
PROGRESS MEETING MINUTES



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PROJECT: TOWN OF JAMESVILLE – SANITARY SEWER REHABILITATION

DATE: February 18, 2026

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. Mary Allen	Jamesville, Commissioner
Hon. Kim Cockrell	Jamesville, Commissioner/Town Clerk/Finance Officer
Hon. Betty Margret Williams	Jamesville, Mayor
Samuel Lilley	Jamesville Public Works
Nick Brown	Enviro-Tech Unlimited Construction Services, LLC
Joseph Surlis	Enviro-Tech Unlimited Construction Services, LLC
Ashton Lassiter	Municipal Engineering, Inc. (Construction Observer)
Mack Thorton	Municipal Engineering, Inc. (Construction Observer)
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: The Contractor noted they anticipated the delivery of the pumps, generator, and automatic transfer switch in mid-April.
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: See project schedule.

7. Pay Request Status: Three partial payment requests have been submitted to the Engineer for processing (amounts include construction administration and observation):
 - a. #1 \$ 47,500.00
 - b. #2 \$ 173,458.60
 - c. #3 \$ 81,723.18
 - d. #4 \$ 52,000.00
 - e. #5 \$ 190,108.60
 - f. #6 \$ 99,623.18
 - g. #7 \$ 15,390.00
8. Contractor Concerns/Questions: The Contractor noted they are waiting for a list of repairs to be conducted to the gravity sanitary sewer system from the Engineer. Mr. Brown also indicated that they wish to move the wet well and valve vault to facilitate construction.
9. NCDEQ-DWI Concerns/Questions: Did not attend.
10. Owner Concerns/Questions: Mr. Lilley again noted several places of concern within the gravity sewer system. The Town noted issues around Maple Street, past Andrews, Martin, and Sunset. The Engineer will review the videos provided by CES to identify any visible issues.
11. Engineer Concerns/Questions: None Noted.
12. Misc. Questions: None Noted
13. Next progress meeting: March 18, 2026, 10:00 AM
14. Adjournment: With no further business, the meeting was adjourned at 10:30 AM.

Respectfully submitted this **9th** day of **March 2026**.

Michael L. McAllister, M-ASCE

Sr. Principal Project Manager

Municipal Engineering, Inc.