

**MINUTES
ARK-TEX URBAN TRANSIT
BOARD OF DIRECTORS' MEETING
March 26, 2026**

The Board of Directors of the Ark-Tex Urban Transit, Inc. (ATUT) met at 9:00 a.m., Thursday, March 26, 2026, at the Ark-Tex Council of Governments Conference Room, located at 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.

3. The next order of business was to approve the minutes submitted for the ATUT Board Meeting held on September 22, 2025.

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

4. Amber Murr presented for review and approval of the revisions to the Ark-Tex Transit (ATUT) Policies and Procedures Manual.

The Board of Directors must approve all revisions to the Policy and Procedures Manual. It has been determined that a written policy for clarification is necessary to establish procedures, means of approval, and standard rules of pay. This policy will 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 protocols. 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).

Motion to approve was made by Leslie McBride and seconded by Mark Compton. No discussion. It was approved.

5. Mary Beth Rudel called for a motion to adjourn the meeting. Leslie McBride made a motion to adjourn, and Mark Compton seconded the motion. Meeting adjourned.

Announcement

The next ATUT Board of Directors meeting will be held as needed.

ATUT Attendees

Mary Beth Rudel, President
Leslie McBride, Vice President/Treasurer
Mark Compton, Secretary

Staff Attendees

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:



V. J. [Redacted]