

TEXAS HISTORICAL COMMISSION

AGENDA HISTORIC SITES COMMITTEE

Videoconference Meeting

February 2, 2021

2:00 p.m.

(or upon the adjournment of the 1:15 p.m. preceding Architecture Committee, whichever occurs later)

Pursuant to the Governor's March 16, 2020 suspension of certain provisions of the Texas Open Meetings Act due to the Coronavirus (COVID-19), the February 2, 2021 meeting of the Historic Sites Committee will be held by videoconference as authorized under Texas Government Code section 551.127. Zoom meeting access link (registration required): <http://bit.ly/feb2021committees> or audio only access via telephone: 1 346 248 7799; Webinar ID 918 0036 1390. Agenda and meeting materials will be available at www.thc.texas.gov/videoconferences after January 27, 2021. The members may discuss and/or take action on any of the items listed in the agenda

1. Call to Order
 - A. Committee member introductions
 - B. Establish quorum
 - C. Recognize and/or excuse absences
2. Consider approval of the October 27, 2020 Historic Sites Committee meeting minutes
3. Consider staff recommendation regarding the Phase I Evaluation of the Hoch House – (Item 13.2)
4. Consider approval of the Collections Management Plan revisions – (Item 13.3)
5. Consider approval of Donor Recognition for the French Legation State Historic Site – (Item 13.4)
6. Consider approval of the designation of Palmito Ranch Battlefield and Old Socorro Mission as State Historic Sites – (Item 13.5)
7. San Jacinto Battleground and Monument Report
8. Retail Development Report
9. Historic Sites Facilities Report
10. Deputy Executive Director of Historic Sites Update
11. Adjournment

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, large print or Braille, are requested to contact Esther Brickley at (512) 463-5768 at least four (4) business days prior to the meeting so that appropriate arrangements can be made.

MINUTES

TEXAS HISTORICAL COMMISSION

HISTORIC SITES COMMITTEE MINUTES

Teleconference Meeting

October 27, 2020

Note: For the full text of action items, please contact the Texas Historical Commission at P.O. Box 12276, Austin, TX 78711 or call 512.463.6100.

Commissioners in attendance: John Crain (Chair), David Gravelle, Jim Bruseth, Monica Burdette, Laurie Limbacher, and Pete Peterson.

1. Call to Order

The meeting was called to order by Commissioner John Crain at 2:15 p.m. He announced that pursuant to the Governor's March 13, 2020 state of disaster declaration due to the Coronavirus (COVID-19) and March 16 suspension of certain provisions of the Texas Open Meetings Act, the June 16, 2020 meeting of the THC Historic Sites Committee will be held by telephonic conference call, as authorized under Texas Government Code section 551.125. The meeting had been posted to the *Texas Register*, was being held in conformance with the Texas Open Meetings Act, Texas Government Code, Chapter 551 and that notice had been properly posted with the Secretary of State's Office as required.

A. Committee member introductions

Commissioner Crain welcomed all present and conducted roll call.

B. Establish quorum

Commissioner Crain reported that a quorum was present and declared the meeting open.

C. Recognize and/or excuse absences

Absences: Commissioner Crain noted that Commissioner Monica Burdette was absent due to a scheduling conflict. Commissioner Pete Peterson moved to excuse the absence. The motion was seconded by Commissioner David Gravelle. Commissioner Crain called for a vote. Vote to approve was unanimous.

2. Consider approval of the June 16, 2020 Historic Sites Committee meeting minutes

Commissioner Crain asked if anyone had any comments regarding the minutes. There being none, he called for a motion. Motion to approve the June 16, 2020 minutes was made by Commissioner Peterson and seconded by Commissioner Jim Bruseth. Commissioner Crain called for a vote. Vote to approve was unanimous.

3. Consider adoption of amendments to TAC, Title 13, Part 2, Chapter 16, section 16.3 related to Addition of Sites to the Texas Historical Commission Historic Sites Program without changes to the text as published in the July 24, 2020 issue of the *Texas Register* – (Item 6.5A)

Deputy Executive Director of Historic Sites Joseph Bell said that the amended rule 16.3 related to the addition of State Historic Sites includes the defined three-step process and edits requested by the subcommittee. The previous posting expired with no action due to the pandemic closures. The amendment was published a second time in the *Texas Register* for 30 days for public comment. No comments were received. Commissioner Crain moved to send forward to the full commission recommending adoption of amendments to TAC, Title 13, Part 2, Chapter 16, section 16.3 related to Addition of Sites to the Texas Historical Commission Historic Sites Program without changes to the text as published in the July 24, 2020 issue of the *Texas Register*. The motion was seconded by Commissioner Bruseth. Commissioner Crain called for a vote. Vote to approve was unanimous.

4. Consider approval of deaccessioning objects from the decorative and fine arts collections of the Barrington Plantation, Fulton Mansion, National Museum of the Pacific War, Sam Rayburn House, Varner-Hogg Plantation, and Washington-on-the-Brazos State Historic Sites. – (Item 13.2)

Bell noted that there were 392 objects identified for deaccession. He further noted that staff are recommending that most items be converted to educational use items; some are outside the period of significance or lack provenience; and others were mis-accessioned or were assigned duplicate numbers. Commissioner Peterson moved to send forward to the full commission and recommend approval of the deaccessioning of objects from the decorative and fine arts collections of the Barrington Plantation, Fulton Mansion, National Museum of the Pacific War, Sam Rayburn House, Varner-Hogg Plantation, and Washington-on-the-Brazos State Historic Sites. Commissioner Burdette seconded the motion. Commissioner Crain called for a vote. Vote to approve was unanimous.

5. Consider approval of the FY21 Longhorn Herd Annual Plan – (Item 13.3)

Bell introduced Will Craddock, Longhorn Herd Manager. Craddock noted that the THC was given a donation of 12 cattle. After evaluating the cattle, he determined that they are historically significant and will be a great addition to the existing herd and will bring in unrelated blood lines. He said that the past relationship with the Texas Parks and Wildlife continues and that they recently approved his FY21 plan. He said that the cattle sales are up due to the sale of livestock from San Angelo State Park.

Craddock noted that Giles Goin has joined the staff as the assistant herd manager. This allows multiple projects to be completed simultaneously. He noted that once the COVID-19 pandemic closures lighten up and visitation begins to increase, they will be able to attend an event and get work done on the same day. He mentioned that staff do their own vaccinations and branding as much as possible. Commissioner Crain called for a motion. Commissioner Bruseth moved to send forward to the full commission and recommend approval of the FY21 Longhorn Herd Annual plan. Motion was seconded by Commissioner Peterson. Commissioner Crain called for a vote. Vote to approve was unanimous.

6. Consider authorization to resubmit TPWD grant proposal for the San Jacinto surrender site acquisition – (Item 13.4)

Bell introduced Bill Irwin, Director of Site Operations, to give an overview of the TPWD-NPS land and water conservation grant funds and how the funds will be used. Irwin said that the funds requested will be used to obtain the 50 acres of land adjacent to the San Jacinto Battleground, which includes five (5) acres of wetlands. He noted that archeological evidence suggests that this is the site where Colonel Almonte and about 200 troops surrendered, ending the Battle of San Jacinto. Irwin described the slides that show where the NRG acreage is in relation to the existing state historic site. Irwin was asked why our previous application scored low. He noted that the time frame involved was very short and not being able to obtain as much public input as they would have liked. This time, they have had ample time to prepare and gain an appropriate amount of public feedback. They have announced it through social media to gain public input. Bell noted that this time around they will also have a recreational component to add to the application. Commissioner Crain made the motion to send forward to the full commission and recommend approval to resubmit the TPWD grant proposal for the San Jacinto surrender site acquisition. The motion was seconded by Commissioner Peterson. There was discussion about the archeological objects that were excavated on the site and if any of them have been conserved. Staff was unaware of any conservation efforts to date. Commissioner Bruseth noted that once an object is excavated, it begins a process of deterioration. He urges staff to have items sent for conservation. Commissioner Crain then called for a vote. Vote to approve was unanimous.

7. Consider approval of application for General Land Office HUD CDBG-Mitigation funds – (Item 13.5)

Bell noted that the General Land Office has storm mitigation funds in the amount of \$4 Billion in community block grants and that THC, in conjunction with the Friends of THC, has four projects they would like to submit. The first is the seawall at Sabine Pass Battleground, which has been impacted by not only Hurricane Harvey, but also by four other hurricanes. It is beginning to show signs of failure. There is erosion on the site that necessitates parts of the site being fenced off from public use. The proposed project would include the re-engineering and reconstruction of the seawall and having improved access to the Sabine River and the Gulf of Mexico from this location. The estimated cost for this project is \$9.5 Million. Bell noted that the grant range that we are allowed is anywhere from a minimum of \$3 Million to a maximum of \$100 Million.

Bell noted that the San Jacinto Battleground and Monument is the second project. He turned it over to Bill Irwin for details of the project. Irwin said that the San Jacinto project has three different activities associated with this grant. They are: San Jacinto Monument structural resilience to make the monument stronger and more able to handle the storms and severe weather common to its location. This portion of the project includes a new roof, masonry repairs, addressing water infiltration at entry points and windows, upgrades to the security system, HVAC system and the elevator, and storm water management around the monument. Irwin stated that the second part of the project was the Reflection Pond. He noted that while the pond is a nice feature of the site, it also acts as a retention basin during storm events. It holds rainwater that can be slowly moved to the marsh system for distribution preventing a flood event during severe weather. It needs to have the retaining walls and pumping stations redone. Irwin continued with the third activity which is the Northshore project. The project is to restore the shoreline along the Houston Ship Channel that runs from the Battleship Texas berth to the Lynchburg Ferry. There will be a hardened shoreline surrounding a marsh. This will protect the site from storm surge by providing a buffer zone while allowing water to be absorbed and protect areas farther downstream. This is considered a true green mitigation project that restores shoreline and habitat that was once there while providing storm mitigation. Irwin stated that the total cost for the San Jacinto project is \$ 34.9 Million for all three activities.

Bell introduced Chris Elliott, Site Manager, Varner-Hogg Plantation State Historic Site, to provide details on the next project. Bell noted that this project is a partnership with the City of West Columbia and Brazoria County Parks Department. Elliott stated that since 2015 the area around the site has experienced four significant flood events, including Hurricane Harvey in 2017. Elliott noted that the project is to acquire 350 acres of land to act as flood detention; acquire Tenneco Lake for flood retention; construct spillways to control the flow of flood waters; repair the emergency access gate between the Columbia Lakes subdivision and Varner-Hogg Plantation; and construct a 10,000 square foot multi-purpose learning center. He noted that Varner-Hogg is the home of the THC Natural Disaster Response Team equipment that includes high water vehicles, generators, and supplies. Elliott detailed the costs for the project objectives providing a grand total of \$8 Million for the project.

Bell stated that the last project seeking approval is the THC Curatorial Facility and Coastal Collections Recovery Center. He noted that the current facility at Tuscany Way in Austin is nearing capacity. He further noted that the proposed new facility would be about 16,500 square feet and would house the THC collections as well as emergency evacuations from other THC sites and Southeast Texas coastal cultural institutions if evacuation of collections items is needed. This could also include the LaBelle and 1554 collection. There would be 2,000 square feet reserved for emergency partner needs. Bell said that staff has been in communication with the Texas Facilities Commission to locate feasible properties for this purpose. Bell said that the estimated cost is \$7.8 Million.

Commissioner Crain asked if these funds could be requested to address the Sunset Review recommendation that THC partner with several other state agencies on a joint curatorial facility. Bell explained that this grant is federal money allocated to Texas for future hurricane mitigation with the focus on coastal communities.

GLO has been contacted to partner with us but they have not gotten back with us to date. Commissioner Crain called for a motion. Commissioner Peterson made the motion to send forward to the full commission and recommend approval of the application for General Land Office HUD CDBG-Mitigation funds. Commissioner Bruseth seconded the motion. Commissioner Crain called for a vote. Vote to approve was unanimous.

