

**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 ATUT 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:


