



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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STAFF REPORT

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|----------------------------------|----------------------------------------------|
| Council Meeting Date: | December 9, 2025 |
| Agenda Title: | Salt Shed MOA with County |
| Requested Action: | Receive the Information |
| Department / Agency Lead: | PW – Facilities Management |
| Staff Lead: | Johnny Switzer, Fleet and Facilities Manager |

EXECUTIVE SUMMARY

The Public Works Salt Storage Facility Replacement Project is currently in Phase 2 (Design). Significant progress has been made, including securing the new site at the Fauquier County Landfill and completing the 15% design milestone. However, the project's ability to proceed with detailed design and procurement is entirely dependent on securing two external clearances: the execution of a Memorandum of Agreement (MOA) with Fauquier County and the issuance of a Special Exception Permit. Given the functional urgency caused by the severe deterioration of the existing facility, expediting these authorizations is the immediate priority to prevent a failure of core winter service operations.

BACKGROUND

The existing salt storage structure is the municipality's sole repository for road salt and is in a state of advanced deterioration and functional inadequacy. The initial two years of work (Phase 1: Discovery) documented this poor condition, providing the necessary justification for replacement. This necessity led to the project's formal approval and inclusion in the Fiscal Year 2025 (FY25) Capital Improvement Plan (CIP). Replacement is urgently required to ensure resilience in critical infrastructure and maintain mandated service levels for winter road safety.

Current Status (Phase 2: Design)

The project has successfully transitioned from conceptual justification to active design, establishing the technical foundation for the new facility.

| Milestone | Status | Completion Date | Details |
|-------------------------------|------------------|------------------------|----------------------------------------------------------------------------------|
| Capital Approval (CIP) | Completed | FY25 CIP Cycle | Project formally included in the Capital Improvement Plan. |
| Site Secured | Completed | N/A | New facility location identified and secured at the Fauquier County Landfill. |
| 15% Design Milestone | Completed | 10/13/25 | Design foundation established, defining key functional and spatial requirements. |

STAFF RECOMMENDATION

Staff recommends Council approve the resolution authorizing the Acting Town Manager to work with the County Administrator to execute an MOA for the Salt Storage Facility.

Service Level/Collaborative Impact

Service Level Impact: The project directly impacts the department's ability to meet minimum service levels for winter maintenance. The new facility will ensure sufficient, uncontaminated salt storage capacity, guaranteeing uninterrupted road safety operations during severe weather events. The deterioration of the existing structure poses an unacceptable risk of functional failure, which would severely impair winter service delivery.

Collaborative Impact: The selected site necessitates inter-jurisdictional collaboration with Fauquier County. Successfully executing the MOU will establish a positive precedent for future shared resource utilization and regional cooperation on critical infrastructure projects.

Policy Direction/Warrenton Plan 2040

This project aligns directly with the core tenets of the Warrenton Plan 2040, specifically relating to **Infrastructure Resilience** and **Fiscal Responsibility**. Replacing a functionally failing, legacy structure with a modern, centrally located facility ensures continuity of essential public services and prevents the much higher costs associated with emergency infrastructure failure or environmental remediation.

Legal & Fiscal Impact

Legal Impact:

1. **MOA:** The Inter-Governmental Agreement (MOA) legally defines the terms of access, construction, use, and maintenance of the new facility on Fauquier County property. The timely execution of this document is a prerequisite for commencing construction.
2. **Permitting:** The Special Exception Permit is a required regulatory clearance for the specified land use (salt storage) on the landfill property. Failure to obtain this permit will halt the project and require a complete site redesign and relocation.

Fiscal Impact:

1. **Funding Secured:** The project is formally included and funded in the FY25 CIP. Costs are managed within the approved Capital Budget.
2. **Risk Mitigation:** Expediting the project mitigates the fiscal risk associated with the current structure, which includes emergency repairs, loss of stored materials due to exposure, and potential liability from operational failure.
3. **Future Design Costs:** Delays in securing the site approvals will lead to increased design costs, as the current 15% design documents will require costly updates if site conditions or regulatory requirements change over time.

ATTACHMENTS

1. Draft MOA Between Warrenton and Fauquier County
2. Resolution Authorizing the Acting TM to work with Fauquier County