
PROGRESS MEETING MINUTES



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PROJECT: TOWN OF JAMESVILLE – Water Treatment Plant

DATE: March 20, 2024

TIME: 10:00 AM

LOCATION: Jamesville Town Hall

FUNDING AGENCY: NCDEQ-DWI SRP-D-ARP-0111

ENGINEER: MUNICIPAL ENGINEERING Inc.
Michael McAllister, M-ASCE Project Manager

CONTRACTOR: Enviro-Tech Unlimited Construction Services, LLC (ETUCS)

TOPICS:

1. Attendees

Hon. Craig Tucker, Mayor	Town of Jamesville
Hon. Rachel Craddock, Commissioner	Town of Jamesville
Hon. Willis Williams, Commissioner/Mayor Pro-Tem	Town of Jamesville
Hon. Kim Cockrell, Commissioner/Clerk/Finance Off.	Town of Jamesville
Hon. Mary Allen, Commissioner	Town of Jamesville
Samuel Lilley, ORC	Town of Jamesville
Preston Craddock, Commissioner	Town of Jamesville (Via Zoom)
John Foley	The Enterprise (Via Zoom)
Delsie Williams	Jamesville Resident
Nick Brown	ETUCS
Joseph Surles	ETUCS
Michael McAllister	Municipal Engineering, Inc.

2. Project Schedule

During the Engineer's site visit, it was noted the building is approximately 99% complete, the insulation has been installed, and some of the interior dry-wall partition dry-wall for the office, restroom, and electrical room has been installed. The roll-up doors, exterior doors, and windows have been installed, and the building has been dried in. Interior lighting has been installed, and the majority of the HVAC, Electrical, and Plumbing have been installed.

Nick Brown with ETUCS noted the following schedule :

A. Work Accomplished since the last meeting in February:

As noted previously, the electrical, HVAC, and plumbing have been installed, and the two coats of the Epoxy floor coating have been installed. The chemical tank containment area and concrete pad for the new generator have been installed complete with conduit to the location reserved for the automatic transfer switch. The new sanitary sewer connection to the main across the road has been installed, and the roadway has been backfilled with stone. Mr. Brown noted that the internet cable within the roadway was hit and subsequently repaired.

B. Work to be Accomplished next month:

The Contractor noted that the Reverse Osmosis Treatment Skid unit was originally to be delivered by the end of February but was delayed due to a bad motor discovered during factory testing. Delivery is now expected during the first week in April. Compact and installed asphalt pavement at the sanitary sewer line.

3. Change order status.

The Engineer noted that for concurrence by *NCDEQ-DWI, the Owner and Engineer* with **Change Order #1** has been received related to item "a" below:

a. **Change Order #1** includes the following:

- i. As discussed at last month's meeting, the costs incurred by the Town for the installation of the natural gas line by Piedmont Natural Gas should be an eligible cost, and the bill may be included in the Payment Reimbursement Request as a Town-paid item.

b. **Change Order #2** includes the following:

- i. **Change Order #2a** for **\$12,389.25** The Engineer noted that **Change Order #2a** has been submitted to include the additional cost of changing the generator from diesel to LP gas of **\$12,389.25**. (note: Town will pay North Carolina Natural Gas directly from the grant proceeds provided concurrence is received from NCDEQ-DWI. Reimbursement to the Town will be included in subsequent reimbursement requests submitted to NCDEQ-DWI.
- ii. **Change Order #2b** The Contractor has also submitted a change order request for additional costs incurred by the elevated tank located on the site, which overflowed several times, flooding the footing excavations. The Contractor needed to pump the water from the footing excavations of these on numerous occasions. The proposed Change Order for this item is **\$5,861.63**.
- iii. **Change Order #2c** The Contractor has submitted a change order to add the epoxy coating on the operating floor of the new facility at the request of the Owner. The proposed Change Order is for **\$18,383.31**. The floor coating will be installed in two coats, with the first coat being the prime coat to be applied prior to installation of the equipment. The second coat will be installed near the end of the project to ensure the coating is not scratched during the installation of the equipment.
- iv. These change order #2 items **shall not** be included in the Contractor's Application for Partial Payment until the final approval of the Change Order is obtained from NCDEQ-DWI. *(After the meeting, it was discovered that change order #2 was included in the most recent payment*

request and may be deducted from the most recent reimbursement request. A follow-up email will be sent to Mr. Morrison with NCDEQ-DWI regarding this issue.)

- c. **Change Order #3** has yet to be issued. Well, house # 2 has fallen in disrepair but is available to operate manually if needed for an emergency. The well is needed to operate in automatic mode during the construction of Well #1 to provide water to the Town. During last month's meeting, the replacement of the building that houses well #2 was discussed. During that meeting it was believed that the well house is most likely beyond repair and should be replaced with a small FRP pre-wired building that is delivered complete with lights, a 110vac receptacle, exhaust fan, and unit heater.

