

AGENDA
ARK-TEX URBAN TRANSIT
BOARD OF DIRECTORS MEETING
January 18, 2024

The Ark-Tex Urban Transit, Inc. (ATUT) Board of Directors will meet at 1:30 PM., Thursday, January 18, 2024, at Ark-Tex Council of Governments, 4808 Elizabeth Street, Texarkana, Texas.

Item 1. Call to order.

Item 2. Public Comment.

Regular Business

Item 3. Review and consider approval of the minutes as submitted for the ATUT Board Meeting held on September 22, 2023. (See page 2; to be presented by Vice-President Mary Beth Rudel)

Item 4. Review and consider approval of designation of new Trustee and new Primary Contact for the Ark-Tex Urban Transit, Inc. Retirement Plan. (See page 3; to be presented by Leslie McBride)

Announcement

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

MINUTES
ARK-TEX URBAN TRANSIT
BOARD OF DIRECTORS MEETING
September 22, 2023

A meeting of the Board of Directors of the Ark-Tex Urban Transit, Inc. (ATUT) was held at 11:00 a.m. on Friday, September 22, 2023, at Ark-Tex Council of Governments, 4808 Elizabeth Street, Texarkana, Texas.

Item 1. Mary Beth Rudel, Board Vice-President/Treasurer, called the meeting to order.

Item 2. Public comment.

No members of the public were present.

Regular Business

Item 3. The next order of business was to approve the minutes submitted for the ATUT Board Meeting held on August 28, 2023.

Motion to approve was made by Mark Compton, Secretary, and seconded by Mary Beth Rudel. It was approved.

Item 4. Ms. Leslie McBride presented for review and adoption of the ATUT Flexible Benefits Cafeteria Plan for FY2024. Ms. McBride stated several transportation employees participate in the plan.

Motion to approve was made by Mark Compton and seconded by Mary Beth Rudel. It was approved.

Item 5. Ms. Leslie McBride presented for review and approval of the ATUT Ethics Policy Manual. No changes have been made.

Motion to approve was made by Mark Compton and seconded by Mary Beth Rudel. It was approved.

Item 6. Ms. Tanya Cannon presented for review and approval/ratification of the TUTD Fiscal Year 2024 Final Budget. Ms. Cannon presented the FY2024 Final Budget. During the next budget cycle, Ms. Cannon will request all anticipated merit and step increases to Mark Compton in the month of July for review and approval.

Motion to approve was made by Mark Compton and seconded by Mary Beth Rudel. It was approved.

Announcement

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

Mary Beth Rudel, Vice-President
ATUT Board of Directors

Mark Compton, Secretary
ATUT Board of Directors

BRIEFING PAPER

ITEM 4:

Review and consider approval of designation of new Trustee and new Primary Contact for the Ark-Tex Urban Transit, Inc. (ATUT) Retirement Plan.

BACKGROUND:

The Ark-Tex Urban Transit, Inc. Retirement Plan, a Profit-Sharing Plan authorized under Internal Revenue Code Sections 401(a) and 501(a), was adopted in October 2013.

DISCUSSION:

The recent position changes at the Ark-Tex Council of Governments have created the need to designate a new Trustee and Primary Contact for the ATUT Retirement Plan. Currently, Mary Beth Rudel, Executive Director, is designated as a Trustee, and Leslie McBride, Deputy Director, is designated as a Trustee and the Primary Contact for the Plan. Ms. Rudel and Ms. McBride will remain as Trustees. ATCOG requests that Misti Cole, Human Resources Director, be designated as a new Trustee and the Primary Contact for the ATUT Retirement Plan.

RECOMMENDATION:

Staff recommends approval.

- Use this form to update contact information (including changes to trustees, authorized signers and other plan contacts), to modify web access, to change who receives plan alerts/notifications, and/or to remove contacts.
- Do not use this form to appoint Capital Bank and Trust Company (CB&T) as your plan's trustee. To name CB&T as your plan's trustee, please read, sign and remit the *CB&T Trust Agreement*.
- If legal ownership of the company or entity sponsoring the plan has changed, submit a completed *RecordkeeperDirect Plan Maintenance Request* form and a *RecordkeeperDirect Recordkeeping Services Agreement*.

1 Plan information

Plan name _____

Plan ID number _____

2 Add or update contact information

To add or update a contact, complete A. To change the plan's primary contact, complete B. If adding a corporate trustee, additional documentation may be required. Contact us at (800) 421-6019 for instructions.

Note: Unless otherwise requested, trustees and authorized signers will be granted full web access. Plan contacts will be granted partial access. Upon receiving web access, new contacts should review the Administration Guide and Help Center on the plan sponsor website for more information on polices and procedures. To modify web access, complete Section 3.

Trustee: Trustees are named in the plan or trust document and are also authorized signers. Trustees are authorized to provide employer instructions.

Authorized signer (non-trustee): Although not named as trustees in the plan or trust document, authorized signers are also authorized to provide employer instructions.

Plan contact (non-authorized signer): Plan contacts may view and discuss plan-related information with Capital Group, but are not allowed to update plan information or authorize participant transactions.

A. Add or update contact

1. _____ Contact name _____ Contact title _____
 _____ () _____ Ext. _____
 _____ Email address _____ Daytime phone _____
 Contact role (Select only one): Trustee Authorized signer (non-trustee) Plan contact (non-authorized signer)

2. _____ Contact name _____ Contact title _____
 _____ () _____ Ext. _____
 _____ Email address _____ Daytime phone _____
 Contact role (Select only one): Trustee Authorized signer (non-trustee) Plan contact (non-authorized signer)

3. _____ Contact name _____ Contact title _____
 _____ () _____ Ext. _____
 _____ Email address _____ Daytime phone _____
 Contact role (Select only one): Trustee Authorized signer (non-trustee) Plan contact (non-authorized signer)

Continued on next page

2 Add or update contact information (continued)

B. Change primary plan contact

The primary contact will be listed in enrollment materials, and is the individual we will contact if there are general questions about the administration of the plan. The individual designated below must be an existing contact or listed above.