8. Retail Development Report

Bell began by stating the vision of the project is to utilize retail efforts to build and strengthen the agency's name and brand identity; to improve customer perspective of the Texas Historical Commission; and support a better understanding of Texas history and identity. He explained that the goals are to establish a store brand concept to improve the sense of arrival and elevate the site and agency's brand; to create partnerships with local artists that can provide unique products; to explore licensing opportunities; to broaden public engagement; to improve data collection; and to enhance state/agency revenue. Bell stated that there are now 32 State Historic Sites and that the slide showed the new sites' brand images.

Bell continued saying that an experienced retail team has been put in place and has already reviewed sales history and looked at product categories and product assortments. They will be continuing their work by looking to develop product and merchandising standards and begin to formulate a retail style guide that will consist of guidelines for store design as well as merchandise tagging. Bell noted that the retail team recommends reducing the number of product categories in place from nine to seven. This change will allow the sites to focus on items that are selling and in demand.

Bell stated that one of the tasks of the retail team is to work with the site staff to establish standards for product selection, merchandising, and store styling. They will also be updating the retail operational procedures for museum stores. Bell said that development of brand products both at a site and at the corporate level is in progress. Bell said that it includes development of unique THC and site items as well as assessment of product quality and pricing.

Bell noted that as part of the retail work underway the team has surveyed several vendors, state agencies and other cultural institutions to better understand the market. They range from full-service providers, to self-operating institutions like at the National Museum of the Pacific War, to other state cultural institutions like the Bob Bullock Texas State History Museum and the Alamo that could be potential partners.

Bell described the slides and pointed out that the Communications Division has been working on a potential mock-up of an eCommerce landing page for the THC museum stores. He noted that it is not yet active. The pages would promote sales, events, special exhibits, and products of special interest. Bell continued noting that the next slide shows a mock-up of a shopping cart layout. He further noted that this format will assist the retail team in building a contact list by providing customer data (zip codes, emails), and that it will be able to identify products that sell and slow sellers, as well as earned revenue data reports.

Bell concluded by saying that the retail team's next steps will be to meet with the Texas State Preservation Board staff and conduct a cost per resource analysis of products currently on hand. He plans to have a report on the retail team's recommendations on future direction and needs for the January meeting.

Commissioner Crain introduced Commissioner Renee Dutia, Chair of the Merchandising and Promotion subcommittee. Commissioner Dutia thanked Commissioner Gravelle and Commissioner Burdette for their work with the subcommittee. She noted that the team's research has provided useful information to use digital assets and content that we currently have and create a customized Texas based merchandising program. Commissioner Dutia noted that her vision is to have limited edition products, one-of-a-kind

collections, as well as line of brand image items. Commissioner Dutia extended her thanks to the retail team for their outstanding work thus far.

9. Community Partnerships Update

Bell introduced Angela Reed, Community Partnerships Program Coordinator. Reed noted that the program is in its third year and currently includes 16 Friends Groups. Reed said that for her report she would be focusing on four of the program's core components: facilitating groups in maintaining the terms of their agency agreements, namely the THC-MOA; administrating the annual Friends Alliance Awards; providing nonprofit training and resources to both Friends Group board members and site staff; and creating consistent means of communication with our Friends Groups.

Reed stated that regarding the THC-MOA, her main focus is to make sure that new board members and new site staff who work with them are aware of the MOA's terms and the reasons for those terms. She noted that the MOA simply restates nonprofit best practices and IRS rules and that the MOA exists to ensure that we as an agency partner with organizations that are in good standing. Reed explained that she routinely meets with board members and new staff to orient them to the MOA, to clarify any questions about the MOA, and to serve as their point-person to receive annual plans and reports required by the MOA. Reed said that she assists new Friends Groups as they get organized as a new nonprofit or fiscally sponsored group, and sets up their new MOA's with the agency. She noted that since the Community Partnerships Program started in 2017 there are four new Friends Groups. All four have opted to be fiscally sponsored groups by the Friends of THC rather than starting their own 501c3.

Reed noted that another core component of this program is the awards program, which recognizes and honors our volunteers who have gone above and beyond in serving their partner site. She explained that the categories for the awards are stewardship, civic engagement, and Friendraising. The Friends Alliance Awards are awarded to groups or volunteers that are selected by trustees of the Friends of THC, who also recognize awardees through an awards ceremony, a commemorative plaque, and a small donation to the Friends' Group.

Probably the most important role of this program is for her to serve as a nonprofit resource to the Friends Groups. Reed said that as Friends Groups and site staff become more aware of this new program, she receives requests for consultation about board development, nonprofit best practices, and strategic planning, among other things. She noted that now that most everyone has shifted to a virtual platform over these past six months, it is easier to schedule meetings since there are no travel plans to make or schedules to work around.

Reed continued saying that the usual two-day development seminars that are co-facilitated with the Friends of the THC have moved to an online live seminar format. They have been broken down into smaller segments as a series, and are being offering either for full seminar registration at one price, or multiple segments that can be paid for a la carte, which makes them more accessible for a greater number of people. She noted that while they much prefer to hold this seminar in person at a historic site, they can reach more people from a wider geographic area, and at a lower cost. She said that they are expecting a large number of registrants in the coming months, many of whom may be Friends Group members. Reed said that the Friends of the THC are now holding development and governance webinars for the nonprofit community free of charge, which members of our Friends Groups are taking advantage of. She said that she has presented one of those webinars and will be holding another one specifically about best practices for Friends Group organizations on December 8th, which will also be free of charge. She noted that the THC Museum Services Program already has a webinar series and a nationwide audience to promote these webinars to, so they have been able to get these resources and information out to our Historic Sites Friends Group

organizations while also reaching other nonprofits. She noted that once the webinar is complete, we can send a free recording to all the groups, regardless of whether they were able to attend to the live presentation.

In conclusion Reed stated that one of the most important things that this program achieves is opening a clear and consistent channel of communication between THC and the Friends Groups. She said that she tries to provide several touchpoints of communication throughout the year, such as the *First Friday News for Friends* monthly e-newsletter that contains THC announcements, resources, and upcoming historic sites events. Reed explained that she tries to make the rounds every six months or so to every Friends Group and their partner staff to see how things are going and to make sure they know who to go to if they have questions about their nonprofit or the MOA. She mentioned that for the first time they are going to try to get Friends Group board members together for a networking gathering. Reed said now that the world has shifted to virtual meetings and Zoom happy hours, she can plan such a gathering bringing members in from all the corners of Texas and that this gathering would exist for them to get to know each other, the work that they all do, and to understand that there is a network of volunteers with similar interests and experiences all over the state. Reed stated that for additional information on the Friends groups there is information in the backup materials that goes into more detail about the program, and it also includes a snapshot of each of the Friends Group organizations.

10. Historic Sites Facilities Report

Bell introduced Glenn Reed, Chief Architect, to provide the Historic Sites Facilities Report. Reed said that beginning with Sabine Pass Battleground FEMA has provided the scope of the eligible repair and mitigation work on the seawall. He noted that FEMA reimbursement funds will total about \$600,000. He said that in addition, \$249,000 in grant funds from the National Park Service has also been secured. He explained that with the scope and budget parameters established that LJA Engineering is proceeding with design work on the project.

Reed stated that there are two projects in development at the Levi Jordan Plantation site – a large museum project and a smaller visitor facilities project. He said that two meetings have been held with the African American Advisory Group that is helping to guide the project direction, Richter Architects, and Gallagher & Associates. He noted that both firms are responding to the advisory group's input as they proceed with the design work. As for the Learning Center Complex, Reed said that Broaddus Construction has nearly completed the design, which will include an archeology lab, a learning center, and a staff residence, and that groundbreaking is projected to take place before the end of the year.

Reed stated that we are nearing completion on our restoration and renovation project at the French Legation in Austin. He said that the Legation house received a comprehensive preservation scope and that virtually every exterior surface has been restored or reconstructed to bring the building as close as possible to its 1841 appearance. He explained that the scope included repairing the timber frame, restoring the historic doors and hardware, reconstructing the windows and shutters, and restoring the stone chimneys. On the interior of the Legation house, Reed noted that in the center hall, as well as the entire building interior, all surfaces were refinished or repainted to their original appearance based on available evidence and documentation. Reed described the slides as he continued. He said that one of the four rooms on the first floor where the interior walls were historically finished in canvas stretched and attached directly to the timber frame, but gypboard was installed behind the canvas to increase durability. He noted that new track lighting was installed that will provide flexibility for a variety of exhibits and activities in the house. Continuing with the French Legation, the Carriage House, which was reconstructed in 1974 by the DRT was renovated and received a new addition. Reed noted that the original building will house staff offices upstairs and a visitor reception, retail and café space downstairs, and that the addition will contain accessible visitor restrooms, a catering kitchen, program storage, and a maintenance office. Reed said that the site is scheduled to re-open in February.

The Villa de Austin project at the San Felipe de Austin State Historic Site, which will recreate the buildings from one block of the original colony, is moving along quickly. Reed said that the project is being funded entirely with private donations and is scheduled for completion by December 31.

Reed stated that staff is working with Richter Architects to design a two-phase project at Caddo Mounds. Phase 1 will include the construction of a new visitor center to replace the building that was destroyed by a tornado in April of 2019. This phase is being funded by a dedicated legislative appropriation. Construction on Phase 1 will begin in February. Reed said that Phase 2 will expand the visitor facilities with a second building that will provide space for the teaching of Caddo dance, music, and crafts. THC has requested \$2 million in the next LAR for this project and said that we also plan to raise private funds.

Reed said that at the Varner-Hogg Plantation in West Columbia, the scope of work has been developed for the 1835 Plantation House that will build upon the recently-completed foundation assessment to address the preservation needs of the entire building exterior. Contract negotiations are in progress with the selected engineer. Reed noted that this project will be funded by a combination of LAR funds and a \$249,000 National Park Service grant.

At the Magoffin Home in El Paso, investigations are underway at both the Visitor Center and the historic Magoffin Home to address adobe deterioration and other structural issues. Reed noted that during this biennium, repairs will be focused on the Visitor Center to correct structural deficiencies, using current LAR funds. Additional funds will be requested in the next LAR for a future preservation project to address adobe and stucco issues at the historic Magoffin Home.

Reed said that there are two new projects in the works. Both Fort Griffin and Fort Lancaster have numerous standing masonry ruins of original fort buildings. He noted that in the interest of both historic preservation and visitor safety, staff is developing a project using LAR funds to stabilize the most vulnerable structures at each of these forts, which will include two buildings at Fort Lancaster and four buildings at Fort Griffin. He noted that all the proposed work has been reviewed and approved by the Divisions of Architecture and Archeology.

Reed stated that at Landmark Inn, the second phase of repairs to our historic dam across the Medina River has commenced. This stone dam was built in 1854 to feed water to the Quintle-Haass Mill, which initially processed corn and cotton brought in by area farmers. Reed said that over the next 82 years, the mill was continually improved with new technology and adapted to serve local needs, eventually providing the first electric power to the town of Castroville. Describing the slides, he said that water from the river was diverted into the headrace of the mill by the adjustable gate shown in the left-hand image. He said that the image on the right shows the interior of the underground headrace structure, which is 6 feet wide, 7 feet high and 200 feet long. He noted that the final slide shows an image the mill as it looks today, along with a detail of the turbine that was installed by Jordan Lawler in the late 1920s when the mill was adapted to generate electricity.

11. Deputy Executive Director of Historic Sites update

Bell said that business planning at San Jacinto Battleground with Gallagher and Associates continues. Estimated budget for the renovation of the Monument's Visitor Center and proposed 30,000 sq ft addition for additional exhibit space is estimated to cost \$48-\$50 Million. He also said that the combination of organizations at San Jacinto into one structure is still in the works. Bell stated that the Blinn College Advisory Committee will meet on November 2. He noted that the Star of the Republic project is scheduled to meet on November 13.

Bell noted that the jail demolition continues at Casa Navarro. He noted that staff is monitoring the site for any damage that may arise from the demolition. Bell also noted that Live Oak Brewery is seeking a licensing agreement to use the Kreische Brewery name on a new beer. The agreement is currently under review by the Office of the Attorney General.

