

Otter Express Joint Powers Board

Date: 04.13.2026

Time: 1:00 – 3:00pm

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
Kraft	Adam	DRB (Consultant)
Sullivan	Kayla	Otter Express

Agenda

Call to Order

Chair Hicks

1:00 – 1:10pm

- Approval of Agenda – April 13, 2026
- Approval of March 9, 2026 minutes

MnDOT Consultant Services

Kayla Sullivan & Adam Kraft

1:10 – 1:30pm

- Marketing, service design project

JPB By-laws

1:30 – 1:40pm

- Draft version reviewed by attorney Justin – see attachment

Finance

Kayla Sullivan

1:40 – 1:50pm

- March CPA reports

Selling Buses

Kayla Sullivan

1:50 – 1:55pm

- 500 (Blue Bird) to CCT
 - Received payment
 - CCT coming to pick up

Bus Fares

Kayla Sullivan

1:55 – 2:15pm

- Increase in bus fare
 - 2027 budget
 - Prepare for possible 15% local share
- Bus fares
 - Rider bulk amount paid and tracked in the office & software
- County/Contracted Rides

- Contract with county riders, DAC, health insurance companies
- Increase in reserve fund

Service Levels **Kayla Sullivan** **2:15 – 2:30pm**

- Exit 54 Fergus Falls closure – see attachment
 - Create fixed stops
- Perham
 - 2nd bus – see attachment

March Stats **Kayla Sullivan** **2:30 – 2:35pm**

- March stats – see attachment

Denials **Kayla Sullivan** **2:35 – 2:40pm**

- All service areas March – see attachment

Staffing **Kayla Sullivan** **2:40 – 2:45pm**

- Administrative Assistant position – job description attachment
- Full time driver – Breckenridge FT
 - Total 8 FT drivers
 - 1 Perham
 - 6 Fergus Falls
 - 1 Breckenridge
 - Total 5 sub drivers
- Operations Manager – return to work 4/1
- Dispatchers
 - One PT resigned
 - Hired one PT
 - One FT
 - One FT Dispatch Lead

Dispatch Software (CTS) **Kayla Sullivan** **2:45 – 2:50pm**

- Modules
 - Remove Auto Responder Calls
 - Save \$3400

Service Vehicle **Kayla Sullivan** **2:50 – 2:55pm**

- Purchase vehicle on past board approval \$15,000
 - Possible increased approval amount – see attachment
- Using personal vehicles

Executive Director Travel - * motion to approve **Kayla Sullivan** **2:55 – 3:00pm**

- 2026
 - May 5 – 7, MnDOT Spring Conference
 - St. Cloud
 - \$400 estimated expenses (hotel, food)

- May 10 - 13 CTAA (Community Transportation Association of America) – see attachments
 - Omaha
 - \$1760 estimated expenses (hotel, food, fuel, conference)
- September DC FlyIn
 - Possible board members reimbursed \$1800

Future Meetings and Events

- OE JPB Board Meeting
 - Monday, May 11
 - Possible change to May 25 or June 1 (due to budget)
 - June Board Meeting
 - Possible change to June 22 (due to budget)

