



MEMORANDUM

To: Frontier Real Estate Investments
31791 Los Rios St., San Juan Capistrano, CA 92675

From: Jessica Mauck, MA, RPA
Kimley-Horn and Associates, Inc.
3801 University Ave., Ste 300, Riverside, CA 92501

Date: 18 August 2023

Subject: Cultural Resources Assessment for The Greens - Indio Project in the City of Indio,
Riverside County, California

To Whom It May Concern:

At the request of Frontier Real Estate Investments, Kimley-Horn and Associates, Inc. (KHA) conducted a Phase I Cultural Resources Assessment of the subject property located in the City of Indio, Riverside County, California. This study was completed to support the initial review of potential impacts to cultural resources within the property as a result of the proposed The Greens - Indio Project (Project). A literature review was conducted for the property to identify the likelihood of present cultural resources that would be adversely impacted by the Project, the results of which are presented in this memorandum. All research, analysis, and reporting for this effort was conducted by a cultural resources management professional that meets Secretary of Interior (SOI) Professional Qualifications in Archaeology and History (Attachment D).

Project Location

The Project area is in the central portion of the City of Indio within the central portion of the County of Riverside, California (Attachment A: Figure 1). The Project area encompasses 6.12 acres (APN 692-670-001, -014, and -017; 692-040-020 and -007) and is generally bordered by urban development, with a RV storage facility to the north, the Indio Municipal Golf Course to the east, Indio Town Center to the south, and an existing AutoZone, Arco Gas station and convenience store to the west (Attachment A: Figure 2). Regional access is provided by Interstate 10 (I-10), located approximately 0.4 mile south of the project site, and local access to the project site is provided from Avenue 42 and Jackson Street.

The Project area is located within the heart of Coachella Valley and lies within the prehistoric footprint of Lake Cahuilla (Attachment A: Figure 3). It is bounded on the north by the San Andreas Fault and a channel of the Whitewater River to the south. The area, like much of California, contains

a unique and diverse climate and environment. This regional diversity provided Native Californians the ability to exploit a range of different plants, animals, and natural resources (Lightfoot 2009).

The proposed Project area is located within the ancestral territory of the Cahuilla. Although Alfred Kroeber recorded the territories of southern California tribes in 1925, the ancient territorial borders remain vague for two reasons: first, territorial boundaries were flexible and, secondly, indigenous borders and land use were not recorded until after European contact destroyed native lifeways. Although firm and defining borders cannot be known, archaeological, ethnographic, and historic evidence exists to support the prehistoric occupation and use by the Cahuilla.

Research

An archaeological/historical resources records search request was submitted to the Eastern Information Center (EIC) on January 18, 2023 with follow-ups submitted on April 26, June 20, and August 15, 2023 (Attachment B). No response has been received. A Sacred Lands File (SLF) records search request was submitted to the Native American Heritage Commission on March 29, 2023 and results were received on April 7, 2023. The results indicated no SLFs were on record within or near the Project area (Attachment C). No outreach to Native American Tribes was conducted as a part of the cultural resources assessment, as the City of Indio will conduct Government-to-Government with Native American Tribes regarding their knowledge and concerns of present or potential Tribal Cultural Resources within the Project area.

A review of available historical and topographic maps and technical studies was conducted to ascertain the potential for existing buried and built cultural resources. The literature review revealed that the project area is located entirely within the former footprint of Lake Cahuilla (*Historic Aerials*). The banks of Lake Cahuilla provided a notable home to many Cahuilla villages, though none that would have intersected with the Project area given it falls within the historic footprint of the river itself. Historic maps show the project was utilized for agriculture in 1953 until sometime between 1972 and 1977, at which point in time a parking lot was developed in the southeastern portion of the Project area. The rest of the Project area has remained vacant, though shows visible signs of surface soil modification, potentially as a result of prior agricultural operations on site (*Historic Aerials*).

Results

No results were received from the Eastern Information Center (EIC) that would indicate the presence of previously recorded cultural resources within or adjacent to the Project area. Further, results from the Native American Heritage Commission (NAHC) noted there are no Sacred Lands File (SLF) records within or near the Project area. Due to existing development in the southeastern

portion of the project and surficial soil modifications that have occurred across the remainder of the Project area, the likelihood of surficial archaeological resources being present is low. Additionally, given the Project area is located within the footprint of the historic Lake Cahuilla, the likelihood of buried archaeological resources being present within the Project area is low. Finally, the site does not contain any standing buildings or structures that are older than 45 years, or any younger buildings that hold more recent historical value, that meet the definition of a cultural resource.

