

# MISSOULA URBAN TRANSPORTATION DISTRICT

## Board of Directors Finance Committee Meeting Minutes

March 26, 2026

**APPROVED**

Committee Members Present: Lisa Sheppard, Sebastian Strauss

Committee Members Absent: Jason Wiener

Board Members Present:

Staff Present: Jordan Hess, Colin Woodrow, Allison Segal,  
Hoyle McCallum, Teddy Mierze, Jasmine  
Blumenbach, Frank Kuhl

Guests:

### **1.0 Call to Order and Roll Call**

11:03 a.m. Sheppard called the meeting to order and asked for a roll call.

### **2.0 Public Comment**

None.

### **3.0 Approval of Minutes & Financial Statements**

#### **3.1 January 22, 2026, Finance Committee Meeting Minutes**

Strauss moved to approve the minutes, Sheppard seconded the motion, and it passed unanimously.

#### **3.2 December 2025 Financial Statements**

Segal advised that both the December 2025 and January 2026 statements reflected similar trends and noted the investment income has not been posted yet. This is the first year vacancy savings were added to the fixed route compensation budget and the insurance costs are still trending over budget. Overall, January shows expenses 9.5% under budget. Strauss asked why the post-employment benefits number had stayed the same between two consecutive statements. Segal responded this was

a fiscal year end audit adjustment entry and it will stay the same throughout the year now that the FY25 audit items have been posted.

Strauss moved to recommend that the board approve both sets of the financial statements, Sheppard seconded the motion, and it passed unanimously.

### **3.3 January 2026 Financial Statements**

Per the finance committee members' agreement, both statements were recommended for approval in the above motion.

## **4.0 Reports and Presentations**

### **4.1 Discussion Regarding Approval Thresholds Per Current Procurements Procedures Manual**

Segal advised that procurement procedures regarding contract amendments and purchasing approval thresholds needed to be reviewed. While \$25,000 was the historical limit, state and peer agency thresholds were at \$80,000. In addition, there is no provision in the procurement manual for addressing who would sign and for how much in the chief executive officer and general manager's absence. Seventeen contracts have been signed in the last three years that were over \$25,000 but under \$80,000 so there is a need to establish a procurement procedure to address the changing circumstances. Sheppard observed that many of contracts presented for the board's approval seemed like routine items. Hess said the city had changed the contract signing authority to \$80,000 as well. Woodrow added that the staff would inform the board of all contracts regardless of the amount. Strauss suggested that the board review the contracts annually or semi-annually and emphasized that making the board aware of contracts signed within a certain range would provide balance. Sheppard agreed with the \$80,000 threshold and suggested a summary of the contracts signed would be helpful to add to the Agency Activity Report. Strauss said the board's fiduciary responsibility dictates that safeguards are necessary to ensure that the board had the full picture of potential impacts of a purchasing decision. Segal said amendments and change orders would be more prominent as the new facility construction project progresses and should be built into the current policy. Strauss suggested a percentage-based amendment policy to reduce unnecessary board approvals while maintaining transparency. Hess noted that it would take some doing to keep it within the confines of the open meeting laws. Sheppard suggested incorporating decision matrix for separating contracts requiring more board scrutiny from those that do not. Hess stated prioritizing higher level overviews of projects to tie them back to strategic direction would avoid unexpected added costs requiring the board's approval. He suggested a tracking report organized by project for board members to connect project components and spot future obligations over time.

## **5.0 Adjournment**

Sheppard adjourned the meeting at 11:49 a.m.