In conclusion, Bell noted that the Magoffin Home is closed due to the local COVID-19 outbreak and will be closed for two weeks, as recommended by the City of El Paso.

12. Adjournment

At 3:37 pm, Commissioner Crain asked for any other business to bring before the committee. There being none, he stated without objection that the Historic Sites Committee meeting was adjourned.

Quarterly Report

Historic Sites Division
October–December 2020

OPERATIONS

Visitation at the sites during the first quarter was 129,003. We are 17.2 percent lower compared to last year at the same time. Earned revenue is tracking well.

Staff continues to be responsive, creative, and agile in following all public health guidelines to fulfill public programming needs. A few sites had to close temporarily due to staff exposure to Covid-19 and reopened as staff were tested or quarantined.

To address seasonal needs, sites have increased digital engagement through social media postings and livestreams as well as webinars. These efforts have kept existing audiences engaged and expanded sites' audiences as well. An IMLS grant was awarded to assist in the development of virtual field trip resources for schools and home educators, which will be available this fall on the agency's Learning Resources webpage.

Staff continue to work with the Battleship Texas Foundation on the ship's relocation and updating the on-site coordination and operational agreement.

The San Jacinto Battleground strategic business plan is written detailing the needed structure to strengthen business operations with the museum association and grow a stronger public-private enterprise.

The Charles and Mary Ann Goodnight Ranch is open and operational.

Retail e-commerce development is underway, moving retail to a more vital and significant position in building the agency's branding, marketing, interpretation, and earned revenue strength. The initial step is to establish webpages for individual sites. Product development is beginning with site staff, curators, and interpretive staff.

Work continues at the French Legation to establish an operational agreement with a private firm to oversee food service, catering, and retail services.

The Levi Jordan Plantation advisory committee is reviewing a National Trust grant to continue archeology within the slave quarters and historic architectural analysis to detail the structures. The goal is to reconstruct one of the quarters.

FRIENDS GROUPS

Friends groups continue to request assistance with board development via Zoom meetings. Since October, staff has conducted board orientation meetings as they bring on new members to better understand the terms of THC agreements.

In October, staff wrote a blog about nonprofit governance and addressed questions from a September webinar co-presented with the Friends of the THC called "Together in the Sandbox: Board and Staff Relationships." In November, staff and the Friends of the THC co-presented the development seminar via Zoom over four days. In December, staff conducted a free webinar, "Friends in High Places: Navigating Friends Group Partnerships," for which over 300 people registered including members of several THC historic sites friends group organizations. All the THC friends group organizations will receive the recording of this webinar, as well as a blog post that summarizes the webinar's content and addresses questions from attendees.

The monthly e-newsletter, "First Friday News for Friends," has continued at the first of each month, delivering training opportunities, historic sites news, Friends of the THC news, and MOA reminders.

CONSTRUCTION PROJECTS

Caddo Mounds: The Caddo Mounds Cultural Center Complex project is in the Construction Documents phase, with the architect and the construction manager

at-risk working as a team to develop a quality project within the available budget.

French Legation: The overall preservation and addition project reached substantial completion on October 21. The transition between the general contractor and the site staff is underway. The site is scheduled to open to the public February 2021.

Levi Jordan Plantation: The Learning Center Complex broke ground in December, with expected completion in late 2021. The architectural and exhibit design work for the visitor's center project is moving forward. The design team is actively collaborating with the African American Advisory Group.

Landmark Inn: An engineer has been selected to assess the historic dam. Contract negotiations are underway.

Magoffin Home and Visitors Center: The assessment phase for the structural and adobe repairs to these two buildings is nearing completion.

Ruins Stabilization: The scope of work for both Fort Griffin and Fort Lancaster has been developed in-house and approved by the Division of Architecture. The project will be bid out in early 2021.

San Felipe de Austin: The interpretive evocations project, known as Villa de Austin, is scheduled for completion of the original scope by the end of 2020. We are in the process of adding the Allen Dwelling back into the scope, to be completed in early summer.

Varner-Hogg Plantation: An engineer has been selected to design repairs to the foundation of the plantation house and kitchen buildings, as well as other needed exterior preservation work. Contract negotiations are underway.

INTERPRETATION

The Mission Dolores permanent exhibit final design development phase and editing, with the inclusion of additional site-related artifacts, is wrapping up.

A new interpretive master plan for Fulton Mansion is proceeding. The first of two virtual stakeholder meetings was held in December 2020. The second was scheduled for January 9, 2021.

The Caddo Mounds exhibit fabrication and installation contract has been fully executed with Pacific Studios, Inc. A kickoff meeting with the contracted firm was held on December 17, 2020.

The Washington-on-the-Brazos major exhibit and interpretative redesign contract is now in effect.

Planning meetings with the Levi Jordan Advisory Committee continue, with a goal of defining the visitor experience based on the history of African Americans in Texas.

The French Legation outdoor orientation and interpretation panels have been completed and will be installed soon. In-house design of the opening exhibit for installation within the Legation house is in its final layout phase. Plans are in place for the exhibit's installation a week prior to the site's opening event.

COLLECTIONS

The 10-year certification for the Curatorial Facility for Artifact Research occurred on December 14, 2020, and curatorial staff have been preparing for CFAR recertification from the Archeology Division.

Curatorial staff developed and implemented legacy collection processing projects with Rice University.

Curatorial staff established an internship opportunity specifically designed for University of Texas' iSchool IMLS students who must complete a capstone project as part of their graduation requirements. These students will work on projects that provide value and will work with collections.

CFAR collections staff continue to manage the flow of incoming records. The new compact archives shelves are filling up.

The curatorial team applied for a Hurricane Harvey State Mitigation grant distributed by the General Land Office. Staff also developed an NEH Collections Care grant for the purchase of environmental monitoring equipment to update the current systems at all the historic sites.

Collections staff provided a list of over 30 collection objects to the retail team for review in support of historic sites retail initiatives.

HISTORIC SITES - VISITATION / OUTREACH - FY2021

	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	TOTAL
Acton													0
Caddo Mounds	320	528	428	0	0	0	0	0	0	0	0	0	1,276
Casa Navarro	0	101	55	0	0	0	0	0	0	0	0	0	156
Confederate Reunion Grounds	62	109	36	0	0	0	0	0	0	0	0	0	207
Eisenhower Birthplace	1,193	1,366	800	0	0	0	0	0	0	0	0	0	3,359
Fannin Battleground	77	133	101	0	0	0	0	0	0	0	0	0	311
Fanthorp Inn	56	71	56	0	0	0	0	0	0	0	0	0	183
Fort Griffin	683	754	647	0	0	0	0	0	0	0	0	0	2,084
Fort Lancaster	115	191	135	0	0	0	0	0	0	0	0	0	441
Fort McKavett	273	572	349	0	0	0	0	0	0	0	0	0	1,194
French Legation	0	0	0	0	0	0	0	0	0	0	0	0	0
Fulton Mansion	301	427	219	0	0	0	0	0	0	0	0	0	947
Goodnight Ranch	0	0	0	0	0	0	0	0	0	0	0	0	0
Landmark Inn	402	363	529	0	0	0	0	0	0	0	0	0	1,294
Levi Jordan	0	0	0	0	0	0	0	0	0	0	0	0	0
Lipantitlan	0	0	0	0	0	0	0	0	0	0	0	0	0
Magoffin Home	70	93	15	0	0	0	0	0	0	0	0	0	178
Mission Dolores	112	112	157	0	0	0	0	0	0	0	0	0	381
Kreische Brewery/Monument Hill	1,058	1,584	1,219	0	0	0	0	0	0	0	0	0	3,861
Ntl Museum of the Pacific	4,452	4,126	3,429	0	0	0	0	0	0	0	0	0	12,007
Port Isabel Lighthouse	0	0	0	0	0	0	0	0	0	0	0	0	0
Sabine Pass Battleground	712	2,791	2,824	0	0	0	0	0	0	0	0	0	6,327
Sam Bell Maxey	73	329	11	0	0	0	0	0	0	0	0	0	413
Sam Rayburn House	978	1,229	18	0	0	0	0	0	0	0	0	0	2,225
San Felipe de Austin	465	491	571	0	0	0	0	0	0	0	0	0	1,527
San Jacinto Battleground	16,667	22,231	18,974	0	0	0	0	0	0	0	0	0	57,872
San Jacinto Monument	2,180	2,189	1,955	0	0	0	0	0	0	0	0	0	6,324
Starr Family Home	20	31	20	0	0	0	0	0	0	0	0	0	71
Varner-Hogg Plantation	501	1,282	453	0	0	0	0	0	0	0	0	0	2,236
Washington-on-the-Brazos Complex*	7,899	8,544	7,686	0	0	0	0	0	0	0	0	0	24,129
Monthly totals	38,669	49,647	40,687	0	0	0	0	0	0	0	0	0	129,003
Quarterly totals			129,003			0			0			0	

* The WOB Complex consists of Washington-on-the-Brazos, Star of the Republic Museum, Independence Hall, and Barrington Plantation.

Long-term Closures:

*Casa Navarro closed due to county jail demolition (Sep-Oct-Nov)

Weather Related Closures:

Fulton Mansion was closed 3 days in preparation for Hurricane Beta.

**Historic Sites Division
Architectural Capital Project Status**

1/12/2021

Site	Project	Budget (incl. design fees & const.) projected or actual	Consultant selected	Design contract executed	Consultant	Schematic Design	Design Dev.	Const. Docs.	LBB approval	CPA approval	SAL permit	Archeological clearance	Bidding	Contractor selected	Const. contract executed	Construction (% complete)
French Legation	Preservation	\$1,570,000	√	√	Hutson Gallagher, Inc.	√	√	√	n/a	√	n/a	n/a	√	√	√	99%
French Legation	Visitor Center Addition	\$212,337	√	√	Hutson Gallagher, Inc.	√	√	√	n/a	n/a	n/a	n/a	√	√	√	99%
San Felipe de Austin	Interpretive Evocations	\$1,949,738	in house	n/a	n/a	√	√	√	n/a	√	n/a	√	√	√	√	85%
Levi Jordan Plantation	New Museum	\$2,500,000	√	√	Richter Architects	in progress			√		n/a	√				11%
Levi Jordan Plantation	Education Center Complex	\$2,400,000	√	√	Broaddus Construction	√	√	√	n/a	√	n/a	√	√	√		7%

Item 3

TEXAS HISTORICAL COMMISSION

Item 13.2
Texas Historical Commission
Quarterly Meeting
February 3, 2021

Consider staff recommendation regarding the Phase I Evaluation of the Hoch House

Background:

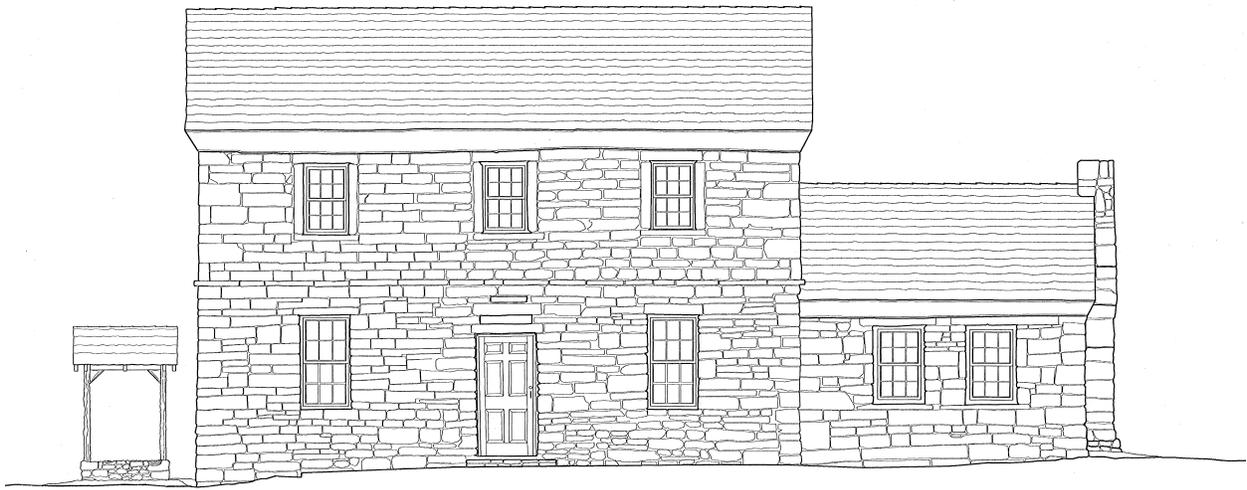
In a letter dated October 20, 2020, the Hochheim Historical Foundation requested that the Texas Historical Commission (THC) consider receiving the Hoch House into its historic sites program. Per Title 13, Part 2, Chapter 16 of the Texas Administrative Code, a staff committee conducted a Phase I assessment and evaluation of the property in November 2020. Based on the Phase I evaluation, the THC staff finds that the Hoch House is locally important and duplicates stories at other THC state historic site and recommends that a Phase II study should not be authorized at this time.

