



**Central Texas Regional
Transportation Advisory Group**

July 1, 2025

9:30 A.M.



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Agenda



**Central Texas Regional Transportation
Advisory Group**

Tuesday, July 1, 2025

Central Texas Council of Governments Building
2180 North Main Street, Belton, Texas 76513

Regular Meeting: 9:30 AM

Virtual Link: [CTR TAG Meeting](#)

Call In Number: [+1 \(872\) 240-3212](#)

Access Code: 645-859-717

AGENDA

1. Call to Order.
2. Opportunity for Public Comment.
3. **Action Item:** Regarding approval of minutes of the May 15, 2025, meeting.
[Presenter: Melissa Ingriola, Chair]
4. **Discussion and Action Item:** Regarding the nomination and election of a Vice Chair to serve for the remainder of the current term and through 2026. [Presenter: Melissa Ingriola, Chair]
5. **Discussion and Action Item:** Regarding the recommended meeting date changes for CY25-26. [Presenter: Anita Janke, PMP, CTCOG]
6. **Discussion and Action Item:** Regarding the development of the Regional Public Transportation Coordination Plan FY27-31. [Presenter: Anita Janke, PMP, CTCOG]
 - Development of the RPTCP FY27-31 Steering Committee
 - Transportation Provider Survey (8/1/25 – 10/31/25)
 - Transportation Service Modes and Models (8/1/25 – 10/31/25)
 - Audit of Public Transportation Infrastructure (8/1/25 – 10/31/25)
 - Transportation Needs and Gap Assessment (12/1/2025 – 2/28/26)
 - Public Engagement Events (9/1/25 – 1/15/26)
 - Geographic Area Assessment (8/1/2025 – 10/31/2025)

The Central Texas Council of Governments is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal opportunity for effective communications will be provided upon request. Please contact the KTMPO office at 254-770-2200 24 hours in advance if accommodation is needed. Citizens who desire to address the Board on any matter may sign up to do so prior to this meeting. Public comments will be received during this portion of the meeting. Comments are limited to 3 minutes maximum. No discussion or final action will be taken by the Board.



7. **Discussion Item:** Coordination and Implementation of FY22–26 Regionally Coordinated Transportation Plan (RCTP).
 - Transportation Newsletter. [Presenter: Ashlynn Uschek, CTCOG]
8. **Discussion Item:** Regarding the survey results regarding school-age children (PK–12) with school transportation needs. [Presenter: Stephanie Dozier]
9. **Discussion Item:** Regarding quarterly update from Central Texas Rural Transit District. [Presenter: Rhonda Kelton, TBD, CTRTD]
10. **Discussion Item:** Regarding quarterly update from Hill Country Transit District highlighting The HOP survey (HCTD). [Presenter: Tony Austin, HCTD]
11. Staff Update (pg.35-37) [Presenter: Anita Janke, PMP, CTCOG]
 - Other Updates;
 - Air Quality.
12. Member Updates/Discussion
13. Next Meeting Date: Pending Discussion and Action Item 5. TBD 2025 at 9:30 AM.
14. Adjourn.

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Item #3

Meeting Minutes



Central Texas Regional Transportation Advisory Group (CTRTAG)

Thursday, May 15, 2025

9:30 AM

Regular Meeting

2180 North Main Street

Belton, TX

Voting Members				
Interest	Entity	Name	Attendance	Alternate
Transit District	Hill Country Transit District	Darrell Burtner	Y	Derek Czapnik
Transit District	Central Texas Rural Transit District	J.R. Salazar	YA	Rhonda Kelton Lexus Carroll
Transit Provider	Ride N Safe	Cliff Montemayor	*	Shayley Teeter
Workforce Agencies	Workforce Solutions	Ben Lopez	Y	Anita Miscavage
Health and Human Service Agency	Hill Country Community Action	Stephanie Dozier	Y	
Aging and Disability Organizations	HOCTIL	Melissa Ingriola	YA	Neeta Brake
Military and Veteran Organization	Bring Everyone in the Zone	Terry Mustapher	Y	
Educational Facility	Texas A&M University Central Texas	Walter Murphy	Y	
Educational Facility	Temple College	Clarssa Martinez	Y	
Youth & Family Rep.	Central TX 4C Headstart	Janell Frazier	Y	
County Rep.	Bell County Indigent Health Services	Ebony Jackson	*	
Medical Facility	Seton Medical Center	Christopher Egizio	Y	

