
PROGRESS MEETING MINUTES



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PROJECT: TOWN OF JAMESVILLE – Water Treatment Plant
DATE: September 20, 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. Preston Craddock, Commissioner	Town of Jamesville (via Zoom)
Joeseeph Surles	ETUCS
Mack Thornton	Municipal Engineering, Inc.
Michael McAllister	Municipal Engineering, Inc.

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 :

A. Work Accomplished this month:

Concrete footings and Piers have been installed, including rebar and cast-in-place concrete for building columns.

Anchor bolts for the building columns were installed with the assistance of Revelle Builders. These items have been inspected by the local building Inspector.

Termite treatment of the building foundation and slab has been accomplished.

A Vapor Barrier has been installed beneath the proposed foundation.

Piping and conduit stub-ups have been installed.

Concrete forms for the foundation have been installed.

Preliminary site work.

B. Work to be Accomplished next month:

Tie rebar in the foundation and install cast-in-place concrete perimeter foundation and floor slab.

Erection of pre-engineered metal building.

Limited site work.

3. Change order status.

The Engineer has prepared the change order for the item below, and signatures have been obtained. The Change Order will be forwarded to NCDEQ-DWI for their concurrence on 9/21/2023. *The Change Order has been sent as of the drafting of these minutes.*

- 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.

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. Joseph Surles with ETUCS indicated the anticipated delivery time on the RO, Green Sand Filter, Controls, and Generator has not changed since the information was given during the August progress meeting.

7. Pay Request Status

The Contractor has submitted his first payment request. The reimbursement request has been forwarded to NCDEQ-DWI for approval and payment to the Town of Jamesville. Mr. Surles noted their request number two would likely be sent to the Engineer in a couple of weeks.

8. Contractor Concerns/Questions

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

9. NCDEQ-DWI Questions/Concerns

NCDEQ-DWI did not attend this meeting.

10. Owner Concerns/Questions

The Town agreed to pursue the change of the fuel source for the new generator from diesel to natural gas. The Engineer referenced an email from the Contractor noting that there may be a small charge for revising the shop drawings; however, the biggest impact would be the delivery schedule.

Kim Cockrell with the Town asked if their existing portable generator could be utilized at the facility if the delivery delay interfered with the start-up of the facility. The Engineer noted that it would be possible; however, he requested the Town provide the size, voltage, and phase of the existing generator. The information is required to ensure the generator is compatible with the new electrical system installed at the plant. He further indicated this would require a modification of the electrical to provide the needed receptacle and manual transfer switch to be used in the interim.

Kim Cockrell noted that this and all future meetings would be live-streamed over Zoom so other Commissioners could listen to the meeting. It can be provided if the Contractor or NCDEQ-DWI desires this meeting link.

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 **October 18, 2024**.

14. Adjourn

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

Submitted this the 21st day of September 2023



Michael L. McAllister, M-ASCE
Principal Project Manager



SIGN-UP SHEET – PROGRESS MEETING

MESCO Project No.: G-22060
Project Name: Town of Jamesville – Water Treatment Plant
SRP-D-ARP-0111

Date: September 20, 2023 – 10:00 AM

NAME	COMPANY	PHONE	email
Michael McAllister	Municipal Engineering Services	919-772-5393	mmcallister@mesco.com
Russell Craddock	Town of Jamesville	252-792-4248	
Madeline Choate	Mesco Engineering	919-524-2521	
Krista Cackrell	Town of Jamesville	252-792-5000	kcackrell@jamesville.com
William Wilkings	Town of Jamesville	252-792-1234	william.wilkins@jamesville.com
Craig A. Tucker	Mayor	252-394-4402	
Preston Craddock	Town of Jamesville	252-792-4248	
Joseph Surles	ETUCS		

* Include FAX number or email address if you want a completed copy of the sign-up sheet sent to you.