Suggested Motion:

Move to accept the Phase I recommendation that the Hoch House Phase II study should not be authorized at this time.

Phase I Assessment of the Hoch House

Hochheim, DeWitt County, Texas
For Addition to the Texas Historical Commission's
Historic Sites Program



November 2020
Texas Historical Commission

Phase I Assessment of the Hoch House
Hochheim, DeWitt County, Texas
For Addition to the Texas Historical Commission's
Historic Sites Program

Historic Sites Division Staff:

Bill Irwin, Director of Historic Site Operations

Glenn Reed, Chief Architect

Paula Rhodes, Architect

Hal Simon-Hassel, Chief Interpretive Specialist

November 2020

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711

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INTRODUCTION

The Hochheim Prairie Insurance Foundation has requested that the Texas Historical Commission (THC) consider receiving the Hoch House into its Historic Sites Program.

As put forward in the THC rules (Title 13, Part 2, Chapter 16 Rule §16.3), potential THC historic sites must meet specific criteria. The candidate site undergoes an initial phase of evaluation and assessment conducted by THC staff.

This report presents the Phase I assessment of the Hoch House and discusses each of the evaluation requirements as established in the THC rules. Should the candidate site meet the requirements set forth by the THC rules, the Commission may then authorize a more detailed “Phase II” study that comprehensively evaluates the context and interpretive potential of the site and provides specific details regarding how the site will be developed and operated, as well as the funding needed to make that plan a reality.

This report also contains a conclusion section that addresses what is presently known about the Hoch House relative to the Chapter §16.3 rules criteria, which are the overarching conditions a site must meet to be considered for the THC’s Historic Sites Program.



Figure 1 Satellite photo of site



Figure 2 Rear Facade of Hoch House

Based on this Phase I assessment, the THC staff finds that while the Hoch House is architecturally important and has significant historical meaning for Hochheim and DeWitt County, it duplicates a number of existing stories told at other THC state historic sites. It is the recommendation of staff that a Phase II study not be authorized at this time.

PROPERTY DESCRIPTION

Valentine Hoch, a German stone mason, purchased a tract of land in DeWitt County sight unseen from a land agent and immigrated with his family. Hoch, his wife and four children landed at Indianola on the Texas coast in 1845. Becoming widowed shortly after arriving in Texas, Hoch soon remarried and travelled to his homestead, building a house from stone quarried on the banks of the nearby Guadalupe River.

The Hoch House sits on 7.97 acres of land at the intersection of Whitley Road and US Highway 183 in DeWitt County, Texas, near the unincorporated town of Hochheim. The Indianola to Austin Road crossed through the property and Valentine Hoch built his home on the west side of the road facing east. The home, built of native limestone, consists of two rooms with a central hall on the ground floor, two rooms on the first floor, an open attic and a cellar. A kitchen addition was constructed to the south side of the home in 1866.

The Hoch House became a stage stop along the Indianola to Austin Road and the small community of Hochheim formed nearby. Valentine Hoch, as a skilled craftsman, built several structures in the surrounding communities, some of which are still in existence.



Figure 3 Rear Facade with Well

INVENTORY OF COLLECTIONS

There are no known collections, furnishings, or archives owned by the Hochheim Prairie Insurance Foundation or otherwise known that are associated with the Hoch House. Material culture associated with Hoch House or the Valentine Hoch Family would be critical for interpreting the house to the public.



Figure 4 Historic Photos

BACKGROUND, SIGNIFICANCE AND INTEGRITY

The site was granted State Archaeological Landmark status in 1964 and a plaque notes a National Register Nomination in 1974. However, the Hoch House does not itself have a National Register nomination or listing. It exists within the 57,000-acre Cuero I Archeological District, which was designated on October 9, 1974. The Archeological District includes parts of DeWitt and Gonzales Counties. The Hoch House appears as an item on the list of Archeological District assets, but without any detailed information, or outstanding emphasis placed on its historic importance.



Figure 5 Historical Marker on Hoch House

The Hoch House has undergone minor renovations to add electricity and plumbing. A bathroom was added to the second-floor hallway directly above the ground floor entrance on the east side of the house. The home underwent a restoration in 1954 and was a part time residence until acquired by the Hochheim Prairie Insurance Foundation. Since acquisition, the Hochheim Prairie Foundation has made repairs to the foundation and roof.

The historical significance of the Hoch House lies in the immigration story of the Hoch Family and the development of Texas through the latter half of the nineteenth century. Interpretive themes that could be represented by Valentine Hoch Family and the Hoch house include:

- Settlement during the Republic and early statehood
- German/Western European immigrants during the Republic and early statehood
- German/Western European stone masons and architectural craftsmen
- Transportation Early Stage/Traveler Stops
- Entrepreneurialism and Mercantilism

Site Significance and Integrity: Conclusion

The primary stories represented by the Hoch house are already represented in the collection of THC State Historic Sites in multiple locations. They include-

- Settlement during early statehood- Washington-on-the-Brazos, Kreische Brewery, Landmark Inn
- German/Western European immigrants during the Republic and early statehood- Kreische Brewery and Landmark Inn
- German/Western European stone masons and architectural craftsmen- Kreische Brewery and Landmark Inn
- Transportation Early Stage/Traveler Stops- Fanthorp Inn, Landmark Inn
- Entrepreneurialism and Mercantilism- Washington-on-the-Brazos, Kreische Brewery, Landmark Inn, Fanthorp Inn

With most of the property's historic stories already represented through other THC State Historic Sites, the Hoch house does not add significant value to the agency's overarching goal of interpreting many different stories and Texas experiences and does not warrant acceptance as a Texas State Historic Site.

STATEMENT OF WILLINGNESS TO TRANSFER



LINDA M. SCHMIDT
President

October 12, 2020

Texas Historical Commission
Historic Sites Division
P.O. Box 305
Washington, Texas 77880

Re: Hochheim Historical Foundation, caretaker of "Stagecoach Inn"

The "Stagecoach Inn" recognized by the State of Texas and the National Registry, is one of the few remaining stagecoach stops on the historic Indianola-Austin Road.

The Hochheim Historical Foundation, a non-profit organization, became the caretaker of this historic structure in 2001. The Foundation's primary vision was **"To preserve the cultural and architectural heritage of the Stagecoach Inn; to interpret and present its history to the widest possible audience; and to inspire others to restore/maintain other historically significant structures in the area"**.

To continue its preservation and vision, The Hochheim Historical Foundation wholeheartedly supports the transfer of the site and all associated records to the Texas Historical Commission without restriction.

If we can be of assistance with this preservation effort, please let us know.

Sincerely,



Linda Schmidt

COMMUNITY SUPPORT

Local financial support is not available and there is currently no corps of volunteers dedicated to the operation of the Hoch House, however the local community is historically minded and may provide opportunities for financial and volunteer organization development in the future. There may be a potential for partnerships with one or more local museums to develop combined operations including the Hoch House. The Chisolm Trail Heritage Center in Cuero has expressed interest in this concept but is not currently in a position to pursue the opportunity. Several letters of support for the transfer of the Hoch House from the Hochheim Historical Foundation to the Texas Historical Commission have been received from community leaders, including State Senator Kolkhorst and State Representatives Geanie Morrison and Ben Leman, as well as the County Historical Commission of DeWitt County. Several regional museums have also expressed support of its transfer.

EDUCATIONAL POTENTIAL

There are five Independent School Districts in DeWitt County, Cuero ISD being the largest with a total enrollment of 1,917 students ranging from Pre-K to High School. The surrounding area is primarily rural, with greater than a 1-hour drive to a population center. Historic sites are most visited by 4th and 7th grade students, where curriculum highlights Texas history. Educational programming would rely heavily on outreach and electronic programs to reach an audience that could sustain programming.

NEEDED AND AVAILABLE FUNDING

Currently, there is no available funding to operate the Hoch House as a THC State Historic Site. Needed funding for renovations, development of visitor services facilities, furnishings and interpretive exhibits for the Hoch House is estimated to be \$2.6 million. Funding for annual operations is estimated as \$245,000. These estimates are for planning purposes only and should not be used as final costs. See the appendix for a detailed breakdown of the projected development and operating costs.

DEVELOPMENT AND OPERATING COSTS

To operate the Hoch House, we anticipate that it would require a staff of 4 fulltime positions- Site Manager, Educator, Administration and Maintenance. Based on current visitation at other THC historic sites in similar settings, the evaluation team estimates the Hoch House annual site visitation would be 1,200 to 1,600 with projected revenue of \$2,000 to \$4,000 annually.

According to a recent study by The University of Texas and Rutgers University on the economic impacts of historic preservation in Texas (Texas Historical Commission 2015), the average heritage traveler in Texas spends \$175 per day. That would result in visitors to the Hoch House spending approximately \$210,000 to \$280,000 annually in the local area, spread across DeWitt and Gonzales Counties.

ACCEPTANCE CRITERIA CONCLUSIONS AND RECOMMENDATION

As put forward in THC rules (Title 13, Part 2, Chapter 16 Rule §16.3), consideration for accepting a historic property for development as a Texas Historical Commission historic site must be accomplished through addressing the specific criteria listed below.

(1) The property must have recognized statewide or national significance based on the standards of the National Register of Historic Places.

Conclusion: The Hoch House, Stagecoach Inn, is a designated State Archeological Landmark and has been listed as an element of the Cuero I Archeological District listed on the National Register in 1974. It is believed a remnant of the Austin Indianola Road remains intact on the property.

(2) The property should be able to provide interpretation of a significant theme or event of Texas history that is not fully represented by the Commission's existing historic sites or other historic sites accessible to the public. The Commission will strive to maintain a geographic, cultural and thematic balance in its program.

Conclusion: Valentine Hoch built his home on the Austin to Indianola Road, an early and important trade route for the Republic and later the State of Texas. His home is one of the few remaining stage stops along this thoroughfare and represents the German Immigrant experience, stone architecture, entrepreneurialism and mercantilism. The stories primarily represented by the Hoch House are already represented in the existing collection of THC State Historic Sites. They include-

- Settlement during the Republic and early statehood- Washington-on-the-Brazos, Kreische Brewery, Landmark Inn
- German/Western European immigrants during the Republic and early statehood- Kreische Brewery and Landmark Inn

- German/Western European stone masons and architectural craftsmen- Kreische Brewery and Landmark Inn
- Early Stage/Traveler Stops- Fanthorp Inn, Landmark Inn
- Entrepreneurialism and Mercantilism- Washington-on-the-Brazos, Kreische Brewery, Landmark Inn

(3) The property should have exceptional integrity of location (including surrounding environment), design, material, setting, feeling, and association.

Conclusion: While none of the outbuildings that were once located on the property remain, the integrity of the Valentine Hoch House itself is good. The house has not been significantly altered, nor have there been significant modern features or intrusions on or adjacent to the property. There may be a remnant of the original Austin to Indianola Road in close proximity to the front façade. The property has adequate space for development of visitor facilities without significantly impacting the integrity of the site.

(4) The property should have appropriate collections (objects, manuscript material, artifacts) associated with the historic site or necessary artifacts related to the site's history and period of significance should be identified and available.

Conclusion: There are no known collections, furnishings, or archives associated with the house.

