



**Missoula Urban Transportation District  
Finance Committee Meeting Minutes  
January 25, 2024**

**APPROVED**

**MEMBERS PRESENT**

Sebastian Strauss  
Jason Wiener

**MEMBERS ABSENT**

**STAFF**

Corey Aldridge, General Manager  
Allison Segal, Finance Manager  
Jasmine Blumenbach, Accountant

**Call to Order and Roll Call**

Strauss called the meeting to order at 11:08 a.m.

**Changes or Additions to the Agenda**

None

**Public Comment on Items Not on the Agenda**

None

**Action Items**

**4.1 November 16, 2023, Financial Committee Meeting Minutes** – Strauss wanted to make sure that the minutes were revised to reflect that he requested that the budget assumptions be discussed prior to completing the pro forma. Wiener motioned to approve the minutes with the language revised to reflect the revisions. Strauss seconded the motion, and it was approved unanimously.

**4.2 October 2023 Financial Statements** – Wiener asked if showing the net position first in the report makes it the most important element of the report. Aldridge advised that the current format had been inherited from previous finance managers and previous finance committees had not asked for changes. Wiener is looking at budget to actual for understanding the enterprise. Segal said she would look at making the report more readable. Strauss asked to know what the net position represented. Segal responded that it was a snapshot, not overall what is coming and emphasized that reporting is all about timing. Strauss pointed out that revenue appears to be unevenly distributed. Aldridge explained that a previous finance manager had set up the distribution format, but her successor, Mary Hanson, preferred to show the actual position. He added that he preferred to see the revenue spread out over the year and pointed out that the amounts tend to be relatively close. Strauss said he wants to see the anticipated real time figures to avoid running out of cash if estimated cash flow does not become reality. Wiener pointed out there isn't much concern about cash flow. Segal pointed out there is a five-month reserve required for operating funds. Aldridge said it would take a few months to cease operations if MUTD lost its funding.

Wiener responded that would be a KPI to report. Strauss emphasized the need to set up the right method for managing cash flow given that MUTD will have to pay MOAB costs up front and apply for reimbursement. He asked to have cash flow represented in real time. Wiener asked for the finance policy adopted by the board in January 2023 to be sent to him for review. Strauss asked Segal to research how to receive funds before requesting reimbursement.

Strauss pointed out that communications between two or more board members constitutes a meeting so he did not copy anyone else on his email to Segal about his questions regarding the financial statements. Wiener suggested adding email conversations to the meeting packet because he would like to be part of the discussion regarding questions about the financial statements. Strauss will consult with MUTD's attorney and his contact at the Local Government Center about the best way to handle email communications.

Strauss pointed out clarity he received in an email regarding some line items that currently show over budget. Prepaid expenses are shown evenly distributed throughout the year in the budget but Segal said after the audit there was an update to the prepaid policy. As of November, an expense must be over one thousand dollars a month to be put on a prepaid schedule or it will be fully expensed when the invoice is received. It will show differently on the budget for next year because the budget has been cleaned up.

Strauss noted there was a big change in net position between the September, October and November 2023 statements. He also pointed out that there was no October 2023 financial statement. Segal replied that the statement is in the internal folders, she has reviewed it, and it does reflect what is currently shown in the October statement.

Wiener moved to approve the October 2023 financial statement, Strauss seconded it and the motion passed unanimously.

**4.3 November 2023 Financial Statements** – Wiener motioned to approve the statement but asked about the lower-than-expected property tax revenues. Segal responded that because the property tax bills were mailed late, the bulk of the revenue will be posted for November and December. Strauss emphasized the challenges with anticipating revenues versus real time reporting. Wiener asked if the bond portfolio is growing to reflect the \$300 thousand over budget. He also asked about advertising revenue. Blumenbach said MUTD received a final payment after the advertising contract expired in October.

Strauss seconded the motion and it passed unanimously.

## **Discussion Items**

**5.1 Project Schedule** – Wiener asked if the proforma will be presented at the April finance committee meeting. Segal confirmed that it will. Wiener asked if the staff had set an internal schedule to allow the board to review the budget. Aldridge answered that the goal is to send out the packet the Friday before the board meeting.

Strauss said he had met with Segal to iron out details for developing and presenting the proforma and assumptions. Wiener suggested that the August committee and board meeting should align the budget with the county's determination. The finance committee generally agreed to the proposed budget schedule.

The meeting was adjourned at 11:54 a.m.

Submitted by Darlene Craven