

**Memorandum**

**date:** June 02, 2021

**to: Heart of the Valley Metropolitan Sewerage District**  
Dave Casper, Commission President  
Commissioners  
Brian Helminger, District Director (file copy)  
Kevin Skogman, Director of Operations and Maintenance

**cc:** (none)

**from: Strategic Municipal Services, Inc.**  
Scott M. Schramm, PE, PLS  
David Schlichting, PE

**re: ACTIVITY SUMMARY - STEP 1 - PRE DESIGN**  
**Improve Interceptor System**  
Heart of the Valley Metropolitan Sewerage District  
Outagamie County, Wisconsin

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**Summary**

- A. Activity Summary - Pre Design
- B. Next Steps

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**A. Activity Summary**

- 1. **Agencies**
  - a. **Ahlstrom Munksjö**
    - 1) ongoing coordination and communications with Plant Engineer
    - 2) review bypass route alternatives
  - b. **Army Corps (ACoE)**
    - 1) ongoing communications (**Chicago, Detroit** and **St. Paul** Districts)
  - c. **Fox River Navigation System Authority (FRNSA)**
    - 1) ongoing communications with leadership staff
  - d. **Kaukauna Utilities (KU)**
  - e. **Union Pacific (UP)**
  - f. **wisDNR**
    - 1) environmental staff
      - a) ongoing communications regarding permit submittals

2. **Communities**
    - a. ongoing communications coordinated with District Staff
    - b. coordination through working meeting and field reviews
  
  3. **Contractor Team**
    - a. field review site conditions related to work items
    - b. review capital improvement plan (CIP), unit prices and schedules / sequencing
    - c. ongoing communications with individual disciplines
  
  4. **Field / System Review**
    - a. review and summarize system TV and report documentation
    - b. manhole / interceptor structures - review and document conditions 95%  
(including marine access dependent)
      - 1) Thilmany
      - 2) Elm / Thilmany
      - 3) Fox River (below high dam)
      - 4) Fox River (above high dam)
      - 5) Little Chute Lock / Island Park
      - 6) Ahlstrom Munksjö
    - c. meter stations - review and document structure conditions 100%
  
  5. **Wastewater Flows and Bypass Pumping**
    - a. review bypass routes and communicate with agencies and Contractor Team
    - b. review and summarize annual flow data (2010 - 2020)
    - c. review wet weather statistics
    - d. estimate bypass pump and forcemain equipment sizes related to power requirements
  
  6. **Public Finance**
    - a. review the Capital Improvement Plan (2017) based on Contractor working meetings
  
  7. **Contract Documents** (preliminary)
    - a. perform **water / sediment depth** (hydrographic) **survey** in Fox River and Little Chute canal related to marine access conditions
    - b. prepare **Plan Drawings** for the respective Work Areas and bypass routes
    - c. outline **Specifications** for general project disciplines
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**B. Next Steps**

- 1. Contractor Team Working Meetings
  - a. no. 3 (final) June
- 2. District Interim Working Meetings
  - a. staff t b d
  - b. Commission t b d
- 3. Field Observations - structures and interceptor (no ladders) t b d

We welcome the opportunity to further discuss these items at your convenience.

enc: as noted

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