
PROGRESS MEETING MINUTES



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PROJECT: **TOWN OF JAMESVILLE – Water Treatment Plant**

DATE: **August 16, 2023**

TIME: **10:00 AM**

LOCATION: **Jamesville Town Hall**

FUNDING AGENCY: **NCDEQ-DWI SRP-D-ARP-0111**

ENGINEER **MUNICIPAL ENGINEERING Inc.**
 Michael McAllister, M-ASCE Project Manager

CONTRACTOR: **Enviro-Tech Unlimited Construction Services, LLC**

TOPICS:

1. Attendees

Hon. Craig Tucker, Mayor	Town of Jamesville
Hon. Rachel Craddock, Commissioner	Town of Jamesville
Hon. Kim Cockrell, Commissioner/Administrator/Clerk	Town of Jamesville
Hon. Mary E. Allen, Commissioner	Town of Jamesville
Nick Brown	ETUCS
Jim Morrison	NCDEQ-DWI
Michael McAllister	Municipal Engineering, Inc.

A groundbreaking ceremony was held at the site prior to the progress meeting. Thanks to all of those who were able to attend.

2. Project Schedule

The Engineer noted that the structural steel was being offloaded at the site during the visit, and the foundation excavations were complete and awaiting compaction tests from the geotechnical firm.

Nick Brown with ETUCS noted the following schedule :

Upon receiving satisfactory results from the geotechnical firm regarding the compaction test of the column footings, the Contractor will begin the installation of the piping and conduit beneath the proposed building lab.

ETUCS anticipates pouring the perimeter concrete footing and floor slab two weeks from today (August 30, 2023).

The Contractor anticipates the Pre-Engineered Metal Building shell to be completed by the end of October. Mr. Brown indicated that construction would likely slow down or stop upon completion of the pre-engineered building shell while waiting on the treatment equipment.

3. **Change order status.**

The Engineer noted there is presently one change order awaiting a cost breakdown (item #1 below) and potentially others to follow.

- a. During the facility's layout, it was determined that the existing 12-inch sanitary sewer line is on the opposite side (easterly) of Hardison Drive. The Contractor has proposed extending the line across Hardison Drive and connecting the 6-inch sanitary sewer to the existing 12-inch gravity sewer with a service lateral. Additional costs include the service lateral, saw cut and removal of the asphalt pavement, excavation, installation of the additional pipe, backfill, compaction, and pavement installation.
- b. Potential Change Order determined that the equipment shed along the northeasterly property line can be accessed from the end of the structure if a new driveway gate is installed. A contractor is to provide a price for a new drive gate.
- c. The Town desired to utilize natural gas to fuel the standby power generator rather than diesel. The Town will contact Piedmont Natural Gas to determine if they can extend their natural gas line past the fire department to the water plant site. If the gas line extension is feasible, there may be a nominal charge to alter the shop drawings since the generator is not yet in production, according to the Contractor.

4. **Shop Drawing Status**

- The Engineer and Contractor noted no outstanding shop drawings as of this meeting.

5. **RFI Status**

- The Engineer noted there are no outstanding Requests for Information at this time.

6. **Major Equipment Delivery Status**

Mr. Nick Brown discussed the various delivery times for various items of equipment as follows:

RO Equipment:	Expected delivery is mid-January 2024
Generator	Expected delivery is April 2024

7. **Pay Request Status**

The Contractor has not submitted any payment requests to date. The items owed DWI from the Town have been provided.

8. **Contractor Concerns/Questions**

The Contractors expressed no addition comments that were not previously covered.

9. **NCDEQ-DWI Questions/Concerns**

The NCDEQ-DWI Jim Morrison offered no additional comments other than his willingness to be helpful to expedite any paperwork.

10. **Owner Concerns/Questions**

The Owner noted all of his questions were answered under the previous topics.

11. Engineer Concerns/Questions

The Engineer noted all of his questions were answered under the previous topics.

12. Misc. Questions

None

13. Next Progress Meeting

The next meeting will be held at the Jamesville Town Hall at 10:00 AM on **September 20, 2024**.

14. Adjourn

With no further business to discuss, the meeting was adjourned.

Submitted this the 18th day of August 2023



Michael L. McAllister, M-ASCE
Principal Project Manager

