



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: March 2, 2017

Staff Contact: Nick Marano, nmarano@carson.org

Agenda Title: For Possible Action: To appoint one member to the Historic Resources Commission in the Architect or Design Professional category and one member to the Archeology, Anthropology, or History Professional category each for a four year term that expires in February 2021.

Staff Summary: C.C.M.C. Chapter 18.06.020 provides for the Board of Supervisors to appoint seven members of the Historic Resources Commission (HRC). The categories for members are as follows: At least one (1) member, but not more than two (2) members, of the HRC must be professionally qualified as an architect or a design professional with experience in historic preservation; at least one (1) member, but not more than two (2) members, of the HRC must be professionally qualified in building construction; at least one (1) member, but not more than two (2), shall be a professional in the field of historic preservation; at least one (1) member, but not more than two (2) members, of the HRC must be a professional in the disciplines of archeology, anthropology, history or related professions; at least one (1) person, but not more than two (2) persons who owns property and resides within the district. Reappointment requests were received from Michael Drews and Robert Darney. Rebecca Phipps is a new applicant applying for the Historical position.

Agenda Action: Formal Action/Motion

Time Requested: 30 mins

Proposed Motion

I move to appoint _____ to the Historic Resources Commission in the Archeology, Anthropology, or History Professional category and ratify the City Manager's decision to reappoint Robert Darney to the Historic Resources Commission in the Architect or Design Professional category each for a term that expires in February 2021.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

C.C.M.C. Chapter 18.06.020 and 18.06.025

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: N/A

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Re-open the position for additional applicants

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



Carson City, NV

HISTORIC RESOURCES COMMISSION

BOARD ROSTER



JED BLOCK

2nd Term Feb 05, 2015 - Feb 28, 2019

Position Resident/Property Owner
Appointed by Board of Supervisors



ROBERT DARNEY

4th Term Feb 01, 2013 - Feb 28, 2017

Office Vice Chair
Position Architect



MICHAEL DREWS

1st Term Dec 06, 2012 - Feb 28, 2017

Office Chair
Position Historical
Appointed by Board of Supervisors



KARYN DUFOUR

1st Term Nov 05, 2015 - Jul 31, 2020

Position SHPO Designee



DR. GREGORY HAYES

3rd Term Feb 05, 2015 - Feb 28, 2019

Position Resident/Property Owner



DONALD SMIT

2nd Term Jul 03, 2013 - Jul 31, 2017

Position Building Construction
Appointed by Board of Supervisors



LOU ANN SPEULDA-DREWS


3rd Term Feb 05, 2015 - Feb 28, 2019

Position Historical




HISTORIC RESOURCES COMMISSION


BOARD DETAILS




OVERVIEW



SIZE 7 Seats



TERM LENGTH 4 Years



TERM LIMIT N/A

Seven members, recommended by this commission and approved by the Board of Supervisors, to serve four year terms. Historic Resource Commission members include building, design and preservation professionals familiar with and sympathetic to the unique characteristics of older buildings, as well as property owners within the Historic District.



DETAILS

MEETINGS

- 5:30 p.m.
- Second Thursday of the Month
- Community Center, Sierra Room
- 851 East William Street, Carson City

POWERS & DUTIES

To review exterior development within the Historic District of Carson City. Typical duties include - review remodeling of historic structures; review and approve designs of new buildings within the historic district; consideration of historic property tax deferrals; consideration of historic grant opportunities; and, consideration of historic preservation awards.

ADDITIONAL INFORMATION

[CCMC_18.06.020_HRC.pdf](#)

ADDITIONAL INFORMATION

N/A

Profile

Michael

First Name

Drews

Last Name

Middle Initial

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Historic Resources Commission

Question applies to multiple boards.

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards.

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards.

If yes, please list:

Question applies to multiple boards.

Term expiration:

Conflict of Interest

Question applies to multiple boards.

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards.

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards.

If yes, please provide contract details:

Cultural resource Consultant- On-call Carson City Parks and Recreation, Carson City Public Works

Question applies to multiple boards.

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

University of San Francisco, University of Nevada, Reno

Major Subject:

Anthropology/Sociology

Degree Conferred:

BA 1973

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

40+ years experience in cultural resource management, National Historic Preservation Act, Section 106 compliance, application of Secretary of the Interior's Standards for rehabilitation. Online application will not upload resume. Previous resume should be on file.

List the community organizations in which you have participated and describe participation:

Current: Carson City Youth Sports Association, Gov. Field Coordinator Friends of Silver Saddle Ranch, Vice President Nevada State Prison Preservation Society, Member Past: BLM Resource Advisory Council, member at large Carson City Open Space Committee, archaeology, Native American interests

List your affiliation with professional or technical societies: *if required for the position.

Society for American Archaeology Society for Historic Archaeology Great Basin Anthropological Association Nevada Archaeological Association Nevada Architectural History Alliance

[mdrews__2017.pdf](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Rebecca Palmer Nevada State Historic Preservation Officer 684-3443

Name, Telephone Number:

Cliff Creager Chief Archaeologist NDOT 888-7666

Name, Telephone Number:

Brian Hockett BLM State Archaeologist 861-6546

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *



Education B.A. Anthropology, University of San Francisco

Professional Experience

Great Basin Consulting Group LLC, Carson City, Nevada

April 2014 to present

Director: Michael Drews created Great Basin Consulting Group LLC in April 2014 after a long tenure with Gnomon, Inc. Great Basin Group specializes in cultural resource consulting, field inventories, predictive models, and National Register evaluations. Mr. Drews has over 40 years of experience conducting archaeological research in the Great Basin, California and the Pacific Northwest, with thirteen years of experience developing and implementing cultural resource models using GIS. Mr. Drews has provided his expertise for a wide range of projects in the Great Basin, California, and the Pacific Northwest including archaeological survey/inventory/testing/data recovery; historic contexts; geomorphology; faunal analysis; collection management; public outreach; historic architecture, National Register evaluations, and Section 106, NEPA and CEQA regulatory compliance for federal, state and municipal governments, private industry, land developers, the military and the scientific community in the western United States. Mr. Drews is familiar with ESRI ArcView, ESRI ArcGIS 10.x, geodatabases, and GeoMedia, Trimble Pathfinder Office, GPS and Total Station mapping. Mr. Drews was previously listed as Principal Investigator in Prehistoric and Historic archaeology on BLM Nevada, Oregon, and Washington Cultural Resource Permits

Gnomon, Inc., Carson City, Nevada

2000 to March 2014

Cultural Resource Project Manager: Michael Drews manages cultural resource related projects for Gnomon, specializing in creation of cultural resource management systems, cultural resource inventories, predictive models, and National Register evaluations.

Nevada Department of Transportation Carson City, Nevada

1991 – 2000

Archaeologist II: Nevada Department of Transportation, Carson City. Plan, coordinate, and supervise archaeological field projects related to development of highway right-of-way and materials sources

Intermountain Research Silver City, Nevada

1982 – 1991

Staff Archaeologist: Coordinated and supervised archaeological field projects, managed mapping, drafting and graphics department.

Ancient Enterprises, Santa Monica, California

1978-1982

Staff Archaeologist. Supervised archaeological field projects in the Great Basin and Chumash cultural area of Southern California. Responsible for project budget, logistics and report preparation.

ARCHEOTEC, Inc, Oakland California

1976-1978

Archaeologist. Archaeological testing and monitoring of historic period sites and cargo ship remains in San Francisco, California.

