



**Committee Charter: Transit Advisory Committee**

**TAC Reviewed and Approved 11/20/25  
Commissioner Approved January Mtg 2026**

**Overview:**

The Wadena County Public Transit Advisory Committee (TAC) was formed to create an environment in which information and transportation is effectively applied to enhance the efficiency of County operations and responsiveness to changing business. The committee meetings are used as a forum for collaboration across County, State, and Friendly Rider Service Areas. General Public is encouraged and welcome to attend.

**Purpose:** The purpose of the Transit Advisory Committee is to enhance cross-organizational communication regarding needs, capabilities, developments, innovations and deficiencies. The Transit Advisory Committee will provide recommendations and will form working groups if deemed necessary. *PRIMARY GOAL: To Promote Friendly Rider in a POSITIVE nature to the area communities.*

**Composition:** Representation in the following areas. Director of Transit will facilitate meetings. Term limits, for board representation, for all non-Governmental Agencies are with no limits. Review of Members will be held at the 3<sup>rd</sup> meeting. Best practice is to attend meetings not missing 3 or more in a year. Commissioners are strongly encouraged to appoint TAC representation of riders that use Friendly Rider. Voting will be done by a nomination and a second. Wadena County Board Chair appoints Wadena County Commissioner Representation. Todd County Commissioners approve Todd County Commissioner representation.

Title	Voting/Per Diem	Agency/Represent/Term
Transit Director	Non-Voting	Friendly Rider- <b>No Term</b>
Transit Coordinator	Non-Voting	Friendly Rider- <b>No Term</b>
County Engineer	Voting	Wadena County- <b>No Term</b>
County Commissioner	Voting	Wadena County- <b>No Term</b>
County Commissioner	Voting	Wadena County- <b>No Term</b>
County Commissioner	Voting	Todd County- <b>No Term</b>
Human Services	Voting	Wadena County- <b>No Term</b>
Project Manager	Non-Voting	State of Minnesota- <b>No Term</b>
Ministerial Rep	Voting/Per Diem	Area Churches- <b>No Term</b>
District 1	Voting/Per Diem	Citizen-Commissioner Appt.- <b>No Term</b>
District 2	Voting/Per Diem	Citizen-Commissioner Appt.- <b>No Term</b>
District 3	Voting/Per Diem	Citizen-Commissioner Appt.- <b>No Term</b>
District 4	Voting/Per Diem	Citizen-Commissioner Appt.- <b>No Term</b>
District 5	Voting/Per Diem	Citizen-Commissioner Appt.- <b>No Term</b>

### **Responsibilities:**

- Provide feedback and input on Transportation initiatives
- Discuss major transportation needs: Facility/Service Area/Service Times
- Act as an advisory committee to the area's transportation needs
- Recommend transportation needs
- Work with area groups to schedule presentations

### **Meeting Schedule: Goal: To meet around Resolutions that are needed for TAC Support to Bring to Board of Commissioners**

- The Wadena County Transit Advisory Committee will meet quarterly or more often if needed. Notification in the County Approved Website.
- Quarter One:** Directors Report/Approve Charter-**Typically January**
- Quarter Two:** Directors Report/Quarterly Topic 1-Board of Commissioners Presentation (Operation/Capital/Ridership/Reserve Acct Balance)- **Typically Early May (second week)- Presentation to Board of Commissioners in July Board Meeting**
- Quarter Three:** Directors Report/Quarterly Topic 2-Budget Proposal and Process/Capital Bus-**Typically Early-June (second week)**
- Quarter Four:** Directors Report/Quarterly Topic 3- Charter Review-**Typically November or December**

### **Decision Making:**

- The Transit Advisory Committee makes recommendations regarding strategies, policies, and other transit related issues. Best Practice for Resolutions is TAC approves support for Resolution to present to Board of Commissioners. Only Transit Advisory Committee has a vote. General Public is welcome.

### **Reporting:**

- Agendas/Minutes/Reports, made by the Transit Director, will be dispersed via e-mail unless previous methods have been arranged to voting members. Transit Director will keep a record of any communications to the County Board. Transit Director or designee will record the minutes if Director is unable to attend.
- Director's Report will include:** Capital Update (Building and Bus: BlackCat VCAR Report), BlackCat Transit Analysis/ Ridership Numbers/ Marketing /Staffing Update

- Yearly Report** to Wadena County Board of Commissioners: A Year-to-Date Financial Report: After previous year's numbers are in per County Accrual Basis. Typically, in April or May
- Budgets for TAC will be printed on Color and 11x17 Paper

### **Annual Review-First Meeting of the Year:**

- Charter: Review/Approve/Second
- Additions/Deletions to Directors Report
- Per Diem (set forth by Wadena County Consent Agenda 10/4/22): The standard Per Diems paid to Board appointed citizen members of committees in Wadena County is \$60.00 and reimbursement for mileage at the IRS approved rate paid by Wadena County. Todd County Representative is paid by Todd County