Recommendations

Kimley-Horn and Associates, Inc. (KHA) did not identify any existing cultural resources, nor the potential for unknown buried cultural resources, as a part of the Phase I Cultural Resources Assessment. As such, no further consideration regarding the impacts to cultural resources as a result of the Project is recommended during the environmental review process. However, it is recommended that Project include conditions that outline process for the inadvertent discovery and treatment of cultural resources, as well as conditions outlining the legal process for inadvertent discovery of human remains referenced in California State Health and Safety Code 7050.5 and Public Resources Code Section 5097.98. An example of the recommended language is below:

- 1. Inadvertent Discoveries of Cultural Resources:** In the event that cultural resources are discovered during Project implementation, all earthwork and ground-disturbing activities will halt within 100 feet of the discovery. The Lead Agency and an archaeologist that meets Secretary of Interior Professional Qualifications for Archaeology will immediately be notified and the archaeologist will identify whether the resource is potentially significant and, therefore, requires further evaluation. If the cultural resources are Native American in origin, the Consulting Tribe(s) must be immediately contacted and consulted regarding potential significance and treatment of the resource. For any potential significant cultural resources, the archaeologist will make recommendations to the Lead Agency to avoid or mitigate impacts to the resource. This may include the addition of archaeological monitoring for all remaining ground-disturbing activities.

Preservation in place (i.e. avoidance) is the preferred manner of treatment. If preservation in place is not feasible, treatment may include implementation of archaeological data recovery to excavate the resource along with subsequent laboratory processing and analysis. Disposition of significant Native American archaeological materials, such as reburial or curation by a qualified repository within the County, will be agreed upon by the Lead Agency and Consulting Tribe(s). Any significant non-Native American archaeological material shall be curated at a public, non-profit institution with a research interest in the materials within the County, if such an institution agrees to

accept the material. If no institution accepts the archaeological material, it shall be offered to a local school or historical society in the area for educational purposes.

All identified cultural resources will be recorded on appropriate CA DPR 523 series forms and evaluated for significance. All findings will be included within a Monitoring Report drafted by the archaeologist and submitted to the Lead Agency and Consulting Tribe(s) for review. Final copies of the Monitoring Report will be submitted to the Lead Agency, Consulting Tribe(s), and Eastern Information Center (EIC).

- 2. Inadvertent Discoveries of Human Remains:** If human remains are encountered during the undertaking, California State Health and Safety Code Section 7050.5 states that excavation shall stop and no further disturbance shall occur within 100 feet of the discovery until the County Coroner has made a determination of origin and disposition of the remains pursuant to Public Resources Code Section 5097.98. The County Coroner must be notified of the find immediately. If the remains are determined to be prehistoric, the Coroner will notify the Native American Heritage Commission (NAHC), which will determine and notify a Most Likely Descendant (MLD). With the permission of the landowner or his/her authorized representative, the MLD may inspect the site of the discovery. The MLD shall complete the inspection within 48 hours of notification by the NAHC. If the NAHC is unable to identify an MLD, the MLD fails to make a recommendation, or the landowner or his/her authorized representative rejects the recommendation of the MLD, the human remains and associated items will be interred on the property with appropriate dignity in a location that will not be subject to future disturbance.

Sincerely,



Jessica Mauck, MA, RPA
Kimley-Horn and Associates, Inc.
Register of Professional Archaeologists (RPA) Number: 37243944

Attachment A: Maps and Figures

Attachment B: Eastern Information Center (EIC) Records Search Request

Attachment C: Sacred Lands File (SLF) Records Search Request and Results

Attachment D: Professional Qualifications

References

Historic Aerials. <https://www.historicaerials.com/viewer>. Accessed March 29, 2023.

Kroeber, Alfred L. 1925. *Handbook of the Indians of California*. Bureau of American Ethnology Bulletin No. 78. Washington D.C.: Smithsonian Institution. Reprinted in 1976, New York: Dover.

Lightfoot, Kent G. and Otis Parrish 2009. *California Indians and Their Environment*. University of California Press, Berkeley and Los Angeles, California.

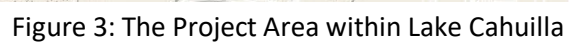
Attachment A:
Maps and Figures



Figure 1: Project Area within the City of Indio



Figure 2: Project Area



Attachment B:
Eastern Information Center (EIC)
Records Search Request



January 18, 2023

M.C. Hall, Coordinator
Eastern Information Center
University of California, Riverside
Department of Anthropology
Riverside, CA 92521-0418

RE: Records Search Request

Kimley-Horn and Associates, Inc. (Kimley-Horn) would like to submit this letter as a request for a records search for a proposed project in the City of Indio.

Contact Information

Dana C. Privitt, AICP
Kimley-Horn and Associates, Inc.
1100 Town and Country Road, Suite 700
Orange CA 92868
(714) 786-6128
Dana.Privitt@kimley-horn.com

Project Description

Project Name: The Greens

The project site is located at the northeastern corner of Jackson Street and Avenue 42 (APNs 692-670-001, -014, and -017), in the City of Indio. The site is approximately 6.34 acres and is bordered by a surface parking lot to the north, Jackson Street to the west, Avenue 42 to the south, and the Lights at Indio Golf Course to the east.

The Project proposes a mixed-use development consisting of 13,288 square feet (sf) of commercial retail space including the following: a 3,750 sf fast food restaurant with drive-through; a 980 sf coffee shop with drive-through; a 3,996 sf fast food restaurant with drive-through; and a 4,562 sf high turnover sit down restaurant. Additionally, a new golf course parking lot, consisting of 87 parking stalls, will be constructed on City owned property located on the southeastern corner of the site, for use by the golf course.

Please let me know if you need any additional information for the records search, thank you.

Attachment C:
Sacred Lands File (SLF)
Records Search Request and Results

Local Government Tribal Consultation List Request

Native American Heritage Commission

1550 Harbor Blvd, Suite 100
West Sacramento, CA 95691
916-373-3710
916-373-5471 – Fax
nahc@nahc.ca.gov

Type of List Requested

☒ **CEQA Tribal Consultation List (AB 52)** – *Per Public Resources Code § 21080.3.1, subs. (b), (d), (e) and 21080.3.2*

☐ **General Plan (SB 18)** – *Per Government Code § 65352.3.*

Local Action Type:

☐ General Plan

☐ General Plan Element

☐ General Plan Amendment

☐ Specific Plan

☐ Specific Plan Amendment

☐ Pre-planning Outreach Activity

Required Information

Project Title: The Greens - Indio

Local Government/Lead Agency: Kimley-Horn and Associates, Inc. for a project within the City of Indio

Contact Person: Jessica Mauck

Street Address: 3801 University Ave, Ste 300

City: Riverside, CA

Zip: 92501

Phone: 951-543-9868

Fax: _____

Email: jessica.mauck@kimley-horn.com

Specific Area Subject to Proposed Action

County: _____

City/Community: City of Indio

Project Description:

The project site is located at the northeastern corner of Jackson Street and Avenue 42 (APNs 692-670- 001, -014, and -017), in the City of Indio. The site is approximately 6.34 acres and is bordered by a surface parking lot to the north, Jackson Street to the west, Avenue 42 to the south, and the Lights at Indio Golf Course to the east. The Project proposes a mixed use development consisting of 13,288 square feet (sf) of commercial retail space including the following: a 3,750 sf fast food restaurant with drive through; a 980 sf coffee shop with drive through; a 3,996 sf fast food restaurant with drive - through; and a 4,562 sf high turnover sit down restaurant. Additionally, a new golf course parking lot, consisting of 87 parking stalls, will be constructed on City owned property located on the southeastern corner of the site, for use by the golf course.

Additional Request

☒ **Sacred Lands File Search - Required Information:**

USGS Quadrangle Name(s): Indio

Township: 5

Range: 7

Section(s): 12



NATIVE AMERICAN HERITAGE COMMISSION

April 7, 2023

Jessica Mauck
Kimley-Horn and Associates, Inc.Via Email to: jessica.mauck@kimley-horn.comCHAIRPERSON
Laura Miranda
LuiseñoVICE CHAIRPERSON
Reginald Pagaling
ChumashSECRETARY
Sara Dutschke
MiwokCOMMISSIONER
Isaac Bojorquez
Ohlone-CostanoanCOMMISSIONER
Buffy McQuillen
Yokayo Pomo, Yuki,
NomlakiCOMMISSIONER
Wayne Nelson
LuiseñoCOMMISSIONER
Stanley Rodriguez
KumeyaayCOMMISSIONER
[Vacant]COMMISSIONER
[Vacant]EXECUTIVE SECRETARY
Raymond C. Hitchcock
Miwok/Nisenan**NAHC HEADQUARTERS**
1550 Harbor Boulevard
Suite 100
West Sacramento,
California 95691
(916) 373-3710
nahc@nahc.ca.gov
NAHC.ca.gov

Re: Native American Tribal Consultation, Pursuant to the Assembly Bill 52 (AB 52), Amendments to the California Environmental Quality Act (CEQA) (Chapter 532, Statutes of 2014), Public Resources Code Sections 5097.94 (m), 21073, 21074, 21080.3.1, 21080.3.2, 21082.3, 21083.09, 21084.2 and 21084.3, The Greens - Indio Project, Riverside County

Dear Ms. Mauck:

Pursuant to Public Resources Code section 21080.3.1 (c), attached is a consultation list of tribes that are traditionally and culturally affiliated with the geographic area of the above-listed project. Please note that the intent of the AB 52 amendments to CEQA is to avoid and/or mitigate impacts to tribal cultural resources, (Pub. Resources Code §21084.3 (a)) ("Public agencies shall, when feasible, avoid damaging effects to any tribal cultural resource.")

Public Resources Code sections 21080.3.1 and 21084.3(c) require CEQA lead agencies to consult with California Native American tribes that have requested notice from such agencies of proposed projects in the geographic area that are traditionally and culturally affiliated with the tribes on projects for which a Notice of Preparation or Notice of Negative Declaration or Mitigated Negative Declaration has been filed on or after July 1, 2015. Specifically, Public Resources Code section 21080.3.1 (d) provides:

Within 14 days of determining that an application for a project is complete or a decision by a public agency to undertake a project, the lead agency shall provide formal notification to the designated contact of, or a tribal representative of, traditionally and culturally affiliated California Native American tribes that have requested notice, which shall be accomplished by means of at least one written notification that includes a brief description of the proposed project and its location, the lead agency contact information, and a notification that the California Native American tribe has 30 days to request consultation pursuant to this section.

The AB 52 amendments to CEQA law does not preclude initiating consultation with the tribes that are culturally and traditionally affiliated within your jurisdiction prior to receiving requests for notification of projects in the tribe's areas of traditional and cultural affiliation. The Native American Heritage Commission (NAHC) recommends, but does not require, early consultation as a best practice to ensure that lead agencies receive sufficient information about cultural resources in a project area to avoid damaging effects to tribal cultural resources.

The NAHC also recommends, but does not require that agencies should also include with their notification letters, information regarding any cultural resources assessment that has been completed on the area of potential effect (APE), such as:

1. The results of any record search that may have been conducted at an Information Center of the California Historical Resources Information System (CHRIS), including, but not limited to:

- A listing of any and all known cultural resources that have already been recorded on or adjacent to the APE, such as known archaeological sites;
- Copies of any and all cultural resource records and study reports that may have been provided by the Information Center as part of the records search response;
- Whether the records search indicates a low, moderate, or high probability that unrecorded cultural resources are located in the APE; and
- If a survey is recommended by the Information Center to determine whether previously unrecorded cultural resources are present.

2. The results of any archaeological inventory survey that was conducted, including:

- Any report that may contain site forms, site significance, and suggested mitigation measures.

All information regarding site locations, Native American human remains, and associated funerary objects should be in a separate confidential addendum, and not be made available for public disclosure in accordance with Government Code section 6254.10.

3. The result of any Sacred Lands File (SLF) check conducted through the Native American Heritage Commission was negative.

