

Otter Express Joint Powers Board

Date: 05.11.2026

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
Kraft	Adam	DRB Consulting
Lauinger	Adam	Condit CPAs
Sullivan	Kayla	Otter Express

Agenda

Call to Order

Chair Hicks

1:00 – 1:10pm

- Approval of Agenda – May 11, 2026
- Approval of April 13, 2026 minutes

MnDOT Consultant Services

Adam Kraft & Kayla Sullivan

1:10 – 1:20pm

- Project Update

Finance

Adam Lauinger & Kayla Sullivan

1:20 – 1:50pm

- April reports - Adam
- 2027 budget – Kayla
 - Operating Grant Checklist – see attachment
 - Main garage/office lease
 - Contract Wilkin County DAC
 - Contract with Wilkin County DHS
 - Contract with Otter Tail County DHS
 - Perham garage – lease payment
 - Breckenridge garage – lease payment
 - IT & CPA & Insurance – continue with current or replace
 - Mechanic Shop – current lease through 2029

Volunteer Driver

Kayla Sullivan

1:50 – 2:05pm

- Operating 100% out of Otter Express
- Funding in budget

Service Levels**Kayla Sullivan****2:05 – 2:15pm**

- Express Loop – see attachment
- Perham 2nd bus – see attachment

April Stats & Denials**Kayla Sullivan****2:15 – 2:20pm**

- April stats – see attachment
- Denials – see attachment

Dispatch Software (CTS)**Kayla Sullivan****2:20 – 2:25pm**

- Annual Invoice

Service Vehicle**Kayla Sullivan****2:25 – 2:30pm**

- Purchased Ford pickup (F150, 2016, 169K miles)

Future Meetings and Events

- OE JPB Board Meeting
 - Monday, June 8th
 - Monday, July 13th
- DC Fly In Sept. 22-24, 2026
- MnDOT Fall Conference October 19-21, 2026 (St. Cloud)