



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager

DATE: January 8, 2026

RE: Resolution No. 2026-004 – Acceptance of Drinking Water Planning Fund Grant

BACKGROUND

The Town of Bowling Green owns and operates a public water system serving residents and businesses within the Town. While the system has been digitally mapped using a Geographic Information System (GIS), the Town currently lacks a comprehensive asset management program to systematically track asset condition, performance, and remaining useful life. This gap contributes to deferred maintenance challenges and limits the Town's ability to proactively manage critical infrastructure. On December 15, 2025, the Virginia Department of Health (VDH) offered the Town a Drinking Water State Revolving Fund (DWSRF) Planning Fund Agreement to support a GIS Utility Mapping and Asset Management project. The Planning Fund Agreement provides up to \$30,000.00 in grant funding to develop a formal asset management program and provide GIS and asset management training for Town staff

Fiscal Impact

The Planning Fund Agreement provides grant funding in an amount not to exceed \$30,000.00. No local cash match is required; however, the Town commits to providing any necessary in-kind services to support project completion, as required by the agreement.

RECOMMENDATION

Staff recommends adoption of Resolution No. 2026-004, authorizing acceptance of the Drinking Water Planning Fund Grant and execution of the Planning Fund Agreement with the Virginia Department of Health, and authorizing the Town Manager to take all actions necessary to proceed with the GIS Utility Mapping and Asset Management project.

DRAFT MOTION

I move that the Town Council adopt Resolution No. 2026-004, authorizing the Town of Bowling Green to accept the Drinking Water Planning Fund Agreement from the Virginia Department of Health in an amount not to exceed \$30,000.00 for the GIS Utility Mapping and Asset Management project, and further authorizing the Town Manager, or her designee, to execute the Planning Fund Agreement and take all actions necessary to proceed with the project in compliance with all applicable program requirements.

Attachment: RESOLUTION NO. 2026-004, Town of Bowling Green GIS AMP PG Award