
PROGRESS MEETING MINUTES



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PROJECT: TOWN OF JAMESVILLE – WWTP IMPROVEMENTS

DATE: March 18, 2026

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. Mary Allen (via zoom)	Jamesville, Commissioner
Hon. Kim Cockrell	Jamesville, Commissioner/Town Clerk/Finance Officer
Hon. Betty M. Williams	Jamesville, Mayor
Hon. Willis Williams	Jamesville, Commissioner
Hon. Rachel Craddock	Jamesville, Commissioner
Delsie Williams	Jamesville, Citizen
Samuel Lilley	Jamesville Public Works
Darren Quidley	Peters and White Construction (Contractor)
David Quidley	Peters and White Construction (Contractor)
Ashton Lassiter	Municipal Engineering Inc. (Construction Observer)
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 has poured the concrete support slab for the ultraviolet disinfection equipment and excavated the area for the influent pump station. The bottom slab was formed, and rebar was being installed prior to the meeting, as noted during the site visit. Due to the delay in receiving of the equipment, the Contractor indicated that they would probably pull off the site for a brief period of time.
3. Change Order Status: No Change Orders have been issued to date.

4. Shop Drawing Status: All Shop Drawings received by the Engineer have been reviewed by the Engineer and returned to the Contractor.
5. RFI Status: None noted.
6. Major Equipment Delivery Status: The Contractor noted that the headworks equipment is not scheduled to arrive until August 2026.
7. Pay Request Status:

Request No. 1	\$ 88,350.00
Request No. 2	\$ 84,817.19
Request No. 3	\$163,463.65
Request No. 4	\$124,081.64
8. Contractor Concerns/Questions: The Contractor has been provided a benchmark at the WWTP site. It was noted after the meeting that Dominion Power would need to run another overhead power cable down Astoria Road from Main Street to provide a true three-phase electrical service. The load letter to Dominion Power has been completed by MEI's electrical engineer and to the Town.
9. NCDEQ-DWI Concerns/Questions: Did not attend.
10. Owner Concerns/Questions: The Town expressed concern regarding the grass cutting at the site since they have an outside contractor to perform all of the grass cutting within the Town during the growing season.
11. Engineer Concerns/Questions: None Noted.
12. Misc. Questions: None Noted
13. Next progress meeting: April 15, 2026, 9:00 AM
14. Adjournment: With no further business, the meeting was adjourned at 9:30 AM.

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

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