4. Any ethnographic studies conducted for any area including all or part of the APE; and

5. Any geotechnical reports regarding all or part of the APE.

Lead agencies should be aware that records maintained by the NAHC and CHRIS are not exhaustive and a negative response to these searches does not preclude the existence of a tribal cultural resource. A tribe may be the only source of information regarding the existence of a tribal cultural resource.

This information will aid tribes in determining whether to request formal consultation. In the event that they do, having the information beforehand will help to facilitate the consultation process.

If you receive notification of change of addresses and phone numbers from tribes, please notify the NAHC. With your assistance, we can assure that our consultation list remains current.

If you have any questions, please contact me at my email address: Andrew.Green@nahc.ca.gov.

Sincerely,

A handwritten signature in blue ink that reads "Andrew Green".

Andrew Green
Cultural Resources Analyst

Attachment

Attachment D:
Professional Qualifications



Jessica Mauck, MA, RPA

Cultural Resources Management Practice Builder

Jessica has more than 10 years of experience focused on California cultural resources management with a focus on historic preservation and heritage stewardship. Due to her background working for Federal and Tribal Government, she has a robust background in effective communication between diverse groups of stakeholders and maintains a strong understanding of complex subject matters related to historic preservation and environmental law. She has been responsible for all aspects of fieldwork, technical reporting, and consultation for compliance with Federal and California historic preservation and environmental law. She meets Secretary of Interior (SOI) Professional Qualifications and is listed on the Register of Professional Archaeologists.

RELEVANT RECENT EXPERIENCE

- 2245 W. Valley Blvd Project, Historic Property Resources Assessment, Colton, CA
- BLM Land Sale Project, Historic Resources Inventory and Evaluation Report, Barstow, CA
- Tracy Emergency Shelter, Cultural Resources Assessment (Archaeology and Historic Built Environment), Tracy, CA
- LA ART Project, Environmental Support Services (Aesthetics, Archaeology, and Historic Built Environment), Los Angeles, CA
- Irwindale Speedway, Cultural Resources Assessment (Archaeology and Historic Built Environment), Irwindale, CA
- 1610 Artesia Blvd Project, Cultural Resources Assessment (Archaeology and Historic Built Environment), Gardena, CA
- Lowes Norwalk Relocation Project, Cultural Resources Assessment (Archaeology and Historic Built Environment), Norwalk, CA
- Park 55 Project, Cultural Resources Assessment (Archaeology and Historic Built Environment), Santa Ana, CA
- Hollister Airport Runway 6 Improvements, Cultural Resources Assessment (Archaeology and Historic Built Environment), Hollister, CA
- The Greens - Indio Project, Cultural Resources Assessment (Archaeology and Historic Built Environment), Indio, CA
- Crafton Pipeline Replacement Project, CEQA Consulting Party (Cultural/Historic and Tribal Cultural Resources), Redlands, CA*
- Warmington Residential Project, CEQA Consulting Party (Cultural/Historic and Tribal Cultural Resources), San Bernardino, CA*
- Caltrans SR-138 Improvements Project, CEQA and NHPA Consulting Party (Cultural and Tribal Cultural Resources), Cajon Pass, CA*
- High Speed Rail Project (Bakersfield to Palmdale, Palmdale to Burbank), CEQA Consulting Party (Cultural and Tribal Cultural Resources), Various Cities, CA*
- Brightline Xpress West High Speed Rail Project, NHPA Consulting Party and NEPA Cooperating Agency (Aesthetics, AQ, Visual, Vibration/Noise, Biological, and Cultural/Historic Resources), Various Cities, CA*
- Edwards Solar/Transmission Line Project, CEQA, NHPA, and NEPA Consulting Party (Biological, Cultural/Historic, and Tribal Cultural Resources), Kern County, CA*

*Prior to joining Kimley-Horn



EDUCATION

- Master of Arts, Historical Archaeology, University of Leicester, England
- Bachelor of Arts, Anthropology, University of California, Los Angeles



PROFESSIONAL AFFILIATIONS

- Register of Professional Archaeologists (2015-Present)
- Society for American Archaeology Desert Renewable Energy Conservation Plan (DRECP) Task Force Chair (2021-2023)
- CALFIRE Native American Advisory Council (2019-2023)
- Caltrans Native American Advisory Council (2022-2023)

Kimley-Horn and Associates, Inc. – Cultural Resources Management Practice Builder – 02/27/2023-Present

