

# Otter Express Joint Powers Board

**Date:** 02.09.2026

**Time:** 1:00 – 2:30pm

**Location:** Otter Express

1225 N Tower Rd., Fergus Falls

## Board Members

Last Name	First Name	Representing
Hicks	Chair Anthony	City of Fergus Falls
Kvamme	Vice Chair Scott	City of Fergus Falls
Bucholz	Dan	Otter Tail County
Lahman	Bob	Otter Tail County
Sandbakken	Stephanie	Wilkin County
Sjostrom	Deb	Otter Tail County
Smith	Jonathan	City of Perham

## Other Expected Attendees

Last Name	First Name	Representing
Groothuis	John	MnDOT
Sullivan	Kayla	Otter Express

## Agenda

### Call to Order

**Chair Hicks**

**1:00 – 1:10pm**

- Approval of Agenda – February 9, 2026
- Approval of January 20, 2026 minutes

### Service Levels & New Opportunities

**Kayla Sullivan**

**1:10 – 2:30pm**

- January 2026 stats
- Denials – see attachment
- Otter Tail - Deer Creek, New York Mills (new service)
- Otter Tail - Richville, Dent, Ottertail, Vergas (new service)
- Otter Tail/Clay/Wilkin - I94 (Fergus Falls – Fargo/Moorhead) (previous service)
- Otter Tail - Highway 210 (Henning – Fergus Falls) (previous service)
- Clay - Highway 10 (Hawley – Fargo/Moorhead)(previous service)
- Clay - Moorhead – elderly grocery store shopping (previous service)
- Wilkin – Fergus Falls – Breckenridge (new service)
- Wilkin – Rothsay (new service)

### Grant 2027

- Open in May
- Due June 30
- Facility. Stay in current or move
- Important documents – ADA, Annual Financial Audit, Annual Vehicle Inspections, Capital Plan Spreadsheet, Cost Allocation Plan, Driver Training and Selection Policy, EEO Policy/Procedure, Expense Contracts, Fare Structure, Insurance Certificates, Internal Controls, Marketing Activities, Org Chart, Procurement Policy, Revenue Contract Form, Safety & Security Plan, Vehicle Maintenance Plan, Vehicle Stat Report, Certifications & Assurances, Drug/Alcohol, Title VI
- Service Levels – where, days of the week, daily times
- Wages, fringe benefits

## **Facility**

- Apply for a facility – federal, local share 20%
- 5 – 8 year plan

## **Service Vehicle**

- Former pick up from Productive Alternatives is sold
- Procurement process w/assistance from consultants

## **Sell Bus**

- One 500 series
  - 2 appraisals
    - \$62,000 from North Central
    - \$59,800 from United Bus Sales
- Two – Three 400 series
  - Met useful life

## **Board Approvals**

- Executive Director
  - PTO
  - Classes
    - All staff
  - Travel
    - All staff
- Employee Health Claims
  - Reimburse claims for January 2026

## **PERA**

- No update

## **Bylaws**

- Sample from another agency – see supporting docs
- What does the board need/want

## **Admin Support Position**

- To do daily tasks
- Funds in current grant (no finance staff)
- MnDOT consultants can create job description
- Executive director can then focus on other responsibilities

## **Formula Funding**

- MnDOT changing to formula funding for 2027

## **JPB Agreement**

- The current document states 2026
  - Change that or create a new document yearly
- Finances Item 7C (\$5K)
  - The federal government changed the threshold to \$10K
  - Would reduce time if board is not required to approve

### **Future Meetings and Events**

- Employee Appreciation Lunch
  - Otter Express – 1225 N Tower Rd, Fergus Falls
  - Wednesday, Feb. 18
  - 11am
- OE JPB Board Meeting
  - Monday, March 9