Appointments

Carson City Historic Resources Commission

1989 – present

Appointed to the Carson City Historic Resources Commission by the Carson City Board of Supervisors. Advises Board of Supervisors on matters concerning identification, designation, preservation and enhancement of sites and structures of historic significance. Elected Commission chairman 2004 -2013 and 2016.

Preserve Nevada

2015-present

Preserve Nevada is a statewide nonprofit organization dedicated to the preservation of Nevada's cultural, historical, and archeological heritage. In partnership with the University of Nevada, Las Vegas, and the National Trust for Historic Preservation, Preserve Nevada purpose is to help identify and meet the special needs of Nevada's preservation community. Member of Board of Directors

Sierra Front, Northwest Great Basin Resource Advisory Council

2009 – 2012

Appointed to the Sierra Front/Northwest Great Basin Resource Advisory Council by the Secretary of the Interior. RAC recommendations address all public land issues, including: land use planning, recreation, noxious weeds, and wild horse and burro herd management areas.

Carson River Advisory Committee

1994-1997

Appointed to the Carson River Advisory Committee representing Cultural Resource, Native American and V&T Railroad issues. Development and implementation of the Carson River Master Plan.

Cultural Resource Projects

- | | |
|-----------|--|
| 2014-2016 | Conducted various Cultural Resource Inventory, Cultural Resource Monitoring, Cultural Resource Sensitivity Modeling, GIS development and spatial analysis projects for Great Basin Consulting Group, LLC. Clients included engineering firms, local governments, mining companies, and public utilities. |
| 2000-2014 | Cultural Resource Inventory projects, Cultural Resource Information System Development and Cultural Resource Sensitivity Modeling for Gnomon, Inc. GIS/database programming and spatial analysis. |
| 2007 | Data conversion of selected archival records and maps at the Northwest Information Center and North Coastal Information Center/ California Office of Historic Preservation for Natural Resource Conservation Service |

- 2004 An Examination of Fire Effects on Prehistoric Period Cultural Resources in Nevada. With MACTEC Engineering, conducted a study on the effects of fire on selected classes of cultural resources for the Nevada Bureau of Land Management.
- 2004 Cultural Resources Predictive Modeling for the Humboldt Toiyabe National Forest. Created an environmental based cultural resource model for fire management and grazing on Forest Service lands.
- 2004-1979 Principal Investigator, Field Supervisor and Crew Chief for various cultural resource inventory and mitigation projects in Nevada, California, Oregon, and Wyoming.

Technical Reports

Drews, Michael P.

- 2016 A Class III Cultural Resource Inventory of a 100 Acre Parcel (APN 008-52-120) associated with the Proposed Carson City Disc Golf Course near Flint Drive, Carson City, Nevada for Carson City Parks and Recreation Department. Submitted to Nevada State Historic Preservation Office.

Architectural Inventory for the Truckee Donner Land Trust Spillway Modification Project at Van Norden Reservoir, Nevada and Placer County, California. Submitted to: John Svahn Truckee Donner Land Trust 10069 West River Street Truckee, California, 96162

A Cultural Resource Overview of Jacks Valley Ranch APN 1419 00-001-033 and APN 1419-00-002-028. Submitted to: Nevada Land Trust P.O.Box 20288 Reno, Nevada 89515

A Class III Cultural Resource Inventory of the Dayton Valley Conservation District Bank Stabilization Projects MCR-48 and MCR-49 Lyon County, Nevada. Submitted to US Army Corps of Engineers, Reno Office.

A Class III Cultural Resource Inventory for the proposed Summit Club Development, Sierra Summit, LLC APN 049-384-04, Reno, Nevada for Wood Rodgers Inc. Submitted to City of Reno, Planning Department, on behalf of US Department of Housing and Urban Development CDBG Grant.

- 2015 A Class III Cultural Resource Inventory for the Verdi Bridge Scour Project (G772, B764) Verdi CMAR Project, Verdi, Washoe County, Nevada Report Prepared for Wood Rodgers Inc, Submitted to Nevada Department of Transportation, NDOT: WA15-041R, Federal Highways Administration FHWA: NHP-080-1(170).

Historic Resources Evaluation Report of P-26-005900 associated with Hazard Tree Removal along US HWY 395 Postmile 114.69 to 115.20, Mono County, California. Liberty Utilities (CALPECO ELECTRIC) LLC 701 National Avenue Tahoe Vista, CA 96148, Angie Calloway Eastern Sierra Environmental Branch Chief CALTRANS District 9



Class III Cultural Resources Inventory for Burke Creek-Rabe Meadows Complex Restoration Plan, Phase I and Phase II, Douglas County, Nevada. Submitted to USFS Lake Tahoe Basin Management Unit South Lake Tahoe, California. Report #R2015051900026

A Class I Cultural Resources Inventory for Proposed DWSRF Downtown Streetscape Project, Carson City, Nevada. Report prepared for Carson City Public Works Department, Nevada Department of Environmental Protection

A Class III Cultural Resource Inventory of the Au-Reka Gold Work Plan #3 Block Exploration Area, Lander County, Nevada BLM Report Number CRR 6-3124-1. Submitted to Bureau of Land Management Battle Mountain District Mt. Lewis Field Office Battle Mountain, Nevada

A Class III Cultural Resource Inventory Associated with AAR #10 Route Modifications to the Nevada Hospital Association, Nevada Broadband Telemedicine Initiative Project, Nevada. Report Prepared for National Telecommunications and Information Administration (NTIA), BLM Las Vegas District, Pahrump Field Office CRR 5-2692

Class III Cultural Resources Inventory for a Placement of a Proposed 1.82 Mile Aerial Fiber Optic Line on Timbisha Tribal Lands, Nye County, Nevada as part of the Nevada Broadband Telecommunications Initiative (NBTI) Report submitted to Bureau of Indian Affairs, Pacific Regional Office, Sacramento, California.

Class III Cultural Resources Inventory for a Placement of a Proposed 12.8 Mile Fiber Optic Line on Walker River Paiute Tribal Lands, Mineral County, Nevada as part of the Nevada Broadband Telecommunications Initiative (NBTI) Report submitted to Bureau of Indian Affairs, Western Regional Office, Phoenix, Arizona

A Class I Archival Review for the Proposed Liberty Utilities Hazard Tree Removal and Pole Replacement, Tahoe City 7300 Phase 2 Rebuild Project 8800-0214-0597. Report prepared for Liberty Utilities (CalPeco Electric) LLC

A Cultural Resources Report for Proposed Clean Water State Revolving Fund 2014 Sewer Replacement and Storm Water Improvements, Carson City, Nevada. Report Prepared for Carson City Public Works Department, Nevada Department of Environmental Protection

A Class I Cultural Resources Inventory for Proposed DWSRF E-W Transmission Main Phase 2A-2, Carson City, Nevada. Report Prepared for Carson City Public Works Department, Nevada Department of Environmental Protection.

A Class III Cultural Resource Inventory of a Six Acre Parcel at 2595 East Second Street, Reno, Nevada (APN 032-050-64) Report Prepared for Wood Rodgers, Inc, Submitted to Bureau of Indian Affairs Western Regional Office, Phoenix, AZ

Addendum to A Class III Cultural Resource Inventory for the Liberty Utilities CalPECo 619 Line Replacement, Plumas County, California HRM 01-03-2014. Report prepared for Liberty Utilities (CalPeco Electric) LLC, Submitted to Plumas National Forest.

