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# Memorandum

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**TO:** Richard McNabb, Mayor  
City Council Members

**FROM:** Crystal Postell, Finance Director

**CC:** Michael Burroughs, City Manager

**DATE:** 01/29/2026

**REF:** Accept the Asset Inventory Assessment Grant Offer and Approve  
Project Ordinance 26 – 03

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**Summary:**

The City of Trinity has been approved for a \$150,000 State Reserve Program Asset Inventory and Assessment (AIA) grant administered by the North Carolina Department of Environmental Quality to support the 2024 sewer system asset inventory and assessment project. Acceptance of the award requires a 20% local match in the sum of \$30,000, which includes a mandatory 1.5% administrative fee of \$2,250 that must be paid prior to any disbursement of funds.

Grant funds will be reimbursed based on submitted claims and supporting documentation, including invoices, progress reports, and match verification, with at least 50% of the local match required by the time 50% of grant funds are disbursed. The project must be completed within 24 months of the Letter of Intent to Fund (March 2027) and must comply with all state procurement, reporting, and audit requirements.

The City of Trinity is undertaking an Asset Management Plan for the sewer system supported by a \$150,000 Asset Inventory and Assessment (AIA) grant toward a total project cost of \$180,000 with Davis Martin Powell. The scope includes a comprehensive asset inventory and condition assessment of pump stations, manholes, and collection system components; updates to the City's GIS and SCADA data; smoke testing and inspections to identify infiltration and inflow issues; development of service level rankings; preparation of a 10-year-plus Capital Improvement Plan; and completion of a sewer rate study to evaluate long-term financial sustainability. The project builds existing system mapping and prior engineering studies, addresses infrastructure needs and regulatory concerns, and supports future growth while ensuring the sewer system remains financially and operationally viable.

**Recommendation**

Staff recommend that Trinity City Council approves and adopts Resolution 26 – 03 and Project Ordinance 26 – 03.

**Attachments:**

Resolution 26 – 03

Project Ordinance 26 – 03