
PROGRESS MEETING MINUTES



68 Shipwash Drive Garner, North Carolina 27529 919.772.5393 tel. 919.772.1176 fax Lic. No. F-0812

PROJECT: **TOWN OF JAMESVILLE – SANITARY SEWER REHABILITATION**

DATE: **NOVEMBER 19, 2025**

TIME: **10:00 AM**

LOCATION: **TOWN OF JAMESVILLE-TOWN HALL
126 East Main Street, Jamesville, NC 27830**

FUNDING AGENCY: **NCDEQ-DWI SRP-W-ARP-0238** (must appear on all correspondence)

ENGINEER **MUNICIPAL ENGINEERING, INC.**
Michael McAllister, M-ASCE, Sr. Principal Project Manager

CONTRACTOR: **ENVIRO-TECH UNLIMITED CONSTRUCTION SERVICES, LLC**

TOPICS:

1. Attendees:

Hon. Willis E. Williams	Jamesville, Commissioner
Hon. Mary Allen	Jamesville, Commissioner
Hon. Kim Cockrell	Jamesville, Commissioner/Town Clerk/Finance Officer
Scott Vinson (<i>via Zoom</i>)	NCDEQ-DWR
Hon. Betty M. Williams	Jamesville, Mayor-Elect
Delsie Williams,	Jamesville, Resident
Nick Brown (<i>via Zoom</i>)	Enviro-Tech Unlimited Construction Services, LLC (Contractor)
Joseph Surles (<i>via Zoom</i>)	Enviro-Tech Unlimited Construction Services, LLC (Contractor)
Michael McAllister	Municipal Engineering Inc. (Engineer)

The meeting was called to order at 10:00 AM by Michael McAllister, the Engineer. The following items were discussed:

2. Project Schedule: Nick Brown noted that Tri-State Utilities has completed their CCTV inspection of the gravity sanitary sewer, and the reports and videos have been sent to the Engineer via a thumb drive. The Engineer acknowledged receipt of the thumb drive and will review the videos and convey which pipes and methods will be needed for repairs.
3. Change Order Status: No Change Orders have been issued to date.
4. Shop Drawing Status: All shop drawings have been reviewed by the Engineer and returned to the Contractor.
5. RFI Status: None.

6. Major Equipment Delivery Status: No Equipment has been delivered. Mr. Brown noted the following delivery schedule:
 - a. Pumps/Controls: 1st week in December
 - b. Pre-cast wet well Late January 2026
 - c. Generator/ATS March/April 2026
7. Pay Request Status: Two partial payment requests have been submitted to the Engineer for processing:
 - a. #1 \$ 47,500.00
 - b. #2 \$ 173,458.60
 - c. #3 \$ 81,723.18
8. Contractor Concerns/Questions: None noted
9. NCDEQ-DWI Concerns/Questions: None noted
10. Owner Concerns/Questions: None noted.
11. Engineer Concerns/Questions: None Noted.
12. Misc. Questions: None Noted
13. Next progress meeting: December 17th, 2025, 10:00 AM
14. Adjournment: With no further business, the meeting was adjourned at 10:30 AM.

Respectfully submitted this **20th** day of **November 2025**.

Michael L. McAllister, M-ASCE
Sr. Principal Project Manager
Municipal Engineering, Inc.



SIGN-UP SHEET – PRE-CONSTRUCTION CONFERENCE

MESCO Project No.: G-22061

Project Name: Town of Jamesville – Wastewater Treatment Plant Improvements

NCDEQ-DWI No. **SRP-W-ARP-0234**

Location: Jamesville Town Hall, 126 East Main Street, Jamesville, NC 27830

Date: **August 13, 2025 – 9:00 AM**

Lic. No. F-0812