



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: Percy Ashcraft, USDA Project Consultant

DATE: January 8, 2026

RE: Authorization of Payment to Webb & Associates for USDA Water Line Project Engineering Services

BACKGROUND

The USDA Water Line Project continues to advance through the required planning, review, and approval stages. Reviews by the Virginia Department of Transportation (VDOT) have been completed, and **Webb & Associates** is finalizing the bid documents in preparation for submission to the **United States Department of Agriculture (USDA)** for final project approval. Throughout this process, Webb & Associates has provided professional engineering and related services necessary to move the project forward, including revisions to the Preliminary Engineering Report (PER), completion of survey work, updates to plans approved by Town Council, and revisions to previously prepared bid documents.

Fiscal Impact

Upon adoption of Resolution No. 2026-005, \$150,000 will be appropriated from Water Fund reserves and allocated to 500-500100-3140 – Engineering/Professional Services to account for the unbudgeted engineering expenditures. This action ensures accurate financial reporting and allows for proper reimbursement tracking should project funding be awarded and distributed at a later date.

RECOMMENDATION

Staff recommends adoption of Resolution No. 2026-005, authorizing the appropriation of \$150,000 from Water Fund reserves for unbudgeted engineering costs related to the USDA Water Line Project and approving the amendment to the FY 2026 Budget to add the funds to 500-500100-3140 – Engineering/Professional Services.

DRAFT MOTION

I move that the Town Council adopt Resolution No. 2026-005, authorizing the appropriation of \$150,000 from Water Fund reserves for unbudgeted engineering costs associated with the USDA Water Line Project, and approving an amendment to the FY 2026 Budget to add the funds to Account No. 500-500100-3140 – Engineering/Professional Services, and further authorizing the Town Manager to take all actions necessary to implement this appropriation.

Attachment: RESOLUTION NO. 2026-005