

DTA
Dakota Transit Association
Board Minutes
November 3, 2025

CALL TO ORDER:

On November 3, 2025 a Board of Directors meeting was called to order by DTA President Terry Hoffman at 9:00am at the Fairfield Inn & Suites in Jamestown, ND.

ATTENDANCE:

Terry Hoffman
Tamara Hofland
Andrea Irwin
Karrie Mikkelsen
Adam Sharkey
Maureen Wegenke

ABSENT:

Kathy Holman

STAFF PRESENT:

Jacqueline Senger, Executive Director

APPROVAL OF THE AGENDA:

Additions to the agenda are CTAA membership, Mark Quinlan, next meeting date, DTA RFQ finalization, committee structure, and board minutes. Adam Sharkey/Maureen Wegenke made a motion to approve the agenda with the additions: Motion carried.

INTRODUCTION OF NEW BOARD MEMBERS:

Terry Hoffman, Karrie Mikkelsen, and Tamara (Tammy) Hofland are the new board members. Everyone introduced themselves to each other. Jacque will put together a new board member contact list.

APPROVAL OF THE BOARD MINUTES:

Karrie Mikkelsen/Adam Sharkey made a motion to approve the September 12, 2025 board minutes: Motion carried. Adam Sharkey/Andrea Irwin made a motion to approve the September 15, 2025 annual membership board minutes: Motion carried. Adam Sharkey/Maureen Wegenke made a motion to approve the September 17, 2025 board minutes: Motion carried.

APPROVAL OF THE FINANCIAL REPORTS:

Karrie Mikkelsen/Maureen Wegenke made a motion to approve all the financial reports: Motion carried.

2026 BUDGET REPORT:

The 2026 budget report was approved at the annual membership meeting in Jamestown, ND.

DTA RFQ:

Discussion was held on the RFQ one-year proposal. The RFQ was approved by the NDDOT and the SDDOT. Three proposals were received. One proposal was past the deadline and was thrown out. Jacque Senger and Lin Lin Zheng were the other two proposals submitted. Lin Lin Zheng's proposal did not meet the required criteria. Jacque Senger was interviewed, a 5% wage increase was discussed, and Jacque accepted the one-year position.

SILENT AUCTION:

In 2024 the silent auction brought in \$1195 and in 2025 the silent auction brought in \$730. Discussion was held on what to use the money for. Using the money for a spring training was mentioned last year but it never materialized. It was decided to eliminate the silent auction going into next year and bring back the fire pit.

2025 DTA ROADEO:

Adam reported on how well the rodeo in Jamestown went. Thanks to everyone who participated in the rodeo. Bringing back tee shirts was discussed.

SURVEY MONKEY:

Karrie read through the survey monkey results. The board will take into consideration all the suggestions going into next year.

NDDOT/SDDOT THOUGHTS FOR NEXT YEAR'S CONFERENCE:

Discussion was held on ideas for next year's conference from the NDDOT and the SDDOT. Procurement, project management, AI training, local match funding, etc. was discussed.

VENDOR SHOW:

Next year's vendor show was discussed at great length.

2026 ROADEO & DTA CONFERENCE:

Having BlackCat present was discussed as well as Ethics. Networking amongst the members; Issues plaguing North and South Dakota.) Where to find grants? How do you handle problems in your agencies? Offer PASS training. Offer dispatcher training.

2026 CONFERENCE TITLE:

Networking/Building Relations

SECRETARY OF STATE ANNUAL REPORT:

Jacque will need to sign the secretary of state documentation for her contract.

VOLUNTEER POLICY:

“Best Practices” in reference to volunteers and RTAP was discussed.

VENDOR LIST:

Jacque will send out a vendor list with their contact information to the board.

HURON, SD:

Jacque updated the board on her visit to Huron in reference to next year’s conference. Terry and Adam updated the board on their visit to Huron in reference to next year’s roadeo. Moving forward the board will ask hotels for their current inspection reports.

2026 DTA BOOKLET:

One of Terry’s staff members who has background experience in marketing will oversee the DTA booklet.

2027 DTA ROADEO & CONFERENCE:

Jacque sent information to Ashlee in Williston in reference to the 2027 DTA Roadeo & Conference. Jacque will send out another email to the ND members looking for interest in hosting the 2027 festivities. She will also post it in the tidbit.

COMMITTEES:

Roadeo: Adam, Terry, and Tammy

Vendor Show: Kathy will oversee and all board members will assist.

DTA Vendor & Conference Booklets: Terry’s staff member

CTAA MEMBERSHIP:

The CTAA membership fee has increased from \$300 to \$500. DTA will renew their membership with CTAA.

MARK QUINLAN:

Mark Quinlan from Altro has voiced interest in providing Karaoke at next year’s roadeo and conference. No charge. Jacque will contact him about performing at Saturday night’s event.

The next board meeting will be virtually 9:00am February 18th and February 19th 2026.

Adam Sharkey/ Maureen Wegenke made a motion to adjourn the meeting: Motion carried.

Respectfully submitted,

Karrie L. Mikkelsen
Secretary