



Building a Better World
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MEETING AGENDA

RE: CMOM Program Development
Campbellsport, WI

Date of Meeting: 3/10/2016

Project Manager: Dan Schaefer

Time of Meeting: 1:00 pm

SEH No.: 136228 16.00

Location of Meeting: Campbellsport Village Hall

Invitees: Bill Hess – Village of Campbellsport WWTP Superintendent
Mark Gruber – Village of Campbellsport DPW
Village of Campbellsport Water & Sewer Committee Members:
Joanne DelPonte
Dave Schellhaas
Gene Wenzlaff
Dan Schaefer - SEH
Dan Erickson - SEH

The following items are to be discussed at the above referenced kickoff meeting:

- I. Introductions & Project Coordination
 - A. SEH's Key Personnel
 1. Steve Peterson – Client Service Manager (CSM)
 - a. Direct: 920.287.0679
 - b. Cell: 920.918.2536
 - c. E-Mail: speterson@sehinc.com
 2. Dan Schaefer – Project Manager
 - a. Direct: 920.287.0829
 - b. Cell: 262.305.2509
 - c. E-Mail: dschaefer@sehinc.com
 3. Dan Erickson – Project Engineer
 - a. Direct: 414.949.8978
 - b. Cell: 651.402.2450
 - c. E-Mail: derickson@sehinc.com
 - B. Campbellsport's Key Personnel
 1. Bill Hess – Wastewater Superintendent
 - a. Direct: 920.533.4614
 - b. Cell:
 - c. E-Mail: cportwwtf@kmoraine.com
 2. Mark Gruber – Director of Public Works

- a. Direct: 920.533.4614
- b. Cell: 920.960.3060
- c. E-Mail: mgrubercport@yahoo.com
- 3. Additional Staff?

C. Project Communication

- 1. Review Service Planner

II. Background Information

A. Data Requests

- 1. Review 2/23/2016 background data request.
- 2. Discuss other available data

B. Past Reports, Existing Maps

III. Review CMOM Booklet & Requirements

- A. Village perspectives
- B. GAP Analysis
- C. Goal Development

IV. Anticipated Project Schedule

Task

- A. Kickoff Meeting
- B. GAP Analysis (60%) Workshop
- C. 90% Draft CMOM Workshop
- D. Final CMOM Plan

Anticipated Completion Date

March 10, 2016
April 19, 2016
May 17, 2016
June 8, 2016

V. Brief Tour

- A. Lift Stations
- B. Known Collection System Problem Areas

VI. Next Meetings

VII. Action Items

A. Village of Campbellsport

- 1. _____
- 2. _____
- 3. _____
- 4. _____

B. SEH

1. _____
2. _____
3. _____
4. _____

SEH believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, they should notify the writer at once. Unless objections are raised within seven (7) days, we will consider this account accurate and acceptable to all.

If there are errors contained in this document, or if relevant information has been omitted, please contact Dan Schaefer at 920.287.0829.

c: Steve Peterson - SEH