- Responsible for building the organization's CRM practice to handle compliance with State and Federal Laws, such as the National Historic Preservation Act (NHPA), National Environmental Policy Act (NEPA), and the California Environmental Quality Act (CEQA), as it relates to archaeological resources, historic built environment resources, and Tribal cultural resources
- Drafts/reviews cultural resources-based scopes of work and conducts (or oversees the implementation of) research, fieldwork, and technical reporting for Phase I inventory, Phase II evaluation, and Phase III data recovery efforts for archaeological and built historic resources
- Conducts outreach to Tribes for report-based information gathering and supports government-to-government Tribal Consultation
- Drafts/reviews cultural resource-based project mitigation and conditions, cultural sections in environmental documents, and various cultural resource-based management plans (Cultural Resources Management Plans, Monitoring and Treatment Plans, Plans of Action, etc.)

San Manuel Band of Mission Indians – Director of Cultural Resources Management – 02/10/2020-02/17/2023

- Oversees the department's efforts to enhance the Tribe's heritage stewardship program as it relates to the many facets of cultural preservation and revitalization – includes creating/managing the department budget, managing all department staff, conducting outreach to the Tribal community to ascertain needs for future programming, creating intra-departmental and inter-departmental policy/procedure alongside program growth, and drafting/submitting regular reports to applicable Tribal bodies and the Federal Government
- Oversees a robust regulatory compliance and land management program for historic preservation, environmental, and land use laws/policies (particularly CEQA, SB18, NEPA, and NHPA) on the Tribe's Reservation and off-Reservation properties, as well as across the Tribe's 7.4 million acre ancestral territory
- Manages a prominent reclamation effort of the Tribe's ancestral lands, ancestors, and cultural materials via acquisition of materials/lands via purchase, donation, and legal repatriation under applicable state/federal law, as well as legal access to private/government lands via permits, conservation easements, MOU/MOA, etc.
- Manages various digital and physical data resources, such as the cultural Geographical Information System (GIS) platform and the OnBase digital regulatory project management/reference library repository, as well as oversees management of a physical Archive and Curation facility that contains thousands of archival, archaeological, and ethnographic materials
- Spearheads a robust capacity-building program that includes increasing public awareness of the Tribe's history/culture across their ancestral lands, building cultural literacy within Tribal Government staff, and providing technical and professional training to Tribal community members of all ages
- Facilitates the department's Tribal outreach efforts with the general population, the Cultural Advisor Working Group (CAWG), and Tribal leadership to ensure community needs are understood and met within departmental programming, which has led to the department increasing staff and programming efforts by 400% in 2.5 years

San Manuel Band of Mission Indians – Cultural Resources Analyst – 05/17/2017-02/07/2020 (Promoted)

- Created the Tribe's CEQA and SB18 regulatory program and managed consultation with hundreds of agencies, developers, etc. pursuant to CEQA, SB18, NEPA, and NHPA for projects within the Tribe's 7.4 million acre ancestral territory
- Responsible for creating and maintaining partnerships with external agencies with an emphasis on providing regular assistance and steady, transparent communication in a manner that is above and beyond the expectations of the regulatory process

- Reviewed technical documents (i.e., geotechnical reports, soil studies, cultural studies, etc.), conducted internal research, and provided verbal/written feedback in order to ensure compliant/appropriate field methodology, resource sensitivity assessments, and well-rounded preservation recommendations are included within project documentation
- Drafted and provided mitigation/conditions of approval, monitoring and treatment plans, archaeological testing plans, etc. to ensure legally compliant and culturally appropriate preservation/treatment measures regarding the Tribe's archaeological resources, ethnobotanical resources, and intangible cultural resources (i.e., viewsheds, landscapes, etc.) are pursued
- Created and maintained a cultural resources geodatabase, and other complimentary digital data management systems, to better assist the Tribe in their decision-making during consultation, as well as to increase the Tribe's stewardship over their own resources both on and off Tribal land

