

# Otter Express Joint Powers Board

**Date:** 03.09.2026

**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 – March 9, 2026
- Approval of February 9, 2026 minutes

### Board Members

**Chair Hicks**

**1:10 – 1:30pm**

- Compensation for board members
  - Attendance at board meetings
  - Mileage
  - Other discussion

### JPB Agreement

**Stephanie Sandbakken**

**1:30 – 1:40pm**

- Update

### Finance

**Kayla Sullivan**

**1:40 – 2:30pm**

- Finance Policy
  - Create a policy – Finance Committee
  - Transit Accounting Questionnaire
    - Previous questionnaire
- Debit Card
  - Connected to checking account
- Credit Card **\*motion on credit cards**
  - Does board approve admin staff having one? If so, where?
  - Personal responsibility/guarantor
  - No ownership of business – banks don't prefer
- Checks - **\* motion on amount**
  - Amount for signatures – Kayla or Anthony
  - Current >\$2500 = Anthony

- Kayla informs Anthony & then informs the CPA
- February CPA reports

## **Selling Buses**

- 500 (Blue Bird) to CCT
  - Mechanic came to look – great condition
  - Wait for their board to approve
- (3) 400s
  - Disposal process and then sell at auction

## **Facilities**

- Additional garages
  - Additional lease payment, utilities, supplies
  - Management of the building and employees, fare boxes
  - Camera system on buses
    - Live views
- 2027 budget
  - Dollars for facilities, utilities, and supplies

## **PERA**

- All employees 6.5% wage increase (exception Kayla – goes to personnel committee)
- All employees came from 401K/Roth w/options to opt out, change percentages
- Raise starting wage for each employee category due to PERA (***\*addition to the agenda 03.04.26***)

## **MnDOT Consultants**

- Create a marketing plan to attract and retain riders and assist in service level planning (waiting for NTP) – email attachment

## **Service Levels**

- Exit 54 Fergus Falls closure
  - Create a fixed route for the closure timeframe
    - Promotion will be key
  - Dates, May – October 2026
  - Possible fixed route in Perham (clinic request) similar to Fergus Falls
- Any other input from previous discussion
  - Highway 210, I95, Parkers Prairie, etc.

## **Denials**

- All service areas Jan and Feb – see attachment

## **February Stats**

- February stats – see attachment

## **Health Insurance Contracts/Government Numbers (*\*addition to the agenda 03.04.2026*)**

- Update on the process of receiving numbers & how those impact riders

## **Staffing**

- Administrative Assistant position – job description
- Hire (1) FT driver, and (1) PT driver
  - Fergus Falls (FT) and Perham (PT)
- Operations Manager

## **Dispatch Software (CTS)**

- Modules
  - Auto responder – possible cancel
  - Add Trip Pass or Maintenance (and cancel our App)

## **Executive Director Conference - \* motion to approve**

- Federal Drug/Alcohol
- April 14 – 16, 2026, Portland, OR
- Hotel \$545, Air \$550 (estimate), Food \$150 (estimate – MnDOT commissioner pricing \$12, \$15, \$23), \$0 conference
- Other 2026
  - June CTAA (Community Transportation Association of America)
  - September DC FlyIn
  - October CTS User Conference

## **Employee Appreciation**

- Lunch 2/18 – Thank you Chair Hicks, Deb S., and Scott K.
- Future – no MnDOT dollars or rewards

## **Future Meetings and Events**

- OE JPB Board Meeting
  - Monday, April 13