

## Memorandum

**date:** February 02, 2026

**to:** **Heart of the Valley Metropolitan Sewerage District**  
Bruce Siebers, 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

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### Summary

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

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#### A. Administration

- 1. **Communication**
  - a. Prepare for and communicate with the District and member communities
  - b. Prepare for and communicate with Visu Sewer Inc. ( Visu ).
- 2. **Public Relations** ( n / a )
- 3. **Coordination** ( n / a )
- 4. **Contract Administration**
  - a. Review and process Contractor Application for Payment 20.
  - b. Organize and tabulate final construction quantities
  - c. Review and organize Change Order two (2).

**5. Submittals**

- a. Review and process Contractor submittals and communications.

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**B. Public Finance**

1. Clean Water Fund ( CWF )

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

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**C. Staking and Reference Markers ( n / a )**

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**D. Site Observation**

1. Document construction conditions at work sites

- a. phase 5

1) structures

- a) communicate with Visu and GLTS that they may prepare a quote to complete the phase 5 structures

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**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

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**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

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

enc: as noted