(5) The property must be appropriate for use as an interpretive museum or historic site, have high potential to attract and accommodate diverse and new audiences, and be accessible to travelers as well as to the local community.

Conclusion: The site is located on a well-travelled highway, though in a remote location. The site itself does not lend itself to interpretation without added facilities to tell the broader story of local settlement. The site has limited potential to draw diverse new audiences.

(6) The property must be available without restrictions that would limit the Commission’s options for preservation and interpretation as a historic site (for example, a life estate retained by the grantor, restrictions against future sale or conveyance, or limits on alterations deemed appropriate by Commission). The Commission encourages the use of easements or other restrictions to ensure the preservation of historic sites.

Conclusion: The Hoch House is owned by the Hochheim Prairie Insurance Foundation. The Foundation has indicated that it will transfer the site to the THC (see “Statement of Willingness to Transfer” above) without restriction.

(7) Financial resources must be available or assured, including an endowment fund where appropriate, or sources of funding must be identified in a comprehensive funding plan to ensure the restoration, interpretation, development, long term operation and preservation of the site.

Conclusion: There are no financial resources currently identified for the restoration, interpretation or long-term development of the site.

(8) The property must have the potential for strong supporting partnerships including community support.

Conclusion: There is currently no established support group or volunteer corps associated with the Hoch House, however the area has a number of museums and historic assets that could potentially partner with the site and make it a part of a regional network of attractions. In a meeting with the Hochheim Foundation, it was mentioned that the Chisholm Trail Heritage Museum in Cuero had expressed interest in acquiring the site, but that they were not able to do so at this time. Exploring this type of partnership may provide the site with more opportunities to strengthen its position in the community.

RECOMMENDATION

The Hoch House, Stagecoach Inn, is important architecturally and has a high degree of historical significance to the local community development. However, existing THC facility and budget demands, especially during current state budget constraints, do not allow THC to take on new, unfunded projects at this time. This project is estimated to cost THC \$2.6 million in improvements and nearly \$250,000 per year to properly manage this historic property. The core stories found in the Valentine Hoch family home of immigration, travel, entrepreneurialism, and mercantilism are found within the existing sites operated by THC. Local financial support and a community volunteer corps are not currently in place. Expected visitation and available and ongoing revenue do not currently support the long-term investment required to develop the Hoch House into an interpretive and educational facility.

Therefore, staff does not recommend a Phase II Assessment for the Hoch House at this time.

APPENDIX

Development Cost Estimate

Item	Description	Scope	Quantity	Unit	Unit Cost	Total
Site Work						
	Site work for drainage	Grading, swales, area drain		ALW		\$10,000
		Asbestos testing and abatement on dilapidated structure on site.		ALW		\$10,000
	Site demolition	Demolish and dispose of dilapidated structure on site.		ALW		\$10,000
	New parking lot (asphalt)	12 cars, plus driveway. No bus access.	12	cars	\$1,235.00	\$14,820
	Accessible route to front entrance	Based on schematic site plan	400	sf	\$5.50	\$2,200
	Landscaping at Visitor Center			ALW		\$5,000
	Identification and wayfinding/informational signage	Main sign adjacent to Hwy 183, secondary directional signage at parking lot and visitor center, site information sign, directional sign to Hoch House entrance, restroom signs. Does not include interpretive signage.		ALW		\$18,000
	Investigative archeology	Not included.				\$0
	Restore well	Excavate, repoint, rebuild roof, add safety cover		ALW		\$12,000
	Site lighting	For house, visitor center, and parking lot		ALW		\$10,000
Structural						
	Foundation investigation and repair	Structural investigation and repair to address interior plaster cracking and delamination throughout the interior.		ALW		\$30,000
	Building frame assessment & repair	Remove plywood between rafters and reinforce structure as needed		ALW		\$10,000
Exterior						
	Masonry - chimney repairs	Cap chimney	1	ALW		\$800

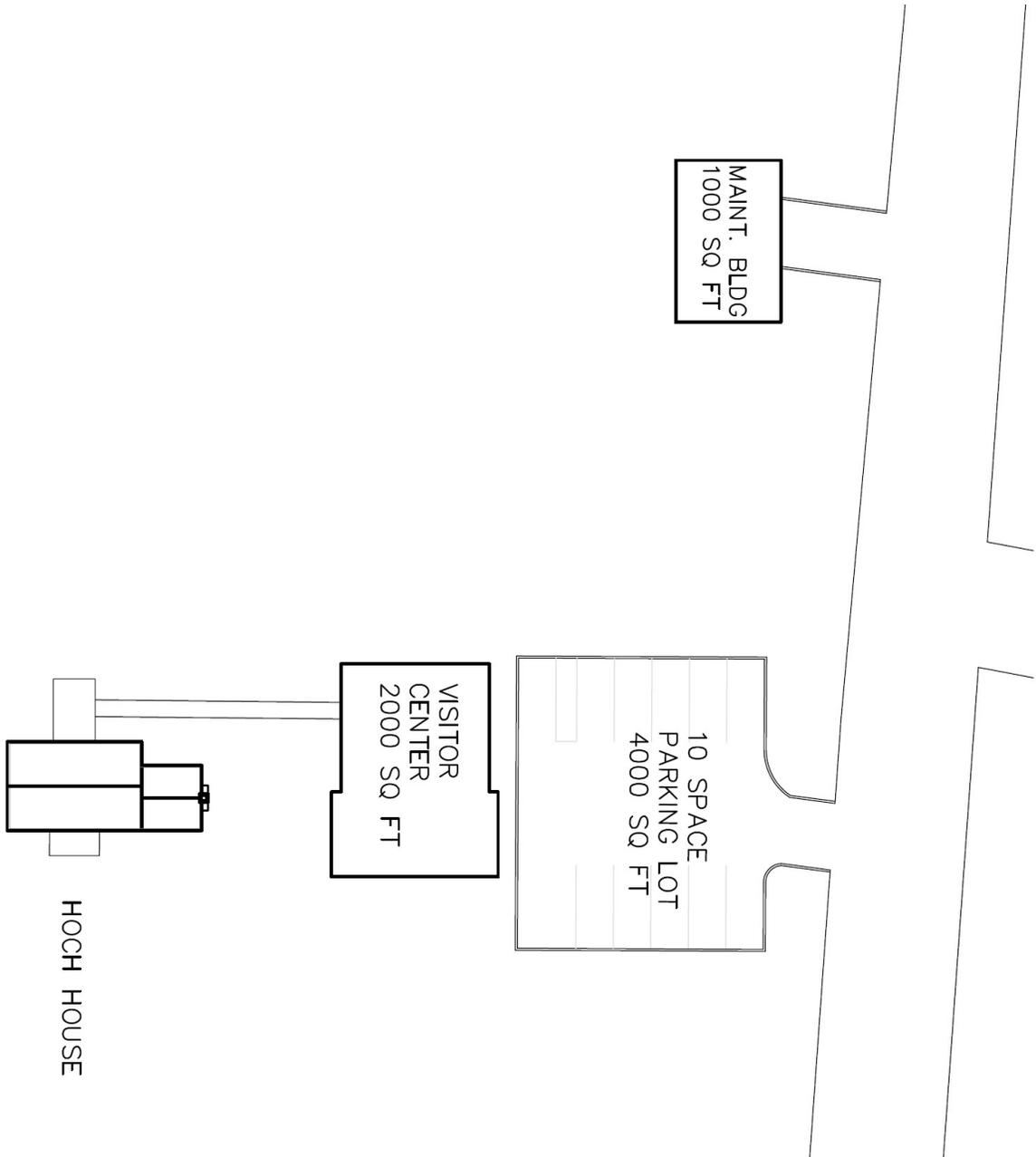
TEXAS HISTORICAL COMMISSION

	Wood trim	Strip, repair/replace, paint	1	ALW		\$7,500
	Roof	Replace wood shingle roof	1	ALW		\$30,000
Doors & Windows						
	Interior doors	Restore, incl. hardware	6		\$1,000.00	\$6,000
	Exterior doors	Restore, incl. hardware	5		\$2,000.00	\$10,000
	Wood windows	Restore: strip, repaint, and re-glaze + hardware	22		\$1,500.00	\$33,000
Interior						
	Plaster walls	Remove and replace damaged plaster	542	sf	\$40.00	\$21,680
	Quarter round "baseboard"	Strip, repair/replace, paint		ALW		\$2,000
	Exposed beams	No work		sf		\$0
	Wood ceilings	No work				\$0
	Attic	Add insulation between rafters.		ALW		\$2,000
	Interior stairs	Refinish treads and risers, refinish handrail, add safety rail		ALW		\$8,000
	Wood flooring	Sand and refinish	855	sf	\$18.00	\$15,390
	Bathroom floor	Existing sheet vinyl - replace		ALW		\$400
MEP						
	Mechanical system	None proposed.				\$0
	Domestic water supply	Reactivate well to serve house and VC		ALW		\$4,000
	New septic system	New system to serve house and VC		ALW		\$25,000
	Rehab existing second floor restroom	New fixtures and supply/drain, point of use water heater		ALW		\$4,000
	Electrical	Set new subpanel to serve house, powered by main service to VC, replace existing wiring in house		ALW		\$8,000
	New light fixtures	Five reproduction kerosene fixtures; five wall sconces		ALW		\$5,000
New facilities						

HOCH HOUSE

	Visitor Center	Typical program: lobby w/interpretation, office, storage, restrooms, museum store	2,000	SF	\$275.00	\$550,000
	Maintenance building	Metal building, slab-on-grade	1,000	SF	\$150.00	\$150,000
Interpretation						
	Interpretive Master Plan & Furnishings Plan					\$40,000
	Visitor Center exhibits		800	SF	\$300.00	\$240,000
	Hoch house furnishings	Furniture and materials necessary for a historically appropriate interior				\$200,000
	Outdoor interpretive panels		4	panels	\$3,000.00	\$12,000
	subtotal					\$1,506,790
General Conditions (15%)						\$226,019
	subtotal					\$1,732,809
	GC profit	15%			\$0.15	\$259,921
	TOTAL					\$1,992,730
	Contingency	15%				\$298,909
						\$2,291,639
	Professional fees	15%				\$343,746
TOTAL PROJECT COST						\$2,635,385

Hoch House proposed Visitor Services for planning.



FY20 SB Maxey SHS Operating Budget (4 Staff)

Account	Ending
100-SW	\$194,140.00
105-OPC	\$7,232.00
200-TRV-IS	\$1,000.00
202-FUEL	\$750.00
300-PFS	\$400.00
301-CS	\$3,800.00
400-PR	\$1,250.00
401-CONS	\$3,000.00
402-UTIL	\$19,386.00
403-RENT	\$4,800.00
500-OE	\$1,000.00
600-CF	\$3,800.00
605-RM	\$4,000.00
	\$244,558.00

TEXAS
HISTORICAL
COMMISSION



REAL PLACES TELLING REAL STORIES

Item 4

TEXAS HISTORICAL COMMISSION

Item 13.3
Texas Historical Commission
Quarterly Meeting
February 3, 2020

Consider approval of the revised Texas Historical Commission Collections Management Policy

Background:

Historic Sites Division (HSD) curatorial staff have reviewed and enhanced the existing THC Collections Management Policy (CMP). The CMP was last updated in March 2020 in response to legislative and administrative rule changes. Current proposed changes to the CMP include:

- Process changes to accession and deaccession activity that enhance record-keeping requirements and simplify processing accessions for donations that do not fall under the requirements of the Internal Revenue Service *Publication 561*;
- Defining statutory and administrative authority for activities outlined in the CMP;
- Clarification of collection categories;
- and the incorporation of revised language resulting from the amendment to Rule 16.13.

The updated CMP reflects these enhancements to the HSD program.

Suggested motion:

Move to approve the revised Texas Historical Commission, Collections Management Policy.

The following are only the pages containing changes to the plan.

Texas Historical Commission
Collections Management Policy



If any Commissioner would like a copy of the full plan, please contact Joseph Bell.

The THC is a preservation, education, and cultural agency of the State of Texas. The mission of the THC is to protect and preserve the state's historic and prehistoric resources for the use, education, economic benefit, and enjoyment of present and future generations. The THC is dedicated to acting as a responsible partner with the state and nation's preservation communities.

