

**AGENDA
ARK-TEX URBAN TRANSIT
BOARD OF DIRECTORS
March 26, 2026**

The Ark-Tex Urban Transit, Inc. (ATUT) Board of Directors will meet at 9:00 a.m. on Thursday, March 26, 2026, at the Ark-Tex Council of Governments Conference Room, located at 4808 Elizabeth Street, Texarkana, Texas.

1. Call to order.
2. Public Comment.
3. Review and consider approval of the minutes as submitted for the ATUT Board Meeting held on September 22, 2025. (See page 2; to be presented by President Mary Beth Rudel)
4. Review and consider approval of revisions to the ATUT Personnel Policy Manual. (See page 5; to be presented by Human Resource Director Amber Murr)
5. Adjourn.

Announcement

The next ATUT Board of Directors meeting will be held on an as-needed basis.

Pursuant to the Texas Open Meeting Act, Government Code Chapter 551 one or more of the above items may be considered in an executive session closed to the public, including but not limited to consultation with an attorney pursuant to Texas Government Code Section 551.071 and Section 551.074 arising out of the attorney's ethical duty to advise ATCOG concerning legal issues arising from an agenda item. Any decision held on such a matter will be taken or conducted in an open session following the conclusion of the executive session.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Administration at 903-832-8636, two (2) workdays prior to the meeting, so that appropriate arrangements can be made.

All agendas are sent electronically and are available on the ATCOG website at www.atcog.org. Should any Board Member need a copy printed and available at the meeting, please call 903.255.3555 or email mmatthews@atcog.org.

**MINUTES
ARK-TEX URBAN TRANSIT
BOARD OF DIRECTORS' MEETING
September 22, 2025**

A meeting of the Board of Directors of the Ark-Tex Urban Transit, Inc. (ATUT) was held at 3:00 p.m. on Monday, September 22, 2025, at the Ark-Tex Council of Governments, 4808 Elizabeth Street, Texarkana, Texas.

1. Mary Beth Rudel, Board President, called the meeting to order.
2. Public comment

No members of the public were present.

Regular Business

3. The next order of business was to approve the minutes submitted for the ATUT Board meeting held on September 24, 2024.

Motion to approve was made by Mark Compton, ATUT Secretary, and seconded by Leslie McBride, Vice-President/Treasurer. It was approved.

4. Ms. Amber Murr presented for review and approval of the adoption of the ATUTU Flexible Benefits Cafeteria Plan for FY 20226.

The ATUT Flexible Benefits Cafeteria Plan will allow ATUT to offer additional benefits to employees on a pre-tax basis, such as cancer, critical illness, and accident insurance. ATUT remains in compliance with Section 125 of the Internal Revenue Code of 1986 by updating the written plan annually and distributing it to all eligible employees, offering the plan to all eligible employees, and completing nondiscrimination testing on the plan to ensure only those who are eligible are receiving the pre-tax benefit.

Motion to approve was made by Mark Compton and seconded by Leslie McBride. It was approved.

5. Ms. Amber Murr presented for review and approval of the ATUT Ethics Policy Manual.

On January 29, 2009, the Texas Transportation Commission adopted administrative rules that require outside entities to implement internal ethics and compliance programs. To remain eligible to receive the funding, ATUT is required to renew the manual annually. In addition, another rule adopted on March 25, 2010, requires public transportation entities to implement and enforce a compliance program meeting the minimum rules in order to be eligible for state and federal funding awarded after January 1, 2011, by the Texas Transportation Commission.

ATUT enforces a compliance program by reviewing and providing all employees a copy of the "Ethics Policy Manual" during new hire orientation and conducting yearly Ethics

Manual Training that is mandatory for all employees. No changes have been made to the Ethics Policy manual.

Motion to approve was made by Mark Compton and seconded by Leslie McBride. It was approved.

6. Ms. Leslie McBride presented for review and approval of the ATUT Policy Manual Revision. The revision adds four (4) holidays to the ATUT holiday schedule and removes information that does not align with current practices. The policy changes highlighted are as follows:

- **3.02 Holidays**

A holiday is a day of exemption from work granted to full-time employees as if they had actually worked. The following are recognized as paid holidays:

- a. New Year's Day
- b. Martin Luther King Jr. Day
- c. Memorial Day
- d. Juneteenth
- e. Independence Day
- f. Labor Day
- g. Thanksgiving
- h. Friday After Thanksgiving
- i. Christmas Eve
- j. Christmas Day

Holidays shall be paid for full-time employees who would have been regularly scheduled to work that day for the number of hours they would have regularly been scheduled to work. ~~Holidays that fall on Saturday will be observed the preceding day and holidays that fall on Sunday will be observed the next following day.~~ Holiday pay will not be considered in overtime calculations.

When any holiday falls within the period of an employee's paid vacation, holiday pay shall be added to the vacation period as time worked. Vacation leave will not be charged for the holiday.