Versar, Inc. – Archaeologist, Task Manager – 06/20/2016-05/12/2017

- Contracted as an Archaeologist, Task Manager for the Bureau of Land Management (BLM) working on preconstruction projects in the Barstow, Needles, Palm Springs, Ridgecrest field areas for deteriorated SCE poles, restoration, and travel management as well as ground truthing projects in the Barstow and Ridgecrest field areas focused on disturbances (OHV, weather, etc.), cultural/natural resource route triggers, and travel management/site mitigation
- Managed various contracts, handled intake and assignments for all work requests, conducted cultural background research, completed all field planning/mapping, performed all cultural resource surveys, maintained all collected data (resources, disturbances, etc.), and produced all cultural reports (NHPA/NEPA, Quarterly) as well as all contract deliverables to client (progress reports, budget reports, etc.)
- Managed 5 direct reports, ensured all daily/weekly BLM deliverables were up to standard and on time, confirmed all Versar administrative tasks were completed for safety and billing requirements, and maintained a safe and healthy working environment for all Versar personnel
- Point of contact for all contracts for both Versar program manager and BLM clients, attended weekly meetings with clients to ensure client satisfaction for all contracts, submitted monthly reports for contract task order review, assisted program manager with quality assurance plans, contract bids/budgets, and rental contracts
- Created all report/deliverable templates, SOPs, and project tracklogs from scratch and worked with BLM to create an efficient workflow for each contract

Redhorse Corporation – Archaeologist – 04/13/2015-06/17/2016

- Contracted as GS-09 level archaeologist on a team of 4 with a lead (GS-11), coworker (GS-09), and technician (GS-06/7) on Fort Irwin (DoD) for the Directorate of Public Works (DPW) Environmental Division implementing compliance measures for archaeological and built environment historic resources across the installatoin
- Main responsibilities included compliant data management (GIS data; completion/update/management of site records), plan/implement preconstruction/Section 110 survey/inventory and construction monitoring, draft/submit NHPA reports and NEPA Cultural Resources sections for SHPO, THPO, and internal review, and conduct survey/prepare annual reports for NRHP site monitoring program
- Tasked with completely re-organizing the cultural data on post: digitizing legacy data, re-creating the schema for the GeoXH Trimble units, creating a new schema for the cultural geodatabase for implementation by the GIS technician, creating protocols for data collection and input to maintain consistency, ensure data compliance with the Army standard (SDSFIE) as well as internal needs for report production, re-map the cultural drive, etc.
- Tasked with providing support for a complete overhaul and re-organization of the Fort Irwin Archaeological Curation Facility as well as re-organizing the curation database in conjunction with my tasked data project

University of Leicester – Archaeology Graduate Student – 01/15/2014-01/28/2015

- Coursework included both archaeology and built historic resources coursework and led to the finalization of a 15,000 word Master's thesis entitled "Race and Gender in Rural Central Texas Between 1865 and 1920"

- Led a team of field technicians on a pedestrian survey of a 208-acre homestead and ranch to inventory archaeological and historic built environment resources and conducted background research within the Caldwell County Courthouse and other repositories for documents, oral histories, museum archives, books, etc.

Aerotek – Archaeology/GIS Technician – 06/30/2014-11/15/2014

- Contract 1: GIS technician editing and producing utility plans for engineering design and associated construction permits for utility extensions, replacements, and relocations in the City of Austin
- Contract 2: Archaeology technician shovel testing and completing pedestrian surveys in central Texas and surrounding areas when contract opportunities arrived

American Conservation Experience – Archaeology and GIS Technician – 06/03/2013-05/09/2014

- Contracted as a GS-07 level archaeology and GIS technician on the South Zone of the Inyo National Forest supporting compliance efforts related to archaeological and historic built environment resources
- Responsible for weekly progress and budget reporting to ACE and client
- Responsible for performing site conditions assessments and report (i.e. monitoring records, site record updates, and management/mitigation reports, etc.)
- Responsible for conducting preconstruction archaeological and historic built environment resource surveys and reporting pursuant to the NHPA (and the applicable CA/NV Programmatic Agreement) and NEPA
- Solely responsible for maintaining the Trimble GeoXH and ArcGIS cultural geodatabase for the South Zone
- Leadership over a GIS intern and a Paiute Tribe intern both in the field and in the office

POWER Engineers – Archaeology Technician – 09/11/2012-09/15/2012

- Preconstruction pedestrian survey of 1000 acres of LADWP land near Lone Pine, CA for power line development