

Otter Express Joint Powers Board

 **Date:**
20 January 2026

 **Time:**
12:00 PM - 2:00 PM

 **Location:**
Otter Express
1225 N Tower Rd, Fergus Falls

Board Members:

→ Chairman Hicks, Anthony	→ Lahman, Bob
→ Bucholz, Dan	→ Sandbakken, Stephanie
→ Kvamme, Scott	→ Sjostrom, Deb
	→ Smith, Jonathan

Agenda

Presenter

Time

Call to Order

- | | | |
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| <ul style="list-style-type: none">• Approval of Agenda - Jan. 20, 2026• Approval of Dec. 1, 2025 Meeting Minutes | Chair Hicks | 12:00 - 12:10PM |
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Board Assignments

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| <ul style="list-style-type: none">• Assign Roles for 2026, or remain the same as 2025 | Chair Hicks | 12:10 - 12:30 PM |
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MnDOT Update

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| <ul style="list-style-type: none">• Payment Schedule• Update on Fleet Transfer | John Groothuis | 12:30 - 12:50 PM |
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Executive Director Update

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| <ul style="list-style-type: none">• Interviews, Hiring, and Staffing• CPA - Finances and Payroll• IT - Computers, Laptops, Data Transfer (PAI)• Insurance<ul style="list-style-type: none">◦ Fleet, Cyber, General Liability, Workers Comp◦ Health, Dental, Vision, Life Insurance• Other Benefits - PERA• Credit Cards<ul style="list-style-type: none">◦ Clover - swipe 2.60% + .10, non swipe 3.50% + .10• Token Transit App<ul style="list-style-type: none">◦ Fees• Facebook Account• Federal Drug/Alcohol Program Audit - 2023-25 PAI• Service Levels<ul style="list-style-type: none">◦ Pelican Rapids, Battle Lake, Barnesville<ul style="list-style-type: none">▪ Continue Service, no local share▪ Discontinue Service, lack of ridership• Board Bylaws<ul style="list-style-type: none">◦ Create• Bus Transfer<ul style="list-style-type: none">◦ One 500 to CCT• Volunteer Driver Program<ul style="list-style-type: none">◦ Position in Budget for Coordinator• Service Vehicle<ul style="list-style-type: none">◦ Pick Up from PAI, \$15,000• Employee Appreciation - lunch date, other ideas | Kayla Sullivan | 12:50 - 2:00 PM |
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