

Otter Express Joint Powers Board

Date: 08.10.2026

Time: 1:00 – 2:00pm

Location: Otter Express

1225 N Tower Rd., Fergus Falls

Board Members

Other Expected Attendees

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

Last Name	First Name	Representing
Groothuis	John	MnDOT
Ebert	Jason	Otter Express
Sullivan	Kayla	Otter Express

Agenda

Call to Order

Chair Hicks

1:00 – 1:05pm

- Approval of Agenda – August 10, 2026
- Approval of Minutes - July 13, 2026

MnDOT Consultant Services

Kayla Sullivan

1:05 – 1:20pm

- Project Update

Marketing Position

Kayla Sullivan

1:20 – 1:30pm

- Job Descriptions

Procurement Policy

Kayla Sullivan

1:30 – 1:35pm

- Policy

Finance

Kayla Sullivan

1:35 – 1:50pm

- Reports two months behind
- Q3 MnDOT payment
- 2027 MnDOT Operating Grant
- Large Capital MnDOT Grant

- July stats and denials
- Perham service levels, ridership

Future Meetings and Events

- OE JPB Board Retreat
- OE JPB Board Meeting
 - Skip Sept. meeting
 - Monday, October 12th
- Executive Director PTO Sept. 8-18th, 2026
- DC Fly In Sept. 22-24, 2026
- MnDOT Fall Conference October 19-21, 2026 (St. Cloud)