3.2 THC Collections Chronology

The Commission is composed of 15 citizen members appointed by the governor to staggered six-year terms. The agency employs over 220 people who work in various fields including museum management, collections care, public interpretation, archeology, architecture, history, economic development, heritage tourism, public administration and urban planning. The Texas State Legislature established the agency in 1953 as the Texas State Historical Survey Committee, with the task to identify important historic sites across the state. The Texas Legislature changed the agency's name to the Texas Historical Commission in 1973. Along with the name change came more protective powers, an expanded leadership role and broader educational responsibilities.

Under Texas Government Code §442.005(v), the operation of a museum and museum programs are within the authority of the THC when it receives a donation of suitable real property. The Sam Rayburn House and grounds were deeded to the THC by the Sam Rayburn Foundation in 1971 and in 2005 by legislative action the THC became responsible for the oversight of the National Museum of the Pacific War. In 1989 legislation granted THC oversight of the buildings and interiors and contents belonging to the Texas Governor's Mansion. THC's responsibility to state historic and archeological collections was addressed by the development of a Collections Management Policy in 2003, and later in 2005, by the development of the THC Curatorial Facility Certification Program (CFCP). Prior to the creation of the CFCP, collections were placed in repositories across the state; however, after 2005 collections are required to be placed in THC certified curatorial facilities.

In 2007, 18 more sites were transferred from the Texas Parks and Wildlife Department (TPWD) to the THC making the agency responsible for a total of 20 historic sites³. In response to this expansion of oversight, the THC formed the Historic Sites Division (HSD) which was responsible for the management and stewardship of these historic sites. In 2016, Mission Dolores was deeded to the THC by the City of San Augustine and in September, 2017 the French Legation Museum would become the THC's twenty-second state historic site. In 2019, an additional 8 sites were transferred legislatively from TPWD to THC.⁴ The Charles and Mary Ann Goodnight Ranch in North Texas

³ Acton State Historic Site, Caddo Mounds State Historic Site, Casa Navarro State Historic Site, Confederate Reunion Grounds State Historic Site, Eisenhower Birthplace State Historic Site, Fannin Battleground State Historic Site, Fort Griffin State Historic Site, Fort Lancaster State Historic Site, Fort McKavett State Historic Site, Fulton Mansion State Historic Site, Landmark Inn State Historic Site, Levi Jordan State Historic Site, Magoffin Home State Historic Site, National Museum of the Pacific War, Sabine Pass Battleground State Historic Site, Sam Bell Maxey House State Historic Site, Sam Rayburn House State Historic Site, San Felipe State Historic Site, Starr Family Home State Historic Site, Varner-Hogg Plantation State Historic Site.

⁴ These 6 sites included San Jacinto Battleground State Historic Site and Monument, Washington-on-the-Brazos State Historic Site, Fanthorp Inn State Historic Site, Monument Hill and Kreishe Brewery State Historic Site, Lipantitlan

has been gifted to the THC, and awaits official incorporation in May, 2020. These transferred sites came with substantial and significant archeological, educational and permanent historic collections. The Commission now currently operates [31](#) historic sites across the state, the HSD Curatorial Facility for Artifact Research (CFAR) in Austin, and the Curatorial Resource Center (CRC) at Varner Hogg Plantation State Historic Site.

Consistent with agency policy and the criteria and standards of the CFCP, HSD, and the Archeology Division (AD) curatorial staff will develop guidelines, procedures, and planning documents for all of these HSD Historic Sites and repositories. [This Collections Management Policy serves as an overarching policy and guiding framework for the development of curatorial procedural and decision making documents for the THC.](#)

NOTE: The Texas Governor’s Mansion (TGM) collection, while not part of the Historic Sites Division program, is overseen by THC and its management is handled as provided in an MOA between THC and the Friends of the Governor’s Mansion. Subsequent to the legislation, in 1990 a subsection of TGM collections was transferred to the THC—the majority of which remains on display and in use at the Texas Governor’s Mansion. Other TGM objects have been placed at THC offices, the Governor’s Appointments Office and the First Lady’s office in the Capitol. TGM collections are stored at CFAR as needed. All TGM collections are managed according to agency collections management policy.

3.3 Scope of Collections

The THC state-associated collections focus on the history of Texas in its broadest sense. These collections are generated in a number of ways [and are maintained](#) for scholarly and public use through research, exhibitions, interpretive and educational programming, and heritage tourism. In accordance with its mission and the diverse nature of its constituency, the THC maintains six main categories of state-associated collections based on the way they were generated. As defined in 13 Tex. Admin. Code §29.7 these categories of collections are as follows:

- A. Permitted-collections that are the result of work governed by the Antiquities Code on land or under waters belonging to the State of Texas or a political subdivision of the State necessitating the issuance of a permit by the THC. This work can be conducted by an outside researcher, other state agency, cultural resources management firm or by THC personnel. Permitted-collections form the bulk of the THC state-associated collections.
- B. THC non-permitted collections are the result of work governed by the Antiquities Code on land or under waters belonging to the State of Texas or a political subdivision of the State conducted by THC personnel without the issuance of a permit.
- C. Purchased-collections are the result of acquisition of significant historical items by the THC through the Texas Historical Artifacts Acquisition Program or use of other state funds.

State Historic Site and Port Isabel Lighthouse State Historic Site. Star of the Republic Museum was included amongst this group, transferring officially to THC’s stewardship from Blinn College in January, 2020.

- D. Donated-collections are the result of a material gift transaction by a private landowner, individual, corporation, organization, or through a bequest to the THC. A major component of this category of collections is the consequence of work conducted by THC personnel on private lands in Texas whereby the landowner transfers ownership of the generated collection through a deed-of-gift or donation to the State of Texas and its agent, the Texas Historical Commission.
- E. Court action-collections are the result of rulings by a court concerning confiscated, illegally-held archeological or historical materials from public lands to be given to the THC for care and protection.
- F. Legislative actions such as House Bill 12, 80th Leg., Reg. Ses., 2007 and House Bill 1422, 85th Leg., Reg. Ses, 2019 which transferred a total of [31](#) historic sites and all of their collections from the TPWD to the THC

Additionally, the THC maintains an additional collection type that is not defined in the Texas Administrative Code. These collections are also maintained for scholarly and public use, but were not generated under the oversight of THC staff or following any legal or institutional mandate.

- G. Legacy collections are the result of archeological work undertaken prior to the passage of the Antiquities Code or conducted on property not owned or managed by the State of Texas or a political subdivision of the State at the time of collection. Additionally, legacy collections are generated through work not overseen by THC personnel.

Since adoption of the CFCP program in 2005, any or all of these state-associated collections must be entrusted to and housed in a CFCP-certified curatorial facility or THC facilities. They are accessioned, documented, and cataloged objects, documents, and samples of cultural, scientific, or historical significance that are representative of the diversity within the state. These collections are given a high level of care and protection. While the vast majority of permitted archeological collections are housed as Held-In-Trust collections at certified curatorial facilities throughout the state, THC facilities currently house state-associated collections under the control of THC, [\(AD\)](#) and HSD.

3.4 THC Archeology Division Collections

The THC Archeology Division (AD) is responsible for the care of state-associated collections from permitted and non-permitted archeological investigations on land or under waters belonging to the State of Texas or a political subdivision, collections purchased under the Texas Historical Artifacts Acquisition Program, and privately donated- or court action-collections. Through administration of the CFCP program, AD exercises oversight of the Held-In-Trust state-associated collections curated in facilities across the state. Archeological collections AD is responsible for that are not housed in designated curatorial facilities across the state are housed at CFAR. In addition, AD in coordination

with Musee National de la Marine in Paris, France, manages the collections from the THC excavations of *La Belle*, a 1686 French shipwreck. This agreement is included as Appendix 1.

3.5 THC Historic Sites Division Collections

The THC Historic Sites Division is responsible for the management, preservation, and interpretation of agency-owned historic sites and all of the associated HSD collections. These collections are housed either at CFAR, Varner Hogg Plantation's CRC, or at the sites themselves. These collections are administered by HSD and have been generated by means consistent with the categories of state-associated collections described above.

The site-associated historic objects, artifacts and collections curated at CFAR and at the HSD sites are related to the historic sites managed by the Historic Sites Division, mostly through direct provenance. The objects are allocated to one of two collections, the Permanent Collection or the Non-Permanent Collection.

A. Permanent Collection

The Historic Sites Division maintains a permanent collection for use by staff, other institutions, and the public as a primary resource for research, interpretation, publication, and exhibits. The development and management of this collection is vital to the Texas Historical Commission's mission of preservation and education.

1. Archeological Collection

Consisting almost entirely of collections generated prior to the transfer of site oversight and management to the HSD this collection is largely composed of artifact assemblages that resulted from investigations at Colonial-Texas and Texas Republic-era sites, nineteenth- and twentieth-century military fort sites, industrial sites, historic plantation sites, and house sites. These collections resulted from permitted and non-permitted field investigations including survey and excavation-level research., as well as surface collected artifacts.

The Archeological Collection contains archeological records, including original field notes, artifact inventories and descriptions, photographs and negatives, as well as original research carried out by the Principal Investigators / archeologist(s), which are retained in an archive on-site at CFAR for access by researchers and scholars. These records are catalogued in HSD's collection database as archeological collections.

2. Decorative and Fine Arts Collection

This collection is comprised of individual site collections that include fine arts, historic furnishings, decorative and folk arts, textiles and clothing. Objects in this collection have a high degree of historic integrity and are major contributors to site significance and the current and future interpretation at the sites.

As education collections have no specific site provenance, they are tracked separately from the rest of the permanent collections. While there is no commitment to their permanent conservation, they may be conserved and repaired in order to maintain their usefulness in the educational purposes in which they are employed. These objects may be used and discarded when their condition or relevance no longer serves the educational and/or interpretive purposes of the site or the Historic Sites Division.

4. Acquisition of Collections

Acquisition is the process of acquiring a collection or historical item for the State of Texas through the THC. Collections or historical items usually are acquired through field work or research, donation, bequest, purchase, transfer, exchange, or legislative action. Although exchange with another state agency is normally not practiced, it is not excluded. Acquisition does not imply accessioning, but is a necessary prerequisite for accessions. Acquired collections or historical items retained by the agency are recommended for accessioning by the appropriate division director to the Executive Director.

Acquisitions are defined as artifacts or items which are physically transferred to the Texas Historical Commission by a means other than formal loan. AD collections are typically acquired through field research and are usually placed in a regionally appropriate certified curatorial facility, unless their retention by THC is in the agency's interest. HSD, in support of THC's mission, builds and manages collections through acquisitions and accessions associated with the historic sites. AD & HSD follow all of the legal and administrative requirements of the agency regarding acquisitions. AD, CFAR, and HSD collections staff are responsible for reviewing and researching potential acquisitions and, based on their subject matter expertise and knowledge of the THC's collections, presenting a recommendation for their acquisition to their division director and the Executive Director of the THC. HSD and AD subscribe to a policy of selective acquisition as it is neither feasible nor desirable for the organization to allow indiscriminate growth of its collections.

Decisions concerning acquisitions will be made in a timely manner and all phases of the review and accessioning process will be documented in writing and kept on file.

4.1 Acquisitions by the Texas Historical Commission

For collections or historical items under consideration for acquisition by the agency, the following statements provide guidance for authorized THC personnel and foster cooperation with designated curatorial facilities and prospective donors.

