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# PROGRESS MEETING MINUTES



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

**DATE:**                         **October 18, 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. Willis Williams, Commissioner/Mayor Pro-Tem	Town of Jamesville
Samuel Lilley	Town of Jamesville
Nick Brown	ETUCS
Mack Thornton	Municipal Engineering, Inc.
Michael McAllister	Municipal Engineering, Inc.

**2. Project Schedule**

The Engineer noted that the exterior metal wall covering was being installed while on site prior to the meeting. Nick Brown with ETUCS noted the following schedule :

**A. Work Accomplished this month:**

The Concrete footings underground piping has been installed. The building perimeter and interior have been installed. The Building columns, roof structure, purlings, door, and window frames have been installed. As stated previously, Revelle Builders are installing the building's exterior metal covering.

**B. Work to be Accomplished next month:**

The Contractor anticipates that the interior walls, windows, doors, etc., will be completed during the next month. The Contractor noted that once the building is complete, work at the site would most likely stall until the treatment equipment arrives in late January to February.

### 3. Change order status.

The Engineer noted that we are still waiting for concurrence by NCDEQ-DWI with Change Order Number One related to item "a" below:

- 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. As indicated last month, the Town has elected to change the fuel source for the proposed generator from diesel to natural gas. The Town has contacted Piedmont Natural Gas, and they have quoted the Town \$1,933.20. The quote was forwarded to Mr. Jim Morrison to determine if the item is a project-eligible cost, and he indicated that it checks the boxes to be covered by the grant funding.

### 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 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 last progress meeting.

Mr. Brown indicated he had contacted the generator supplier, and they indicated there may not be a charge to provide shop drawing submittals to change the fuel source from diesel to natural gas. However, the change will cause a delay in the production of the generator.

### 7. Pay Request Status

The Contractor has submitted two payment requests, both of which have been sent to NCDEQ-DWI for review and payment to the Town. The Engineer noted that as of the date of the meeting, the statewide financial management system is still not up and running and is causing a delay in processing payment to the Town and, likewise, the Contractor and Engineer.

### 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 sequence of the construction was discussed, primarily regarding the demolition of the existing pre-engineered metal building, which contains the existing filters and well #1. The Engineer noted the building would be demolished, and a new pre-cast concrete building would be installed over the existing well and piped to the system. The Engineer noted the facility would need to rely on well #2 while this work is being completed.

Mr. Lilley indicated they had to operate well #2 manually, which would cause an undue hardship to the facility operator. The Engineer noted that he had inquired with NCDEQ-DWI earlier in an effort to replace the existing well house but was told it was not eligible since it was not included in the original project scope. However, the

Engineer will discuss the possibility of repairing the roof so NEMA-1 enclosures can be used to contain the new controllers and electrical equipment. Otherwise, it will be necessary to utilize NEMA-4X enclosures that are far more expensive and, according to the Contractor, are difficult to obtain. The Engineer will seek further direction from NCDEQ-DWI.

Mayor Tucker asked if the Contractor planned to install an epoxy coating on the concrete floor. The Engineer noted that an epoxy coating was not part of the project scope as bid. The Contractor will provide the cost for applying the epoxy, and the Engineer will ask NCDEQ-DWI if this item is eligible for funding under the grant.

**11. Engineer Concerns/Questions**

The Engineer requested the concrete break reports from the Contractor. *(Subsequent to the meeting, the reports were forwarded to the Engineer as requested).*

**12. Misc. Questions**

None

**13. Next Progress Meeting**

The next meeting will be held at the **Jamesville Town Hall at 10:00 AM on November 15, 2023**. The Engineer noted that since the work would most likely cease upon completion of the building while waiting for equipment delivery, it will be determined at that time if a December meeting is needed.

**14. Adjourn**

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

Submitted this the 20th 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: October 18, 2023 – 10:00 AM

NAME	COMPANY	PHONE	email
Michael McAllister	Municipal Engineering Services	919-772-5393	mmcallister@mesco.com
Rachel Crockett	Town of Jamesville		
Craig Tucker	Jamesville Mayor	252-394-4402	cattuck60@gmail.com
William E. Williams	Jamesville		
Mark Abbott	Municipal Engineering	898-21-2521	mark@ovall.com
Nick Brown	Enviro-Tech Limited Construction	252-561-7995	nbrown@enviro-tech.com
Samuel Lilly	Town of Jamesville		

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