The Contractor has performed an additional evaluation of the building and determined that it may be less expensive to replace the existing roof (now caved-in) with a new "A" frame gable roof with fiberglass shingles and watertight hatch to provide access to pull the well for maintenance and/or replacement. It shall include the replacement of any control wiring between the well and the water treatment facility. Based upon the schedule and parts availability (approximately one week), we recommend that NEMA 1 electrical boxes be installed inside the rehabilitated building. In order to install an outside electrical rack will require the installation of NEMA 4X stainless steel boxes, which currently have a lead time of 48 weeks.

Since the meeting last month it was also discovered there is an issue with the well pump itself. The Town has contacted Bill Magette with Magette Well & Pump Co., Inc. of Ahoskie, North Carolina, who has provided the Town with a quote (attached) as follows:

• Pull LST Pump:	6 @ \$ 400.00	\$ 2,400.00
• Run Video Survey:	1 @ \$1,200.00	\$ 1,200.00
• Brush Well and Suction Debris:	6 @ \$ 400.00	\$ 2,400.00
• Add acid, brush, and Suction:	1 @ \$2,800.00	\$ 2,800.00
• Super chlorinate Well:	1 @ \$ 280.00	\$ 280.00
• Evaluate pump/Estimate to repair or replace:	1 @ \$ 00.00	\$ 00.00
	Sub Total	\$ 9,080.00
	Sales Tax	\$ 635.60
	Total	\$ 9,715.60

The Engineer noted it may be easier to allow Magette Well & Pump., Company to work as a sub-contractor for Enviro-Tech Unlimited Construction Services, LLC. In addition to providing the detailed change order as defined in the specifications. ETUCS, LLC shall provide "MBE/WBE Table B: Subcontractor Solicitation List" and "MBE/WBE (DBE) Change or Add Subcontractor Form."

4. Shop Drawing Status

- The Engineer and Contractor noted **no outstanding shop drawings**.

5. RFI Status

- The Engineer noted there are **no outstanding Requests for Information** at this time.

6. Major Equipment Delivery Status

Mr. Nick Brown with ETUCS indicated again the anticipated delivery time of the proposed equipment as follows:

- a. **The Reverse Osmosis (RO) treatment System and Controls** are Expected delivery is the first week of April 2024

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- b. **The Generator/ATS:** The delivery date has not changed since the information was given during the last progress meeting. Mr. Brown noted that the Generator delivery remains at approximately 52 weeks from the approval of the shop drawings.
 - c. **The Stainless Steel Dechlorination Tank:** The shop drawing for the dichlorination tank has been approved and returned to the Contractor to coordinate the manufacturing with the tank vendor.
 - d. **Greensand Filters:** The shop drawings for this item have been approved and will most likely be delivered with the RO is delivered.
 - e. **Clean and Place System (CIP):** It is anticipated the CIP system will arrive within a short time, either before or after the arrival of the RO System.
 - f. **Chemical Feed Pumps and Storage:** It is anticipated the chemical feed equipment will arrive sometime in late may to early April.
 - g. **The pre-cast building for well and appurtenances:** The Contractor indicated that the pre-cast Concrete building is complete and is awaiting a delivery time from the General Contractor. It is anticipated the unit will be delivered in April.

7. Pay Request Status

The Contractor has submitted four payment requests, all four of which have been sent to NCDEQ-DWI for review and payment to the Town. The Engineer noted that Bobby Blowe with Municipal Engineering has been working with the agency to get these paid.

8. Contractor Concerns/Questions

The Contractor has visited the site and determined the materials needed for the “pig-tail” connection to a manual transfer switch for the existing generator. The purpose of this is to provide temporary power while the Town awaits the delivery of the new generator at the main building. The Contractor shall work with North Carolina Natural Gas to coordinate the location of the proposed gas meter.

9. NCDEQ-DWI Questions/Concerns

Mr. Jim Morrison with NCDEQ-DWI did not attend the meeting.

10. Owner Concerns/Questions

None

11. Engineer Concerns/Questions

None

12. Misc. Questions

None

13. Next Progress Meeting

The Engineer noted the next meeting is scheduled for April 17, 2024.

14. Adjourn

Many thanks to all who attended the meeting today, and we look forward to the next meeting in April.

Submitted this the 21st day of March 2024

A handwritten signature in black ink, appearing to read "Michael L. McAllister", with a stylized flourish at the end.

Michael L. McAllister, M-ASCE
Principal Project Manager



SIGN-UP SHEET – PROGRESS MEETING

MESCO Project No.: G-22060

Project Name: Town of Jamesville – Water Treatment Plant
SRP-D-ARP-0111

Date: March 20, 2024 – 10:00 AM

NAME	COMPANY	PHONE	email
Michael McAllister	Municipal Engineering Services	919-772-5393	mmcallister@mesco.com

Roger Craddock	Jamesville Commission		
Willie Williams	"		
Craig A. Tucker	Town of Jamesville		
Kim Cockrell	Town of Jamesville	792-5550	jamesville@carbondale.com
Dekie Williams	Jamesville resident		
Samuel Wilcox	OAC Water		
Reston Craddock	Town of Jamesville		
John Selens	The Enterprise		
Mary Allen	Town of Jamesville		
Joseph H. Lund	ENVIR-TECH UNLIMITED CONST.	252-489-0521	JSELLEN@ETUSC.COM

* Include FAX number or email address if you want a completed copy of the sign-up sheet sent to you.