
PROGRESS MEETING MINUTES



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PROJECT: TOWN OF JAMESVILLE – SANITARY SEWER REHABILITATION

DATE: July 15, 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. Mary Allen	Jamesville, Commissioner
Hon. Kim Cockrell	Jamesville, Commissioner/Town Clerk/Finance Officer
Hon. Betty Margaret Williams	Jamesville, Mayor
Hon. Rachel Craddock	Jamesville, Commissioner
Hon. Willis Williams	Jamesville Commissioner
Delsie Williams	Jamesville Planning Board/Citizen
Samuel (Neil) Lilley	Jamesville Public Works
Nick Brown (<i>Via Zoom</i>)	Enviro-Tech Unlimited Construction Services, LLC
Joseph Surles	Enviro-Tech Unlimited Construction Services, LLC
Mack Thornton	Municipal Engineering Inc. (Construction Observer)
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:** Work has begun on the highway. 171 pump station. The pump station has been excavated, the wet well installed, and backfilled in accordance with Change Order One. The Generator and pump station startup is scheduled for next week. There was discussion about extending the small diameter water main down Hwy 171 to the site and installing a new meter, RPZ backflow preventor, and yard hydrant for washdown.

3. **Change Order Status:**

Change Order No. 1: Remove and replace unsuitable material within the excavation of the new pump station wet well.

Amount: \$19,000.00

Days: +120 days (contract completion 11/2/2026)

Approved: July 20, 2026

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:** See project schedule.
7. **Pay Request Status:** Three partial payment requests have been submitted to the Engineer for processing (amounts shown are Construction Only):
 - a. #1 \$ 47,500.00
 - b. #2 \$ 173,458.60
 - c. #3 \$ 81,723.18
 - d. #4 \$ 66,922.70
 - e. #5 \$ 218,508.87
 - f. #6 \$ 206,558.42
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:** Did not attend.
10. **Owner Concerns/Questions:** The Town inquired about utilizing part of the fence that was removed from the old pump station to fence off the path around the back side of the pump station site.
11. **Engineer Concerns/Questions:** A potable water line (approx. 800 feet) should be run to the pump station site with an RPZ backflow preventer to allow for washdown.
12. **Misc. Questions:** None Noted
13. **Next progress meeting:** August 19, 2026, 10:00 AM
14. **Adjournment:** With no further business, the meeting was adjourned at 10:30 AM.

Respectfully submitted this **10th** day of **August 2026**.

Michael L. McAllister, M-ASCE

Sr. Principal Project Manager

Municipal Engineering, Inc.