An employee who is absent from scheduled work on the workday immediately preceding or following the holiday shall not receive holiday pay. The exceptions shall be as follows:

- a. The employee is on vacation;
- b. The employee has made prior arrangements, in writing, to be absent from work for medical reasons; or
- c. The employee is absent due to an illness confirmed with a doctor's note.

Motion to approve was made by Leslie McBride and seconded by Mark Compton. It was approved.

7. Ms. Mary Beth Rudel, Board President, presented for approval/ratification of the TUTD Fiscal Year 2026 Final Budget.

Ms. Rudel presented the budget to the ATUT Board for review. She stated that TUTD met and approved the budget on Thursday, September 18, and the ATUT Board would only need to approve/ratify the ATUT Personnel Expenses portion of the budget. Ms. Rudel requested approval of ATUT Total Personnel Expenses in the amount of 1,851,337.00, as presented in the budget.

Motion to approve was made by Mary Beth Rudel and seconded by Leslie McBride. It was approved.

With no further business to discuss, the meeting was adjourned.

Announcement

The next ATUT Board of Directors meeting will be held on an as-needed basis.

Attendees

Mary Beth Rudel, President
Leslie McBride, Vice President/Treasurer
Mark Compton, Secretary
Laura Cowling, Finance Director
Amber Murr, Human Resources Director
Marla Matthews, Executive Assistant

Mary Beth Rudel, President
Board of Directors
Ark-Tex Urban Transit

ATTEST:

BRIEFING PAPER

ITEM 4:

Review and consider approval of revisions to the Ark-Tex Urban Transit (ATUT) Policies and Procedures Manual.

BACKGROUND:

The Board of Directors is required to approve all revisions to the Policies and Procedures Manual.

DISCUSSION:

Recently, it was determined that a written policy for clarification was necessary to establish procedures, means of approval, and standard rules of pay. The policy would be included in section 3.00 (Employee Benefits) as section 3.08 Incentive Pay.

Proposed Policy:

Section 3.08 Incentive Pay

Incentive pay is provided to encourage employees to exhibit proper safety procedures and protocol. All safety sensitive employees (full-time and part-time) are eligible to receive the incentive pay.

“**Safety Sensitive**” functions are defined by the Federal Transit Administration (49 CFR Part 655.4) as:

- (1) Operating a revenue service vehicle, including when not in revenue service;
- (2) Operating a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver’s License;
- (3) Controlling dispatch or movement of a revenue service vehicle;
- (4) Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service.

“**Non-Safety-Sensitive**” functions include:

- (1) Call-taking.
- (2) Scheduling and assigning routes in a general administrative capacity.
- (3) Day-to-day management or general supervision of operations, when not involving direct, real-time control of vehicle movement.

Official records for the incentive payment will be kept by the ATCOG Transportation Director. All reports and documentation will be verified by the T-Line Transportation Manager. Each safety sensitive employee will receive written notification if they do not qualify for the payment to include the reason for the disqualification.

Eligible employees who meet the requirements listed below will receive a quarterly payment of \$200. The payment(s) will be made in January (for Oct-Dec), April (for Jan-Mar), July (for Apr-Jun), and October (for Jul-Sept).

ELIGIBILITY CRITERIA:

1. The eligible employee must be employed at Texarkana Urban Transit (ATUT) in a safety sensitive position for the entire 3-month period.
2. The eligible employee must have zero preventable accidents during the 3-month period of the incentive payment.
3. The eligible employee must have attended the quarterly safety meeting scheduled for the 3-month period (except for an excused absence being approved by the T-Line Transportation Manager)
4. The eligible employee must have zero documented safety violations or documented conduct/performance issues during the 3-month period.
5. The eligible employee must be in paid status the entire 3-month period of the incentive payment (Not eligible if on Leave of Absence/Unpaid Leave).

RECOMMENDATION:

Staff recommends approval.

RESOLUTION NO. ATUT26-01

RESOLUTION OF THE ARK-TEX URBAN TRANSIT, INC. (ATUT) APPROVING REVISIONS TO THE ATUT POLICY AND PROCEDURES MANUAL.

WHEREAS, the manual was developed to ensure ATUT functions as a vital, evolving organization; and

WHEREAS, generally, the manual serves as the employee's primary instrument of policy guidance concerning questions of administrative and personnel policies; and

WHEREAS, upon approval of the addition of the Incentive Pay policy, any such changes to the manual will supersede all previous policies of the same nature and will become a part of this manual.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX URBAN TRANSIT:

- Section 1 - That the ATUT Board of Directors approves the attached revisions of the ATUT Policy and Procedures Manual.
- Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATUT Board in all matters pertaining to the ATUT Policy and Procedures Manual.
- Section 3 - That this resolution is approved by majority vote in accordance with the Bylaws of Ark-Tex Urban Transit and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 26TH DAY OF MARCH, 2026.

**Mary Beth Rudel, President
Board of Directors
Ark-Tex Urban Transit, Inc.**

ATTEST:
