

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 | through November 30 | |
| phase | 1 | Ahlstrom (east) |
| | 2 | Fox River |
| | 3 | Little Chute |
| | 4 | Kimberly |
| | 5 | Rail Corridor |

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
- phase 2
- phase 3
- phase 4
- phase 5
- pump equipment removed
- bypass pipe - winterized
- November

| | | | |
|-------------|---------------|------------|-------|
| interceptor | 23 of 23 | 13,180 | 100% |
| 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% |
| 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 | |