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# PROGRESS MEETING MINUTES



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PROJECT: **TOWN OF JAMESVILLE – WWTP IMPROVEMENTS**

DATE: **NOVEMBER 19, 2025**

TIME: **9:00 AM**

LOCATION: **TOWN OF JAMESVILLE-TOWN HALL  
126 East Main Street, Jamesville, NC 27830**

FUNDING AGENCY: **NCDEQ-DWI SRP-W-ARP-0234** (must appear on all correspondence)

ENGINEER **MUNICIPAL ENGINEERING, INC.**  
**Michael McAllister, M-ASCE, Sr. Principal Project Manager**

CONTRACTOR: **PETERS AND WHITE CONSTRUCTION**

TOPICS:

1. Attendees:

Hon. Willis E. Williams	Jamesville, Commissioner
Hon. Mary Allen	Jamesville, Commissioner
Hon. Kim Cockrell	Jamesville, Commissioner/Town Clerk/Finance Officer
Scott Vinson <i>(via Zoom)</i>	NCDEQ-DWR
Hon. Betty M. Williams	Jamesville, Mayor-Elect
Delsie Williams,	Jamesville, Resident
Darren Quidley <i>(via Zoom)</i>	Peters and White Construction (Contractor)
Michael McAllister	Municipal Engineering Inc. (Engineer)

The meeting was called to order at 9:00 AM by Michael McAllister, the Engineer. The following items were discussed:

2. Project Schedule: The Contractor noted they are waiting on the submittals before they can mobilize.
3. Change Order Status: No Change Orders have been issued to date.
4. Shop Drawing Status: The Shop Drawings received by the Engineer will be reviewed by the Engineer and returned within the next two days.
5. RFI Status: None noted.
6. Major Equipment Delivery Status: Will have a delivery schedule once submittals are returned.

7. Pay Request Status: The Engineer advised the Contractor that they were eligible to submit the costs of bonds and insurance as part of the mobilization cost if they wished.
8. Contractor Concerns/Questions: None Noted
9. NCDEQ-DWI Concerns/Questions: None Noted.
10. Owner Concerns/Questions: None Noted.
11. Engineer Concerns/Questions: None Noted.
12. Misc. Questions: None Noted
13. Next progress meeting: December 17, 2025, 9:00 AM
14. Adjournment: With no further business, the meeting was adjourned at 9:30 AM.

Respectfully submitted this **20<sup>th</sup>** day of **November 2025**.

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