

Charter

Cultural Resources Subcommittee

Bonneville Power Administration

Bureau of Reclamation

U.S. Army Corps of Engineers

January 2012

TABLE OF CONTENTS

	Page
1.0 Purpose	3
2.0 Procedures	3
2.1 Membership	3
2.2 Roles and Responsibilities.....	3
2.3 Meetings	4
2.4 Action Items	5
3.0 List of Standing Members	6

1.0 PURPOSE

This charter establishes the operating principles of the Cultural Resources Subcommittee (CRSC) of the Joint Operating Committee (JOC). The CRSC, comprised of three agencies, share management responsibilities for designing and implementing a program to address the adverse effects of operation of the Federal Columbia River Power System (FCRPS) on historic properties. CRSC provides a forum for Bonneville Power Administration (BPA), Bureau of Reclamation (BR) and the Corps of Engineers (COE) technical personnel to identify, discuss, and resolve historic properties program implementation issues. The main functions of the CRSC are as follows:

- Define long term goals and objectives for the program.
- Implement a system-wide historic properties management program which ultimately achieves compliance with legal requirements.
- Address program 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 that governs the program.
- Manage and track annual funding for system-wide and reservoir-level cultural resources activities.

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, BR, and COE)
- 8 Agency Project Managers/Archeologists (BPA - 3, BR - 1, COE Portland District - 1, COE Walla Walla District - 1, COE Seattle District - 2)
- 4 Attorneys (COE, NWD – 1, BPA-3, BR – as needed)

In addition to the standing members, other individuals may be invited to assist with specific issues relating to the mission of the CRSC. The Sub-committee members will discuss and approve invitation of others prior to their attendance at a given meeting.

2.2 Roles and Responsibilities

2.2.1 Subcommittee Co-Chairs

There are three co-chairs, each of whom also serves as the FCRPS cultural resources 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 cultural resources program; ensuring Program goals and annual performance objectives are met; coordinating tasks with subcommittee 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 conducting meetings, attending executive-level briefings, and providing overall direction for the FCRPS cultural resources program.

2.2.2 Subcommittee Members

Subcommittee members are the Project Managers/Archeologists/Cultural Resource Specialists from the three agencies who are responsible for implementation of the cultural resources 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 defining and achieving annual performance objectives, planning work to achieve Program goals, preparing written technical materials or oral presentations, and managing the eight Project Cooperating Groups.

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

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 frequently 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 Co-Chairs and provided to the CRSC members prior to the beginning of the fiscal year. The Co-Chairs will see that agendas are distributed one month prior to quarterly meetings with sufficient description of each item to identify responsibilities.

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 Subcommittee and 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.

The CRSC shall designate a note taker for each meeting. Note taker duties shall be rotated among the members if a dedicated note taker is not available. Draft notes, including action items, shall be disseminated to all members for review and comments. Records of all CRSC meetings shall be maintained in the BPA, BR and COE official files and meeting notes shall be posted on the BPA FCRPS 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 work group meeting and the status of any key items will also be reported to the JOC.

3.0 List of Standing Members as of January 2012

Name	Organization	Phone	Email
Kristen Martine	BPA - Co-Chair	503-230-3607	kdmartine@bpa.gov
Sean Hess	BR- Co-Chair	208-378-5316	shess@usbr.gov
Gail Celmer	COE - Co-Chair	503-808-3850	gail.c.celmer@usace.army.mil
Katherine Pollock	BPA - Project Mgr./Archeologist	503-230-3768	khpollock@bpa.gov
Eric Petersen	BPA - Project Mgr/Archeologist	503-230-3786	ecpetersen@bpa.gov
Shelby Day	BPA - Project Mgr	503-230-5601	smday@bpa.gov
Nicole Thompson	BPA - Cultural Resources Program Assistant	503 230-4615	njthompson@bpa.gov
Alice Roberts	COE Walla Walla District - Project Mgr./Archeologist	509-527-7274	alice.k.roberts@usace.army.mil
Amy Holmes	COE Portland District - Project Mgr.	503-808-4771	amy.m.holmes@usace.army.mil
Lawr Salo	COE Seattle District – Project Mgr./Archeologist	206-764-3630	lawr.v.salo@usace.army.mil
Lyz Ellis	COE Seattle District – Project Mgr./Archeologist	206-764-3634	elizabeth.a.ellis@usace.army.mil
Mike Flowers	BR Project Mgr./Archeologist	509-633-9233	mflowers@usbr.gov
Lydia Grimm	BPA – Attorney	503-230-3528	ltgrimm@bpa.gov
Rebekah Pettinger	BPA - Attorney	503-230-4306	rspettinger@bpa.gov
Anne Senters	BPA – Attorney	503-230-4998	aesenters@bpa.gov
Jennifer Richman	COE Portland District - Attorney	503-808-4863	jennifer.r.richman@usace.army.mil