2014 A Cultural Resources Report for Proposed Clean Water State Revolving Fund 2014 Sewer Replacement and Storm Water Improvements, Carson City, Nevada. Report Prepared for Carson City Public Works Department, Nevada Department of Environmental Protection

A Class III Cultural Resource Inventory Associated with AAR #6 Route Modifications to the Nevada Hospital Association, Nevada Broadband Telemedicine Initiative Project, Nevada. Submitted to National Telecommunications and Information Administration (NTIA), BLM Nevada, Carson City District, Stillwater Field Office Las Vegas District, Pahrump Field Office

A Class I Archival Review for the Rancharra Development, Reno, Nevada. Report Prepared for Wood Rodgers, Inc, Submitted to Washoe County Planning Department

A Class I Archival Review for the Proposed Liberty Utilities Hazard Tree Removal and Pole Replacement, Tahoe City 7300 Phase 2 Rebuild Project 8800-0214-0597. Report prepared for Liberty Utilities (CalPeco Electric) LLC, Submitted to U.S. Forest Service, Lake Tahoe Basin Management Unit.

A Class III Cultural Resource Inventory of a Forty-five Acre Parcel (APN 007-091-15/APN 007-60-101) at the Head of Ash Canyon, Carson City, Nevada for Nevada Land Trust. Submitted to Bureau of Reclamation Mid-Pacific Region Sacramento, California

A Class III Cultural Resource Inventory of APN 014-090-011, Sierra County, California for Truckee Donner Land Trust. Submitted to Bureau of Reclamation Mid-Pacific Region, Sacramento, California Tracking Number 15-LBAO-010

2013 A Class III Cultural Resource Inventory for the Liberty Utilities CalPECo 619 Line Replacement, Plumas County, California Report submitted to Plumas National Forest HRM 01-03-2014

2010 Archaeological Survey for Three Mono County Transportation Enhancement Projects in the Towns of Walker and Bridgeport, Mono County, California. Report on file CALTRANS District 9, Bishop, California.

2009 *Virginia & Truckee Railway Reconstruction Project Halfway House (Or308/Ly918) and Emigrant Trail (CrNv03-1411) Data Recovery Report*. Contributions by Michael Drews, Jeremy Hall, William White and Charles Zeier. Prepared for Federal Highway Administration and Sierra Front Field Office, Bureau of Land Management. Michael P. Drews (editor) BLM Report Number CRR 3-1597.3.

An Architectural and Archaeological Inventory of the American Flat Mill, Storey County, Nevada. Report submitted to BLM Carson City Field Office, CRR 3-2468, FDD070044.

2008 A Class III Cultural Resource Inventory along a Mountain Bike Trail In Ash Canyon, Carson City, Nevada. Report prepared for Carson City, Department of Parks and Recreation.

A Class III Cultural Resource Inventory for a Proposed R&PP Land Exchange, Carson City, Nevada. BLM Carson City Field Office CRR 3-2468.

Class III Cultural Resources Inventory Bluebird Fuels Reduction Project, Douglas County, Nevada. BLM Carson City Field Office CRR 3-2452.

A Cultural Resources Inventory for Sierra Pacific Power Company #141 Line Rebuild Washoe County, Nevada. Humboldt Toiyabe National Forest Project Number R 2008 04 17 01869.

Addendum to a Class III Cultural Resources Inventory for the Petersen Mountains Fuels Treatment Project, Washoe County, Nevada. Report prepared for BLM Carson City Field Office CRR 3-2314-1

The Carson City Field Office Cultural Resources Model for Fuels Management. Prepared for Bureau of Land Management, Nevada State Office, Carson City Field Office.

2004 In The Black Prehistoric Cultural Resources Probability Model. Prepared for U.S. Forest Service, Humboldt-Toiyabe National Forest, Sparks.

Bridgeport Grazing and Cultural Resources Probability Model. Prepared for U.S. Forest Service, Humboldt-Toiyabe National Forest, Sparks.

Drews, Michael and Sarah Branch

2015 A Class III Cultural Resource Inventory of the DTL Treatment Properties for the Dayton Valley Conservation District, Lyon County, Nevada. Report submitted to Bureau of Reclamation, Mid-Pacific Region Sacramento, California

Drews, Michael P., Jeremy Hall

2012 A Class III Archaeological Inventory of the Bently Property (APN 010-011-24 and 010-011-25) along the Carson River as required by the Southern Nevada Public Lands Management Act (SNPLMA) Funding Agreement. Submitted to BLM, Sierra Field Office, Carson City, Nevada. BLM Report Number CR 3-2596.

2010 Archaeological Survey for Three Mono County Transportation Enhancement Projects in the Towns of Walker and Bridgeport, Mono County, California. Report on file CALTRANS District 9, Bishop, California.

Class III Cultural Resource Inventory for Canoe Hill II, Washoe County, Nevada. BLM Report: CRR-3-2539. Bureau of Land Management, Sierra Front Field Office, Carson City

2009 A Class III Cultural Resource Inventory for a 3 acre Expansion of the Bridgeport Sanitary Landfill, Bridgeport, California. Report on file Bureau of Land Management, Bishop Field Office.

Archaeological Survey for the Proposed Pavement Rehabilitation of Swall Meadows Road, Near Toms Place, Mono County, California Federal Project No. ESPL-5947E-5016(037). Report on file CALTRANS District 9, Bishop, Ca.

Cultural Resource Inventory for a Proposed R&PP Land Exchange, Carson City, Nevada (Ash Canyon Bike Trail). Field survey conducted Summer 2008. Final report submitted Spring 2009.

Michael Drews



- Cultural Resource Inventory for a Proposed R&PP Land Exchange, Carson City, Nevada (Carson City Pioneer Cemetery). Field survey conducted Summer 2008. Final report submitted Spring 2009.
- Drews, Michael P. and Dayna Giambastiani
2016 Cultural Resources Overview of the Heinz Ranch, South Parcel (approximately 1378 acres) for the Stone Gate Master Planned Community, Washoe County, Nevada. Submitted to: Heinz Ranch Company, LLC 2999 Oak Road, Suite 400 Walnut Creek, CA 94597
- Drews, Michael P. and Dayna Giambastiani
2016 A Class III Cultural Resource Inventory for Sky View Parcels in Carpenter Valley, Nevada County, California for Truckee Donner Land Trust. Submitted to Bureau of Reclamation, Sacramento, California 16-LBAO-139.
- Drews, Michael P. and Mark Giambastiani
2016 Archaeological Survey for the Proposed STIP Project 'FC' Pavement Rehabilitation Project in Susanville, Lassen County, California PPNO 2510, Federal ID Project Number 5115(016). Submitted to: City of Susanville Public Works Department 720 South Street Susanville, California 96130, CALTRANS District 2, Office of Local Assistance.
- Drews, Michael P., Jeremy Hall, Eric Ingbar, and Christopher Noll
2013 *Cultural Resource Model and Class III Inventory for Owyhee Land Exchange – Research Design*. Submitted to Bureau of Land Management, Boise District. GSA Contract Number GS10F0577N, Order Number L12PD01714.
- Drews, Michael P., Jeremy Hall, Charles Zeier, and Ron Reno
2010 Class III Cultural Resource Inventory for the Ione Wildland –Urban Interface Defense Project, Nye County, Nevada. Submitted to: Battle Mountain Field Office, Bureau of Land Management. GSA Contract number GS10F0577N, Order Number L08PD01931.
- Drews, Michael, Eric Ingbar, and Jeremy Hall
2012 Site and Previous Survey Database. In **A Prehistoric Context for Southern Nevada**, Heidi Roberts and Richard Ahlstrom editors. Prepared for Bureau of Land Management, Bureau of Reclamation, Nevada State Historic Preservation Office, Southern Nevada Agency Partnership, USDA Forest Service, U.S. Fish & Wildlife Service, National Park Service
- Drews, Michael and Mary Parrish
2013 A Class III Cultural Resource Inventory for the Carson City Parks and Recreation Single Track Trail. Report Submitted to Nevada State Parks and Federal Highway Administration.
- Drews, Michael P. and Michelle Schmitter
2016 A Cultural Resource Inventory and Architectural Evaluation for the Proposed Alpine County Behavioral Health Center, near Woodfords, Alpine County, California. Submitted to Alpine County Community Development 50 Diamond Valley Road Markleeville, CA 96120
- Drews, Michael P. and Michelle Schmitter

