



## Memorandum

**date:** October 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) 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) review bypass route alternatives
  - 2) ongoing communications, coordination and permit preparations with leadership staff
- d. Kaukauna Utilities (KU) n / a
- e. Union Pacific (UP) n / a

- f. wisDNR
    - 1) environmental staff
      - a) ongoing communications and coordination regarding permit submittals
  
  - 2. **Communications**
    - a. prepare for and facilitate working mid-term meeting with District staff
    - b. prepare for and communicate with District staff
  
  - 3. **Communities**
    - a. ongoing communications coordinated with District Staff
    - b. prepare Memorandum of Understanding (MoU) template and community example
  
  - 4. **Contractor Team**
    - a. ongoing communications with individual disciplines
  
  - 5. **Field / System Review**
    - a. review and summarize system TV and report documentation (GLTS 2016, 18, 19, 20)
    - b. manhole / interceptor structures - document conditions 95%  
(including marine access dependent)
  
    - c. meter stations - document structure conditions 90%
    - d. observe and document work area site conditions
  
  - 6. **Wastewater Flows and Bypass Pumping**
    - a. review bypass routes and communicate with agencies and Contractor Team
    - b. review and summarize annual flow data (2020)
  
  - 7. **Public Relations**
    - a. share project references and summarize the CIP
  
  - 8. **Public Finance**
  
  - 9. **Contract Documents** (preliminary)
    - a. prepare preliminary **Plan Drawings** for the respective Work Areas and bypass routes
    - b. prepare outline **Specifications** for general project disciplines
      - 1) outline Agreement timeframes / requirements for the Work areas related to substantial and final completion
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**B. Next Steps**

- 1. Contractor Team Working Meetings n / a
- 2. District Interim Working Meetings
  - a. Commission - regular October 12
  - b. Commission - special October 26
- 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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