

Memorandum

date: January 02, 2026

to: **Heart of the Valley Metropolitan Sewerage District**
Dave Casper, Commission President
Commissioners
Brian Helminger, Director (file copy)
Dustin Jerabek, 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. Upcoming Next Steps

A. Administration

1. **Communication**
 - a. Prepare for and communicate with the District.
 - b. Prepare for and communicate with Visu Sewer Inc. (Visu).
 - c. Prepare for and participate in District Commissioner monthly meeting.
2. **Public Relations** (n / a)
3. **Coordination**
 - a. Prepare for and participate in a **working meeting** with Little Chute and District Staff representatives to discuss the site observations and preliminary field tests related to **ms3 odors** and **water chemistry**. Advise the parties and provide recommendations on future steps and actions.

4. Contract Administration

- a. Review and process Contractor Application for Payment 19.
- b. Organize and tabulate final construction quantities
- c. Review Change Order two (2) with Visu. Prepare for and participate in a working meeting with Visu. Distribute a summary page to the respective parties for review.

5. Submittals

- a. Review and process Contractor submittals.

B. Public Finance

1. Clean Water Fund (CWF)

- a. Support the District prepare and transmit disbursement requests.

C. Staking and Reference Markers (n / a)

D. Site Observation

1. Document construction conditions at work sites

2. Observe and document construction progress

- a. phase 5
 - 1) structures
 - a) bypass wastewater
 - a) internal rehabilitation mh39A, 40A, 40B, 42, 43, 44, 45, 46, 47, 48, 49
 - b) share estimated rehabilitation quantities with Visu that they may prepare a quote to complete the phase 5 structures

E. Documentation

1. document observed construction conditions on **record drawing markups (asbuilts)**

2. document summary tables for abbreviated **CMOM** sub-chapter

3. organize **construction records** including but not limited to:

- a. submittals
- b. quality control
- c. site observation photographs

F. Upcoming Next Steps - Focus

1. final payment quantities and construction closeout
2. construction documentation
3. punchlist closure
4. phase 5 construction (Combined Locks / Darboy Sanitary District)
 - a. rehabilitate structures - rail corridor

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

enc: as noted

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summary

phase 1 **Ahlstrom** (east)
 2 Fox River
 3 **Little Chute**
 4 **Kimberly**
 5 **Rail Corridor**

through November 30

description (by project Work items)

public notices / coordination complete

general

access / staging

turf restoration (grass seeded, not caught)

Doyle Park
 Heesakker Park
 Island Park
 Riverside Park
 Thilmany

bypass wastewater

decommission

phase 1	complete
phase 2	complete
phase 3	
phase 4	

phase 5

pump equipment removed	November
bypass pipe - winterized	

interceptor

23	of 23	13,180	100%
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phase 1	work complete	4 sections	2,100
phase 2	work complete	7 sections	5,700
phase 3		8 sections	5,080
phase 4	work complete	4 sections	300

structures

60	of 69	90%
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phase 1	10 structure	100 %
high build epoxy (10)		
phase 2	11 structure	100 %
high build epoxy (11)		
phase 3	15 structure	100 %
high build epoxy (13)	13 structure	
modify structures (2)	2 structure	
phase 4	17 structure	100%
high build epoxy (17)	17 structure	
phase 5	16 structure	40%
high build epoxy (7)	7 structure	
maintenance (9)	0 structure	