Michael Drews



2016 Visual Effects Analysis of the Fox Peak Development for the Fallon Paiute Shoshone Tribe, Inc. Submitted to: Bureau of Indian Affairs Western Regional Office 2600 North Central Avenue Phoenix, Arizona 85004-3008

Drews, Michael P. and Michelle Schmitter

2016 A Class III Cultural Resource Inventory for the Fernley Downtown Revitalization Project, Fernley, Nevada for Wood Rodgers Inc. Submitted to City of Fernley, Nevada on behalf of US Department of Housing and Urban Development CDBG Grant.

Drews, Michael P. and Shelly Tilley

2008 Steamboat Hills/Toll Road Cultural and Ethnographic Synthesis. Report prepared for BLM Carson City Field Office CRR 3-2368

Eckerle, William, Eric Ingbar, Sasha Taddie, Judson Finley, Michael Drews, and Mary Hopkins

2011 *Forecasting Landscape Settings Conducive to Site Burial*. Archaeology in 3D. Deciphering Buried Sites in the Western U.S. Matthew Sneddon, Heidi Roberts, and Richard V.N. Ahlstrom eds. Society for American Archaeology, The SAA Press, Washington D.C.

Hall, Jeremy, Michael Drews, Eric Ingbar and F. Kirk Halford

2015 GIS Modeling of the Owyhee Country of the Snake River Plain, Idaho: Creative Approaches to Section 106 Compliance. **Idaho Archeologist**, Vol 38, No. 1, pp 2-15

Hall, Jeremy and Michael Drews

2008 Addendum to a Class III Cultural Resource Inventory for the Western Nevada Materials (formerly American Ready Mix) Materials Pit Expansion, near Tracy, Washoe County, Nevada..

2007 *A Class III Cultural Resource Inventory for a Proposed R&PP Land Exchange, Carson City, Nevada*. Gnomon, Inc., Project Report 2008-13, Report prepared for Carson City, Department of Parks and Recreation.

Drews, Michael P., Eric Ingbar, and Jeremy Hall

2007 *A Test of the Great Basin Restoration Initiative Cultural Resources Sensitivity Model*. Prepared for Bureau of Land Management, Nevada State Office GSA Contract GS10F0577N Order FAD 060115

Zeier, Charles, Ron Reno, and Michael Drews

2009 *An Architectural and Archaeological Inventory of the American Flat Mill, Storey County, Nevada*. Submitted to: Sierra Front Field Office, Bureau of Land Management. BLM Report Number CRR 3-2408.

A Historic Context for Ione, Located in the Union Mining District, West-Central Nevada.

Submitted to: Battle Mountain Field Office, Bureau of Land Management. GSA Contract number GS10F0577N, order number L08PD01680, requisition number R-0810302

Zeier, Charles, Ron Reno, Mike Drews, and Jeremy Hall

2012 *A Class III Archaeological Inventory Conducted on Behalf of the North Elko Pipeline Project, Elko and Eureka Counties, Nevada*. Submitted to the BLM, Tuscarora Field Office, Elko, Nevada. BLM report CRR 01-2934. Prepared by Zeier and Associates and Gnomon, Inc.

Clay, Vickie, Michael P. Drews, Eric Ingbar, Ron Reno, and Charles Zeier

2005 Wildfire and Eligibility: An Examination of Fire Effect on Prehistoric Period Cultural Resources in Nevada. Prepared for Bureau of Land Management, Nevada State Office GSA Contract GS10F0157K Order FAQ 030047

Drews, Michael, Eric Ingbar, and Alyce Branigan

2004 Great Basin Restoration Initiative Cultural Resources Landscape Level Planning Model. Nevada Cultural Resources Publications Series Report No. 14. Nevada Bureau of Land Management, Reno.

Drews, Michael and Eric Ingbar

2004 Technical Report: Cultural Resources Analysis and Probability Model for the Bureau of Land Management, Ely District. Submitted to ENSR International 1601 Prospect Way, Fort Collins, Colorado.

Drews, M., E. Ingbar, D. Zeanah, and W. Eckerle

2004 A Cultural Resources Model for Pine Valley, Nevada. Final Report on Department of Energy Agreement DE-FC26-01BC15337. Nevada Cultural Resources Publications Series Report No. 13. Nevada Bureau of Land Management, Reno.

Harder, David A., Christopher D. Noll, Michael P. Drews, Jeremy N. Hall, John J. Creighton, John L. McNassar III, and Kelly M. Derr

2012 A Cultural Resources Inventory of the Buckhorn Mountain Exploration Project, Okanogan County, Washington. Submitted to Kinross Gold Corporation and Echo Bay Exploration. Submitted by Plateau Archaeological Investigations, Pullman, Washington and Gnomon, Inc., Carson City, Nevada.

Professional Papers

2016 Soldering Across the Great Basin. Paper presented at the 35th Great Basin Anthropological Conference, Reno, Nevada. With Lou Ann Speulda-Drews

2012 Lincoln County Transportation Context. Paper presented at the 34th Great Basin Anthropological Conference, Stateline, Nevada. With Charles Zeier, Ron Reno, and Jeremy Hall.

2010 Working Beneath the Canopy: LiDAR as an Aid in Locating Historic Mining Features in Areas of Marginal Surface Visibility. Paper presented at the 44th Annual Conference on Historical and Underwater Archaeology, Austin, Texas. With David Harder, Chris Noll and Jeremy Hall.

LiDAR as an Effective Tool for Locating Historic Mining Features at Buckhorn Mountain in Northeastern Washington. Poster Session. 44th Annual Conference on

Historical and Underwater Archaeology, Austin, Texas. With David Harder, Chris Noll and Jeremy Hall.

LiDAR as an Aid in Locating Historic Mining Features in Areas of Poor Surface Visibility. 32nd Great Basin Anthropological Conference, Layton, Utah. With Christopher Noll, David Harder, and Jeremy Hall

Utilizing LiDAR as a Survey Tool on Buckhorn Mountain. Poster Session. 32nd Great Basin Anthropological Conference, Layton, Utah. With Christopher Noll, David Harder, and Jeremy Hall

- 2008 A Cultural Resources Model for Fuels Management. 31st Great Basin Anthropological Conference, Portland Oregon.
- 2006 Forecasting Geological Settings of Buried Sites Using Geological and Soils Mapping Within a Geographic Information System 30th Great Basin Anthropological Conference, Las Vegas Nevada. With William Eckerle, Eric Ingbar, Judson Finley, Mary Hopkins and Sasha Taddie
- 2004 Home on the Range: Probability Modeling as a Management Tool - A Fresh Look. 29th Great Basin Anthropological Conference, Sparks Nevada. With Alyce Branigan and J. Einhorn
- 2002 Nevada Cultural Resources Information System. 28th Great Basin Anthropological Conference, Elko Nevada.

