



Memorandum

date: March 02, 2024

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 4 - CONSTRUCTION**
Interceptor System Rehabilitation
Heart of the Valley Metropolitan Sewerage District
Outagamie County, Wisconsin

Summary

- A. Administration
- B. Public Finance
- C. Staking and Reference Markers
- D. Site Observation
- E. Documentation
- F. Next Steps

A. Administration

1. Communication

- a. Prepare for and communicate with the District, member communities and private parties.
- b. Prepare for and communicate with Visu Sewer Inc. (Visu) to begin pre-construction discussions.

2. Public Relations

- a. Prepare for and communicate with the District and Leonard Finco. Review public news releases and ongoing communications.
- b. Review ongoing communications between the respective parties.
- c. Prepare and distribute final copies of the Memoranda of Understanding (MoU) with the Member Communities (five - 5) and private parties (four - 4) for execution. Communicate with the respective parties.



3. Coordination

- a. Prepare for and communicate with Kaukauna Utilities regarding the temporary electric service drops for the bypass equipment.
- b. Begin preparatory discussions with member communities and private parties where work will begin in second (2nd) quarter.

4. Contract Administration (n / a)

5. Submittals

- a. review and process Contractor submittals.
-

B. Public Finance

1. Clean Water Fund (CWF)

- a. Submit the CWF loan application to on the District behalf to wisDNR. wisDNR reviewed and approved the application. wisDNR is preparing to close the loan.
 - b. Prepare for and communicate with wisDNR CWF, Ehlers Associates and Quarles Brady staff regarding the loan application and closing process.
-

C. Staking and Reference Markers (n / a)

- 1. Review surveys of record for the Work sites.
 - 2. Observe and mark survey monuments at the Work sites.
 - a. Vandenberg Lane right of way
 - b. Sanitorium (rear lot lines abutting Heesakker Park staging area)
 - c. District manhole 16 property
 - d. Kaukauna Street right of way (ms 10)
-

D. Site Observation (n / a)

E. Documentation (n / a)

F. Next Steps

- 1. preconstruction conference (March 27)
-

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

enc: as noted