- A. The THC acts in accordance with state, federal, and international laws that may affect the acquisition of collections or historical items. In addition, the THC bases its acquisition and

- G. Collections or historical items acquired through purchase are the property of the State of Texas under the authority of the THC.
- H. The THC may acquire donations or court-ordered transfers of collections or historical items of questionable origin for their care and protection.
- I. To the extent possible, collections or historical items bequeathed to the THC should be approved for acquisition prior to the THC being named as beneficiary. All collections or historical items bequeathed to the THC are subject to the acquisition statements outlined in this document. The THC is not bound legally to acquire collections or historical items that are bequeathed to the agency unless by prior agreement. Collections or historical items bequeathed to the State of Texas are subject to the requirements of state law.
- J. In the process of acquiring field-generated collections or historical items, THC personnel will not knowingly or intentionally violate local, state, national, or international laws. Permission to collect, preserve, conserve, utilize, and assume title without restriction must be gained in writing from the private landowner or legal representative of the landowner on whose land the work is being conducted and collection created. These documents are a component of the generated collection and as such become a part of the THC's permanent records.
- K. The THC Executive Director has final authority regarding [permanent collection](#) acquisitions by the THC.
- L. The THC maintains a detailed record-keeping system of all collections or historical items acquired by any approved means. That system documents the care and control of collections and historical items, their status, and distribution.
- M. Donor information and the signed deed-of-gift are maintained as part of the acquisition file in the appropriate division. Donor information is not used as part of labeling while the collection or historical item is on exhibit without the prior signed consent of the donor, regardless of whether the donated collection or historical item is retained by the Commission or placed at a designated curatorial facility.
- N. A potential donor must be informed of the management policy under which collections or historical items may be donated. Acquisitions of the THC, once accessioned, are subject to the deaccessioning statements as set forth in this document, and except as specifically stated, no collection or historical item is sold, traded or exchanged, or otherwise removed from the care and control of the THC.
- O. Certain federal laws may require that collections or historical items be deaccessioned from state-associated collections and repatriated in accordance with the specific law. Prospective donors of materials likely to be affected by such legislation will be informed of this possibility during initial donation discussions.

2. Correspondence and transactions involving the accession, including:

- Name, address, and other contact information of the owner, donor, seller, or executor and heirs
- Artifact Curation Form for permitted collections
- Acquisition Recommendation/Approval Form for HSD permanent collections
- Deed of Gift
- Import and export papers on collections or historical items from countries other than the United States;
- Bill of sale and bill of lading;
- Copyright information;
- Provenance information;
- History of collection or historical items;
- Dates or ages of collection or historical items;
- Any photo documentation of collection or historical items;
- Condition or collection assessment forms;
- Loan records and reports
- Held-in-Trust agreement documentation sufficient to satisfy the requirements of the CFCP
- Annual reporting information
- Deaccession, and final disposition records, if applicable

6. Deaccessioning

The THC recognizes the special responsibility associated with the receipt and maintenance of objects of cultural, historical, and scientific significance for the public trust. Although curatorial facilities become stewards of state-associated held-in-trust collections, title is retained by the THC for the State. Thus, the decision to deaccession state-associated held-in-trust objects or collections is the responsibility of the THC. The THC recognizes the need for periodic reevaluations and thoughtful selection necessary for the growth and proper care of collections. The practice of deaccessioning under well-defined guidelines provides this opportunity.

Deaccessioning may be through voluntary or involuntary means. The transfer, exchange, or deterioration beyond repair or stabilization or other voluntary removal of an accession from a curatorial facility is subject to the limitations of this policy.

Involuntary removal from collections occurs when objects, samples, or records are lost through theft, disappearance, or natural disaster. If the whereabouts of the object, sample, or record is unknown, it may be removed from the responsibility of the curatorial facility, but the THC will not relinquish title in case the object, sample, or record subsequently is returned.

6.1 Deaccessioning by the Texas Historical Commission

For collections or historical items retained by the agency for care and management purposes, the following [criteria](#) apply:

- A. Deaccessioning is a useful tool for defining and refining the scope and quality of collections that have grown over the years. No item or collection is deaccessioned without careful review, evaluation by the appropriate division staff, and documentation of clear title. The only item or collection considered for deaccession is that to which the THC has clear title. All deaccessions will be approved by the Commission.
- B. Acceptable circumstances for deaccessioning are provided in accordance with currently acceptable museum ethics and practices. Exceptions may be considered by the Commissioners. The reasons for deaccessioning all or part of state-associated collections include, but are not limited to, the following:
 - 1. Objects lacking provenance that are not significant or useful for research, exhibit, or educational purposes in and of themselves.
 - 2. Objects that are highly redundant and lack additional merit.
 - 3. Objects lacking historical, cultural, or scientific value.
 - 4. Objects or collections that do not relate to the stated mission of the THC, Archeology Division or Historic Sites Division. Objects or collections that are relevant to the stated mission of the THC, Archeology Division, or Historic Sites Division as appropriate may not be deaccessioned on the grounds that they are not relevant to the research interests of current staff.
 - 5. Objects or collections that were retained and accessioned by the agency but now are being transferred to a designated curatorial facility. A held-in-trust agreement must be executed between the receiving curatorial facility and the THC.
 - 6. Objects that have decayed or decomposed beyond reasonable use or repair or that by their condition constitute a hazard in the collections.
 - 7. Objects that have been noted as missing from a collection beyond the time of the next collections-wide inventory are determined irretrievable and eligible to be deaccessioned as lost.
 - 8. Objects suspected as stolen and not recovered after a period of three years or until the time of the next collections-wide inventory are determined irretrievable and eligible to being deaccessioned as stolen. Objects suspected as stolen must be reported to law enforcement agencies with notification to curatorial facilities and appropriate organizations.
 - 9. Objects have been stolen and for which an insurance claim has been paid to the THC.

10. Objects that are subject to deaccessioning as required by federal laws.

C. Deaccession records include:

1. written evaluation and justification for deaccession
2. copy of the Quarterly Meeting minutes indicating Commissioner approval for deaccession
3. method of divestment and recipient name, address, and other contact information as appropriate

D. Under no circumstances will AD or HSD state-associated archeological collections be deaccessioned through sale.

E. State-associated THC permanent collections (these exclude any permitted or non-permitted archeological collections) that meet THC's deaccessioning criteria and still have use may be sold at a public auction. All proceeds resulting from the deaccession of THC permanent collections will be held separate and apart from other funds and can only be used to obtain new items for the permanent collection or to care for existing items in the permanent collection as per professional standards set forth by the American Alliance of Museums (AAM). Rule 16.13 outlines the requirements for final disposition of objects that have been removed following a formal deaccession process, including the sale of deaccessioned historic object collections through the Texas Facilities Commission's State Surplus Property program. All proceeds from any sale at auction of such deaccessioned objects would benefit the source collections from which the objects are removed.

F. Disposal of samples or objects prior to placement in a THC facility is covered by the research design approved for the Antiquities Permit. Additional disposal not included in the approved research design must be approved by the commission prior to any disposal action. State-associated collections disposed of after recovery must be documented in the notes and final report, with copies provided to the curatorial facility. The state-associated collections must be disposed of in a suitable manner and the location of final disposition documented.

G. Disposal of non-accessioned items from THC facilities requires approval of the Chief Curator or the HSD Division Director, or the AD collections manager or AD Division Director. Non-accessioned items removed from the Texas Historical Commission's holdings may be disposed of in any of the methods approved for disposing of deaccessioned material. Such recommendations for disposal will be made by curatorial staff and approved of by the THC Chief Curator.

7. Cataloging

Cataloging is the process by which objects are assigned to an established classification system and the unique physical attributes and provenience of objects are recorded to make them accessible. Both AD and HSD have appropriate cataloging systems. During cataloging identifying catalog numbers are assigned and applied to objects. No object will be loaned unless it is cataloged.

8. Collection Loans

The THC recognizes the special responsibility associated with the loaning of state-associated collections and that loans are an inherent practice in a curatorial facility. Loans involve a legal agreement between the [lender](#) and the borrower. Although [borrowing institutions](#) become stewards of state-associated held-in-trust collections, title is retained by the THC for the State. Decisions regarding the loaning of state-associated collections are the legal responsibility of the THC.

Loans of state-associated collections do not involve the transfer of title but are the temporary reassignment of all or part of a collection from THC facilities, THC Historic Sites, or the designated curatorial facility (outgoing loan) to another institution or from another institution to THC facilities, THC Historic Sites or a curatorial facility (incoming loan). All loans are for a defined period of time, for the stated purposes of research, education, exhibition, conservation, or inspection, and are made only to institutions. Commercial use of loaned material is not allowed.

A written loan agreement must accompany every loan with the specifications on rights and responsibilities of each party. The loan agreement must stipulate the condition of the loan to ensure safety precautions during transit, handling, and use, environmental protection, and adequate housing in the borrowing institution. A relocation inventory detailing the material on loan is a part of the loan agreement. All loans of state-associated collections must be insured for the duration of the loan. Loans are insured commensurate with the evaluation of the objects as determined by the THC or the curatorial facility. Third-party loans are not allowed.

State-associated collections are loaned to reach a wider audience and facilitate research. While on loan, objects, samples, documentation, or historical items must be afforded the same level of care and protection as provided by the THC facilities or designated curatorial facility. Outgoing loans are only made to similar institutions, educational organizations, and non-profit agencies but incoming loans may be from institutions or individuals. For research purposes, loans are made to the institution with which the individual is affiliated and that institution assumes full responsibility for the care and security of the loaned material and the proper administration of the loan and loan conditions.

Neither unaccessioned nor uncataloged state-associated collections will be loaned. All THC facilities may restrict further the kinds of objects, samples, documentation, or historical items eligible for loans.

8.1 Loans by the Texas Historical Commission

For collections or historical items retained by the agency for care and management purposes, the following requirements apply:

Loans are by the authority of the THC Executive Director, AD division director, or, for HSD collections, by the authority of the HSD Chief Curator. Any loans relating to AD or HSD collections are initiated and managed by the Archeology Division or Historic Sites Division collections staff. HSD loan agreements are kept on file in the offices of the HSD Chief Curator. AD loan agreements are kept on file in the offices of the THC Executive Director and the AD collections manager.

For out-going loans:

- A. A standard facilities report is required from the borrowing institution as part of the consideration of the loan request.
- B. The loan period may be negotiated with the receiving institution, but usually should not exceed one year with the option to renew for another 6 months. Written requests for longer periods may be considered by the THC Executive Director or Division staff as appropriate. Indefinite loans are discouraged. Long-term loans or loan continuances must be evaluated on a regular basis.
- C. In order to document the condition of the loaned material, a condition report on each object, sample, documentation, or historical item is required before packing for transport and after return of the loan.
- D. Insurance coverage for all loaned material is required, and is provided by the THC. Current and reasonable insurance evaluations for loaned materials are the responsibility of THC collections staff.
- E. Photography, reproduction, or replication of loaned material must be with prior written approval by the division director or respective HSD site manager as appropriate and may only be used for exhibition, educational, and research purposes.
- E.F. The THC as appropriate must be credited in all publications and exhibitions associated with the loaned material, including photographs, reproductions, and replicas.
- G. The THC must be notified of the intent to publish by the borrower in advance of publication or presentation of any materials related to the provided collections. The THC reserves the right to review any proposed publication prior to presentation or intended submission for publication.
- H. The borrower shall provide the THC a copy of any promotional or publication material referring to or related to the loaned collection(s).

~~F.I.~~ Loans may not be transferred, and the purpose of the loan may not be changed without prior written approval.

~~G.J.~~ The THC reserves the right to cancel a loan or remove loan material from exhibit at any time. The THC does not assume any financial responsibility for cancelled loans or removed loaned materials.

For in-coming loans:

- A. If a loan agreement does not accompany the borrowed material, the THC facilities loan agreement will be adapted to provide documentation associated with the incoming loan, including a relocation inventory.
- B. The signature of the owner or authorized agent is required on the loan agreement.
- C. In order to document the condition of the borrowed material, a condition report on each object, sample, documentation, or historical item is required while unpacking before use and when repacking for return of the loan.
- D. The same care and protection is given borrowed material as provided state-associated collections retained by the THC at THC facilities.
- E. Borrowed material cannot be received from anyone other than the legal owner or authorized agent.
- F. When returning a loan, the borrowed material must be packed and transported in the same or a more suitable manner as received.
- G. The THC reserves the right to cancel a loan or remove loan material from exhibit at any time.

