



Memorandum

date: July 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

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, and member communities and private parties including
 - 1) Fox River Navigational System Authority (FRNSA)
- b. Prepare for and communicate with Visu Sewer Inc. (Visu).
- c. Prepare for and participate in District Commission monthly meeting.

2. Public Relations (n / a)



3. Coordination

- a. Prepare for and communicate with member communities and private parties regarding project closure and site restoration.
 - 1) FRNSA
 - 2) Kaukauna
 - 3) Little Chute

4. Contract Administration

- a. Organize and tabulate final construction quantities
- b. Review and organize Change Order two (2) with Visu. Prepare for and communicate with Visu and wisDNR.

5. Submittals

(n / a)

B. Public Finance

- 1. Clean Water Fund (CWF)
 - a. Support the District prepare and transmit disbursement requests.
 - b. prepare project documentation for loan closure
-

C. Staking and Reference Markers

(n / a)

D. Site Observation

- 1. Document construction conditions at work sites
 - a. phases 1 - 5
 - b. Fox River Navigational System Authority
 - c. Heesakker, Doyle and Island Parks, Sanitorium Road, and Vandenberg Lane
 - d. Riverside Park, library guard lock
 - e. bypass wastewater sites including Island Park, Heesakker Park and Thilmany staging areas
- 2. Observe and document construction progress
 - a. phase 5
 - 1) structures
 - a) communicate with Visu and GLTS.
 - b. phase 6
 - 1) review geotechnical soil borings and lab analysis
 - 2) prepare working drawings for the respective sites
 - 3) communicate with related parties including but not limited to agencies, FRNSA, Little Chute and Contractors



- c. meter stations
 - 1) observe ms1, 2, 3, 4/7, 5S, 5N, 6 and 9 ventilation equipment and instrumentation
-

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
 - d. site observation reports
-

F. Upcoming Next Steps - Focus

- 1. final payment quantities and construction closeout
 - 2. construction documentation
 - 3. punchlist closure
 - a. observe and document work site conditions
 - b. amend and distribute the punchlist
 - 4. phase 5 construction (Combined Locks / Darboy Sanitary District)
 - a. rehabilitate structures - rail corridor (Visu 06/05/26 email)
 - 1) restart the bypass equipment week 07/20 3rd week
 - 2) begin the rehabilitation work week 07/27 4th week
-

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

enc: as noted

S:\Projects\HOVMSD\10065 rehabilitate\admin\correspondence\4) crs\memo HOVMSD 070226.doc