Transit User	Citizen Rep	Felicia Holland	Y	
Mental Health Agency	VACANT	VACANT		
Transit User	VACANT	VACANT		
Transit User	VACANT	VACANT		
Non-Voting Members				
TxDOT	Waco District	Alisha Alvarez	*	
TxDOT	Waco District	Greg Davis		

Y= Attended Y/A= Alternate Attended N=Did not attend

*denotes online attendance

Meeting Minutes:

- Welcome and Introductions:** In the absence of both the Chair and Vice Chair, Clarissa Martinez was nominated and approved to serve as acting Chair for the meeting. The meeting was called to order at 9:34 AM.
- Public Comments:** There were no public comments.
- Action Item:** Approve minutes from the February 20, 2025, CTRTAG meeting.

Walter Murphy made a motion to approve the meeting minutes, seconded by Terry Mustapher; the motion passed unanimously.

- Discussion and Action Item:** Regarding new CTRTAG membership.

Anita Janke introduced the representatives from the Central Texas Rural Transit District (CTRTD) – City and Rural Rides to the group including Lexus Carroll (Mobility Manager) and Rhonda Kelton (Transit Manager) as part of the ongoing discussion regarding new membership. Ms. Janke also noted that they would be giving a presentation to the advisory group later in the meeting.

Stephanie Dozier made a motion to approve CTRTD as a voting member, seconded by Christopher Egizio; the motion passed unanimously.

- Discussion and Action Item:** Regarding the review and progress update of the Coordination and Implementation of FY22–26 Regionally Coordinated

- a. Transportation Newsletter
- b. Schedule a Workshop

Sam Agha introduced the Transportation Newsletter and mentioned that it is distributed once per month to provide a quick snapshot of available funding opportunities, legislative updates and upcoming events applicable to the region. Mr. Agha mentioned using Constant Contact and reported analytics, including click, open, and bounce rates, as well as top-performing links.

Mr. Agha reported that from January to April 2025, the email open rate remained consistent, averaging 45%. However, the click-through rate on the links within the email was very low, averaging just 1.5%, with the lowest point in March at only 0.8%. This indicated that while people are opening the emails, they are not engaging with the content. To address this, the group was asked to provide input on the following:

- Who should be included on the email distribution list?
- Is the current content meeting your needs?

Janelle Frazier sought clarification on the report regarding the bounce-back rate being associated with email addresses. Mr. Agha confirmed that stakeholder transitions were contributing factors. Members inquired whether the emails could be forwarded and if a subscribe button was available. Mr. Agha confirmed that both options could be implemented.

Anita Janke discussed the benefits of holding a dedicated workshop focused on reviewing the deliverables outlined in the FY22–26 Regional Public Transportation Coordination Plan (RPTCP). Janelle Frazier suggested organizing deliverables by topic and letting members choose between online or in-person meetings to discuss progress. Uryan Nelson suggested that staff make a motion of direction to distribute polls, as discussed during the meeting.

Darrell Burtner made a motion to distribute polls as discussed in the meeting, seconded by Stephanie Dozier; the motion passed unanimously.

6. Discussion Item: Regarding a presentation from City and Rural Rides.

Rhonda Kelton, the Transit Manager introduced program services offered to the residents of Brown, Callahan, Coleman, Comanche, Eastland, Erath, Hamilton, Mills, Nolan, Runnels, San Saba, Shackelford, Stephens, and Rural Taylor Counties. Ms. Kelton described a high demand for services among Tarleton students and noted that the existing infrastructure was not equipped to accommodate the rapid growth. Ms. Kelton mentioned the importance of educating the community on how to use CTRTD. Uryan Nelson asked if ridership has declined since service fees were introduced. Lexus Carroll stated that there has not been a decline in ridership since the cost for services, additionally – she described the success of the community outreach efforts. Stephanie Dozier mentioned that while the transition has been smooth overall, securing grants has been necessary to provide transportation for

young children. Darrell Burtner described the transition complex and thanked CTRTD for their strong work since starting in March 2025.

