

**TOWN OF BOWLING GREEN**

**RESOLUTION NO. 2026-004**

**A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER  
PLANNING FUND GRANT AND TO PROCEED WITH THE GIS UTILITY  
MAPPING AND ASSET MANAGEMENT PROJECT**

WHEREAS, the Town of Bowling Green owns and operates a public water system (PWSID 6033550) that serves the citizens and businesses of the Town; and

WHEREAS, the Town's waterworks lacks a comprehensive asset management program, which contributes to issues with deferred maintenance, unanticipated water system problems, and a lack of knowledge regarding assets' remaining useful life; and

WHEREAS, the Town has digitally mapped its water system with a GIS platform and seeks to add asset management information to this software to better manage water system assets; and

WHEREAS, the Virginia Department of Health (VDH), by letter dated December 15, 2025, offered the Town a Planning Fund Agreement for the GIS Utility Mapping and Asset Management project through the Drinking Water State Revolving Fund (DWSRF) Program; and

WHEREAS, the Planning Fund Agreement reflects \$30,000.00 for Planning Fund Number PF 365-25; and

WHEREAS, the project scope includes collecting and organizing performance, condition, and maintenance data for all major system components; determining asset remaining useful life; prioritizing high-risk infrastructure; developing an asset management program; and providing GIS and asset management training for Town staff; and

WHEREAS, acceptance of this funding requires execution of the Planning Fund Agreement and compliance with all program requirements, including the Virginia Public Procurement Act and documentation of Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) participation efforts; and

WHEREAS, the Planning Fund Agreement terms and conditions expire 15 months from the date of execution; and

WHEREAS, it is in the best interest of the Town and its citizens to accept this planning grant funding and proceed with the GIS Utility Mapping and Asset Management project;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia:

**Section 1.** The Town Council hereby accepts the Drinking Water Planning Fund Agreement for Planning Fund Number PF 365-25 (GIS Utility Mapping and Asset Management) in an amount not to exceed \$30,000.00.

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**Section 2.** The Town Council hereby approves the GIS Utility Mapping and Asset Management project as described in the Planning Fund Agreement, including:

- Development of an Asset Management Program (\$26,000.00, February 1, 2026 - July 1, 2026)
- GIS and Asset Management Training (\$4,000.00, May 1, 2026 - July 1, 2026)

**Section 3.** The Town Manager, or her designee, is hereby authorized and directed to execute the Planning Fund Agreement with the Virginia Department of Health, including all exhibits and related documents.

**Section 4.** The Town Manager, or her designee, is hereby authorized and directed to take all actions necessary to proceed with the GIS Utility Mapping and Asset Management project and to comply with all program requirements, including but not limited to:

- a) Executing and returning the Planning Fund Agreement to Jarrett Talley, Director, Division of Training, Capacity Development and Outreach, no later than December 19, 2025;
- b) Properly procuring the services of engineering or other professional contractors in conformance with the Virginia Public Procurement Act, including procurement of professional services;
- c) Making and documenting good faith efforts to solicit Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) participation as part of the procurement process;
- e) Ensuring all project deliverables are submitted to the ODW Southeast Virginia Field Office with copies to the ODW Training, Capacity Development & Outreach Director;
- f) Submitting requisitions for disbursement in accordance with the payment provisions of the Planning Fund Agreement (50% upon submission of final product for review, 50% upon approval);
- g) Completing the project within the 15-month term of the Planning Fund Agreement;
- h) Maintaining complete and accurate books and records of project costs and retaining all records for three years after final payment;
- i) Complying with all applicable federal and state laws, regulations, and requirements, including federal cross-cutting requirements;
- j) Taking any and all other actions deemed necessary and appropriate to successfully complete the project and secure the planning grant funding.

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**Section 5.** The Town Council acknowledges that the Planning Fund Agreement may be terminated after 15 months from execution if insufficient progress has been made, and that VDH reserves the right to de-obligate any scope of service or payments not completed within the 15-month term.

**Section 6.** The Town commits to providing funds or in-kind services necessary to fully complete this planning activity as required by the Planning Fund Agreement.

**Section 7.** This resolution shall be effective upon adoption.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026.

TOWN OF BOWLING GREEN, VIRGINIA

Mayor: \_\_\_\_\_  
Hon. Tina Gambill

ATTEST: \_\_\_\_\_  
India Adams-Jacobs  
Town Manager and Clerk of the Town Council

**VOTES:**

Ayes:

Nays:

Absent:

Abstain: