
PROGRESS MEETING MINUTES



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PROJECT: TOWN OF JAMESVILLE – SANITARY SEWER REHABILITATION

DATE: January 21, 2026

TIME: 10:00 AM

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

FUNDING AGENCY: NCDEQ-DWI SRP-W-ARP-0238 (must appear on all correspondence)

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

CONTRACTOR: ENVIRO-TECH UNLIMITED CONSTRUCTION SERVICES, LLC

TOPICS:

1. Attendees:

| | |
|-----------------------------|---|
| Hon. Rachel Craddock | Jamesville, Commissioner |
| Hon. Willis E. Williams | Jamesville, Commissioner |
| Hon. Mary Allen | Jamesville, Commissioner |
| Hon. Kim Cockrell | Jamesville, Commissioner/Town Clerk/Finance Officer |
| Hon. Betty Margret Williams | Jamesville, Mayor |
| Samual Lilley | Jamesville Public Works |
| Delsie Williams, | Jamesville, Resident |
| Kim Cole | NCDWI (<i>Zoom</i>) |
| Scott Vinson | NCDWI (<i>Zoom</i>) |
| Nick Brown | Enviro-Tech Unlimited Construction Services, LLC |
| Joseph Surles | Enviro-Tech Unlimited Construction Services, LLC |
| Michael McAllister | Municipal Engineering Inc. (Engineer) |

The meeting was called to order at 10:00 AM by Michael McAllister, the Engineer. The following items were discussed:

2. Project Schedule: The Contractor noted that they are still waiting for delivery of the pumps, electrical panels, and generator for the Hwy. 171 Pump Station.
3. Change Order Status: No Change Orders have been issued to date.
4. Shop Drawing Status: All shop drawings have been reviewed by the Engineer and returned to the Contractor.
5. RFI Status: None.

6. Major Equipment Delivery Status: No update: No Equipment has been delivered. Mr. Brown noted that the wet well and generator for the Hwy 171 Pump Station are expected in two to three months.
7. Pay Request Status: Three partial payment requests have been submitted to the Engineer for processing:
 - a. #1 \$ 47,500.00
 - b. #2 \$ 173,458.60
 - c. #3 \$ 81,723.18
8. Contractor Concerns/Questions: The Contractor noted they are waiting for a list of repairs to be conducted to the gravity sanitary sewer system from the Engineer.
9. NCDEQ-DWI Concerns/Questions: None noted.
10. Owner Concerns/Questions: Mr. Lilley noted several places of concern within the gravity sewer system. The Town noted issues around Maple Street, past Andrews, Martin, and Sunset. The Engineer will review the videos provided by CES to identify any visible issues.
11. Engineer Concerns/Questions: None Noted.
12. Misc. Questions: None Noted
13. Next progress meeting: February 18, 2026, 10:00 AM
14. Adjournment: With no further business, the meeting was adjourned at 10:30 AM.

Respectfully submitted this **9th** day of **February 9, 2026**.

Michael L. McAllister, M-ASCE

Sr. Principal Project Manager

Municipal Engineering, Inc.