7. Discussion Item: Regarding the Public Transportation Coordination Plan (FY27-31)

Anita Janke reported that in March 2025, staff-initiated communication with the TxDOT Project Manager regarding the FY 2027–2031 Regional Public Transportation Coordination Plan (RPTCP) application to ensure alignment with TxDOT’s criteria and priorities. Staff also reached out to CTRTAG members requesting a Letter of Support. The application was submitted before the March 28 deadline, followed by a one-on-one negotiation meeting with the TxDOT Program Manager to discuss funding needs. On April 18, staff received notice of recommended funding for \$120,000 for the five-year grant and \$40,000 for FY26 continuation, for a total of \$160,000. Final award determinations will be made by the Texas Transportation Commission at its May 21st meeting, with Planning Grant Agreements (PGAs) to be issued starting May 27, effective June 1 or upon full execution.

8. Discussion Item: Regarding preparing for the Section 310 grant application.

Uryan Nelson explained that the 5310 funds must be designated to the transit districts, and that the region must demonstrate ongoing coordination efforts to be considered for funding. While the process is progressing slowly, it positions the region more favorably to achieve its long-term goals. Mr. Nelson clarified that the next funding cycle is expected to open in approximately two years.

9. Discussion Item: Regarding quarterly report from Hill Country Transit District (HCTD).

Darrell Burtner announced the shift from fiscal year to calendar year reporting. For the first quarter, there were 100,497 passengers, with an on-time performance rate of 85.4% and an average wait time of approximately 13 minutes. He noted that 394 trips had waiting times exceeding one hour, which were attributed to software glitches. Mr. Burtner noted that the system is trending toward 450,000 trips and over 700,000 trips when including projected demand from Fort Cavazos. Anita Jake sought clarification on whether the late trips were concentrated in a specific location. Mr. Burtner responded that the delays were widespread and occurred throughout the service area. Ben Lopez asked if there were any hotspots that appeared to be more popular among riders. Mr. Burtner reported that Walmart locations and business centers showed high activity on the heat map, and he confirmed that Temple Industrial Park is not in the service area. Susie Marek inquired about the process for expanding service to include City of MPR and offered to provide HCTD with a video that highlights the need for public transit in areas currently not served. Tony Austin explained that MPR is within the Urbanized Area (UZA), and HCTD is currently working to determine the minimum financial buy-in required for service expansion.

10. Staff Update

For future meetings, Anita Janke requested a change to the meeting schedule and proposed moving meetings to the first Tuesday of the month on the following dates: July 1, 2025;

October 7, 2025; January 6, 2026; April 7, 2026; July 7, 2026; and October 6, 2026. Uryan Nelson recommended creating an annual meeting calendar to support planning and coordination. The advisory group agreed to hold the next meeting on July 1, 2025, where the proposed calendar can be reviewed for approval.

As part of the legislative updates, Uryan Nelson reported that a bill has been introduced in the Texas Legislature proposing \$700 million in additional funding for railroad crossings and on a federal level, he noted that FY2024 Community Project Funding was canceled. Mr. Nelson added that the RAISE, SS4A, and BUILD grant programs will move forward. Additionally, CTCOG and KTMPO are applying for the SS4A grant cycle closing in June, seeking planning and demonstration funds for innovative technology focused on close calls and near misses. This data can help proactively prevent crashes before they occur. A letter has been submitted to Senator Cruz's office Surface Transportation Reauthorization bill and is scheduled to be approved by September 2026.

For Air Quality updates, Kendra Coufal shared the maximum ozone air quality readings for April, which were 67 parts per billion (ppb) at the Temple station and 71 ppb at the Killeen station and that we will continue to monitor the readings for containment.

11. Member Comments:

Janell Frazier announced the upcoming *Head Start Homecoming* event, celebrating 60 years of National Head Start and 50 years of Central Texas 4C, Inc. Ms. Frazier invited everyone to attend the event on Friday, May 16, 2025, from 10-2pm. It will be a "come-and-go" gathering featuring food, entertainment, and prizes.

