for the Community Service Block Grant (CSBG). The request was for 10 monthly passes to be distributed monthly to qualifying applicants (\$9,000 for the grant for the year). He and Ms. Seppie will be working on the rider applications and learning the required reporting for the grant.
- Local Government Coordinator Supervisor Sara Janes is no longer with WYDOT so Mr. Pacheco is hopeful that there will be positive changes coming with the changes in management.
- The Wyoming Transit Association (WYTrans) conference was held at the Holiday Inn on August 19th-21st. There were two awards given by STAR, one to Mr. Shea for Volunteer of the Year, and one to Mary Seppie for the Outstanding Service Award. Thelma Cudney drove in the Rodeo and placed 5th. Mr. Pacheco received many positive comments on the event and venue. Carla Hester Croff and Virg Bodyfelt both attended sessions at the conference. Donna conducted a state-wide TSI Training during the conference. There were two rider testimonials given as well: one by Glen Taucher, and the other by Trina Britton. Glen is a 90-year-old rider who is visually impaired and relies on STAR for transportation. Trina is a reporter at the Daily Rocket Miner and told the story of how she relied on STAR's services for her transportation to employment when she did not own a vehicle. Both testimonials were very moving and Mr. Pacheco received several positive comments. Testimonials will now be a part of future conferences because they remind everyone of why we do what we do in transit. Carla Hester-Croff has volunteered to help STAR create some of these types of testimonials on video to use for presentations and on the website. Virg Bodyfelt is now Local Transit Agency certified, as she attended the training provided at the conference.

Safety Training/General Information

The September safety training will be Cleaning and Disinfecting Transit Vehicles.

Old Business

Sweetwater County Tripartite Grant Update

STAR received \$9,000 of Community Service Block Grant funding. There will be some reporting requirements for the grant that Mr. Pacheco and Ms. Seppie will need to learn.

WYTrans Conference Update

Please see the last bullet in the Director Update above.

New Business

Customer Testimonials on Website

Ms. Hester-Croff told the Board that her background is in learning and development and instructional design. She said that she would be happy to bring in one or two riders and create a short video testimonial that can be used on the website or at other presentations. Mr. Pacheco and the Board thanked her for offering to do this.

Approve 2026 County Insurance Rates

Ms. Seppie stated that Sweetwater County sent STAR the 2026 insurance rates. The rates increased by 5% for 2026. Ms. Seppie stated that this is what she budgeted for the FY2026 year. Commissioner Slaughter stated that this is a fairly low increase compared to other plans. However, he expressed some concern that several enrollees have left the insurance pool, which leaves the remaining members to cover the costs of the plan. This may influence future rate increases. Mr. Ramaj made a motion to approve the Sweetwater County 2026 insurance rate schedule. Carla Hester-Croff second. All voted in favor. Motion carried.

Survey of County Board Finances/Annual Summary and Board Training Signature

Ms. Seppie explained to the Board that every year she has to prepare a report called the Survey of County Board Finances, which summarizes the fiscal year financial activity of STAR. She then has to report this to the Wyoming State Auditor’s Office. In addition, she must also submit the Annual Summary report, which states that the STAR Board has reviewed and approved this report, as well as a roster of the names of all of the Board members and their Board training certification. Currently, all the Board members except Mr. Bettolo have current Board training certification. Mr. Bettolo has one year to complete his training. Ms. Seppie presented the form to the Board for signatures. Ms. Hester-Croff made a motion to approve the Survey of County Board Finances, the Local Government Annual Report Summary FYE 6/30/2025 and the Board training roster and all signatures required on those reports. Mr. Ramaj 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 5:23 p.m.

Virginia Bodyfelt, Chairman	_____
Carla Hester-Croff, Secretary/Treasurer	_____
Mary Seppie, Recording Secretary	_____