Name of primary plan contact

Title

3 Modify web access

Default web access is assigned according to the table below. To modify a contact's web access, list the individual below and designate their level of web access.

Trustees, authorized signers and plan contacts will be assigned web access as shown in the table below (unless otherwise requested).

Access	Trustees/authorized signers	Plan contacts
View and pay invoices electronically	•	•
Remit payroll contributions	•	•
Generate reports	•	•
Request plan notice delivery services	•	•
Initiate/approve online distribution requests	•	

Modify web access

1. _____
Name of trustee, authorized signer or plan contact

Level of web access (check one):

- Full access (default level of access for trustees/authorized signers; not available to plan contacts/non-authorized signers)
- Partial access (access to all web functionality except the ability to initiate/approve online distribution requests)
- Roster access (access payroll processing, add/update participants, change investment elections, and view account balances only; no access to reports, statements, Online Billing Center or plan notice delivery services)
- Remove access

2. _____
Name of trustee, authorized signer or plan contact

Level of web access (check one):

- Full access (default level of access for trustees/authorized signers; not available to plan contacts/non-authorized signers)
- Partial access (access to all web functionality except the ability to initiate/approve online distribution requests)
- Roster access (access payroll processing, add/update participants, change investment elections, and view account balances only; no access to reports, statements, Online Billing Center or plan notice delivery services)
- Remove access

4 Alert/notification contacts

Complete this section to modify the alert/notification contacts on file for your plan.

Automated email notifications are sent when there are important plan updates or action is required from the employer (e.g., payroll change notifications, distribution requests requiring approval, projected eligibility notifications, etc.).

Important:

- A maximum of three alert/notification contacts are allowed per plan across all notification types (e.g., payroll change notifications, distribution requests requiring approval, projected eligibility notifications, etc.). Everyone listed below must already be authorized as a plan contact and at least one individual must be an authorized signer.
- The alert/notification contacts listed below will overwrite any existing alert/notification contacts. You must specify all contacts even if you are only adding and/or replacing one contact.

Name of trustee, authorized signer or plan contact	Email address
Name of trustee, authorized signer or plan contact	Email address
Name of trustee, authorized signer or plan contact	Email address

5 Remove trustee, authorized signer or plan contact

If removing CB&T as trustee, or removing a corporate trustee, additional documentation may be required. Contact us at (800) 421-6019 for instructions.

The individuals listed below will no longer have the ability to perform transactions or access plan information.

Name of trustee, authorized signer or plan contact
Name of trustee, authorized signer or plan contact

6 Authorization

Reminder: If applicable, ensure that the trust or plan document has been updated to reflect the changes requested on this form.

As an authorized signer, I certify that: **1)** I have the authority to act on behalf of the plan; **2)** I authorize the above changes to the plan; and **3)** I understand the recordkeeper is entitled to rely on my authorization and is hereby indemnified from all liability arising from following the instructions provided in this form.

If adding or updating trustees and/or authorized signers in Section 2, I certify that: **1)** the trustees and authorized signers indicated are authorized to furnish Capital Group Retirement Plan Services, its representatives and affiliates (the “recordkeeper”) with employer instructions to effect plan transactions; and **2)** the trustees and authorized signers indicated may act independently and the recordkeeper may rely on employer instructions from a single trustee or authorized signer.

Name of authorized signer (print)	X Signature	Date / / (mm/dd/yyyy)
-----------------------------------	-----------------------	--------------------------

If you have any questions about this form, call us at (800) 421-6019.

SEND

American Funds RecordkeeperDirect
c/o Retirement Plan Services

REGULAR MAIL

P.O. Box 6040
Indianapolis, IN 46206-6040

EMAIL RKDirect@capitalgroup.com

OVERNIGHT MAIL

12711 N. Meridian St.
Carmel, IN 46032-9181

FAX (855) 521-9952

RESOLUTION NO. ATUT24-01

RESOLUTION OF THE ARK-TEX URBAN TRANSIT, INC (ATUT) APPROVING NEW TRUSTEE AND PRIMARY CONTACT FOR THE ARK-TEX URBAN TRANSIT, INC., RETIREMENT PLAN WITH AMERICAN FUNDS.

WHEREAS, the adoption of the Ark-Tex Urban Transit, Inc., Retirement Plan, which is a Profit-Sharing Plan as authorized under Internal Revenue Code Sections 401(a) and 501(a), in October 2013; and

WHEREAS, Mary Beth Rudel, Executive Director, and Leslie McBride, Deputy Director, are designated as the Trustees of the Plan; and

WHEREAS, position changes in the agency create the need to designate a new Trustee and new Primary Contact for the Plan; and

WHEREAS, Misti Cole, Human Resources Director, needs to be designated as a new Trustee and the Primary Contact for the Plan, such designations to be effective upon approval.

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

- Section 1 - That the Board of Directors approved the designation of Misti Cole, Human Resources Director, as a new Trustee and new Primary Contact for the Plan effective immediately.
- Section 2 - That the change of Trustee/Plan Contact form will be submitted to American Funds effective immediately.
- Section 3 - That all requirements of the Plan as adopted in October 2013 will be strictly adhered to with oversight by the Plan Trustees stated above.
- Section 4 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Urban Transit, Inc. and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 18TH DAY OF JANUARY, 2024.

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

ATTEST:
