

# **Charter**

Cultural Resources Subcommittee

Bonneville Power Administration  
Bureau of Reclamation  
U.S. Army Corps of Engineers

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## 1.0 PURPOSE

This charter establishes the operating principles of the Cultural Resources Subcommittee (CRSC) of the Joint Operating Committee (JOC). The members of the CRSC, from three Lead Federal Agencies, share management responsibilities for designing and implementing a cultural resource program to address the effects on historic properties of the ongoing operation and maintenance of 14 of the Federal Columbia River Power System (FCRPS) dam and reservoir 'Projects' for their authorized purposes. CRSC provides a forum for Bonneville Power Administration (BPA), Bureau of Reclamation (Reclamation) and the U.S. Army Corps of Engineers (USACE) technical personnel to share lessons learned and ideas for improvement, and to identify, discuss, and resolve cultural resource issues that may arise from implementation of the FCRPS Cultural Resource Program. The main functions of the CRSC are as follows:

- Define long term goals and objectives for the FCRPS Cultural Resource Program (Program).
- Implement a system-wide historic properties management program to achieve compliance with legal requirements.
- Address Program and project management issues.
- Establish system-wide standards for work performance and products.
- Develop and manage performance indicators and tracking systems.
- Monitor and report annual Program accomplishments.
- Implement the 2009 *Systemwide Programmatic Agreement for the Management of Historic Properties Affected by the Multipurpose Operations of Fourteen Projects of the Federal Columbia River Power System for Compliance with Section 106 of the National Historic Preservation Act* (SWPA) that governs the Program.
- Manage and track annual funding for system-wide and reservoir-level cultural resource program activities.
- Share best practices and lessons learned.

## 2.0 PROCEDURES

The CRSC shall operate in a manner that is consistent with missions, operating plans, and legal authorities of the three agencies.

### 2.1 Membership

The following represents the core standing membership of the CRSC:

- 3 Co-Chairs who also serve as their respective Agency Program Managers (One each from BPA, Reclamation, and USACE)
- Agency Project Managers/Archeologists/Historians (BPA, Reclamation, USACE Portland District, USACE Walla Walla District, USACE Seattle District)
- Dedicated note taker (if available)

In addition to the standing members, other individuals may be invited to assist with specific issues relating to the mission of the CRSC. CRSC members will discuss and approve

invitation of others prior to their attendance at a given meeting.

Appendix 1 list current members of the CRSC, and will be updated annually.

## **2.2 Roles and Responsibilities**

### **2.2.1 CRSC Co-Chairs**

There are three Co-Chairs, each of whom also serves as the FCRPS Cultural Resource Program Manager for their respective agency. The Co-Chairs are responsible for recommending funding levels to the JOC; approving, allocating, and tracking annual budgets; participating in JOC meetings for the purpose of communicating plans, activities, and budget execution for the FCRPS Cultural Resource Program; ensuring Program goals and annual performance objectives are met; coordinating tasks with CRSC members; resolving Program issues at the Project and system-wide level or elevating Program issues to the appropriate parties for resolution; and contracting tasks that benefit the Program system wide. The Co-Chairs are responsible for preparing for and conducting meetings, attending executive-level briefings, and providing overall direction for the FCRPS Cultural Resource Program.

### **2.2.2 CRSC Members**

CRSC members are the Project Managers/Archeologists/Historians/Cultural Resource Specialists from the three agencies who are responsible for implementation of the FCRPS Cultural Resource Program at the 14 FCRPS reservoirs. As standing members of the CRSC, they are responsible for contributing their individual and regional expertise to tasks as organized by the Co-Chairs and the JOC. The members are responsible for working with the Program Managers to define annual performance objectives, achieving annual performance objectives, planning work to achieve Project and Program goals, preparing written technical materials or oral presentations, and managing the nine Project Cooperating Groups.

Members are expected to attend each scheduled meeting to facilitate communication and decision making, or to send an alternate.

### **2.2.3 Note taker**

The CRSC will designate a note taker for each meeting. Note taker duties will be rotated among the members if a dedicated note taker is not available. Draft notes, including action items, shall be disseminated by the note taker to the Co-chairs for a first review and then to all members as a second review. The note taker will strive to provide meeting notes to the 3 Co-Chairs within one month of the meeting date, and to all members within one month of receiving comments from the Co-Chairs.

## **2.3 Meetings**

The CRSC will function as a working group and as such will adopt a flexible meeting process. Meetings will be held as necessary to conduct business, but not less than quarterly. Meetings will be supplemented by teleconferences, as required. The quarterly schedule will be determined by the CRSC Co-Chairs and members prior to the beginning of a fiscal year, generally at the last quarterly meeting of a fiscal year. The Co-Chairs will distribute agendas one month prior to quarterly meetings with a sufficient description of each item to identify responsibilities. Meetings will be chaired by one of the three Program Managers on an annually rotating basis.

The goal of the CRSC is to reach all decisions by consensus. This will be done in an atmosphere that fosters full and open discussion and includes the sincere effort of each standing member to consider the views of the other members. If consensus is not reached by the full membership, the Co-Chairs may make a decision based upon consensus among them. If the Co-Chairs do not reach consensus, then the differing views will be presented to the JOC Co-Chairs and appropriate supervisory chain within each agency, who will assist the Co-Chairs in reaching a decision.

Records of all CRSC meetings shall be maintained in the BPA, Reclamation, and USACE official files and meeting notes shall be posted on the BPA FCRPS Cultural Resource Program website.

#### **2.4 Action Items**

The CRSC will maintain a list of pending action items and the member(s) responsible for completing them. The items will be reviewed at each meeting and the status of any key items will also be reported to the JOC.

## Appendix 1 – Current CRSC Members (updated September 6, 2024)

Agency	Name	Role	Phone	Email
Bonneville Power Administration	Anna Neuzil	Co-Chair/Program Manager	503-230-4642 (o) 503-307-8093 (c)	<a href="mailto:aaneuzil@bpa.gov">aaneuzil@bpa.gov</a>
	Celia Morét Crockett	Project Manager/Archaeologist Chief Joseph Payos Kuus Cuukwe Timíimap	503-230-3554 (o)	<a href="mailto:cjmoretcrockett@bpa.gov">cjmoretcrockett@bpa.gov</a>
	Kelly Phillips	Project Manager/Archaeologist Albeni Falls Libby Wana Pa Koot Koot	503-230-4507 (o) 503-728-8290 (c)	<a href="mailto:kmphillips@bpa.gov">kmphillips@bpa.gov</a>
	Michelle Stegner	Project Manager/Archaeologist Grand Coulee (Mainstem and Spokane Arm) Hungry Horse	503-230-4568 (o) 971-813-9794 (c)	<a href="mailto:mlstegner@bpa.gov">mlstegner@bpa.gov</a>
	Jasmine Castro	Note taker	503-230-3498 (o)	<a href="mailto:jacastro@bpa.gov">jacastro@bpa.gov</a>
Bureau of Reclamation	Sean Hess	Co-Chair/Program Manager	208-378-5316 (o) 208-576-2581 (c)	<a href="mailto:shess@usbr.gov">shess@usbr.gov</a>
	Tanis Partee	Project Manager/Archaeologist Grand Coulee (Mainstem and Spokane Arm) Hungry Horse	509-953-6472 (c)	<a href="mailto:tpartee@usbr.gov">tpartee@usbr.gov</a>
U.S. Army Corps of Engineers	Mike Flowers	Co-Chair/Program Manager	503-867-0336 (c)	<a href="mailto:Michael.a.flowers@usace.army.mil">Michael.a.flowers@usace.army.mil</a>
	Derek Beery	Project Manager/Archaeologist Chief Joseph Technical Lead Seattle District	206-764-3646 (o) 206-465-3740 (c)	<a href="mailto:Derek.s.beery@usace.army.mil">Derek.s.beery@usace.army.mil</a>
	Leslie Crippen (starting 9/2024)	Project Manager/Archaeologist Wana Pa Koot Koot		
	Sarah MacIntosh	Project Manager/Archaeologist Albeni Falls	206-764-6942 (o) 206-561-6736 (c)	<a href="mailto:Sarah.macintosh@usace.army.mil">Sarah.macintosh@usace.army.mil</a>
	Nate Perhay	Project Manager/Archaeologist Libby		<a href="mailto:Nathaniel.l.perhay@usace.army.mil">Nathaniel.l.perhay@usace.army.mil</a>
	Leah Bonstead	Project Manager/Archaeologist Payos Kuus Cuukwe Timíimap	509-527-7255 (o) 509-842-7358 (c)	<a href="mailto:Leah.bonstead@usace.army.mil">Leah.bonstead@usace.army.mil</a>
	Scott Hall	Project Manager/Archaeologist	509-527-7274 (o)	<a href="mailto:Scott.m.hall@usace.army.mil">Scott.m.hall@usace.army.mil</a>

		Payos Kuus Cuukwe Timíimap		
	Jennifer Knight	Project Manager/Archaeologist Payos Kuus Cuukwe Timíimap	208-576-1580 (o)	<a href="mailto:Jennifer.k.knight@usace.army.mil">Jennifer.k.knight@usace.army.mil</a>