12. Adjourn: The meeting adjourned at 10:46 AM

Melissa Ingriola, CRTAG Chair

Uryan Nelson, CTCOG Planning Director

Item #4

Nomination and Election of Vice Chair

July 1, 2025

Central Texas Regional Transportation Advisory Group

Agenda Item # 4

Nomination and Election of a Vice Chairperson

Background

The Vice Chairperson position became available following an administrative audit that prompted updates to align membership and leadership roles with the bylaws. According to the CTRTAG Bylaws, Article VII: Officers and Staff:

1. The Chairperson shall be chosen by a majority vote of the members with a quorum present. The Chairperson shall perform the duties usually assigned to the office such as:
 - a. Preside at all CTRTAG meetings;
 - b. Conduct business according to the Bylaws and Robert's Rules of Order, Revised Version;
 - c. Appoint Committee Chairpersons and members of committees;
 - d. Assist staff in the preparation of agendas for Advisory Group meetings;
 - e. Perform any other appropriate duties
2. The Vice Chairperson shall be chosen by a majority vote of the members with a quorum present. In the absence of, or in the case of the inability of the Chairperson to act, it shall be the duty of the Vice Chairperson to perform the duties of the Chairperson.
3. In the absence of both the Chairperson and vice Chairperson, the Advisory Group members shall designate a member to preside in their absence during the meeting.
4. The Chairperson, Vice Chairperson or any member of the board who is conducting the meeting must be physically present and not present only by telephone or video conference.
5. The CTCOG staff member shall act as the Advisory Group's secretary. The staff member shall keep the minutes of all Advisory Group meetings and shall perform such other duties as may be needed by the Advisory Group.
6. Both the Chairperson and the Vice Chairperson shall serve one-year terms and may not succeed themselves in those offices more than once.
7. Officer elections shall be held at the November meeting of each year.

Action Needed: Consider nomination and election of Vice Chairperson to serve for the remainder of the current term and through 2026.

Item #5

Recommended Meeting Date Changes

Action Needed: Discussion and vote on the proposed regular meeting schedule: the first Tuesday of each month, beginning with the first month of the quarter.

Item #6

Development of the Regional Public Transportation Coordination Plan

July 1, 2025

Central Texas Regional Transportation Advisory Group

Agenda Item # 6

FY27-31 Regional Public Transportation Coordination Plan (RPTCP)

Background

- On May 21, 2025, the Transportation Commission awarded Central Texas Council of Governments \$120K to develop the RPTCP FY27-31. Planning work officially began on June 1, 2025, and is scheduled for completion by October 31, 2026. Final approval from TxDOT is expected in January 2027.
- The FY27–31 Regional Public Transportation Coordination Plan (RPTCP) will be developed through a collaborative process that combines technical analysis, stakeholder input, and consultant support. The plan will provide a comprehensive framework for coordinating public transportation services across the CTCOG region, identifying gaps, and improving access, efficiency, coordination, and resource sharing in transit delivery. The scope of work will include, but is not limited to, the development of the following activities:
 - Establish a Steering Committee or operate under the existing CTRTAG
 - Transportation provider survey
 - Transportation service modes and models
 - An audit of public transportation infrastructure
 - Transportation needs and gap assessments
 - Public engagement events
 - Geographic area assessments

Action Needed: Discuss and vote on whether to establish a Steering Committee to oversee development of the FY27–31 Regional Public Transit Coordination Plan (FPTCP), or proceed under the existing CTRTAG, inviting new stakeholders — including for-profit providers — with the intent to update bylaws for broader representation per the Coordination Plan Guidebook. Approve the division of work for the FY27–31 Regional Public Transit Coordination Plan, assigning tasks such as the Transportation Provider Survey, service mode analysis, public engagement, and geographic assessments to stakeholders, while consultants handle infrastructure audits, needs and gap assessments, data analysis, and final plan documentation.

Item #7

**Coordination and Implementation of
FY22-26 Regionally Coordinated
Transportation Plan (RCTP)**

July 1, 2025

Central Texas Regional Transportation Advisory Group

Agenda Item # 7

Coordination and Implementation of FY22–26 Regionally Coordinated Transportation Plan (RCTP)

On May 30, 2025, staff received notification that the FY22-26 Master Grant Agreement was awarded for \$40K.

Transportation Newsletter

The June 2025 edition featured a refreshed design and layout, achieving a cleaner, more modern appearance. A Subscribe button was also added to support subscriber growth.

