
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: June 17, 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 Margaret Williams	Jamesville, Mayor
Hon. Rachel Craddock	Jamesville, Commissioner
Hon. Willis Williams	Jamesville Commissioner
Delsie Williams	Jamesville Citizen
Samuel (Neil) Lilley	Jamesville Public Works
Nick Brown (<i>Via Zoom</i>)	Enviro-Tech Unlimited Construction Services, LLC
Joseph Surles	Enviro-Tech Unlimited Construction Services, LLC
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: Work has begun on the highway. 171 pump station. The pump station has been excavated, the wet well installed, and is ready for backfill.
3. Change Order Status: There is a Change Order requested related to the unsuitable material excavated at the pump station. The Contractor will excavate and replace with suitable fill material.
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 shown are Construction Only):
 - a. #1 \$ 47,500.00
 - b. #2 \$ 173,458.60
 - c. #3 \$ 81,723.18
 - d. #4 \$ 66,922.70
 - e. #5 \$ 218,508.87
 - f. #6 \$ 206,558.42
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.
9. NCDEQ-DWI Concerns/Questions: Did not attend.
10. Owner Concerns/Questions: None noted.
11. Engineer Concerns/Questions: Noted that the Engineer needs to provide guidance for the sanitary sewer system rehabilitation based on the Vortex and CES TV work.
12. Misc. Questions: None Noted
13. Next progress meeting: July 15, 2026, 10:00 AM
14. Adjournment: With no further business, the meeting was adjourned at 10:30 AM.

Respectfully submitted this **13th** day of **July 2026**.

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