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# PROGRESS MEETING MINUTES



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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: 1<sup>st</sup> 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 **20<sup>th</sup>** day of **November 2025**.

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



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

NAME

**COMPANY**

**PHONE**

**email**

Michael McAllister

Municipal Engineering Inc.

919-772-5393

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