- The number of subscribers who opened the newsletter jumped from 119 (May 2025) to 162 (June 2025).
- Bounce rates have decreased since staff completed a cleanup of the subscriber list.
- Following the addition of the Subscribe button, one new subscriber has been gained, and tracking is now significantly easier.
- A notable shift has occurred in how subscribers access the newsletter. At the beginning of the year, desktop usage accounted for approximately 97%, with mobile at 3%. Over time, that gap has narrowed - desktop now averages around 86%, while mobile has increased to 14% in the most recent report. This upward trend in mobile engagement highlights the growing importance of optimizing content and layout for mobile devices.

Date	Sends	Opens	Open Rate	Desktop	Mobile	Clicks	Click Rate	Bounces	Unsubscribes	New Subscribers
7/14/2025										
6/13/2025	255	162	65%	86%	14%	23	9%	7	0	1
5/13/2025	263	119	48%	87%	13%	3	1%	14	0	N/A
4/9/2025	263	117	47%	90%	10%	7	3%	13	0	N/A
3/11/2025	264	109	43%	91%	9%	2	1%	13	1	N/A
2/4/2025	238	96	43%	93%	8%	4	2%	12	1	N/A
1/14/2025	238	105	46%	91%	9%	8	3%	24	0	N/A
11/20/2024	238	94	40%	85%	15%	3	1%	4	0	N/A
11/5/2024	239	86	37%	91%	9%	12	5%	6	1	N/A
10/21/2024	224	76	35%	90%	10%	2	1%	6	0	N/A
9/30/2024	257	76	39%	89%	12%	8	4%	64	0	N/A
9/17/2024	257	72	38%	91%	9%	6	3%	67	0	N/A
9/3/2024	258	78	40%	90%	10%	10	5%	65	1	N/A
8/19/2024	257	77	40%	92%	8%	6	3%	65	0	N/A
8/5/2024	255	70	37%	89%	11%	3	2%	66	0	N/A
7/23/2024	240	55	31%	96%	4%	5	3%	65	0	N/A
7/9/2024	226	63	39%	98%	3%	6	4%	63	1	N/A
6/18/2024	168	41	37%	97%	3%	2	2%	57	1	N/A

Action Needed: No action needed; for discussion only.

Item #8

Hill Country Community Action Survey Results



July 1, 2025

Central Texas Regional Transportation Advisory Group

Agenda Item # 8

**Survey Results Regarding School-Age Children with School
Transportation Needs**

Stephanie Dozier will provide the committee with an update survey results for school-age children with school transportation needs.

Action Needed: No action needed; for discussion only.

Item #9

Central Texas Rural Transit District

Quarterly Update



July 1, 2025

Central Texas Regional Transportation Advisory Group

Agenda Item # 9

Quarterly Update from Central Texas Rural Transit District

Rhonda Kelton will provide the committee with an update regarding the Central Texas Rural Transit District quarterly report along with supplemental information.

Action Needed: No action needed; for discussion only.

Item #10

Hill Country Transit District Quarterly Update



July 1, 2025

Central Texas Regional Transportation Advisory Group

Agenda Item #10

Hill Country Transit District (HCTD) Quarterly Report

Darrell Burtner will provide the committee with an update regarding the Hill Country Transit District's quarterly report along with supplemental information.

Action Needed: No action needed; for discussion only.

Item #11

Staff Update



July 1, 2025

Central Texas Regional Transportation Advisory Group

Agenda Item # **11**

Staff Update

- Other Updates – Federal and State Updates
- Air Quality

Action Needed: No action needed; for discussion only.

Simple Texas
Nov 25, 2024

Hello Ms. Felish

I, Shirley Mason-Weight am letting
you know how much I appreciate
the hop, the new Microtransit System
that helps me to go to Grocery Store, K's
appt Wal-Mart. I thank you Jesus for
blessings. Anyone can ride the ride
need no application needed. The new
system started Sept. 3-2024. I don't
have to stand in Cold, Rain when it's
hot in the Summer time. You & all the hop
come to your home pick you up and take
over

you where you need to go. The Hop is very
nice on the inside and clean. I can go to
places on the Microtransit System the
reg. hop (bus) didn't go. I can go to Belton
~~on~~ and Killen. I say it's a blessing. It's
a decreased wait time and ride time. I appreciate
you helping me and enjoy the phone
call November 21-2024 God is good all
the time. Thank you for blessing.

Blessings Always
Shirley Mason-Whight
Temple, Texas 76504

CTRTAG Meeting Attendance

CTCOG Contacts, Acronyms, and Terms

End of Packet
