

Otter Express Joint Powers Board

Date: 07.13.2026

Time: 1:00 – 3:10pm

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
Cahoon	Jill	AECOM/Consultant
Ebert	Jason	Otter Express
Lauinger	Adam	Condit CPAs
Sullivan	Kayla	Otter Express
Tomhave	Ben	MnDOT

Agenda

Call to Order

Chair Hicks

1:00 – 1:05pm

- Approval of Agenda – July 13, 2026
- Approval of Minutes - June 08, 2026

MnDOT Consultant Services

Jill Cahoon & Ben Tomhave

1:05 – 2:15pm

- Project Update

Finance

Adam Lauinger

2:15 – 2:25pm

- June reports – *motion to approve*

Operating Grant 2027

Kayla Sullivan

2:25 – 2:40pm

- Documents in board packet
- OTC DHS riders – contracted fare amount
- Resolution from each governmental entity for local share

Stats and Denials

Kayla Sullivan

2:40 – 2:45pm

- June stats and denials

Fleet

Kayla Sullivan & Zach Terhaar

2:45 – 2:50pm

- Sell 500 bus

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Annual Reviews

Kayla Sullivan

2:50 – 3:00pm

- Sample Employee Reviews
- Executive Director Review – **Jonathan Smith**

By Laws

Board Members

3:00 – 3:10pm

- Discussion

Future Meetings and Events

- OE JPB Board Meeting
 - Monday, August 10th
 - Monday, September 14th (* Skip September ?)
 - Monday, October 12th
- Executive Director PTO July 15 – 20, 2026
- Executive Director PTO Sept. 8-18th, 2026
- DC Fly In Sept. 22-24, 2026
- MnDOT Fall Conference October 19-21, 2026 (St. Cloud)