

Otter Express Joint Powers Board

Date: 06.08.2026

Time: 1:00 – 2:45pm

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
Brisk	Deb	DRB Consulting
Lauinger	Adam	Condit CPAs
Sullivan	Kayla	Otter Express
Tomhave	Ben	MnDOT

Agenda

Call to Order

Chair Hicks

1:00 – 1:05pm

- Approval of Agenda – June 8, 2026
- Approval of May 11, 2026 minutes

MnDOT Consultant Services

Deb Brisk & Ben Tomhave

1:05 – 1:45pm

- Project Update

Finance

Adam Lauinger

1:45 – 1:55pm

- May reports – ***motion to approve***
- Federal payment (Q1) – Kayla Sullivan
 - \$148,888.33

Operating Grant 2027

Kayla Sullivan

1:55 – 2:10pm

- Resolution – ***motion to approve***
- Affidavit of Noncollusion
- Disclosure of potential conflict of interest
- No conviction of felony financial crime by a principal
- All JPB members create a motion to bring back to the city/county for local share
- Budget – ***draft version***

Staffing	Kayla Sullivan	2:10 – 2:15pm
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- Volunteer Driver Update
- Driver Update
 - 8 FT, 6 subs
 - Recently hired one FT for FF, replaced one FT went to a sub
 - Need to hire 1 FT Perham, then 1 FT Perham to FF
 - Possibly hire 2 FT (Express Loop and Demand Response)
- Dispatchers Update
 - Dispatch Lead (1, FT)
 - Dispatcher (1, FT)
 - Dispatcher (1, PT)

Garage Facilities	Kayla Sullivan	2:15 – 2:20pm
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- Otter Tail County garage, Perham
 - Visit June 3rd
 - OTC bring to board meeting
 - Start July 1, one bay
- Wilkin County garage, Breckenridge

Stats and Denials	Kayla Sullivan	2:20 – 2:25pm
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- May stats and denials

Fleet	Kayla Sullivan & Zach Terhaar	2:25 – 2:30pm
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- Sell 500 bus – ***motion to sell***
- Sell 400 bus - ***motion to sell***

By Laws	Board Members	2:30 – 2:45pm
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- Discussion

Future Meetings and Events

- OE JPB Board Meeting
 - Monday, July 13th
 - Monday, August 10th
- Executive Director PTO Sept. 8-18th, 2026
- DC Fly In Sept. 22-24, 2026
- MnDOT Fall Conference October 19-21, 2026 (St. Cloud)