Professional Affiliations

Great Basin Archaeological Association
Society for California Archaeology
Society for Historic Archaeology
Society for American Archaeology

Profile

Robert

First Name

Darney

Last Name

Middle Initial

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89706

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Historic Resources Commission

Question applies to multiple boards.

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards.

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards.

If yes, please list:

HRC

Question applies to multiple boards.

Term expiration:

2/2017

Conflict of Interest

Question applies to multiple boards.

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards.

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards.

If yes, please provide contract details:

Question applies to multiple boards.

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Arizona State University University of Nevada, Reno Meas Community Collage Phoenix Institute of Technology

Major Subject:

Architecture

Degree Conferred:

Bachelor of Science Associate of Engineering Sciences

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

Citizen and Business owner in Carson City. Practicing Architect

List the community organizations in which you have participated and describe participation:

Boy Scouts of America, Eagle Scout, Volunteer Leader

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Name, Telephone Number:

Name, Telephone Number:

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Profile

Rebecca

First Name

J.

Middle Initial

Phipps

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Historic Resources Commission

Question applies to multiple boards.

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards.

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards.

If yes, please list:

Question applies to multiple boards.

Term expiration:

Conflict of Interest

Question applies to multiple boards.

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards.

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards.

If yes, please provide contract details:

Question applies to multiple boards.

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Truman State University; Kirksville, MO University of Kansas; Lawrence, KS

Major Subject:

Truman: History KU: Museum Studies

Degree Conferred:

Truman: BA in history KU: Masters in Museum Studies

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I have built my life around my passion for American history. Since I was a little girl I knew I was going to major in history. At college I discovered it was possible to have a career in history, so I continued my education earning a Master's degree in museum studies. Most of my career has been as a museum curator and director. I have worked in, maintained, and supervised restoration and maintenance projects for four buildings, three of which are on the National Register of Historic Places, as well as the state registers. Through this work I am familiar with the National Historic Preservation Act of 1966, the role of the SHPO, and the rules regarding the National Register properties. These buildings have also required that I extensively research Victorian and vernacular architecture and interior design. I have great experience in working for non-profit boards which has provided a base of knowledge which should transfer nicely to serving on the commission. I am very familiar with the legal responsibilities of serving, working within a framework of bylaws, open meeting laws and the amount of time necessary to be a valuable and contributing commission member. I have lived in Carson City just three years, but I feel quite at home here and greatly desire to become involved in and give back to the community, particularly by helping to preserve our history.

List the community organizations in which you have participated and describe participation:

Pinkerton Ballet Theater -- dancer and volunteer Battle Born Re-enactors -- Civil War re-enactor Carson City Historical Society -- first person interpreter (volunteer) Fourth Ward School Museum -- volunteer Muscle Powered -- participant

List your affiliation with professional or technical societies: *if required for the position.

American Alliance of Museums American Association for State and Local History

[2016_Museum_CV.pdf](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Judy Friedman, President Tahoe City PUD Board of Directors The Paper Trail Secretarial & Business Solutions PO Box 6178 Tahoe City, CA 96145 530-581-5692 fax: 530-581-5695

Name, Telephone Number:

Lara Mather, Director Fourth Ward School Museum director@fourthwardschool.org 775-847-0975

Name, Telephone Number:

John E. Simmons Museologica 128 E. Burnside Street Bellefonte, Pennsylvania 16823-2010
simmons.johne@gmail.com 303-681-5708 www.museologica.com

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Rebecca J. Phipps

504 Mary Street
Carson City, NV 89703
775.461.0588

rebecca@smallorangecat.net

PROFESSIONAL PROFILE

- Experienced museum professional with historic house/building facilities operations management, policy evaluation and creation, with strong curatorial and managerial skills
- Strong curatorial background in U.S. history, especially American Victoriana, fashion history, textile history and preservation, and collection storage
- Skilled at photographic collection research, curation, and preservation
- Successful grant writer
- Innovative teacher devoted to education and learning
- Curious and avid lover of history
- Dedicated to applying interdisciplinary vigor and entrepreneurial spirit to museum management

KEYWORD PROFILE

Museum Director. Curator. Researcher. Educational Programming. Operations. Organizational Skills. Textiles. Fashion. Victoriana. Domestic Arts. Past Perfect. Grant Writing. Detail Oriented. Public Speaking. Masters Degree University of Kansas. Museum Studies. Bachelor's Degree Truman State University. History. Management. Policy. Planning. Entrepreneurial. Big Picture. Re-enactor. Enthusiastic. Professional. Practical. Budget. Rapid e-learning. Captivate.

Museum Experience

North Lake Tahoe Historical Society

Tahoe City, California

Executive Director

October 2013-December 2015

Museum Management

- Responsible for the daily operations and functions of a local history museum including the Gatekeeper's Museum and Watson Cabin
- Oversee and maintained three acre California State Park on which the main museum is located
- Attend and participate in historical society board meetings and present reports regarding the museum
- Develop standard procedures for various tasks including: accepting donations, processing memberships, and opening and closing
- Research and author policies including: collections, photographic reproduction, key usage and security, document retention, facility rental
- Centralize and organize the institutional records of both the historical society and museum
- Oversee museum gift shop; responsible for purchasing and seeking vendors; pricing, arranging merchandise;

Finances and Budget

- Manage \$240,000 annual budget
- Create and submit budget to the NLTHS Board of Director
- Process, code and classify bills
- Oversee bookkeeping services
- Create daily, weekly, monthly, and yearly financial reports using Quickbooks software
- Attend and participate in Finance Committee meetings; take minutes

Development and Fundraising

- Successfully write and apply for various grants; thus far receiving \$30,500 in grant funds
- Develop and execute fundraising events such as tea parties, dinners, and bus tours
- Oversee membership program; 600+ memberships
- Create and oversee annual year-end fundraising campaign
- Working with Development Committee Chair, create annual development plan and case statement
- Created the most successful year-end campaign in 12 years earning over \$15,000

Facilities Management

- Manage two-story, 10,000 sq. ft. 20th-Century museum building
- Manage two-story, 900 sq. ft. 1910 historic log cabin on the National Register of Historic Places
- Manage three acre park owned by California State Parks
- Initiate a complete survey of building needs
- Contracted for the first building and fire suppression inspection inspections since 1995 and oversaw the implementation including the replacement of all sprinkler heads
- Oversee, request bids, and contract for other minor building repairs and functions
- Oversee, request bids, and contract for landscaping services
- Developed procedures for the use and rental of museum space for special occasions and events; worked with caterers and patrons
- Negotiate and collaborate with local public utility district and county government regarding the ownership and use of the Watson Cabin
- Work with California State Parks to ensure proper maintenance and contract obligations regarding the park

Human Resources

- Supervise 1 full-time, 1 part-time staff members, and 10+ volunteers
- Responsible for personnel management and supervision, including: employee evaluation, hiring and firing, and determining yearly raises
- Create and conduct training workshops for staff and volunteers: collections care, museum operations, volunteer orientation, Past Perfect, professionalism
- Create job descriptions for Curator of Collections and Event Coordinator
- Recruit new volunteers

Public Relations

- Enhance local and regional media contacts; established organization's first press release list
- Give interviews with news media including regional newspapers, local radio, local television
- Write press releases on museum functions, programs, and exhibits
- Write and edit the NLTHS community magazine and Annual Report; oversee the graphic design
- Oversee the planning and hosting of member and public receptions
- Present programs for community, fraternal, and civic groups

- Oversee the creation of a new organizational website
- Write and design semi-weekly newsletters using Constant Contact.

