



**Missoula Urban Transportation District
Finance Committee Meeting Minutes
May 22, 2025**

APPROVED

MEMBERS PRESENT

Sebastian Strauss
Jason Wiener
Lisa Sheppard

MEMBERS ABSENT

STAFF

Jordan Hess, General Manager
Allison Segal, Finance Manager
Jasmine Blumenbach, Accountant
Teddy Mierze, Accountant
Darlene Craven, Executive Assistant
Heather Halter, Dir. of Admin. Services
Colin Woodrow, Dir. Capital Projects

Call to Order and Roll Call

11:00 a.m. – Wiener called the meeting to order and asked for roll call.

Changes or Additions to the Agenda

None

Public Comment on Items Not on the Agenda

None

Action Items

3.1 April 24, 2025, Finance Committee Meeting Minutes – Wiener moved to approve the minutes, Sheppard seconded, and the motion carried unanimously.

3.2 March 2025 Financial Statements – Segal reported the agency is significantly under budget with \$1 million under in compensation, \$400,000 under in projects, \$100,000 under in administration. Operations is fully staffed and the maintenance contract increases only totaled about \$55,000. The property taxes are trending on budget and align with the county's collection timeline. Wiener asked how the surplus will affect the pro forma. Segal responded that the pro forma projects a \$1.4 million surplus which is under the current actuals. Strauss asked why the Costco rewards were \$4,000. Segal replied that the agency uses Costco Citicard for the cash rewards that encompass agency credit card purchases, not just what is purchased at Costco. Sheppard moved to recommend approving the financial statements at the board meeting. Wiener seconded and the motion carried unanimously.

5.1 FY26 Draft Budget and Pro Forma Review – Segal stated the budget is \$17.6 million with revenue anticipated to be \$19.1 million. The federal operating assistance increased about \$1

million which is directly attributable to Small Transit Intensive Cities funding. The Community Transportation Association of America is lobbying to reauthorize funding increases as part of the bipartisan infrastructure law. Recovering ridership numbers also contributed to the increase. Strauss asked about the assessment criteria. Both Segal and Hess added the agency would investigate the results further.

Segal said expenses increased about \$300,000, including factoring in \$285,000 in vacancy savings in fixed route operations. One-time projects represent about \$500,000. The biggest unknown is the commercial insurance rates that will include the 10 new electric buses.

Strauss asked why diesel bus engine replacement was still in the budget. Hess responded that though most of the older buses will be liquidated the agency will keep a few buses for backup. As the new electric buses are commissioned, fleet size and redundancy will be an ongoing discussion.

The revenue source breaks down to 70% from property taxes, 23% from federal operating assistance, and 2% from other miscellaneous funding sources. Compensation represents 76% of the budget, general expenses are \$17.6 million that break down to 66% for operations, 16% for general administration and 18% for maintenance. A handful of one-time projects and purchases are also included.

Wiener remarked that the medical levy amount increased substantially. Segal said medical expenses went up about 10% and the amount is based on the number of staff employed at the time the levy is calculated.

Segal highlighted that business subscriptions increased while certain revenue funds that were split three ways are now split between five agencies.

Wiener asked about the vendor selection for economic impact studies and market research. Hess said they were added as priorities to get a baseline for future mill levies and district expansion.

Wiener asked if the agency had a data set for assessed valuation and the property classes that paying property taxes. Hess replied the staff is gathering data that will help create a scenario.

Segal said the pro forma is still in flux and the anticipated municipal financial advisor will help with accurate projections.

Segal reviewed the capital improvement plan, noting that some of the FY25 projects would roll over to FY26 and will draw down the operating, fleet and facility reserve funds. Wiener asked how the projected FY25 balances align with the existing fiscal policy. Segal replied that the operating reserve needs another \$1 million and the facility reserve is not going to be in compliance with the policy until the new facility is completed. Some of the facility funds will be spent on improvements at the transfer center. The bus stop upgrades will be ongoing and utilize the operating reserve fund.

Adjournment

11:47 a.m. – Wiener adjourned the meeting.

Submitted by Darlene Craven, Board Clerk