

# Meeting Agenda | Finance Committee

Wednesday, August 20, 2025

7:00 p.m.

Zoom Meeting

See Below for Access Information

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|---|--------|
| 1. Convene meeting, roll call of participants | 5 min  |
| 2. Welcome new members                        | 10 min |
| 3. Public comment                             | 5 min  |
| 4. Meeting Minutes – June 18, 2025            | 5 min  |
| 5. Election of Vice-Chair                     | 5 min  |
| 6. Forgivable Loan – Groundwater project      | 15 min |
| 7. Project Updates                            | 10 min |
| 8. Committee Business                         | 5 min  |
| 9. Good of the order                          | 1 min  |

## How to participate

This meeting will be conducted electronically using Zoom, an online meeting platform. The meeting structure complies with ORS 192.610 to 192.690.

**Please note:** Instructions for citizens wishing to testify during this Finance Committee meeting are as follows:

- Written testimony: Please send your written testimony to Budget and Finance Director, Elizabeth McCann at [Budget&Finance@GreshamOregon.gov](mailto:Budget&Finance@GreshamOregon.gov) no later than 24 hours before the meeting to allow the testimony to be forwarded to the Finance Committee.
- Oral testimony: Please register your name, email address, phone number and subject matter to Budget and Finance Director, Elizabeth McCann at [Budget&Finance@GreshamOregon.gov](mailto:Budget&Finance@GreshamOregon.gov) no later than 24 hours before the meeting.
- Persons who are unable to access the meeting via Zoom are encouraged to notify the City by calling 503-618-2445, 24 hours in advance of the meeting so that the City can provide alternate arrangements.

## Meeting log-in or call-in information to access the meeting:

Click the link to join:

<https://greshamoregon.zoom.us/j/89369188261?pwd=lzRQMxAXOHZ1uJQSirupwURob2R1qn.1>

Passcode: WbVGqf8bHq

One tap mobile :

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Webinar ID: 893 6918 8261

Passcode: 2668534568

## Meeting Date: August 20, 2025

### Agenda Executive Summary

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#### 5. Election of Vice-Chair

The Vice-Chair position is elected in July of odd-numbered calendar years. According to Gresham Revised Code 2.18.060, committee members cannot hold the same leadership position for more than two terms. The position is currently held by Mike Schultze who has held the position since July 2024, so has served for one partial term.

***Requested Action: Election of Vice-Chair***

#### 6. Forgivable Loan – Groundwater Project

*Presented by Elizabeth McCann, Budget & Finance Director and Terryl Aguon, Treasury Analyst*

The City of Gresham has the opportunity to apply for funding through the Oregon Health Authority and US Environmental Protection Agency under the Safe Drinking Act. These funds will support a portion of the groundwater project that is currently underway. The funding is being offered via 100% principal loan forgiveness which requires a city to enter into a loan agreement for the qualifying project. The loan repayment is then fully waived upon successful completion of the project.

Entering into a loan agreement, even with full principal forgiveness, requires authorization by Council. Staff will review the funding opportunity and seek a recommendation from Finance Committee prior to seeking Council authorization to proceed with the loan agreement, which is scheduled for this fall.

***Requested Action: Recommendation to Council***

#### 7. Project Updates

*Presented by Elizabeth McCann, Budget & Finance Director*

Committee members and staff will provide updates on the status of various projects and other key initiatives that are underway. This may include reporting on the activity of other committees or workgroups where relevant as well as special Finance Committee projects.

***Requested Action: Information and Committee Discussion***

Attached are the minutes for the June 18, 2025 Finance Committee meeting. Please review them prior to the meeting. Approval of the minutes will be included on the agenda.

**City of Gresham Finance Committee  
Wednesday, June 18, 2025, 7:00 p.m.  
Zoom Meeting Minutes**

**Finance Committee Members Present:**

Mike Schultze, Vice-Chair  
Nick McWilliams  
Theresa Tschirky, Chair  
Rusty Allen

**Finance Committee Members Absent:**

Anisa Ali  
Faith Luch

**Council Liaison in Attendance:**

None

**Staff Members in Attendance:**

Elizabeth McCann, Director of Budget & Finance  
Susan Brown, Finance & Accounting Manager  
Terry Aguon, Treasury Analyst

Sagun Pokharel (Recording Secretary)

**1. Convene Meeting and Roll Call of Participants**

The meeting was convened at 7:01pm by Chair Tschirky.

**2. Public Comment**

None

**3. Meeting Minutes – May 21, 2025**

There was a motion made by Mr. McWilliams and seconded by Mr. Schulze to:

**“Approve the Meeting Minutes for May 21, 2025 as presented.”**

**Motion passes unanimously.**

**4. Investment Policy – Annual Review**

Finance & Accounting Manager Susan Brown stated that a few minor statistical items had been updated, but there were no major recommendations for changes to the policy from GPA (Government Portfolio Advisors) or from staff. A copy of the investment policy with red lines

was included in the meeting packet. Ms. Brown explained that the investment policy must be approved by city council annually and has been brought to Finance Committee for recommendation to City Council. The motion was made by Mr. Allen and seconded by Mr. McWilliams to:

**“Recommend for approval the investment policy as presented to City Council.”**

**Motion passes unanimously.**

## **5. Investment Performance Review**

Deanne Woodring from GPA presented the attached investment performance report for the city. She started with the market overview and delved into city’s overall portfolio performance. Topics covered in the presentation were: Tariffs & Economic Outlook, Compliance Report, Summary Overview of the city’s portfolio, Asset Allocation Change over 3 Months, Historical Balances, Risk Management – Maturity/Duration, Return Management – Income Detail, Return Management – Performance, Guideline Portfolio Strategy and Holdings by Security Types.