Public Education

- Plan and oversee the implementation of adult and children's programs including artifact care workshops, lectures, concerts, and 1st person interpretations

Collections

- Develop standards, policies, and procedures for all aspects of collections care, acquisition and deaccession
- Responsible for all aspects of collections management: cataloguing, cleaning, data entry, tagging and marking, storage
- Initiate the first comprehensive inventory of all archival and artifact collections including the Marion Steinbach Indian Basket Collection which consists of 900+ baskets, 300+ photographs, 100+ books and journals, plus Marion's personal papers
- Create the first filing system of all accession and catalogue records according to current museum standards
- Initiate and complete the data entry of all accession records into Past Perfect
- Maintain Past Perfect data base
- Train and supervise staff and volunteers on all curatorial projects
- Cultivate relationships with existing and potential donors

Exhibits

- Responsible for all aspects of exhibition
- Create, design, and implement complete overhaul of all exhibits and displays for the first time in over 20 years
- Create, design, and initiate a 5-year plan to professionalize the Marion Steinbach Indian Basket Collection Exhibit to include for the first time: identification labels, interpretive information, interactive components, appropriate lighting, secure display cases, and safe shelving and display mounts. Also included is 3 to 5 year rotation plan to ensure the safety of the entire collection
- Initiate a summer temporary exhibit schedule that includes traveling and in-house exhibits
- Work and contract with traveling exhibit companies

Watkins Community Museum of History/Douglas County Historical Society

Lawrence, Kansas

Director

February 2003-February 2008

Museum Management

- Responsible for the daily operations and functions of a county museum housed in a historic structure
- Attended and participated in historical society board meetings and presented reports regarding the museum
- Developed standard procedures for various tasks including: answering telephones, creating purchase orders, accepting donations
- Research and authored policies including: photographic reproduction, key usage and security, gift shop, document destruction, media policies
- Researched and assisted in the writing of new Douglas County Historical Society (DCHS) Constitution and Bylaws

- Conducted a physical space efficiency study; implemented reallocation of space
- Introduced and implemented a Past Perfect installation to digitize collection records
- Contracted with IT consultants to create a computer network
- Computerized DCHS membership records
- Centralized, organized, and catalogued the institutional records of both the historical society and museum

Finances and Budget

- Managed \$250,000 annual budget
- Created and submitted budget to the DCHS Board of Directors
- Presented annual budget request to County Commissioners
- Successfully wrote and applied for various grants; received more than \$110,000 in grant funds
- Established a museum gift shop; responsible for purchasing and seeking vendors; pricing, arranging merchandise; supervising volunteers; created custom line of Christmas cards
- Developed and executed additional fundraising activities such as tea parties, dinner concerts, bus tours, and period entertainments

Facilities Management

- Managed four-story, 20,000 sq. ft. 1888 historic bank building on the National Register of Historic Places and Kansas Register of Historic Places
- Oversaw the \$1 million replacement of a storm-damaged, 120-year-old red slate roof which included working with insurance adjusters, contractors and maintaining documentation of the process
- Oversaw the installation of \$75,000 water sprinkler system to replace a defunct FM200 gas fire suppression system: collaborated with the fire marshal; directed the design to protect the building and collections; selected a contractor; negotiated an agreement with the contractor; applied for tax credits to offset installation costs
- Oversaw, requested bids, and contracted for other minor building repairs and functions such as wall repair, graffiti removal, floor repair, plumbing repairs, window replacement, marble staircase cleaning
- Developed procedures for the use and rental of museum space for special occasions and events; worked with caterers and patrons
- Supervised movie crews using the building: negotiated with directors and producers; collaborated with set designers

Human Resources

- Supervised 2 full-time, 7 part-time staff members, numerous interns, and 50+ volunteers
- Responsible for personnel management and supervision, including: employee evaluation, hiring and firing, and determining yearly raises
- Led staff meetings and weekly one-on-one conferences with staff members
- Created and conducted training workshops for staff and volunteers: collections care, museum operations, volunteer orientation, Past Perfect, professionalism
- Created job descriptions for the Archivist and Curator of Collections/Registrar
- Recruited new interns and volunteers

Public Relations

- Enhanced local and regional media contacts; established a press release list, developed media relations policy

- Gave numerous interviews with news media including regional newspapers, NPR, local radio, local television
- Wrote press releases on museum functions, programs, and exhibits
- Wrote, edited and designed quarterly museum newsletter and Annual Report
- Planned and hosted member and public receptions
- Presented programs for community, fraternal, and civic groups

Public Education

- Coordinated and planned an annual two-week event ("Civil War on the Western Frontier") which included lectures, children's programming, workshops, reenactments and performances
 - Created the Regiment of Patrons, a group of donors to underwrite the programs
 - Participation increased 60% in 2006, and another 41% in 2007
 - Performed in a supporting role in a musical in 2006
 - Performed as Giselle in ballet and monologue
- Planned and oversaw adult and children's programs including artifact care workshops, lectures, concerts, and 1st person interpretations

Community Projects

- Heavily involved in planning for the Freedom's Frontier National Heritage Area; served as a member of the Steering Committee 2004-2008
- Served as Coordinator of the New Harmonies: Celebrating American Roots Music of the Smithsonian's Museum on Main Street program: sought community partners, led the PR and Programming Committees, organized community meetings
- Acted as museum liaison for the Sesquicentennial Commission 2004
- Assisted in the planning of Chautauqua 2004 including participating in the reenactment of an 1850s temperance rally

Collections

- Developed standards, policies, and procedures for all aspects of collections care, acquisition and deaccession
- Initiated collections databasing; purchased and implemented Past Perfect
- Trained, advised, and assisted staff on curatorial projects
- Served as an active member of the Acquisitions Committee
- Cultivate relationships with existing and potential donors

Exhibits

- Oversaw all aspects of exhibition
- Worked and contracted with traveling exhibit companies
- Created numerous temporary and permanent exhibits:
 - Douglas County Cowgirls to accompany traveling exhibit Cowgirls: Contemporary Portraits of the American West Winter 2007-2008
 - Dias de los Muertos Fall 2007, 2006, 2005, 2004
 - All Dressed in White: Weddings of Douglas County Summer 2005
 - 150 Years of Lingerie 2004
 - Prairie Gold: Opportunity and Struggle, Douglas County 1700-1861

Carroll Mansion/Leavenworth County Historical Society

Leavenworth, Kansas

Interim Assistant Administrator

January 2003-February 2003

- Responsible for maintaining the financial accounts: generating checks, making payroll, making deposits and transfers, running financial reports
- Administered the membership program including initiating and completing the transfer of membership records into Past Perfect
- Managed the volunteer program

Curator of Collections

May 2001-February 2003

- Responsible for all collections and collections activity
- Responsible for all exhibits, including permanent, on-site period rooms, as well as temporary displays and exhibits
- Supervised 2 part-time collections staff and 10 volunteers.
- Served as primary media and publicity contact
- Executed highest-attended exhibit in museum history (Everhard Collection photographs).
- Initiated volunteer program including creation of policies, handbook, and training materials.
- Enhanced local media contacts; established a press release list; developed publicity guidelines
- Consolidated storage systems for greater efficiency
- Integrated multiple filing systems into a single usable and efficient system.
- Implemented museum-standard practices in storage, cataloguing, and accessioning systems
- Created, scheduled, and presented monthly training sessions for employees, volunteers, society members, the community-at-large, and other local museum staff regarding collections care, legal issues, basic museum functions, accessioning/de-accessioning processes, and artifact handling and cleaning

Cataloguer

October 2000-February 2003

- Responsible for the Everhard Photographic Collection (a collection of 35,000 glass-plate, nitrate, and acetate negatives): research; exhibit development; monitoring processes; ordering supplies; developing/implementing proper catalogue procedures; recruiting/training volunteers; supervised 20+ rotating volunteers; data entry; initiated exhibit plan.
- Assisted in writing a grant to the Kansas Humanities Council for an Everhard Exhibit, awarded \$10,000 on May 15, 2001

Consultant

June 2000-October 2000

- Advised Museum Administrator and Board of Directors: museum ethics; collection procedures; management; task development; organization/efficiency
- Trained staff on Past Perfect.
- Played "The Bride" in living history series for school children

The Truman Presidential Museum and Library

Independence, Missouri

Intern

Fall 2000-Winter 2001

- Processed/maintained manuscript collections: integrating accretions; reboxing/refolding; photocopying for preservation; revised finding aids (Moulette Papers)
- Created finding aids for manuscript collections (L. Curtis Tiernan Papers):

- researched/wrote all components of the finding aids: summary page, biographical note, scope and content, series description, folder lists
- coded and posted html versions of the finding aids: (<http://www.trumanlibrary.org/hstpape/ tiernan.htm>)
- Maintained oral interview files
- Supervised/assisted visiting researchers
- Answered simple research requests
- Recorded more complex requests for senior archivists' attention
- Attended staff meetings
- Answered telephones

Wyandotte County Historical Society & Museum

Bonner Springs, Kansas

Curator of Collections/Registrar

June 1998-June 2000

Curatorial

- Managed 50,000 artifact collection: continuous inventory; records-keeping; environmental monitoring; simple artifact cleaning
- Initiated comprehensive evaluation of artifact storage methods; re-packed/re-stored as appropriate
- Initiated strategic evaluation of storage facilities; began planning for major expansion
- Wrote application for Conservation Assessment Program Grant: received grant 1999
- Developed curriculum and program for high school internship program; supervised, trained, and mentored 6 interns, including 1 intern from the Kansas State School for the Blind
- Initiated NAGPRA compliance

Registrar

- Responsible for registration, accession, and cataloging of all incoming collections
- Developed and initiated a comprehensive review and update process for existing collection
- Researched original accession records; clarified catalog as necessary
- Defined deaccession process; created standard operating procedures
- Began transfer of all existing and incoming accession records as well as Historical Society membership and volunteer contact information into database from paper records

Exhibits

- Responsible for all aspects of exhibition: four major yearly exhibits, three traveling exhibits/ displays, monthly displays, two yearly quilt shows
- Responsible for maintenance and long term development of three permanent galleries

Public Education/Public Relations

- Served as primary public relations contact and spokesperson; participated in numerous print and electronic media interviews
- Served as Volunteer Coordinator: developed volunteer handbook, implemented standard operating procedures, recruited and supervised 10-15 volunteers
- Developed and implemented internship program: supervised six high-school students 1998-1999
- Developed, designed, and presented public educational programs: recruiting guest speakers, scheduling events/lectures, funding

- Assisted with several documentaries: interviews, artifact interpretation, research
- Assisted researchers with artifacts, archives, and records
- Scheduled and led museum tours for school and community groups and general public

Museum Management

- Presented regular status reports to museum management and Historical Society Board
- Managed operations of museum gift shop: ordering, inventory tracking, accounting
- Participated in evaluation and vendor selection for integrated on-line database (AASLH PastPerfect); developed implementation plans and standard operating procedures
- Represented museum on various service committees (United Way, Black History Month)

1859 Jail, Marshal's Home, and Museum

Independence, Missouri

Intern

Summer 1996

- Created permanent interactive exhibit (Chain Gangs In Jackson County): overall design and execution, initial research, authored script, artifact location and interpretation, design and assembly of interactive elements design and execution of artwork
- Authored article ("Chain Gangs In Jackson County"); published in Jackson County Historical Society Journal (Fall 1997)
- Museum administration: opened/closed site, managed gift shop, supervised volunteers, data entry, attended board meetings
- Scheduled and led museum tours for school groups, community groups, and general public

Adair County Historical Society, Library, and Museum

Kirksville, Missouri

Intern/Curator of Textiles

1993-1996

- Accessioned and catalogued collection of over 300 textiles
- Implemented trinomial catalogue system
- Executed major improvements to artifact tracking systems, care, and management
- Assisted in planning and designing exhibits
- Catalogued and cared for non-textile artifacts

Consulting Work

Stafford County Historical Society

Stafford, Kansas

October 2007-August 2013

Glass Plate Negatives

- Recommended as a consultant by the Kansas Humanities Council
- Assisted in writing and successfully received a collections care grant totaling \$3,500 with the Kansas Humanities Council. Lead workshops demonstrating the proper techniques in handling, cleaning, cataloguing, and storing glass plate negatives. Provide advice throughout the process

Clinton Lake Museum

Clinton, Kansas

2005

Training on Past Perfect

- Recommended as a consultant by the Kansas Humanities Council
- Trained the volunteer staff of a small local history museum on all aspects of Past Perfect and filed a report with the Kansas Humanities Council

Baker University

Ottawa, Kansas

2003

- Provided general information and techniques for collections care to the Special Collections library staff

Presbyterian Church

Leavenworth, Kansas

2001

- Surveyed the church records and wrote a report discussing storage and preservation methods

Grants and Fundraising Experience

Nevada Department of Education

Carson City, Nevada

Grants and Projects Analyst

March 2016-Present

- Develop and implement and/or assess, monitor, control and review grant-in-aid projects/programs administered by the Nevada Department of Education, and provide assistance to recipients in evaluating program effectiveness.
- Review and evaluate applications for subgrants submitted by organizations for program participation, determine eligibility, and recommend approval.
- Review, monitor and enforce recipient and subrecipient compliance to federal, state, and local laws and regulations; provide guidance for the uniform administration and used of federal or state funding for federal, state, and/or state-sponsored programs.
- Research, develop, recommend and implement long-range plans and projects within grant guidelines to maximize and enhance services provided.
- Provide technical assistance to service providers regarding program operations including grants management, program planning, and interpretation and analysis of regulations, policies and procedures.
- Conduct and/or assist in conduction workshops to provide guidance to service providers and program applicants regarding grant requirements, policies, and procedures.
- Compile data and prepare reports regarding program activities and funding sources.

Lawrence Arts Center

Lawrence, Kansas

Development Consultant

April 2009-August 2009 Volunteer; August 2009-January 2010 (contract)

Grant writing

- Identify and research potential foundations and granting programs
- Prepare grant proposals
- Steward and monitor grants

Fundraising

- Identify and research potential donors and members
- Collaborate with staff to create corporate development materials: annual report, 35th Anniversary View Book
- Meet with, discuss needs, and negotiate with prospective donors
- Steward existing donor base and monitor benefit packages

Kansas City Ballet

Kansas City, Missouri

Manager of Corporate and Foundation Giving

July 2008-December 2008

Corporate Giving

- Identify and research potential donors
- Collaborate with development and marketing teams to create corporate giving proposals
- Meet with, discuss needs, and negotiate with prospective donors
- Steward existing donor base and monitor benefit packages April 2009
- Schedule, plan, and create agendas and minutes for Corporate Leaders Committee meetings
- Plan events and campaigns
- Maintain records in Tessitura, an arts data base and ticketing system

Foundation Giving

- Identify and research potential foundations and granting programs
- Prepare grant proposals
- Steward and monitor grants

