



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service  
Indian Health Service

**Date:** May 18, 2018  
**From:** James Courtney, EIT  
**Subject:** Pre-Construction Meeting Minutes  
**Project:** BI 16-N39: Lame Deer Lagoon Sludge Removal  
**To:** Record

Billings Area  
Indian Health Service  
2900 4th Avenue North  
P.O. Box 36600  
Billings, MT 59107

A Pre-Construction meeting for the above referenced project was held on Thursday May 17<sup>th</sup>, 2018 from 1300 to 1500 hours at the Billings Area IHS SFC conference room in Billings, MT. The meeting also addressed the pre-construction of the Northern Cheyenne Scattered Housing work. Quentin Allen led the portion of the meeting covering the pre-construction for the Scattered Housing work.

The following were in attendance:

James Courtney, IHS, Project Engineer  
Jim White, IHS SFC Director  
Quentin Allen, IHS Engineer  
Jason Schneider, IHS Engineer  
George Cummins, IHS Construction Inspector  
Sheri Bement, Northern Cheyenne Utilities Commission (NCUC) General Manager  
Dion Killback, NCUC Attorney  
Nathan Pierce, Subcontractor to NCUC / ADAMAS PLLC  
Michelle Pierce, Affiliate of ADAMAS PLLC

In addition to the attached Pre-Construction Meeting Agenda, the following items were discussed:

- I stated that because the project is funded by the EPA, the IHS is restricted for how the funds may be spent.
- I reiterated that NCUC is responsible for the sludge removal work and that IHS's relationship isn't with ADAMAS PLLC for this project.
- Nathan Pierce asked about what the process would be if additional sludge would be required to be removed. I responded that the agreement requires a notification from NCUC when 90% of the sludge is removed and that the possibility of additional sludge being removed could be addressed at that time.
- I stated that soil testing should be considered if the sludge will be applied to land that hasn't been tested in accordance with the EPA 503 requirements and that NCUC is ultimately responsible for following the requirements.
- I stated that Sheri, Nathan, and I visited the site on 5/16/18 and that the sludge removal plan appeared to be appropriate.
- At the conclusion of addressing the items in the agenda, there were no questions.

If there are any questions or additional comments, please contact me at (406) 247-7094.

Attachments: Pre-Construction Meeting Agenda

James Courtney, EIT

CC: Jim White, PE, Billings Area IHS, SFC Director  
Project File: BI 16-N39

# Lame Deer Lagoon Sludge Removal

IHS Project: BI 16-N39

## PRE-CONSTRUCTION MEETING AGENDA

May 17, 2018

### INTRODUCTIONS:

### CONTACTS:

Project Engineer / Manager:

James Courtney, EIT  
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IHS SFC Director:

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IHS Engineer:

Quentin Allen, PE  
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Northern Cheyenne TERO Office:

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Construction Inspector:

George Cummins  
Lame Deer Service Unit  
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NCUC General Manager:

Sheri Bement  
Northern Cheyenne Utilities Commission  
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(406) 208-8647

Subcontractor:

Nathan Pierce  
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### PROJECT OVERVIEW:

- Project funded by EPA
- The Fixed Price Agreement is between the Northern Cheyenne Tribe and the Indian Health Service.
- Project Duration: 60 Days
- Date of Substantial Completion: 14 consecutive calendar days after notice to proceed

### PROJECT SCOPE

- Removal, transport, and application of 1,000,000 gal of sludge from Cell #2 of the Lame Deer lagoon

**REVIEW OF PROJECT CONTRACT DOCUMENTS:**

- NCUC and any of NCUC's Subcontractors doing work on this project are required to obtain applicable registration with the Northern Cheyenne Tribal Employment Rights Office ("TERO").
- Storage areas. Must be obtained and paid for by NCUC. Areas shall be authorized or approved by SFC.
- Safety: NCUC will be required to assign a "competent person" to ensure that construction is performed in accordance with ALL OSHA safety requirements. Contractor shall have an accident prevention and safety program.
- Work Days and Hours: Construction work will not be permitted on Saturdays, Sundays, nor on Federal, State, or Tribal holidays, unless approved in writing by Engineer. Notice shall be written at least three days in advance.

**TECHNICAL PROVISIONS:**

- The Construction General Permit (CGP) and the Storm Water Pollution Prevention Plan (SWPPP) is incidental to the project and is to be provided as a submittal to the engineer.  
REFERENCE: <http://water.epa.gov/polwaste/npdes/index.cfm>
- Cleanup of the site and final grading is incidental to the contract.

**PLANS:**

- Existing Utilities: contractor is responsible for locating all existing utilities prior to any excavation.
- Cleanup of the site and final grading is incidental to the contract.

**CONTRACTOR QUESTIONS:****SITE VISIT:**