
PROGRESS MEETING MINUTES



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PROJECT: TOWN OF JAMESVILLE – SANITARY SEWER REHABILITATION

DATE: OCTOBER 15, 2025

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:

Rachel Craddock	Jamesville, Commissioner
Willis E. Williams	Jamesville, Commissioner
Mary Allen	Jamesville, Commissioner
Kim Cockrell	Jamesville, Commissioner/Town Clerk/Finance Officer
Kim Cole	NCDEQ-DWI
Scott Vinson	NCDEQ-DWR
Betty Margret Williams	Jamesville, Mayoral Candidate
Delsie Williams,	Jamesville, Resident
Nick Brown (via Zoom)	Enviro-Tech Unlimited Construction Services, LLC (Contractor)
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: It was noted that the contract times commenced to run effective September 8, 2026, with Substantial completion on June 5, 2026. Mr. Nick Brown noted that Tri-State Utilities has completed its TV inspection of the lines and is awaiting the report. He further noted that once he receives the report (estimated to take 1 to 1.5 weeks), he will forward the information to the Engineer for further instructions on which pipes need to be relined and which require point repairs. He further noted that they did not identify much damage during the inspection.

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 Equipment has been delivered. Mr. Brown noted that the wet well and generator for the Hwy 171 Pump Station are expected in three to four months.
7. Pay Request Status: Two partial payment requests have been submitted to the Engineer for processing:
 - a. #1 \$ 47,500.00
 - b. #2 \$ 173,458.60
8. Contractor Concerns/Questions: None noted
9. NCDEQ-DWI Concerns/Questions: Kim Cole with NCDEQ-DWI introduced Scott Vinson with NCDEQ-DWR (Division of Water Resources), who would be assisting her with the site visits/inspections.
10. Owner Concerns/Questions: None noted.
11. Engineer Concerns/Questions: None Noted.
12. Misc. Questions: None Noted
13. Next progress meeting: November 19, 2025, 10:00 AM
14. Adjournment: With no further business, the meeting was adjourned at 10:30 AM.

Respectfully submitted this **22nd** day of **October 2025**.

Michael L. McAllister, M-ASCE

Sr. Principal Project Manager

Municipal Engineering, Inc.