Accomplishments

- Obtained \$5,500 of in-kind donations
- Won grants totaling \$162,500

Education Experience

Learning Seed

Chicago, Illinois

Program Developer (Contract)

February 2010-December 2013

- Create interactive e-learning modules based on existing educational videos
- Advanced knowledge and use of Adobe Captivate, audio editing, video editing
- Knowledge and understanding of copyright and intellectual property law

Consultant, Author, and Researcher (Contract)

May 2007-February 2010

- Served as the primary consultant and researcher for the remaking of two established videos: Clothing Fibers (2008); Understanding Fabrics (2007)
- Served as the primary consultant and researcher for the rewriting of Fabric Lab (2009)
- Researched, selected images, and authored 2,000 Years of Clothing poster
- Additional research and fact-checking on many other videos.
- Authored Teaching Guides for classroom use to accompany videos: Reading Blue Jeans: Clothing and Culture (2008), Real Food: The Cost of Convenience (2008), Clothing Fibers (2008), Understanding Fabrics (2007), What is a Calorie? (2007)

University of Kansas

Lawrence, Kansas

Lecturer of Museum Management in the Museum Studies Program

Fall Semesters 2005-2007

- Designed and taught graduate course Museum Management
- Dedicated to preparing students for making a difference in the museum field
- Relentless in encouraging an entrepreneurial spirit
- Constantly looking for new materials for course
- Proficient in evaluation of student performance on oral examinations

Education

University of Kansas

Lawrence, Kansas

1999-2002

Masters of Historical Administration and Museum Studies, Honors, May 2002

Dr. David Katzman, Advisor

John Simmons, Advisor

Emphasis: American Studies and Material Culture

Coursework: Introduction to Museum Public Education; Principles and Practices of Museum Collection Management; Introduction to Museum Exhibits; Museum Management; Conservation Principles and Practices; Practical Archival Principles/Internship; The Nature of Museums; Concepts and Interpretations of American Culture; Research Methods for American Studies; Colloquium of Material Culture; American Folk Art; Globalization, Literature & Culture; Organizational Behavior; Administrative Skills and Leadership

Truman State University (formerly Northeast Missouri State University)

1993-1997

Kirksville, Missouri

Bachelor of Arts cum laude, May 1997

Dr. Mark Hanley, Advisor

Major Studies: History

Additional concentration: American literature

Honors:

Dean's List

President's Combined Ability Scholarship

Missouri State Teacher's Association Scholarship

Phi Alpha Theta (National History Honor Society)

Coursework: American History to 1877; American History Since 1877; America in the Revolutionary Era; History of Sexuality; American Old South; Central Asian History; Frontier and Western American History to 1900; European Social History Since 1700; US Intellectual History to 1965; African History I; Soviet Russia; Introduction to History; Writing About Literature; World Literature II; Survey of American Literature II; Contemporary American Literature; Literature of American Minorities; American Realism & Naturalism; Introduction to Public History; Survey of Art History II; 19th Century Art

Professional Development

- Strengthening your People Skills in the Work Place (Rockhurst University) May 2006
- Microsoft Office (Career Track) Spring 2006
- Management and Leadership (National Seminar Training) March 2006
- Legal Issues in Museum Administration (ALI-ABA) March 2006
- Communicating with Diplomacy and Tact (Career Track) Spring 2004
- Coping with Disruptive Events March 2002
- Learning to Hear the Stories II: "Made in Kansas" (Oral History & Traditions) March 2001
- Ethics Training (Unified Government) March 2000
- Fund Raising: Achieving Sustainability through Multiple Income Sources December 1999
- Fund Raising: Preparing the Budget Proposal December 1999
- Diversity Training (Unified Government) July 1999
- Costume & Textile Storage Workshop (Kansas Museums Association) March 1999
- Document Preservation Winter 1994

Professional Memberships

- American Association for State and Local History
- American Alliance of Museums

Research Interests

- Women's history 1850-1920

- Fashion history 1840-1950
- Maternity and child rearing as represented in Women's Magazines 1850-1940
- Domestic Manuals 1800-1940
- Home interiors and decorating 1800-1930
- Domestic Arts
- History of Sexuality
- Corsetry
- Social and Cultural History of the American Civil War
- American Victoriana
- Fibers and Fabrics
- Glass Plate Negatives

Activities

- Classical ballet dancer
- Historical re-enactor

Additional Experience

- **Hancock Fabrics:** Floor Manager
- **Blackwell Sanders Matheny Weary Lombardi, LLP:** File Clerk
- **Fragrance By Design:** Senior Sales Clerk
- **Adair County YMCA:** Child Care Provider
- **Payless Shoe Source:** Sales Clerk
- **Perkins Family Restaurants:** Hostess
- **Children's World Learning Centers:** Child Care Assistant

18.06.020 - Historic resources commission (HRC).

There is created a body to be known as the historic resources commission (HRC) which shall consist of seven members appointed by the board.

(Ord. 2004-20 § 11 (part), 2004: Ord. 2001-23 § 2 (part), 2001).

18.06.025 - Qualifications of membership.

1. All members must reside in Carson City.
2. At least one (1) member, but not more than two (2) members of the HRC, must be professionally qualified as an architect or a design professional with experience in historic preservation.
3. At least one (1) member, but not more than two (2) members of the HRC, must be professionally qualified in building construction.
4. At least one (1) member, but not more than two (2) members of the HRC, shall be a professional in the field of historic preservation.
5. At least one (1) member, but not more than two (2) members of the HRC, must be a professional in the disciplines of archeology, anthropology, history or related professions.
6. At least one (1) person, but not more than two (2) persons who owns property and resides within the district, must be included in the membership.
7. The Board shall endeavor to include in the membership persons with demonstrated knowledge and interest in Carson City history and in design, finance, real property transactions, archeology or other matters likely to advance the business of the HRC.

(Ord. 2004-20 § 11 (part), 2004: Ord. 2001-23 § 2 (part), 2001).

[\(Ord. No. 2011-5, § 1, 6-16-2011\)](#)

18.06.030 - Duties of the HRC.

1. It shall be the duty of the HRC to serve as advisor to the board in all matters concerning the identification, designation, preservation and enhancement of areas, sites and structures of historic significance in Carson City and take action on open space use assessments, National Register nominations, the survey and preservation of archaeological sites, and the survey and inventory of properties of historic significance and proposed projects governed by this chapter.
2. In this regard the HRC may:
 - a. Prepare and maintain an inventory of all property within Carson City having the potential for designation as archaeological property;
 - b. Prepare and maintain an inventory of all property within Carson City having the potential for designation as historic property;
 - c. Recommend to the board certain areas, places, buildings, structures and objects as appropriate for designation as historic provided in this chapter;
 - d. Review and recommend appropriate action regarding any construction, remodel, demolition, removal or other changes proposed for structures, fences visible from public right-of-ways or areas designated historic by the board, all as limited by this chapter;
 - e. Recommend to the board such changes in the zoning ordinance, building codes or other local laws as may enhance the purposes of this chapter;

3. Recommend to the board or conduct public information programs to increase public awareness of the value of archaeological, historic, architectural and cultural preservation in Carson City;
 - a. Recommend to the board the purchase of essential structures where private preservation is not feasible;
 - b. Cooperate with the state historic preservation office in designating structures, sites or areas for historical markers and plaques;
 - c. Assist and advise other city and state departments, agencies and commissions regarding historic properties in Carson City;
 - d. Recommend to the board that special recognition be given to structures, sites or areas which exemplify an outstanding example of historic preservation within Carson City.

(Ord. 2001-23 § 2 (part), 2001).