Ms. Brown confirmed that the city has entered a new 5-year contract with GPA effective 7/1/2025 after conducting a Request for Proposals earlier in the year.

## **6. Financial Policies Update**

Ms. McCann and Ms. Brown provided an overview of the proposed financial policies and noted that the draft had been reordered since previous presentation to the Finance Committee to align with the annual financial cycle. Additionally, redundant policies were removed and some moved to other sections to better align the contents of the policies.

Chair Tschirky acknowledged the improved flow of the document.

Ms. McCann shared that if Finance Committee recommended the proposed financial policies, they would be presented to City Council for their discussion and consideration in July working towards adoption of the policies in late summer.

Chair Tschirky pointed out several updates to the policy that she appreciated as they were much needed. The Chair and Ms. McCann acknowledged that these updates mirror the practices that are in place. Ms. McCann added that the goal of this review is to put in place long-term policies as opposed to providing operational instructions.

Ms. McCann asked the Finance Committee to specifically provide a recommendation related to the General Fund reserves policies. Ms. McCann outlined the current policies for the General Fund, and the operating implications of that policy. Peer jurisdiction practices and best

practices recommendations from the Government Finance Officers Association (GFOA) were also provided.

The Finance Committee and staff discussed the implications of different ending fund balance policy thresholds on the budget, operations, and cash management practices.

Chair Tschirky recommended the policy be set at 2% for contingency and 18% for the unappropriated for a total of 20%.

Committee discussion continued and confirmed that the FY 2025/26 budget would be compliant with the new policy proposal. Ms. McCann shared that if the budget were ever not in compliance with adopted policies, then it would be disclosed in the budget document, consistent with past practice and the financial policies. Discussion continued around the implications of different policy thresholds, best practices, and usage of funds that exceed the policy thresholds.

There was a motion made by Chair Tschirky and seconded by Mr. Allen to:

**“Recommend the financial policies as presented by staff to Council for adoption including a General Fund Contingency of 2% and Ending Fund Balance of 18% for a total of 20% ending fund balance.”**

**Motion passes unanimously.**

The Committee expressed appreciation for the work done on revising the policies.

Ms. McCann shared that individual committee members were welcome to attend City Council meetings to share their individual perspectives on the proposed financial policies.

## 7. Audit Planning

Ms. Brown referenced a letter from Baker Tilly (previously Moss Adams), the City’s external auditors, in the agenda packet. The auditors have provided this letter with details regarding how they intend on conducting the audit. This is a standard audit letter. Chair Tschirky acknowledged the auditor’s letter. Ms. Brown gave an update on how well the audit has been going so far.

## 8. Project Updates

Ms. McCann shared that the City of Gresham and Gresham Redevelopment Commission budgets were adopted by City Council the previous evening.

Ms. McCann and City Manager Eric Schmidt are working on an informational series of meetings for the fall for City Council and Finance Committee. Meeting notifications will be coming. The

format of these meetings is still being determined, but they will be recorded.

**9. Committee Business**

Two new committee members have been appointed to fill vacancies, and a third one is pending City Council appointment.

**10. Good of the Order**

None

The meeting was adjourned by Chair Tschirky at 8:35pm.

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Theresa Tschirky, Chair

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Sagun Pokharel, Recording Secretary

Meeting Date: August 20, 2025

## Agenda Item: 6. Forgivable Loan – Groundwater Project

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In 2023 The US Environmental Protection Agency (EPA) provided funding to the Oregon Health Authority under the Safe Drinking Act: Infrastructure Investment and Jobs. The purpose of this agreement is to address emerging contaminants in drinking water. The Oregon Business Development Department (OBDD) manages the funding for this program.

OBDD has an allotment of funding allocated for local jurisdictions for qualifying projects with loan agreements with partial or full loan forgiveness upon successful project completion. Eligible projects are ranked based on the following criteria:

- Risk to Human Health and Protection
- Compliance with Safe Drinking Water Act
- Consolidation or partnership of two or more systems
- Water System Size
- Community affordability

The City and Rockwood Water People's Utility District formed the Cascade Groundwater Alliance (CGA) to expand Gresham's groundwater system together. The CGA project provides key infrastructure services which are vital to the livability and prosperity of the Gresham community, including the production, treatment, and delivery of clean, safe drinking water to citizens and businesses for the future. The CGA project qualifies for OBDD funding as it fits all the criteria listed above.

In 2024, the City and Rockwood were each approved for \$1.5 million with 100% loan forgiveness to purchase manganese filters. OBDD has informed the City that there are additional funds available with 100% loan forgiveness. The City and Rockwood applied for additional funding to be used in the construction of the Manganese Water Treatment Plant.

To move forward with the 2nd forgivable loan agreement the City needs Council approval. The Resolution authorizing and approving the Safe Drinking Water Revolving Fund Loan Agreement for the Cascade Water Project will be presented to City Council in the fall.

Staff will present details of the funding opportunity for Finance Committee to consider and provide a recommendation to City Council.

