

Newsletter

Volume 40
No. 2
October 2016

In this issue:

President's Forum	2
Map to SFA Student Center	4
TAS Schedule	5
Officer's Reports	6
Announcements	8
Proposed CTA Bylaw Revisions	9
Proposed 2017 CTA Budget	11
Scholarships Supported by CTA in 2016	12
THC Online Project Submission System	14
Thank You Letters	15
Minutes (Spring 2016)	16
Officers and Committee Chairs	21
Join the CTA_Yahoo! Group	22
Membership Form	23
THC Online Submission User Guide	24

2016 CTA Fall Meeting

October 28, 2016

Business Meeting and CTA Careers in
Archaeology Social:

At TAS 87th Annual Meeting

Stephen F. Austin State University

13210 Katy Freeway, Houston, Texas



STEPHEN F. AUSTIN STATE UNIVERSITY
NACOGDOCHES, TEXAS



President's Forum

By Jon Lohse

Hi ya'll! This is my first President's Forum, and I'm excited to continue building on the great work done by our previous President, Missi Green, and I am looking forward to working with our Executive Committee to find ways to help strengthen and improve CTA and its role within Texas archeology. First, as President I would like to extend my sincere Thanks to two long-time members of the Executive Committee, Carole Leezer and Mindy Bonine, who each provided many years of volunteer labor in their Treasurer and Newsletter Editor roles, respectively. We all appreciate their service to the Council. At the same time, I would like to recognize and welcome their replacements, Maggie Moore and Christina (Tina) Nielsen. Thank you for agreeing to serve!

Since the Spring meeting, I have spent a lot of hours trying to learn about the President's responsibilities. To this end, I would like to thank Missi for sharing her perspectives and experiences with me. I know everyone wants to see the CTA continue to run smoothly even through changes in officers from one election cycle to the next, and Missi has been a big source of support in that way.

With the Fall meeting coming up fast, a lot of time has been spent trying both to learn about how the Friday Career Night Social works and also to ensure that all the necessary details are taken care. To this end, if you recently received an email from me about reserving table space, please respond as soon as you can. There are only a limited number of tables available, and we foresee that firms and agencies will have to share space. We want to make sure that everyone gets their needs met as much as possible, so let me know about reserving space for your firm.



Last Spring, there was much discussion about the effect of the Social on our annual budget, and the Executive Committee has been involved in a lot of ongoing discussion about how to address this issue in the future. Because making donations to CTA is such a problem for some firms, we have been evaluating whether and how to set a fee for table space (or, in the future, you very own table!). Going forward, the goal for each year will simply be to cover the costs of this event while doing all that we can to contribute to the success of the annual TAS meeting as well. So, look for different payment options for this year and perhaps for upcoming years as well.

Layered over the immediate need to get ready for the Fall meeting has been an effort to get up to speed about and think about the composition of our committees. It isn't always easy to find people to volunteer to serve on or even chair these, which means that some people end up filling their role for much longer than they ever anticipated. This is a process that will play out slowly over the next months, but one change has already been made. Effective as of early this month, Shelly Fischbeck is no longer the Chair of the Contractors List Committee. Much to Shelly's

relief (I'm sure), Dr. Erin Phillips of Coastal Environments, Inc. has agreed to take over this job. Please see a recent website update by Mindy Bonine about this.

As a way of setting the record, over the next couple of years and with a lot of help from different quarters, I would like to focus on a couple of general goals. The first is to find ways to stabilize and possibly strengthen CTA's financial condition. I think we have enough cash in the bank to withstand an occasional budget overrun, as we had last year. However, I would like to explore ways to propose budgets that we can be certain will be balanced with respect to revenue and expenses. Our profession has changed a lot over the last few years, and the Texas archeological community is changing as well. I think it is reasonable that we look at traditional sources of revenue to see what adjustments might be made to help ensure sound fiscal year-end performance. One idea that has been discussed is to update the membership categories and associated fees in order to more accurately reflect the current composition of our professional community. If our annual expenditures can be increased a little in areas such as supporting student research, making our contributions to the TAS minority scholarship fund more effective, or increasing the kind and number of benefits of being a member of CTA, then I think these are things worth doing. Each year, I also hear other proposals about stuff that CTA might do that end up being set aside, most

often because these ideas seem unaffordable.

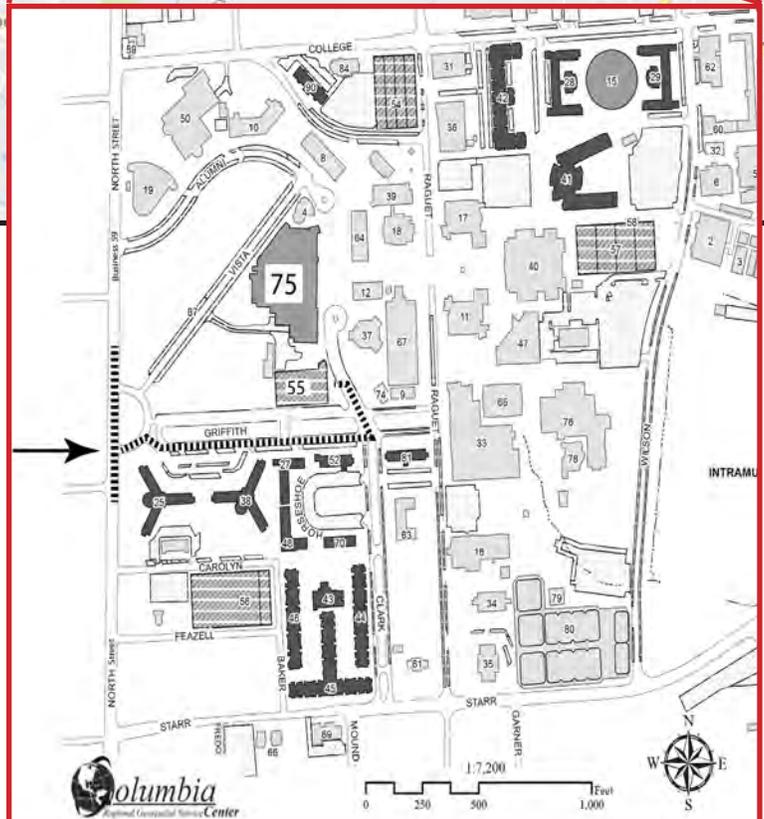
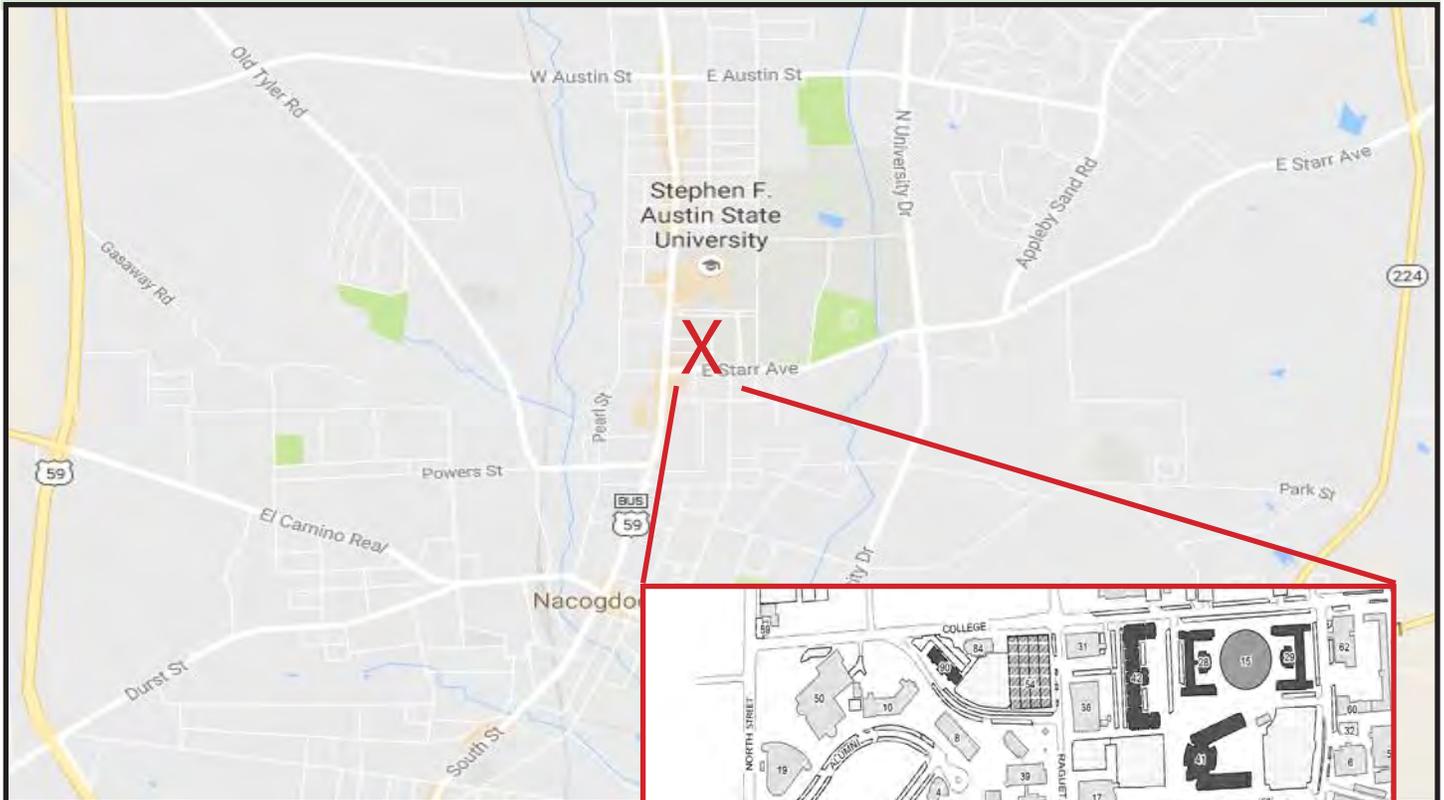
A second general goal is to work with private firms and state agencies alike to make CTA more relevant to the practice of Texas archeology. Currently, there is no requirement for anyone calling her or himself a professional archeologist to be a member of CTA. I don't think this will change any time soon. But at the same time, we ought to consider just what the role of CTA is in how archeology is conducted in the state. This is a longer-term discussion, but is one that I intend to pursue over the next couple of years.

Somewhat related to one or both of these general goals, this newsletter contains some suggested language involving changes to some CTA bylaws. A couple of the suggested revisions are minor housekeeping items- transferring the job of maintaining the CTA website to the Communications Committee, and closing the time gap to allow CTA Presidents to continue to attend Antiquities Advisory Board meetings regardless of our election cycles. One important proposed change will help us strengthen our budget process by creating a formal Budget Committee. Per our rules, these changes need to be published before they can be voted on for approval. So, please take time to review the language found in this newsletter and think about what questions you might have.

Thank you for your time and I look forward to seeing many of you in Nacogdoches!

Texas Archeological Society 87th Annual Meeting

Map to Student Center at Stephen F. Austin State University 13210 Katy Freeway Houston, Texas



Parking Garage (55) and the Student Center (75). To access the Parking Garage, turn east on Griffith St., off Business 59, or North Street. Follow Griffith until you can turn North on Clark St., and turn into the Parking Garage. When leaving, use the North lane of Griffith Street, and use the North segment of the access road to get to Business 59 or North Street.

Texas Archeological Society 87th Annual Meeting Schedule

FRIDAY, OCTOBER 28

8:00 AM—6:00 PM	Registration	Desk, in front of Twilight Ballroom
8:00 AM—5:00 PM	Silent Auction & Book/Exhibit Room	Regents Suite A
8:30 AM—12:00 PM	CTA Meeting	Multimedia Room
8:30 AM—11:30 AM	Field Trip (tentative)	Nacogdoches County Spanish sites
9:00 AM—11:00 AM	Field Trip (tentative)	Old Nacogdoches Cemetery tour
1:00 PM—2:00 PM	Stewards' Meeting	Multimedia Room
2:00 PM—5:00 PM	Concurrent Session	Twilight Ballroom
2:00 PM—5:00 PM	Concurrent Session	Theater
2:30 PM—3:30 PM	TAS Executive Committee	Multimedia Room
3:30 PM—4:30 PM	TAS Board Meeting	Multimedia Room
7:00 PM—8:00 PM	Public Forum	Grand Ballroom
8:00 PM—9:45 PM	Artifact Identification	Grand Ballroom
8:00 PM—9:45 PM	CTA Career in Archeology	President's Suite B

SATURDAY, OCTOBER 29

7:30 AM—3:30 PM	Registration	Desk, in front of Twilight Ballroom
8:00 AM—4:30 PM	Silent Auction & Book/Exhibit Room	Regents Suite A
8:00 AM—5:00 PM	Concurrent Session	Twilight Ballroom
8:20 AM—5:00 PM	Concurrent Session	Theater
8:00 AM—12:00 PM	Poster Session (unattended)	Lobby
12:00 PM—2:00 PM	Luncheon and Business Meeting	Grand Ballroom
1:00 PM—2:00 PM	Attended Poster Session	Lobby
2:00 PM—5:00 PM	Concurrent Session	Twilight Ballroom
2:00 PM—5:00 PM	Concurrent Session	Theater
2:00 PM—5:00 PM	Poster Session (unattended)	Lobby
6:00 PM—7:00 PM	Cash Bar Social	Grand Ballroom
7:00 PM—9:45 PM	Banquet	Grand Ballroom

SUNDAY, OCTOBER 30

7:30 AM—8:30 AM	TAS Executive Meeting	Multimedia Room
8:30 AM—9:30 AM	TAS Board Meeting	Multimedia Room
9:00 AM—5:00 PM	Field Trip	Caddo Mounds State Historic Site
9:00 AM—5:00 PM	Field Trip	Mission Dolores State Historic Site

Secretary Report

By Kristi Miller Nichols

I know it's been a very busy summer for many of you. It's so great to start feeling the change in the hot summer air letting us know that fall is on its way. Since we met at the Spring Meeting, our membership has increased to 99 members, 9 students, and 41 contractor listings. Our numbers are still a little low, and it would be good to get more student involvement, but it is nice to see that there have been quite a few new members join this year. Remember, membership fees are where we bring in the majority of our revenue to use for scholarships, grants, and meetings.

Since we are winding down the year, we can start taking renewals for next year after the Fall Meeting. You are able to pay online via Square through the CTA website (www.counciloftexasarcheologists.org) or by completing a membership renewal form (a copy is included toward the back of this newsletter and is also on our website) and mailing it with a check to Council of Texas Archeologists c/o Kristi Miller Nichols, Raba Kistner Environmental, Inc., 12821



W. Golden Lane, San Antonio, Texas 78249. Hopefully we will have the Square available at the Fall Meeting for renewals as well, if you would like to pay with a credit card.

Please take a moment to join the CTA_org Yahoo! Group. All notices to the CTA membership are posted to this email list and this is our main way of communicating with the CTA membership. This will be the quickest way to be up to date on changes and upcoming events and issues.

Treasurer Report

By Maggie Moore

As of October 9, 2016, our Checking account contains \$10,982.17; the Money Market Savings account contains \$18,913.79; and our Scholarship Fund contains \$9,024.48.

As discussed at the Spring Meeting, the costs of the Fall CTA Social have been exceeding our budgeted amount, and we anticipate these costs continuing to rise. While we plan to adjust the 2018 budget to reflect this, we cannot change the already approved 2017 budget. To address the budget shortfall for the 2016 Fall CTA Social, we have decided to charge a fee for contractors who wish to have a table at the function. This year, we determined \$50 per contractor should cover the shortfall. It was pointed out at the

Spring Meeting that at some firms, the red tape to pay fees is easier than to make donations, or vice versa. Therefore, we included the option of paying either a \$50 table fee or making a \$50 donation. There is also an option for anyone wishing to make a donation in any amount.

To pay the fee/donation, please go to the CTA Square page (https://mkt.com/counciloftexasarcheologists?square_lead=button) or CTA website ->Become a Member->Purchase Memberships Online link). There is a Membership section, a Donations section, and a newly added CTA Social section. See you at the Social!

Newsletter Editor Report

By Tina Nielsen

I am very pleased to be taking over for Mindy as CTA Newsletter Editor. Mindy has done a wonderful job over the last 10 years and I know we are all very appreciative of her hard work.

I don't plan on changing the current layout of the Newsletter, however, I thought a fun addition starting next Spring would be a page (or two) dedicated to photo submissions from CTA members. I envision a yearbook-like feel with photos from CTA events/meetings, archeology conferences, interesting field projects, field schools, etc. with a short blurb below with the who, what, where, and when. This is geared



towards those that may not have time to write a full article, but still want to share what they've been up to with other CTA members. I will send out more details via the CTA yahoo group before the next newsletter, but in the meantime, start taking some fun pictures (like my field selfie above)!!

Announcements

By Missi Green (Past President)

Update on the MAP (Making Archaeology Public) project

Although not as much was accomplished this summer on the MAP (Making Archaeology Public) project as we hoped, it is still alive and well. We will not meet the October deadline, but the timeframe for having a completed short film

has been extended into early next year so those states that are not quite there can finish. We have also been given the name of a company who has helped produce a number of the already final films, and are looking forward to working with them.

For those of you who are interested to see what other states have done, please visit <http://preservation50.org/mapp/>

WANTED
ATTENDEES

SHA 50th Annual Conference

Please join us next year to celebrate the 50th anniversary of the Society for Historical Archaeology. To commemorate the first meeting held in Dallas in 1967, the conference will be held at the Omni Fort Worth Hotel near the heart of downtown from January 4th - 7th, 2017.

Come explore "Where the West Begins."

Registration opens October 3rd
<https://www.conftool.com/sha2017/>

FORT WORTH
TEXAS 2017

Proposed CTA Bylaw Revisions

The ad-hoc Bylaws Committee, composed variously of Pat Mercado-Allinger, Marybeth Tomka, Carolyn Spock, Mindy Bonine and Kristi Nichols was tasked with the development of proposed revisions to:

- Address the current gap of time between the election of the CTA President and their appointment to the Texas Historical Commission's Antiquities Advisory Board
- Create a standing Budget Committee
- Remove the responsibility for the CTA website from the newsletter editor

We offer the following for your consideration. We will be voting on these proposed changes (in red) at the fall meeting.

ARTICLE IV. Officers, Election and Terms, Qualifications, Nominations

Section 2. Election and Terms

a. Officers shall be elected by ballot at the regular Spring Meeting. The President, Secretary, Treasurer, and Newsletter Editor shall serve terms of two years or until their successors are elected. Vice President and President shall be elected in alternating years. Immediate Past Presidents shall assume this office the year following their Presidential term(s). All terms of office except that of the President shall begin at the close of the meeting at which they are elected. The President's term shall expire following the Spring quarterly Antiquities Advisory Board Meeting so that the position of CTA President shall be represented at that meeting.

ARTICLE V. Duties of Officers

Section 4. Duties of the Treasurer

The Treasurer shall:

- a. through e. [no change]
- f. Maintain ~~PayPal or other Internet~~ online accounts and transfer funds on regular basis.
- g. through i. [no change]
- k. Serve on the Budget Committee.

Section 5. Duties of the Newsletter-Editor

The Newsletter Editor shall:

- a., b. [no change]
- ~~c. Maintain website.~~
- c. Call the meeting to order in the absence of the President, Vice President, Secretary, and Treasurer and preside over the election of a temporary presiding officer.
- d. Convey all records, correspondence, and property of the Council to his/her successor.

Section ~~56~~. Duties of the Immediate Past President

The Immediate Past President shall:

- a. through c. [no change]

ARTICLE VII. Committees

Section 4. Contractors List Committee

The Contractors List Committee (the Committee) shall consist of one or more members, appointed by the President with the assistance and approval of the elected officers. The President shall appoint the chair. The chair or other designated member shall serve on the Budget Committee. The Committee shall maintain an up-to-date Contractors List on the CTA web site. Each Cultural Resource Director (CRD) must be a member of the CTA and be in good standing to be included on the Contractors List. The CRD can appear only once in the Contractors List. Each contractor must pay the listing fee in addition to the individual membership dues of

the CRD. Contractors will be listed on the CTA web page as soon as possible, after they have paid both their dues and fees and have provided all necessary information for listing to the Committee. Each CTA contractor shall be responsible for timely notification to this Committee of address or information changes. Contractor fees and CRD fees are due January 1 to the CTA Treasurer. Listed contractors who do not pay a renewal fee by January 31 will be removed from the list until the fee is paid. Application to the Contractors List may occur at any time ~~through~~during the year, however, there are no prorated ~~rates~~fees.

Section 5. [no change]

Section 6. [no change]

Section 7. Communications Committee
The Communications Committee shall consist of three or more members, appointed by the President with the assistance and approval of the elected officers. This Committee shall work with the Executive Committee to oversee the Council's Internet domains and/or electronic discussion lists, maintain the Council's website, and other Internet partnerships. It shall also assist the chairs of the other committees to update their contributions to the website.

Section 8 [no change]

Section 9. Budget Committee
With input from officers and committee chairs, the Budget Committee shall prepare provisional annual Council budgets each spring. The Budget Committee shall consist of four members that include the Treasurer, who shall chair this committee, the chair of the Contractor's List Committee (or designated member), the Membership Committee chair, and an at-large member appointed by the

President. The Treasurer can provide Committee members with a copy of the current and prior budgets. Working with the Secretary and Treasurer, the Contractor's List Committee chair can offer information on income from that source. Working with the Secretary and Treasurer, the Membership Committee Chair can provide input regarding income from membership dues. The Committee shall provide a provisional budget to the Executive Committee for review and approval in time so that the draft budget can be placed in the CTA Spring Newsletter to allow members the opportunity to review the proposal prior to its approval.

Section ~~9~~10. Standing or Special Committees
[no change to text]

Section ~~10~~11. Committee Membership
Committee members and chairs (unless otherwise designated) shall be appointed by the new President at any time after he/she takes office at the conclusion of the Spring Meeting. Committee memberships, elected or appointed, terminate at the conclusion of the Spring Meeting following their appointment or election unless otherwise specified in the Bylaws of the Council.

ARTICLE VIII. Finances

In addition to membership dues, Thethe Council shall establish listing fees for the purpose of financing production and distribution of the CTA Contractors List. No part of the net earnings of the Council shall inure to the benefit of or be distributable to its members, officers, or other persons, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered or to make payments and distributions in furtherance of the purposes set forth in Article II.

Proposed 2017 CTA Budget

2014-2015 Budget vs Actuals, 2016 Budget & Proposed 2017

	2014 Budget	Actual 2014	2015 Budget	2015 Actual	2016 Budget	Proposed 2017
INCOME (2015 Actuals)						
Individual Memberships (133-\$30 + 13-\$15)	\$ 4,200.00	\$ 4,395.00	\$ 4,000.00	\$ 4,185.00	\$ 4,000.00	\$ 4,000.00
Student Memberships (5-\$15 + 3-\$25)	\$ 150.00	\$ 235.00	\$ 180.00	\$ 150.00	\$ 180.00	\$ 180.00
Contractor Listing Fees (39-\$125)	\$ 7,500.00	\$ 7,250.00	\$ 7,500.00	\$ 4,875.00	\$ 7,500.00	\$ 5,000.00
Individual Membership PayPal Fees (74-\$1.00)	\$ 75.00	\$ 75.00	\$ 65.00	\$ 74.00	\$ 65.00	\$ 75.00
Student Membership PayPal Fees(4-\$1.00)	\$ 5.00	\$ 8.00	\$ 5.00	\$ 4.00	\$ 5.00	\$ 5.00
Contractor Listing PayPal Fees (22-\$4.00)	\$ 100.00	\$ 96.00	\$ 110.00	\$ 88.00	\$ 110.00	\$ 110.00
Checking Interest	\$ 1.35	\$ 1.10	\$ 0.90	\$ 1.07	\$ 0.90	\$ 1.00
Money Market Interest	\$ 3.75	\$ 3.77	\$ 3.75	\$ 3.77	\$ 3.75	\$ 3.75
Scholarship Fund Interest	\$ 100.00	\$ 1.74	\$ 0.75	\$ 1.79	\$ 0.75	\$ 1.75
Other (Late fees)	\$ 100.00	\$ 80.00	\$ 100.00	\$ 16.00	\$ 100.00	\$ 100.00
Other (CTA Career Social Donations/Savings)				\$ 1,717.00		\$ 2,400.00
TOTAL INCOME	\$ 12,235.10	\$ 12,145.61	\$ 11,965.40	\$ 11,115.63	\$ 11,965.40	\$ 11,876.50
GENERAL EXPENDITURES						
Administrative Costs	\$ 50.00	\$ 79.98	\$ 100.00	\$ -	\$ 100.00	\$ 100.00
Web Page Registration (bi-annual fee)	\$ 60.00	\$ -	\$ 60.00	\$ -	\$ 60.00	\$ 60.00
Spring Meeting/Social Expenses	\$ 800.00	\$ 888.15	\$ 800.00	\$ 582.46	\$ 800.00	\$ 700.00
Fall TAS/CTA Social	\$ 525.00	\$ 525.00	\$ 525.00	\$ 2,295.80	\$ 525.00	\$ 525.00
PayPal Fees	\$ 175.00	\$ 211.09	\$ 190.00	\$ 201.06	\$ 190.00	\$ 200.00
Executive Committee Expenditures	\$ 300.00	\$ 292.19	\$ 100.00	\$ -	\$ 100.00	\$ 50.00
TOTAL GENERAL EXPENDITURES	\$ 1,910.00	\$ 1,996.41	\$ 1,775.00	\$ 3,079.32	\$ 1,775.00	\$ 1,635.00
COMMITTEE EXPENDITURES						
Curation Committee	\$ 50.00	\$ -	\$ 25.00	\$ -	\$ 25.00	\$ 25.00
Governmental Affairs	\$ 100.00	\$ -	\$ 50.00	\$ -	\$ 50.00	\$ 50.00
Membership	\$ 100.00	\$ -	\$ 50.00	\$ -	\$ 50.00	\$ 50.00
Multicultural Relations	\$ 50.00	\$ -	\$ 25.00	\$ -	\$ 25.00	\$ 25.00
Public Education	\$ 100.00	\$ -	\$ 50.00	\$ -	\$ 50.00	\$ 50.00
General Committee Expenses	\$ 50.00	\$ -	\$ 25.00	\$ -	\$ 25.00	\$ 25.00
TOTAL COMMITTEE EXPENDITURES	\$ 450.00	\$ -	\$ 225.00	\$ -	\$ 225.00	\$ 225.00
DONATIONS						
Archeological Conservancy	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
CTA Scholarship Grant	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
TAAM Event Grants (divided among 5 applicants)	\$ 2,500.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
TAS Research Support Fund	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Texas Beyond History	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
TAS Multicultural Program	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
TOTAL DONATIONS	\$9,800.00	\$8,300.00	\$ 9,800.00	\$ 9,800.00	\$ 9,800.00	\$ 9,800.00
TOTAL EXPENDITURES	\$ 12,160.00	\$ 10,296.41	\$ 11,800.00	\$ 12,879.32	\$ 11,800.00	\$ 11,660.00
OVERALL BALANCE	\$ 75.10	\$ 1,849.20	\$ 165.40	\$ (1,763.69)	\$ 165.40	\$ 216.50

Scholarships Supported by CTA in 2016

By Margaret Howard

CTA's generous contributions to the Texas Archeological Society (TAS) Multicultural Program helped to support nine scholarships in 2016. The Native American Field School Scholarship (NAFSS) program facilitated the return of two youth and their family to Columbus, Texas. The NAFSS sponsored Cristian and Samuel Swift of the Navajo Nation, who were accompanied by their father and grandmother. The family had their 2015 Field School experience cut short by storms and was grateful for the opportunity to return this summer. The Swift boys also made a presentation on their Navaho heritage to the Youth group during Field School.



The Swift brothers expressed their appreciation in this note: "We want to thank you for awarding us the multicultural scholarships. We continue to learn so much every year and we love the work. TAS Field School also has inspired us to present outreach programs to our school and other organizations on TAS, our Native American values, and the need to care for our land and its resources."

The TAS Diversity subcommittee sponsored one student to the 2016 TAS Geoarcheology Academy. Ms. Rachel Bush is a senior at Texas State University and is pursuing a double major in biology and anthropology. She hopes to be part of the growing role of women in the sciences. As a first generation American daughter of Cuban refugees, Ms. Bush was excited to attend the Geoarcheology Academy, which gave her additional insights on the depth and range of the discipline of archeology.

The 2016 TAS Field School welcomed the youngest Diversity Scholarship recipient to date, Lillie Tilley, who attends Columbus Elementary School. Lillie reported "I found out about the program through a friend who owns the R.V. park in town where a TAS member had been staying. She suggested that I attend and sent me a link to the website. I thought it would be a fun and eye-opening experience to take part in, and I was not disappointed! It also turned out to be a great way to make new friends. This was my first Field School, and I didn't know what to expect when I started. My time with TAS was very enjoyable! The members were very kind and attentive and I felt welcome from the very first day. I will definitely be recommending this to anyone who may be interested. I had a great time, and hope to be a part of Field School again next year!"



Five Collegiate scholarships were awarded in 2016. Three students attended the Geoarcheology Academy on TAS scholarships. Lee Reissig is a graduate student at Texas State University, and Amber Margraves is an undergraduate student at Texas State. Alexandra Smith is a student at Baylor University.

Two Collegiate scholarship recipients benefitted from attending the 2016 TAS Summer Field School. Jacob Risinger of Texas Tech and Anna Fish of Baylor University benefitted from their experience and expressed appreciation for their support. Ms. Fish enjoyed her work as a unit supervisor for the Youth program.



Mr. Risinger, who is a graduate student, said that “the week long field school was the perfect opportunity to gain hands-on experience” working alongside professional and avocational archaeologists. He noted that the evening lectures expanded his knowledge and gave him the chance to meet and share with others. Risinger voiced particular appreciation to Principal Investigator Jason Barrett and crew chief Gus Costa for sharing their advice and expertise. He is looking forward to attending Field School in 2017.



Try the Texas Historical Commission's Online Project Submission System

By William A. Martin

At the 2016 Spring Meeting of the CTA, the Texas Historical Commission (THC) gave a presentation on its new online-submission system that allows users to upload documents for review, along with a live demonstration showing how the system works. This online system allows you to manage an account, submit projects electronically for review, check review status, and receive an electronic response for certain routine reviews. It automatically routes reviews to the appropriate THC staff members for efficient and timely processing. The system had been in Beta testing for several months prior to the CTA demonstration, having been used by a handful of selected firms and agencies. At the conclusion of the demonstration, the THC invited all CTA members to start using the new system.

The system is quite easy to use. You can set up an account using the following link: <https://xapps.thc.state.tx.us/106review/Home>. After submitting your information, you are ready to start submitting reviews immediately. Simply Log in and submit a new review by choosing New Review from the Submit Reviews main menu and complete the project form as thoroughly as possible. To upload files along with the submission, you can click the browse button in the Attachments section of the submission form, which launches a browse dialog from which files can be selected. The maximum allowed file size is 40 MBs.

The new system is optional and is not designed for projects for which large-format plans and documents are needed for our review. Even for smaller projects, though, if you would prefer to send us the information in hard copy format, you can still do that—but please do not mail a hard

copy if you've submitted a project electronically.

As of October, only a handful of additional contractors have submitted projects and reports online. We appreciate those who have tried the new system because the wider variety of users has alerted us to problems that we had not anticipated or had thought we had prevented in the original design. This input gave Donald Firsching in the IT department the opportunity to make appropriate modifications.

At this juncture, we believe that almost all of the kinks in the system have been worked out. We once again encourage all CTA members to start using this new tool. Please let your clients know that they too can set up accounts that allow them to submit projects for review using this system. Read the attached Users' Guide (PDF) for guidance on setting up an account and using the new system. If you are still unsure about aspects of the new system, you can email one of the THC's project review team for assistance.

Important: Please do not submit Antiquities Permit applications via this system! Our current office procedures direct all permit applications to a single point of contact to receive a permit number, whereas the new online system automatically routes submissions directly to reviewers by region, so your permit application could sit in a reviewer's que for weeks before it was opened and discovered to be a permit application. Then it would have to be assigned a number and go through the normal office procedures. We hope to be able to adjust the system in the future to handle permit applications, but we are nowhere near that goal at this point in time.

*User Guide for the online submission is included at the back of this newsletter

Thank You Letters



Hello CTA,

My brother Cristian (11 years) and I, Samuel (13 yrs) want to thank you for your monetary contributions to support our Multicultural Scholarships. We learned so much and met so many wonderful people that we worked with like Margaret Howard, Dr. Bushy, Clint and Karen Lacy, Doug Boyd, Ron Ralph and of course Mrs. Rita Tait. We worked hard & we loved it! This year aside from excavating and sifting, we also learned to graph our finds.

The week went by too fast. Please know that your monetary contributions do go to a good cause. Thank you for the opportunity to learn so much & love our experiences.

Samuel Swift
Cristian Swift

Spring 2016 CTA Meeting Minutes

Registration - 8:30 am
Call to Order - 9:10 am

Announcements

Kristen Mt Joy spoke of the amenities at Camp Mabry and wanted everyone know that Camp Mabry is available to the public.

Approval of Minutes, Fall 2015 Meeting

A motion to approve the minutes was made. The Council voted and accepted the minutes.

Officers' Reports

President (Missi Green): We are still working on the MAPS project which focuses on food in Texas at archeological sites. She hopes to have it finished by the end of the year.

Missi brought up the issue of no president-elect. Eliminating the president-elect position doesn't allow for knowing who would be the next president. It is a position that we need to have on board. The topic should be considered in the bylaws.

Missi also discussed the email from Beau DeBore about joining with RPA. Missi doesn't see the benefit of CTA joining as a group. The only benefit is a reduced membership fee for CTA members to become RPA, but many members are members of other organizations that have the same discount. She passed the issue to the next executive meeting.

Vice President (Reign Clark): Reign had nothing much to report. Reign was in charge of organizing the session in the afternoon. William Moore, the last presenter, had to back out, but Zac Seldon presented via Skype.

Secretary (Kristi Miller Nichols): At the time of just before the meeting, CTA had 7 students, 71 professional members, and 29 contractors. CTA recently switched to Square which seems to be easier to deal with. Please renew your membership and contractor listing. Our low numbers last year has made us go over budget.

Treasurer (Carole Leezer): Carole had issues with Paypal. They were going to start charging more fees, and were not being helpful. She decided to switch over to Square. Carole found that Square was easier to use, and easier to create reports.

We are in the red by about \$1,700 for 2015 due to lack of members and contractors.

Carole reminded the membership that this was her last report as Treasurer. She said it was a pleasure to serve and looks forward to helping the new Treasurer.

Newsletter Editor (Mindy Bonine): Mindy thanked everyone for submitting to the newsletter. E. Mott Davis award information was a great addition. Mindy had been doing the newsletter for 10 years and is going to pass the baton to someone else. She said it was a pleasure serving as editor. She will stay on as the Website manager.

Agency Reports

THC (Pat Mercado-Allinger, Brett Cruse): Pat was delighted to introduce new staff. Casey Hanson was hired to be a Regional Reviewer and Coordinator for TAAM. Casey was taking over for Becky Shelton while she focuses on Stewards. Sarah Linden joined the marine program as a Safety Officer.

The La Belle reconstruction of the hull is complete. Exhibition of the hull on the main floor is coming in the Fall of 2017. The technical report is still moving forward. They expect a Fall 2017 publication. Currently there are approximately 1,700 pages. Huge!

The TAAM poster is being developed for the San Felipe State Historic Site.

The THC is working on the cycle of renewals for Stewardship. Each term is 4 years. Currently there are nine nominees.

Curatorial News: CFCP has been in coordination with CAR for recertification. They are also working with other places for certification/recertification. Fort Bend County Museum has applied, and the THC also expects Panhandle Plains Museum to apply.

The new Archeological Atlas has been launched. Hopefully you have used it and are enjoying it. There is a new automated process for applying for access.

The El Paso Old Socorro Mission site is featured on Texas Beyond History. The second location of the mission is undergoing alternative mitigation, and looking at developing interpretation.

TPTF News: There were 80 applications for the current cycle. Funds available are from 2016 and 2017. There is no grant cycle next year. There is \$530,000 of funds available but over \$2 million was requested. They have concluded in-house scoring, which is the first of 2 steps. Applications that have passed have been invited for the second step. Those who receive the invitation should contact THC staff on how to approach the proposal. The requested total is more than available, so the review will be very stringent.

Rules are up for re-adoption and revision. It is a cycle of 4 years. Up for consideration now are Chapters 24, 28, and 29. Chapter 24 needs the language modernized and updated. The public comment period will be triggered after the next meeting, and then next July for acceptance.

Brett Cruse spoke about State Historic Sites. Mission Delores site is being transferred to the THC for a State Historic Site. The City of San

Augustine currently owns the site and facility. The THC has decided to accept the transfer and hope to complete the transfer by Sept 1. There is a job position posted for site manager.

Caddo grass house is in the process of being designed and constructed. They hope to start construction in June. The goal is to finish the inside as accurately as possible; furnished with appropriate replicas. The THC hopes to receive grant funds to furnish.

The Levi Johnson Plantation Visitor Center is approved and will begin construction soon. Tiffany Osburn will be investigating the site to avoid outbuildings during the visitor center construction.

TPWD (Michael Strutt): Chris Lintz spoke for TPWD. Ruth Mathews is speaking about San Jacinto later today. Chris Lintz is retiring in 3 weeks. His replacement is John Lowe. Margaret Howard announced that there may be an opening, so keep eyes open.

TxDOT (Scott Pletka): Thank you to all those who participated in the survey at the TAS meeting.

Scott informed the membership that TxDOT will be using the Atlas information to verify the RFP qualification that will be coming up soon. He requested that we do not overwhelm the THC and Atlas folks with requests and submission of site forms and abstracts. The RFP issuing will occur in the near future for the Statewide Survey Contract. They are not changing much of the specs or format, but specs not being utilized are changing. There may also be a change in the ROE language since it is never used.

There will be a fall issuing for a General Services Contract RFP. The format will likely get tweaked. We will rely heavily on Atlas verification. TxDOT is looking to see if the RFP can occur before the holidays, rather than in between.

PA with FHWA has been signed. This will be applied to undertakings where FHWA is the Prime. There will be some minor changes to the list of projects that will have no effect. Please see the TxDOT Environmental Compliance Toolkit for guidance on the list.

TARL (Jonathan Jarvis): TARL is doing well. They have changed a few procedures and policies. Please contact with appropriate staff members to make sure we do everything needed and having everything we need to follow the new procedures. Jonathan encouraged the membership to bring junior staff members to CTA meetings to learn about the procedures and policies.

Standing Committee Reports

Auditing (Mark Denton): Everything was in order for the audit. They did have a conversation about the drop in memberships and contractors during the audit. The TAS Social was discussed as well.

CTA Communications (Mindy Bonine): Mindy did not have much to report. She asked for a copy of the presentations from the afternoon sessions to post on our website. She felt that it is important for our membership to know the information that was presented. She is also interested in past presentations if presenters would submit their work.

Contractor's List (Shelly Fischbeck): Please email Shelly the listing when you renew. We prefer a Word document for ease of formatting. Shelly tried to resign, but was rejected.

Curation (Marybeth Tomka): The committee hasn't met in about 2 years. A lot of the repositories are wrangling with recertification and dwindling budgets. Please still contact the committee for guidance, help, and any other issues.

Government Affairs (Nesta Anderson): Nesta will touch base with agencies soon. There was not anything to talk about at the meeting.

Multicultural Relations (Mary Jo Galindo): Mary Jo pointed out that the Newsletter talked about the scholarships to the academies. She encouraged the membership to read up on the great work.

Nominating (Bill Martin): There are three positions up for elections. The Nominating Committee consisted of Aina Dodge, Marie Archambeault, Ross Fields, and Rich Weinstein. Below are the officer nominees:

President: Jon Lohse

Treasurer: Maggie McClain

Newsletter: Tina Nielsen

Mark Denton pointed out that the new president should not take office until July 1, to help with the THC situation. This may require a bylaw change.

Public Education (David Brown): The Spring Newsletter has the E. Mott Davis award information. Please read about the San Filipe project, it is an incredible project.

There was only one nominee this year, but the committee had great comments in favor of the project. The Committee particularly loved the San Filipe project outreach.

We need to find more than one public outreach project per year to nominate. We need to promote more public outreach.

David will be leaving the committee next year. Please talk to David if you would like to be part of Committee.

Special Committee Reports

Academic Archeology and CRM (Todd Ahlman): There was nothing to report. The committee is still committed to providing workshops. Todd wanted to remind everyone that the 2017 SHA Conference is in Fort Worth. Abstract submission should open in May or June. It would be good to have a big Texas turn-out.

Anti-Looting Committee (Jeffery Hanson): Not Present

History (Doug Boyd): Jon Lohse found 2 cassette tapes of the first 4 meetings of CTA and gave them to the History Committee. Each tape has 15 minutes on each side.

Membership (Haley Rush): Becky Shelton spoke for Haley. Last year recipients of the Student Grant have followed through with the requirements. Caitlyn will present at the afternoon session. Ashley Lemke posted in the newsletter. This year we had eight strong applicants. This was a much better response than previous years. The recipients of the grant are Eleanor Sonderman who is studying the Lower Pecos region, and Eric Schroeder who is studying Pecos County.

Old Business

Please Renew your Memberships!!

Funding for CTA Career Social: Charles Frederick sent the latest cost sheet for Nacogdoches. Missi couldn't give numbers and assess the cost until she gets a better understanding of the cost sheet. Jon Lohse asked about who is responsible for paying for the Social costs. Carole looked at the CTA history and saw at the Fort Worth meeting the cost of table rental is what started it. Up until then, CTA donated \$500. That year, contractors pitched in money which set precedence. Local arrangements have latched on to that, so CTA has been pitching in more and more money. A discussion of the issue came from the floor. Missi suggested getting an ad hoc committee together. The committee was selected and included: Alan, Mary Jo, Tiffany, Kristi and Missi to discuss CTA social costs.

New Business

By-laws change to formalize budget committee: Carolyn Spock, Marybeth Tomka, and Pat Mercado-Allinger formed the ad hoc committee about

changings bylaws.

AAB issue with President/President Elect: To change the bylaws, they have to be published twice in the newsletter. It was suggested to create an interim newsletter to propose changes. Also, implementing online voting would help meet the deadline. Voting results will be implemented before October. The new President issue needs to be solved between April and July. The Commission meets in late April. The earlier that a CTA meeting can occur in the spring, the better. Expect to see newsletters come out in quick succession.

Bylaw Changes: Bylaws need to be addressed to allow for the splitting of Newsletter and Web Master position.

Proposed 2017 Budget Vote: Carole presented actuals from 2015. Carole pointed out the budget changes. There is a drop in the proposed number of contractor listings. She also suggested taking money from savings to pay for grants. A motion to approve the budget was made. The motion was seconded, and the membership voted. The 2017 budget was passed.

Elections: Positions open were President, Treasurer, and Newsletter Editor.

Jon Lohse for President
Maggie McClain for Treasurer
Tina Nielsen for Newsletter

Mark Denton asked if electing a president now would supersede the bylaw changes. The problem is that Missi will not be president to serve on AAB. The THC voted to allow Missi to continue to be president.

A motion was made to accept the nominees. The motion was seconded, and the membership voted. The new Executive members were elected to the above positions.

Curation: Chapter 26 rule change (Rachel Feit spoke): Rules will be opening for review soon. Rachel asked to have a CTA representative present to discuss the rule about no-find projects. She recommended to change the rules in Chapter 26 to not curate projects that had negative findings, and possibly just have shovel tests presented in reports.

Discussion on the floor: Marybeth would be the representative from the CTA as head of the Curation Committee, and she said she wouldn't support no curation of no-find projects. Marybeth suggested it would be a conflict of interest.

Some of the questions that were brought up included: What is public record? What constitutes the records of the project? There are no checks and balance as to what repository gets what is reported.

Public can comment on various rules in April.

Ad hoc committee was formed to discuss the issue. The committee consisted of: Maggie McClain, Jodi Jacobson, David Brown, Rachel Feit, Todd Ahlman, Erin Phillips, Lenny Voellinger, Marybeth Tomka (as Curation Committee representative), Andi (as Governemental Affairs Committee representative).

E. Mott Davis Award Presentation

The award was presented to the San Filipe Heritage Learning Project Outreach program and showed video from Spring Branch.

Missi passed the gavel to Jon Lohse.

A motion was made on the floor to adjourn the meeting. The motion was seconded, and passed.

Meeting Adjourns - 11:53 am
Afternoon Session - 1:30 pm

Officers (Executive Committee)

President
Jon Lohse
jlohse@coastalenv.com

Past President
Missi Green
missig@coxmcclain.com

Vice President
Reign Clark
RClark@GoshawkEnv.com

Secretary
Kristi Miller Nichols
indyjonestx@gmail.com

Treasurer
Maggie Moore
MaggieMoore@Atkinsglobal.com

Newsletter Editor
Tina Nielsen
cnielsen@swca.com

Committees

Academic Archeology and CRM
Todd Ahlman
t_a57@txstate.edu

Anti-looting
Jeff Hanson
jhanson@sricrm.com

Auditing *
Mark Denton
Mark.Denton@thc.state.tx.us

Communications *
Mindy Bonine
ebony2071@yahoo.com

Contractor's List *
Erin Phillips
ephillips@coastalenv.com

Curation *
Marybeth Tomka
marybeth.tomka@austin.utexas.edu

Governmental Affairs *
Nesta Anderson
nanderson@pape-dawson.com

History
Doug Boyd
dboyd@paiarch.com

Membership
Haley Rush
haileyr@coxmcclain.com

Multicultural Relations *
Mary Jo Galindo
mary.galindo@atkinsglobal.com

Nominating *
Bill Martin
Bill.Martin@thc.state.tx.us

Public Education *
David O. Brown
david.brown@mail.utexas.edu

Publications Webpage
Scott Pletka
spletka@dot.state.tx.us

Survey Standards
Marianne Marek
mmarektx@gmail.com

*Indicates a Standing Committee

1.

Search for CTA_org in Yahoo! Groups, and request to join. The group administrator receives a message asking for approval, which they will grant if you are a CTA member. You will then receive notice that you have been approved. This method enables group members to access the webpage for CTA_org, look at the calendar, change their settings, review old messages, etc., as well as send and receive messages. It does require a Yahoo! ID, but is the easiest way to join.

2.

E-mail the group administrator at ebony2071@yahoo.com and ask to join. They will then send you an invitation to join the group, which side-steps the approval process and you can join automatically. This method also enables group members to access the webpage for CTA_org, look at the calendar, change their settings, review old messages, etc., as well as send and receive messages. This method requires a Yahoo! ID, but is also a very convenient way to join.

3.

For those that absolutely DO NOT want to create a Yahoo! ID, there is one more way to join. This method involves the group administrator adding the person to the group manually. In this case the requestor will receive an e-mail welcoming them to the group, and provides e-mail addresses to post messages and to unsubscribe. If you choose this method, you can only post messages via the e-mail address and receive copies of messages sent to the group. You will not be able to change their settings (such as requesting a daily digest of messages), nor will you be able to access the webpage for the group. This method of joining can only be used to send and receive messages, nothing else. If this method is your choice, e-mail ebony2071@yahoo.com for more details.



Council of Texas Archeologists

2016 Membership and Renewal Form

Return to:
Council of Texas Archeologists
c/o Kristi Nichols
Raba Kistner Environmental
12821 W. Golden Lane
San Antonio, TX 78249

- Address correction only (see below)
- I wish to **join** CTA.
- I wish to **renew** my membership in CTA
- Company/Contractor to be listed \$125.00
(*Company listing **also requires** one of the following professional categories:*)
- Professional (annual income more than \$20,000 per year) \$30.00
- Professional (annual income less than \$20,000 per year) \$15.00
- Student (annual income more than \$20,000 per year) \$25.00
- Student (annual income less than \$20,000 per year) \$15.00
- Contractor listing late fee (assessed after Spring Meeting)** \$16.00
- Donation to _____ \$ _____
- Total amount remitted to CTA** \$ _____
- Automatically add my email to the CTA_org Yahoo Groups Listserv.

Name (please print): _____

Company/Institution: _____

Address: _____

City/State/Zip: _____

Phone: _____ e-mail: _____

For additional information or questions, please contact the following:

indyjonestx@gmail.com
postmaster@counciloftexasarcheologists.org

Membership is based on the calendar year Jan-Dec.

SECTION 106 AND ANTIQUITIES CODE REVIEW SYSTEM DRAFT USERS GUIDE

For use in beta testing
Subject to change

Updated March 2016

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711-2276
512.463.6100
fax 512.475.4872
thc@thc.state.tx.us



TEXAS HISTORICAL COMMISSION
real places telling real stories

www.thc.state.tx.us

Introduction..... 1
Section 106 and Antiquities Code Review..... 1

Account Management..... 2
Registering an Account..... 2
Name.....2
Company2
Address, City, State, and Zip.....3
Phone and Email.....3
Password.....3

Email Confirmation for New Accounts 3

Logging In 3

Resetting Your Password 4

New Reviews 6
Completing the Review Form..... 6
Project Name.....6
Project County, Project Address, Project City, and Project Zip7
Program8
Brief Project Description.....8
Federal & State Involvement8

Adding Attachments 9

Required Attachments..... 10
Information Required for All Submissions10
Project Work Description10
Maps10
Identification of Historic Properties.....10
Photographs10

Information Required for Section 106 Coordination10
Consulting Parties/Public Notification.....10
Area of Potential Effects11
Determination of Eligibility11
Determination of Effect11

Submitting Projects by Mail12

Checking Project Status..... 13

Supplemental Reviews 14

Contact Us..... 14

Introduction

The Texas Historical Commission (THC) recently launched an electronic Section 106 and Antiquities Code Review system. This project submission and review system provides an online interface for clients and improves the efficiency of the review process for projects requiring consultation under Section 106 of the National Historic Preservation Act or the Antiquities Code of Texas. The online system allows you to manage an account, submit projects electronically for review, check review status, and receive an electronic response for certain routine reviews. The system automatically routes reviews to the appropriate THC staff members for efficient and timely processing.

Section 106 and Antiquities Code Review

The Section 106 and Antiquities Code Review system facilitates compliance with Section 106 of the National Historic Preservation Act and the Antiquities Code of Texas. Cultural resources such as buildings or artifacts are tangible remains of our heritage that remind us of important periods of history. Recognizing the need to document and preserve these ties to our past, both the federal government and the state of Texas enacted laws to protect significant historic buildings and archeological sites from damage due to construction.

Section 106 of the National Historic Preservation Act of 1966, as amended (54 U.S.C. 300101 et seq.) requires federal agencies to consider the effects of their undertakings on historic properties and consult with the State Historic Preservation Officer (SHPO). In Texas, the SHPO is the Executive Director of the THC. Any project that is carried out by, or on behalf of, a federal agency, receives federal funds, or requires a federal license, permit, or approval is an undertaking requiring Section 106 review. The regulations governing the Section 106 review process (36 CFR 800) are available on the Advisory Council on Historic Preservation website at <http://www.achp.gov/regs.html>. **These regulations specify that the SHPO has 30 days to review your request upon receipt of adequate documentation.**

The **Antiquities Code of Texas** (Title 9, Chapter 191 of the Texas Natural Resources Code) is intended to protect historic and archeological landmarks on public lands owned by the state of Texas or political subdivisions of the state. It applies to all state agencies, counties, cities, school districts, public colleges and universities, and other public authorities and districts. The THC must be notified before breaking ground at a project location on state or local public land.

Please see our website at <http://www.thc.state.tx.us/project-review> for additional information on review under Section 106 of the National Historic Preservation Act and the Antiquities Code of Texas.

The Section 106 and Antiquities Code Review system is only for compliance reviews for Section 106 and the Antiquities Code of Texas. Do not use this system to submit Antiquities Permit applications, Recorded Texas Historic Landmark reviews, Texas Department of Licensing and Regulation variance requests, or other non-compliance coordination with the THC.

Account Management

Registering an Account

The Section 106 and Antiquities Code Review website can be accessed at:

<https://xapps.thc.state.tx.us/106review/Home>.

To register an account, click on the **Register** link on the right side of the top main menu and complete the registration form.

Register: Create a New Account
All fields required!

Name
Company
Address
City
State: Texas (dropdown) Zip
Phone
Email
Password (Requires at least six characters including one numeric digit. Example: Johnny9)
Confirm Password

Please Click
 I'm not a robot reCAPTCHA Privacy Terms

Register

Figure 1. New Account Registration Page

All fields on the registration form are required. You will receive an error if all fields are not completed. Submissions are associated with an account, and you can only view your own submissions within the system. Automated status updates and electronic responses are sent solely to the email address provided. Please keep in mind that the fields below will be associated with any reviews submitted by your account and cannot be changed.

Your agency, department, firm, or organization must determine how best to manage your account(s) if there is more than one potential user.

Name

The name will usually be a personal name.

Company

The company or organization under whose auspices the submissions are being made.

Section 106 and Antiquities Code Review System

Users Guide for Beta Testing, March 2016

Address, City, State, and Zip

The address should be the organizational mailing address for any formal return correspondence.

Phone and Email

List a phone number for the individual or company. The email address field is especially important to the management of an account because review notifications will be sent to this address.

Password

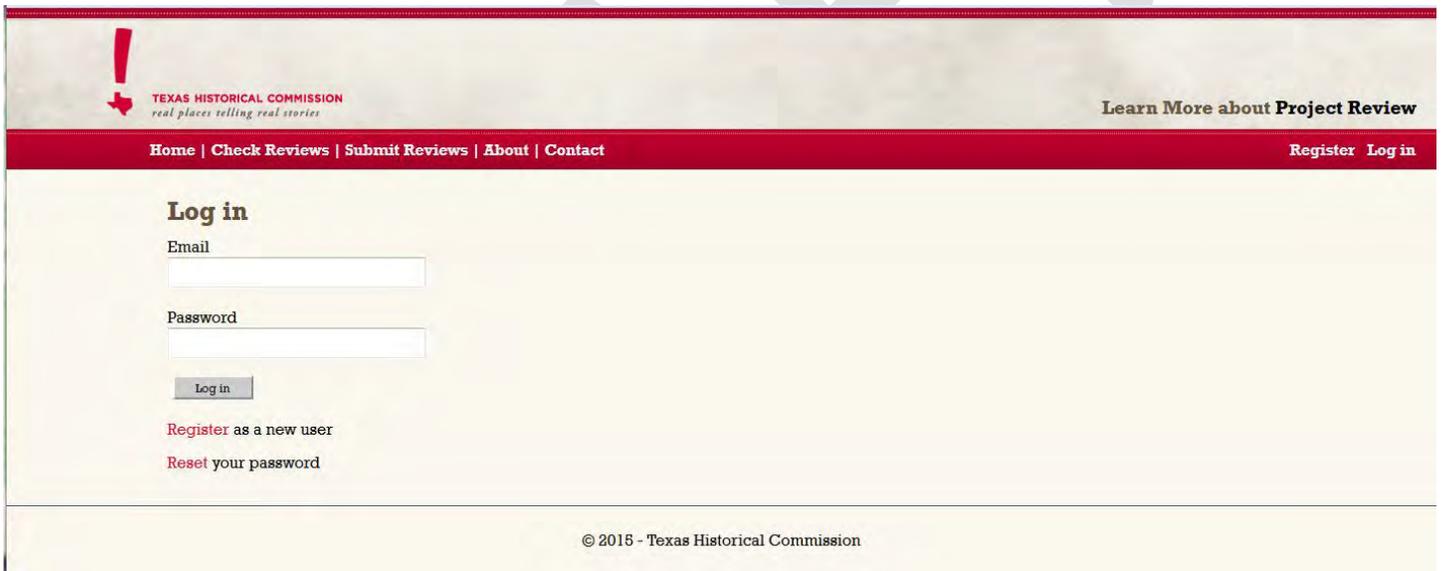
The password must be at least six characters including one numeric digit.

Email Confirmation for New Accounts

Once you submit your registration information, you should receive an email containing a link to the email confirmation page. This process is conducted as a security precaution to be sure that no one is attempting impersonate you. Clicking this link will take you to the email confirmation, where you can actually log in to your account.

Logging In

Once you create an account, you can log into your account by clicking on the **Log in** link on the right side of the top main menu bar. Once you have successfully logged in, you will see your email address on the top right hand side of the menu bar.



The screenshot shows the top navigation bar of the Texas Historical Commission website. The logo on the left includes a red exclamation mark and the text "TEXAS HISTORICAL COMMISSION" and "real places telling real stories". On the right, there is a link "Learn More about Project Review". Below the logo is a horizontal menu with links: "Home | Check Reviews | Submit Reviews | About | Contact". On the far right of this menu are "Register" and "Log in" links. The main content area features a "Log in" heading, followed by input fields for "Email" and "Password", and a "Log in" button. Below the button are links for "Register as a new user" and "Reset your password". At the bottom of the page, a copyright notice reads "© 2015 - Texas Historical Commission".

Figure 2. Log In Page



This screenshot shows the same website after a successful login. The navigation bar now includes a "Search" link. The "Log in" link has been replaced by the user's email address, "Hello donald.firsching@the.state.tx.us", which is circled in red. A "Log off" link is now visible next to the email address. The rest of the page layout remains the same as in Figure 2.

Figure 3. Successful Log In

Section 106 and Antiquities Code Review System

Users Guide for Beta Testing, March 2016

Resetting Your Password

If you forget or otherwise want to reset your password after having created an account, you can do so by clicking the **Reset password** link on the **Home** page or the same link found on the **Log in** page.

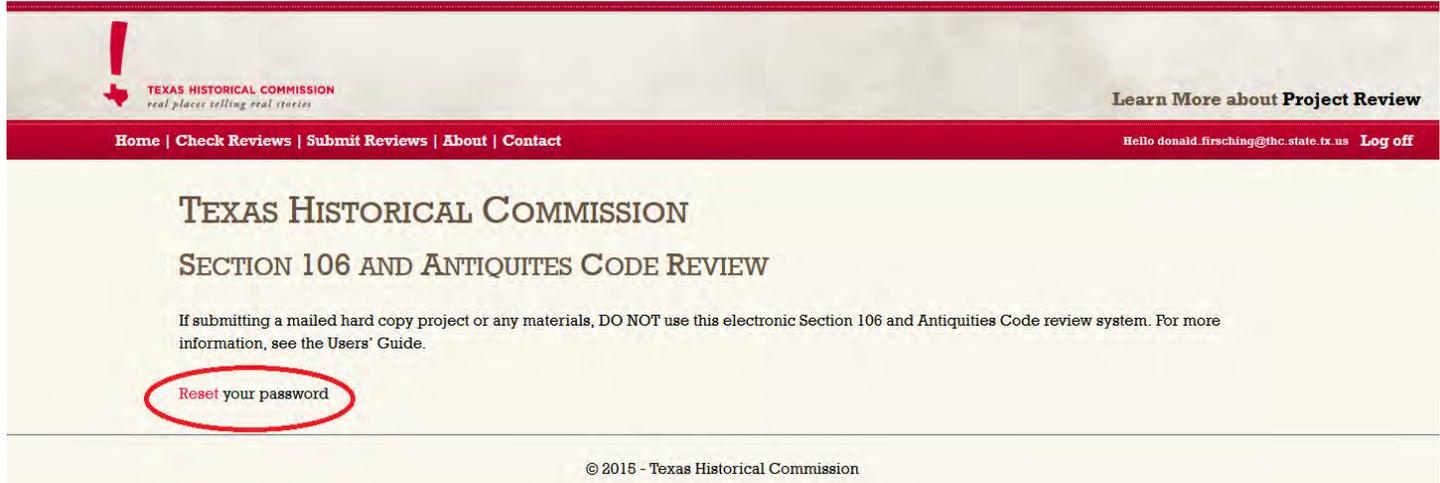


Figure 4. Home Page

You will be asked to submit the email address associated with your account.



Figure 5. Reset Password Email Prompt

Once you submit your email address, you should receive an email containing a link to the reset password page. This process is conducted as a security precaution to be sure that no one is attempting impersonate you. Clicking this link will take you to the reset password page, where you can actually input the new password.



RESET PASSWORD

New Password

Confirm Password

Figure 6. Reset Password Page

DRAFT

New Reviews

To submit a new review, choose **New Review** from the **Submit Reviews** main menu item and complete the project form as thoroughly as possible. On certain form fields, you can hover your mouse pointer over a question mark within a red circle to view helpful information (tool tips) about the respective field. To submit the review, click the **Submit** button at the bottom of the form.

For instructions on how to check the status of a project review or information on submitting a supplemental review related to an existing submission, see “Checking Project Status” and “Supplemental Reviews” below.

Completing the Review Form

The following form fields are required: **Project Name**, **Project County**, **Project Address**, **Project City**, **Program**, **Federal & State Involvement**, and **Attachments**. If you do not complete these fields, a validation error message will appear above each field in question.

The screenshot shows the Texas Historical Commission website with a red navigation bar. The main content area is titled "REQUEST FOR SHPO CONSULTATION: Section 106 of the National Historic Preservation Act and/or the Antiquities Code of Texas". The form is divided into sections: "Project Information", "Federal & State Involvement", and "Attachments".

Project Information:

- Project Name***: Validation error: "The name field is required".
- Project County***: Validation error: "The county field is required".
- Project Address***: Validation error: "The address field is required".
- Other Counties**: Validation error: "The county field is required".
- Project City***: Validation error: "The city field is required".
- Program***: Validation error: "The route field is required".
- Project Zip**: No validation error.

***Brief Project Description:** Please explain the project in one or two sentences. Validation error: "A project description is required".

Federal & State Involvement:

- Validation error: "Federal or State Agency is required".
- This project involves approval, funding, permit or license from a federal agency
- This project involves state or local public property

Attachments:

- Validation error: "A File Upload is Required!".
- File upload area: "Browse..." button, "No files selected." message.

At the bottom right of the form is a "Submit" button.

Figure 7. Validation Errors on a New Review Submission Page

Additional description of the required fields is provided below:

Project Name

Enter a name that reflects the purpose of this review. This may be a designated project name or you may provide a brief description of the project work, such as “new construction,” “rehabilitation of existing building,” or “sewer line installation.” Keep in mind that your queue will show a list of project names, so it may be useful to differentiate similar projects. You may include a project number, if applicable, but a descriptive name should also be used.

Section 106 and Antiquities Code Review System

Users Guide for Beta Testing, March 2016

Project County, Project Address, Project City, and Project Zip

Identify the project location. Select the county where the project is located from the **Project County** drop-down menu. If the project area includes land in multiple counties, select the primary county from the menu and enter the additional county or counties in the **Other Counties** field.

When possible, provide a complete street address or nearest intersection for the project in the **Project Address** field. If a large project area will be affected, describe the general location in the address field through a verbal boundary description or latitude and longitude coordinates. You may enter “NA” if the project includes land in multiple counties.

Enter the name of the city or town where the project is located in the **Project City** field. If the project is in a rural area, list the city or town closest to the project. Enter “NA” if the project includes land in multiple counties.

Include a zip code when applicable in the **Project Zip** field.

TEXAS HISTORICAL COMMISSION
real places telling real stories

Learn More about Project Review

Home | Check Reviews | Submit Reviews | About | Contact

Hello donald.firsching@thc.state.tx.us Log off

REQUEST FOR SHPO CONSULTATION:

Section 106 of the National Historic Preservation Act and/or the Antiquities Code of Texas

Project Information

Project Name* ?

Project Address* ?

Project City* ?

Project Zip

Project County* ?

Other Counties ?

Program* ?

*Brief Project Description: Please explain the project in one or two sentences.

Federal & State Involvement

This project involves approval, funding, permit or license from a federal agency

This project involves state or local public property

Attachments:

Please attach relevant project documentation. Accepted File Types: doc, docx, pdf, txt, rtf, jpg

No files selected.

© 2015 - Texas Historical Commission

Figure 8. New Review Submission Page

Program

The THC uses the **Program** field to route reviews to the appropriate reviewers. If you do not know which program to select or this is irrelevant, choose **Other** from the dropdown menu. The following are the menu options:

- **Other** should be selected for all agency and project types not described below, including those with funding, licenses, or approvals from other federal agencies or those carried out by state or local public agencies without federal involvement.
- **Department of Defense** should be used for all military projects, including Army, Air Force, Navy, and Texas Military Forces. It should **not** be used for U.S. Army Corps of Engineers or Coast Guard projects.
- **HUD Housing** should be selected for projects receiving funding through the U.S. Department of Housing and Urban Development if the scope includes work to existing housing or construction of new housing.
- **HUD Infrastructure** should be selected for projects receiving funding through the U.S. Department of Housing and Urban Development if the scope includes infrastructure construction such as water and sewer lines or street improvements.
- **Marine** should be selected for projects located in waterways or offshore.
- **TX Department of Transportation** should be used **only** by Texas Department of Transportation (TxDOT) employees and their authorized contractors submitting reviews for TxDOT projects.
- **Weatherization** should be selected for home weatherization grants from the U.S. Department of Energy or the U.S. Department of Health and Human Services.
- **FEMA Active Disaster** should be used **only** by Federal Emergency Management Agency (FEMA) employees submitting reviews for Public Assistance projects. It should **not** be used by the Texas Division of Emergency Management, councils of government, or applicants for FEMA funds, nor should it be used for non-disaster programs such as the Hazard Mitigation Grant Program.

Brief Project Description

Give a brief description of the scope and nature of the project. More detailed information must be provided as an attachment on the following screen (see “

Adding Attachments” below).

Federal & State Involvement

You must indicate federal or state involvement, or both if applicable. At least one should be selected.

Federal involvement: Select the first check box if the project requires review under Section 106 of the National Historic Preservation Act. This includes projects carried out by a federal agency or with federal approval, funding, permit, or license. This may include pass-through funding administered by a state agency or other local entity. If you have been instructed to obtain a Section 106 review or consult with the State Historic Preservation Officer (SHPO), check the box and complete this section.

Select the **Federal Agency** from the drop-down menu. This is critical to ensure that your project is routed to the appropriate reviewers. Indicate the **Federal Program, Funding, or Permit Type**. Include a contact person and email address for the primary person with the federal agency responsible for administering the project in the **Federal Contact Person** and **Federal Contact Email** fields. If the project is part of a program administered by a state or local agency, you must indicate the federal agency and program type in the first two fields but may include contact information for the state or local agency. In the **Notes** field, you may indicate additional agencies or programs applicable to the project.

State involvement: Select the second check box if the project requires review under the Antiquities Code of Texas. This includes projects occurring on land or property owned or controlled by the State of Texas or a political

subdivision of the state, including state agencies, counties, cities, school districts, public colleges and universities, and other public authorities (any entity that contains the word “authority” or “district”). Control includes any easement that would allow a public entity to construct utility lines or other infrastructure across private property. If applicable, check the box and complete this section.

Select the **State or Local Agency** from the drop-down menu. Provide contact information for the primary contact person with that entity in the **Owner, State or Local Contact Person,** and **State or Local Contact Email** fields. If ownership or control of the project area by a state agency or political subdivision is planned in the future, provide the name and contact information for the future public owner. In the **Notes** field, you may indicate additional state or local entities involved with the project.

If the submittal is an interim or draft archeological report related to an Antiquities Permit, please include the permit number in the notes field. See “Submitting Projects by Mail” below for other types of submissions related to Antiquities Permits.

Adding Attachments

To upload files along with the submission, click the browse button in the **Attachments** section of the submission form. This will launch a browse dialog from which files can be selected. The form can accept multiple files, and the selected files’ names will appear on the input form. In order to remove a file from the upload list, click on the “x” symbol next to the undesired file. The maximum file size per file is 40 MBs. Accepted file types include doc, docx, pdf, txt, rtf, jpg, and png. File names should be alphanumeric. Do not use special characters (such as @, #, or %) or spaces in the file name.

See “Required Attachments” below. If additional information needs to be submitted within the 30-day review period, see “Checking Project Status” below.

The uploaded files should be comprehensive and provide sufficient information for review of the proposed work, as further described below. **The THC completes reviews within 30 days of receipt of adequate documentation. If additional information is requested, the 30-day review period will reset upon receipt of the new information. For this reason, it is very important to provide the required information with your initial submission.**

Attachments:

Please attach relevant project documentation. Accepted File Types: doc, docx, pdf, txt, rtf, jpg

Browse...

x Phone list alpha by first name.doc
x 3691975877_a34a703c2f_o.jpg
x images.docx

Figure 9. File Uploads

Required Attachments

Information Required for All Submissions

Project Work Description

Include a detailed description of the project that fully explains what will be constructed, altered, or demolished. Examples include a written scope of work and site plans. Architectural or engineering plans and specifications must be submitted in hard copy (see “Submitting Projects by Mail” below).

If the project entails ground disturbance, describe the nature of the project, including the proposed impacts that will occur to the ground surface, noting the surface area that will be impacted and the depth of impact. Describe the current and previous land use, including depths of impacts of known infrastructure and land use activities. Include any extenuating circumstances that may be important for the review, such as evidence of severe erosion or previous construction within the project area.

Maps

Include map(s) indicating the location and specific boundaries of the project. Identify the project location and boundaries (and area of potential effects (APE) for Section 106 projects; see “Area of Potential Effects” below) on the map(s) as precisely as possible. Suggested maps include U.S. Geological Survey (USGS) 7.5 minute quadrangle maps, tax maps, satellite images, or street maps. The number and type of maps will depend on the nature and complexity of the project as well as the extent of the project area or area of potential effects. **Projects involving ground disturbance must include the project footprint plotted on a color copy of a 7.5 minute USGS quadrangle, with the map name clearly noted.** Inclusion of a street map is also strongly recommended to ensure road names are legible.

Identification of Historic Properties

Indicate whether there are any buildings, structures, designed landscape features (such as parks or cemeteries), or historic districts 45 years old or older; or potential or known archeological resources within the project area (and APE for Section 106 projects; see below). Consult the Texas Historic Sites Atlas at <http://atlas.thc.state.tx.us> to determine if previously identified historic properties or districts are located within or adjacent to the project area or APE. Include the address or location of each feature over 45 years of age, an actual or estimated date of construction, and the source for the construction date (such as deed research, county tax records, or estimate based on physical characteristics). Indicate the distance between the resource(s) and project area, where applicable. For buildings, structures, and landscape features, provide a brief history and the names of architects or builders, if known. Based on this information, the THC may determine that archeological and/or historic resource survey reports must be conducted for your project and reports submitted for further review.

Photographs

Include clear, high-resolution color photographs that illustrate the project area (and APE for Section 106 projects; see below). Images from the internet are not acceptable due to low resolution; do not include print-outs from Google Street View or other online image resources. Photographs should document the project area and properties within the APE, including clear views of any buildings or structures. Number and label all photographs, and include a map or site plan labeled to show the location and direction of each view. Where applicable, include photographs of the surrounding area taken from the project site and streetscape images. Should your project entail the alteration of existing buildings or structures, please also provide photographs of the current condition and areas to be affected by the work.

Information Required for Section 106 Coordination

Consulting Parties/Public Notification

The SHPO is only one consulting party under Section 106 (refer to 36 CFR 800.2). Other participants entitled to comment on the Section 106 process include Indian tribes, interested parties, and the public. Consultation with the SHPO is not a substitute for consultation with Indian tribes. For additional information on consultation with tribes,

Section 106 and Antiquities Code Review System

please see the [Guidelines for Tribal Consultation](#) on our website. When identifying historic properties and determining the effect of an undertaking, applicants should consider consulting with the county historical commission and local historic preservation officer, if any. Describe the actions taken to notify the public or invite consultation with parties other than the SHPO. Provide a summary of any consultation and comments received from consulting parties and the public.

Area of Potential Effects

The area of potential effects (APE) includes the entire area within which historic properties could be affected by the project (refer to 36 CFR 800.4(a)(1) and 36 CFR 800.16(d)). This includes all areas of construction, demolition, and ground disturbance (direct effects) and the broader surrounding area that might experience visual or other effects from the project (indirect effects). Provide a written description of the APE. Discuss the potential for the project to have direct and indirect effects on historic properties and justify the boundaries chosen for the APE. Show the APE on the maps provided.

Determination of Eligibility

Determine whether properties identified within the APE are listed in or eligible for listing in the National Register of Historic Places (refer to 36 CFR 800.4(c)). All determinations should be made by professionals meeting the [Secretary of the Interior's Professional Qualifications Standards](#) in an applicable field. For archeological sites, the determination should be made by an archeologist; for above-ground features, the determination should be made by a historian, architectural historian, or historic architect. For additional guidance, see the [National Register Criteria for Evaluation](#) and the [National Register Bulletins](#) applicable to the property type.

Determination of Effect

An effect occurs when an action alters the characteristics of a property that qualify it for listing in the National Register of Historic Places, including changes to the property's location, design, setting, materials, workmanship, feeling, and association. Effects can be direct or indirect, and can be physical, visual, audible, or economic. They may include a change in ownership or use.

Determine the effect of the undertaking on historic properties identified in the APE, and explain the rationale for your determination. Possible determinations include **No Historic Properties Affected**, **No Adverse Effect** on historic properties, or **Adverse Effect** on historic properties (refer to 36 CFR 800.5). This determination should be made by a professional meeting the [Secretary of the Interior's Professional Qualifications Standards](#) in an applicable field. If the project meets the criteria of adverse effect, include an explanation of how the adverse effect could be avoided, minimized, or mitigated. Under these circumstances, efforts to involve consulting parties and the public are critical.

Submitting Projects by Mail

Some types of materials must be submitted in hard copy rather than electronically. If your submittal includes any of the items below, the entire submittal package must be sent by mail or delivery service.

- **Files exceeding 40 MB** will be rejected and should be submitted in hard copy. Do not attempt to circumvent this requirement by reducing image quality or breaking a file into multiple smaller components.
- **Large reports** exceeding 50 pages must be mailed or delivered due to their size.
- **Architectural and engineering plans and specifications** must be mailed or delivered due to their size. The exception is small drawing sets, not to exceed 10 sheets of 11" x 17" or smaller size, which may be submitted as an attachment through this system.
- **Antiquities Permits:**
 - For **Archeological Permits**, the permit applications and final reports must be mailed or delivered due to their processing requirements. Draft and interim reports may be submitted through this system. The permit number should be included in the **Notes** field of the state involvement section.
 - For **Historic Buildings and Structures Permits**, the permit application must be mailed, delivered, or emailed according to the instructions on the permit application. Completion reports must be mailed or delivered.

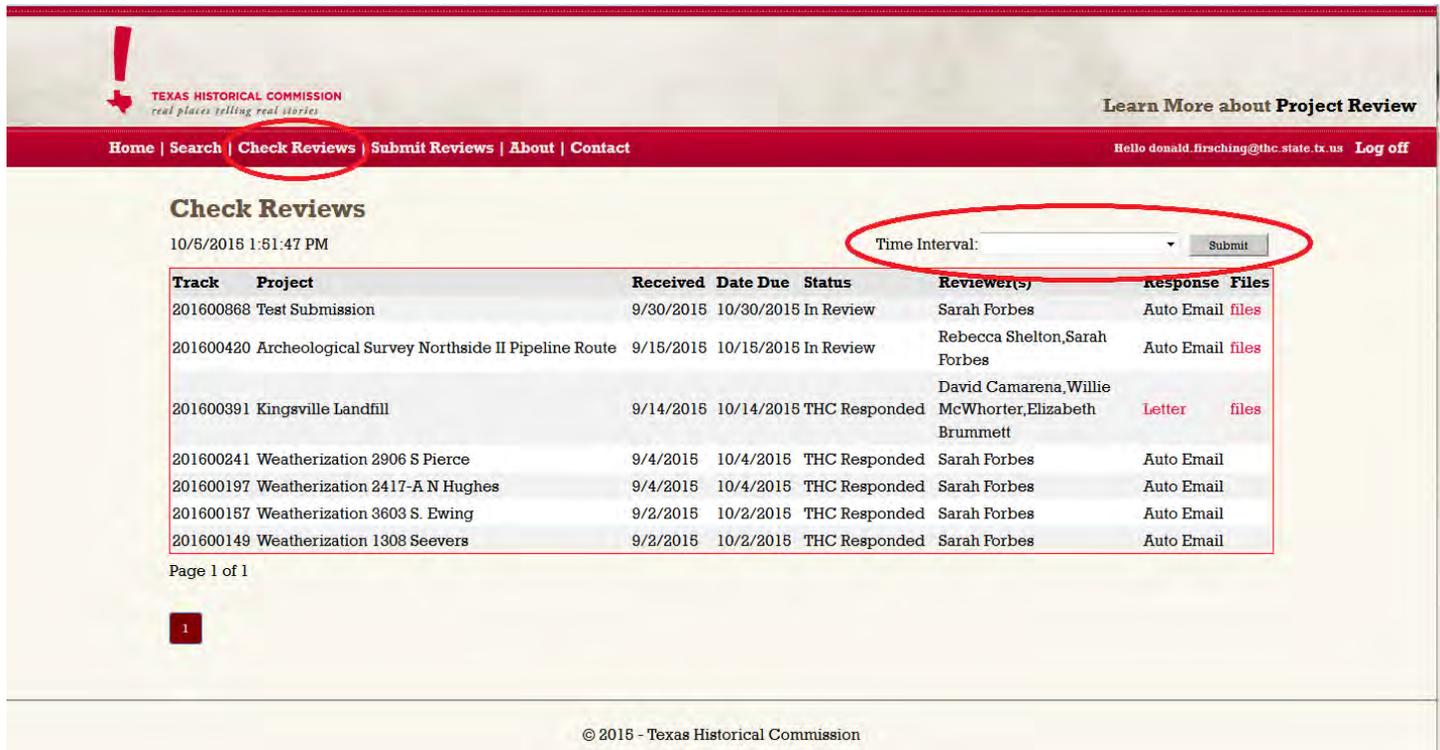
If submitting a project in hard copy, **DO NOT also submit it using the Section 106 and Antiquities Code Review system.** Please follow the instructions on the [What to Send for a Project Review](#) webpage, which includes the submission requirements and the agency's mailing and physical address.

Under no circumstances are emailed submissions acceptable.

Checking Project Status

Once your submission is complete, you will receive an automated email with the subject line **Section 106 Submission**. This message will include the project name you provided and the tracking number assigned by the system.

You can check on the status of a review by clicking on the **Check Reviews** selection on the main menu. This page contains a **Time Interval** drop down which allows you to filter the results by time frame. By default, you will see your submissions over the last two months. The search results can be sorted by clicking on the **Project**, **Received**, or **Status** column headers.



TEXAS HISTORICAL COMMISSION
real places telling real stories

Learn More about Project Review

Home | Search | **Check Reviews** | Submit Reviews | About | Contact

Hello donald.firsching@thc.state.tx.us Log off

Check Reviews

10/5/2016 1:51:47 PM

Time Interval: Submit

Track	Project	Received	Date Due	Status	Reviewer(s)	Response Files
201600868	Test Submission	9/30/2015	10/30/2015	In Review	Sarah Forbes	Auto Email files
201600420	Archeological Survey Northside II Pipeline Route	9/15/2015	10/15/2015	In Review	Rebecca Shelton, Sarah Forbes	Auto Email files
201600391	Kingsville Landfill	9/14/2015	10/14/2015	THC Responded	David Camarena, Willie McWhorter, Elizabeth Brummett	Letter files
201600241	Weatherization 2906 S Pierce	9/4/2015	10/4/2015	THC Responded	Sarah Forbes	Auto Email
201600197	Weatherization 2417-A N Hughes	9/4/2015	10/4/2015	THC Responded	Sarah Forbes	Auto Email
201600157	Weatherization 3603 S. Ewing	9/2/2015	10/2/2015	THC Responded	Sarah Forbes	Auto Email
201600149	Weatherization 1308 SeEVERS	9/2/2015	10/2/2015	THC Responded	Sarah Forbes	Auto Email

Page 1 of 1

1

© 2015 - Texas Historical Commission

Figure 10. Review Search Results

The **Status** column indicates where a project is in the review process:

- **In Review** means that your submission has been received and is under review by THC staff. Please reference the **Due Date** to determine when a response can be expected.
- **No Action Required** means that staff interpreted your submission as informational in nature and will not send a written response.
- **THC Responded** means either that an automated, electronic response has been sent to the email address associated with your account or a formal response letter has been mailed to the address associated with your account. The letter will also be scanned and accessible via the link in the **Response** column. Please allow up to five business days for the scan to appear within the system.

Clicking on the tracking number under the **Files** column will take you to a file upload page, where additional files can be uploaded to the review. This option remains active only during the 30-day review window, and only for projects that remain in review.

Supplemental Reviews

Supplemental reviews provide additional information pertaining to a project that has previously been submitted. This does not include additional information uploaded within the 30-day window for an active review.

In order to submit a supplemental review, choose **Supplemental Review** from the **Submit Reviews** main menu item. You will be prompted to enter the **nine-digit project tracking number** associated with the original submission. Upon submitting the tracking number, a copy of the original review record will appear. The only editable field on the supplemental record is a **Notes** field where you can explain the purpose of the submission.



The screenshot shows the Texas Historical Commission website interface for submitting a supplemental review. At the top left is the logo with a red exclamation mark and the text "TEXAS HISTORICAL COMMISSION real places telling real stories". To the right is a link "Learn More about Project Review". Below the logo is a navigation bar with links: "Home | Search | Check Reviews | Submit Reviews | About | Contact". On the right side of the navigation bar, it says "Hello donald.firsching@thc.state.tx.us Log off". The main content area is titled "Supplemental Review" and contains the instruction "Please enter your nine digit project tracking number" followed by a text input field and a "Submit" button. At the bottom of the page, there is a copyright notice: "© 2015 - Texas Historical Commission".

Figure 11. Supplemental Review Submission

Please note that not all reviews pertaining to a specific project can be tied together in this manner. Because each user only has access to records he or she previously submitted, you will not be able to access information submitted by a different entity about the same project. You also will not be able to access reviews submitted by mail. In these cases, please reference the tracking number in the **Brief Project Description** field when submitting a new review.

Contact Us

Please see the [Contact Us](#) page on our website for an up-to-date list of project review contacts by agency and county and the [Staff Directory](#) for a comprehensive listing of agency staff contacts.

During beta testing, please contact only the following staff with feedback on the Section 106 and Antiquities Code Review system:

For archeological reviews, contact Mark Denton or Bill Martin.

For architectural reviews, contact Linda Henderson, Justin Kockritz, Greg Smith, or Elizabeth Brummett.

For technical assistance, contact Donald Firsching.