8.2 Destructive Loans

- A. The THC recognizes that on occasion to gain new knowledge, a state-associated object or sample may be radically altered or destroyed. That new knowledge supplements the radically altered object or sample or substitutes for the destroyed object or sample. The THC does not relinquish title for the State to an object or sample that has undergone destructive analysis and the object or sample is not deaccessioned.
- B. Decisions regarding the destructive analysis of state-associated held-in-trust collections are the legal responsibility of the THC.

C. This policy applies only to accessioned samples and objects from state-associated held-in-trust collections. Destructive analysis of samples or objects prior to placement in a curatorial facility is covered by the research design approved for the Antiquities Permit.

~~C.D.~~ D. A Human Remains Testing Permit is required for the destructive analysis of human remains that are currently accessioned as held-in-trust state associated collections. This destructive analysis may include but is not limited to DNA, radiocarbon dating, or isotope analysis.

~~D.E.~~ E. A report of the results of all destructive analysis conducted on loaned material must be provided to the Archeology Division or Historic Sites Division collections staff. This information is filed with the accession or archeological records of the collection.

8.3 Destructive Analysis by the Texas Historical Commission

For collections or historical items retained by the agency for care and management purposes, the following requirements apply:

- A. A written research proposal must be submitted to the Executive Director or State Archeologist from the appropriate division director stating research goals, specific samples or objects from state-associated collections to be destroyed, and research credentials in order for the THC to determine whether the destructive analysis is warranted.
- B. Conditions for approval of destructive analysis may include qualifications of the researcher, uniqueness of the project, scientific value of the knowledge sought to be gained, and the importance, size, and condition of the object or sample.
- C. Objects and samples approved for destructive analysis purposes are loaned to the institution where the researcher is affiliated. Objects and samples will not be loaned to individuals for destructive analysis.
- D. If the Executive Director or State Archeologist denies a request for destructive analysis of a sample or object, the decision may be appealed to the THC Commissioners.
- E. Information gained from the analysis must be provided to the THC as a condition of all loans for destructive analysis purposes. All data must be conveyed in a timely-manner and records must be in a standard format.
- F. It is the responsibility of the THC to monitor materials on loan for destructive analysis, to assure their correct use, and to note the returned data in the records.
- G. For destructive analysis requests by THC staff, a written research proposal must be submitted to the appropriate division director stating research goals and specific samples or objects from a state-associated collection retained by the agency to be destroyed in order to

determine whether the destructive analysis is warranted. The division director's recommendation is forwarded to the Executive Director for final decision.

9. Inventory

Accurate inventory control of collections is vital to identifying and reducing risks to collections from human causes. The Texas Historical Commission will maintain current inventories and continue any ongoing inventories at all of its holdings, both in storage and on exhibit. Collections staff will ensure that all collection items, once inventoried or surveyed, continue to have accessible, accurate, and current location information.

9.1 Inventories by the Texas Historical Commission

For collections or historical items retained by the agency for care and management purposes, the following requirements apply:

- A. The THC Archeology Division and Historic Sites Division are responsible for maintaining the inventory of the state-associated collections retained by the agency and for assuring that appropriate and timely inventories are conducted.
- B. THC practices six types of inventories: exhibit, accession, site, comprehensive, spot-check, and relocation of collections.

1. An exhibit inventory is **completed** at the time an exhibit is in the final planning stages. It is a detailed object listing of each object on exhibit at all site museums and visitor center exhibits. This listing is updated **annually or as needed** by curatorial and site staffs.

2. An accession inventory is conducted at the time of accessioning when a collection or historical item is retained by the agency. This baseline inventory is comprised of the categories represented in the collection, quantities, and linear feet of documentation as appropriate.

2.3.A site inventory is a listing of all site collections and historical items retained by the agency. This listing provides an immediate overview and number of state-associated collections that are retained by the agency and is updated annually.

3.4.A comprehensive inventory covers the entire collection of state-associated collections retained by the agency. The THC facilities conduct comprehensive inventories of their state-associated holdings once every 10 years.

4.5.A spot-check inventory is conducted to monitor collection activity, check the accuracy of records, and assess the condition of material in a collection. This type of

inventory is conducted a minimum of every three years for a specific storage area, box, shelf, cabinet, or drawer.

- ~~5.6.~~A relocation inventory is conducted at any time an object, collection, or historical item experiences movement. This movement may occur in the form of incoming or outgoing loans, in-house research, exhibit installation, conservation, or deaccessions.
- C. Missing objects, specimens, documentation, or historical items must be reported by the Archeology Division and Historic Sites Division in writing to the Executive Director with a determination of whether misplaced or stolen. Suspected stolen material must be reported to appropriate local and state law enforcement agencies with notification to curatorial facilities and appropriate organizations.

10. Insurance

The THC insures all of its-stewarded collections. All loaned and borrowed collections are insured whether they are loaned within or outside of the THC site network.

11. Collections Access and Security

The security and safety of state-associated collections is of utmost importance. Controlled access to state-associated collections by employees, researchers, and the public limits the opportunities for theft and destruction to objects, samples, documentation, and historical items. Storage areas must be in locked, secured locations with restricted access, controlled entry and alarms systems when possible. As HSD is the only division of the THC maintaining certified repositories, the Chief Curator, in consultation with HSD curatorial staff, is responsible for creating, maintaining, and enforcing collection access procedures for each of the collection storage and exhibit areas in all of the THC's collections facilities. While state-associated collections are not open to the general public on a walk-in basis, they are available by appointment. Each THC facility and HSD historic site has developed access procedures appropriate to their specific collections' resources. The information on the location and nature of archeological sites on land or under waters belonging to the State of Texas or any political subdivision of the State is not available to the general public.

The state-associated collections are held in the public trust and for the benefit of the public who are provided access. Curatorial staff at CFAR and at all historic sites are aware of their responsibility to make the collections in Austin and at all sites available to the public. The general public is provided access via the following avenues:

- On-site exhibits at the HSD historic sites, usually interpreted in the context of the site-specific history. Exhibitions are a major interpretive function of the Texas Historical Commission, and collections are a primary resource for illustrating and disseminating its mission. Collections may be included in both temporary (3-12 months) and permanent (1-5 years) exhibits at all Texas Historical Commission locations.

collections within CFAR, at THC historic sites, or while they are on loan. All state-associated collections should be cataloged. Sound record-keeping management is the responsibility of the Executive Director for state-associated collections retained at THC headquarters, the AD collections manager for AD collections and the HSD curatorial team for collections at all HSD sites and at CFAR, and designated personnel for state-associated collections at designated curatorial facilities.

The following documents must be retained permanently for state-associated collections:

- Held-in-Trust Agreement (for collections at designated facilities)
- Curation agreement
- Artifact Curation Form (for permitted collections)
- Accession record
- Accession inventory
- Deaccession record (as necessary)
- Condition report (as necessary)
- Catalog record
- Loan agreement (as necessary)
- Relocation inventory (as necessary)
- Spot-check inventory
- Conservation report (as necessary)
- Infestation report (as necessary)
- An up to date list of the state-associated collections at the curatorial facility.
- Annual report to the CFCP coordinator of acquisitions, accessioning, deaccessioning and disposals, site inventory, inventory activities, inventory and security issues, incoming and outgoing non-destructive loans, destructive analysis loans, and conservation actions for CFAR and all HSD satellite facilities.

Collections records are in many formats, both physical and digital and must be stored in a way that is conducive to their secure preservation:

A. Permanent Files

THC curatorial staff will maintain permanent physical files for all collections. These files consist of original documentation and forms related to acquisition and accession, location, condition and conservation of collections. The permanent files also house any original documents relating to a collection's history, provenance or other important contextual information. Duplicate copies of these permanent files must be kept in a secure location off site that is updated on a scheduled basis. Digital copies of permanent files are sufficient for off-site backups, only if these digital records are verified for integrity and are backed up regularly.

B. Digital Collection Documentation

Digital files are an important component of collections documentation. THC uses databases specific to museum, archives and archeological collections management to manage overall collections data, donor data, and object data from THC collections. Timely creation of digital files is necessary in order to properly manage collections and to make them available

to staff and patrons for use and research. These digital database files will be managed and maintained by THC curatorial staff.

13. Collections Care

The well-being and safety of THC-owned and state-associated collections is a management responsibility involving a continuum of obligations and actions. The central purpose is to preserve well-documented and well-maintained state-associated collections for the benefit of the people of Texas and future generations. Basic collections care involves proper storage equipment and conditions, routine preventive maintenance, preventive conservation, and appropriate safe handling and moving of the objects, samples, documentation, and historical items. The goal is to prevent or limit further deterioration of the state-associated collections due to environmental, human, and inherent factors. The THC recognizes the responsibility of providing oversight for the state-associated collections as a whole while addressing the needs of the variety of materials and sizes in the collections within the available resources of the agency and the curatorial facilities. Special considerations may be necessary for storing or handling objects considered sensitive to Native American tribes or other cultural groups, especially those objects or human remains subject to NAGPRA.

13.1 Storage and Environmental Conditions

Archival-quality packaging, padding, and housing within a sound, environmentally controlled storage area form the foundation for collections stability and long term care. While facility and budget limitations must be taken into account, THC repositories use all means available to maintain and monitor appropriate environmental conditions. Temperature, relative humidity and atmospheric pollutants must be regulated and monitored. Light levels are monitored and kept low. Ambient environmental conditions will be monitored and managed with the goal of obtaining appropriate preservation conditions for the collection items while in storage and on exhibit.

13.2 Handling

All state-associated collections and their constituent parts must be treated with equal care, regardless of monetary value. Careful and appropriate handling and moving of objects, samples, documentation, and historical items minimizes the risk to the collections and ensures their longevity in the designated curatorial facilities or THC facilities and continued benefit for the people and State of Texas.

13.3. Housekeeping

The practice of good housekeeping is a simple and inexpensive method of preventive conservation that benefits all state-associated collections. By keeping objects clean, housekeeping reduces the

risk of collections damage from dirt and dust, pest infestation, and mold activity. Housekeeping plans outline a cleaning schedule, steps and methods for careful cleaning of collections objects and provide a list of the equipment and supplies needed to do so. THC collections managers and HSD staff will develop and follow housekeeping plans for collections repositories and historic sites that correspondingly serve their unique storage spaces, visitor centers and historic exhibits.

Housekeeping solutions include:

- Vacuuming with a vacuum cleaner that has a high efficiency particulate air filter and variable suction capabilities
- Dusting with soft lint free cloths or natural bristle brushes
- Cleaning with PH neutral solvents

13.4 Integrated Pest Management (IPM)

Integrated Pest Management (IPM) plans work in tandem with housekeeping methods as a preventive conservation measure. The overarching purpose of an IPM plan is to prevent insect and animal infestations from ruining valuable collections objects. IPM methods are based on pest identification, pest habitat modification, treatment and suppression. Pest threats vary depending upon climate, building materials and the integrity of building envelopes. Each THC facility, historic site and designated curatorial facility must have an IPM plan that employs non-toxic and least-toxic mechanisms for preventing and controlling pest infestations. THC collections managers and HSD staff will develop and follow housekeeping plans for collections repositories and historic sites that correspondingly serve their unique storage spaces, visitor centers and historic exhibits. IPM plans, like housekeeping plans, must be implemented on a regular schedule to be effective.

Integrated Pest Management solutions:

- Exclusion of pests from the curatorial facility.
- Monitoring and detection.
- Habitat modification
- Identification and isolation
- Treatment and suppression
- Evaluation of success of integrated pest management program
- Continued education of staff regarding integrated pest management

15. Conservation

The THC exercises the authority of the State in matters related to conservation of state-associated collections. Decisions regarding these state-associated collections are the legal responsibility of the THC.

The THC recognizes that even under the best-managed conditions, deterioration or damage may occur to state-associated collection objects, documentation, and historical items. Conservation is a continuing responsibility and is focused on the object, documentation, or historical item.

Item 5

TEXAS HISTORICAL COMMISSION

Item 13.4
Texas Historical Commission
Quarterly Commission Meeting
February 3, 2021

Consider approval of Donor Recognition for the French Legation State Historic Site

Background

In January of 2017, the Texas Historical Commission approved design guidelines for state historic sites donor recognition (please see the attached approved guidelines document). These include guideline for the creation of a “donor wall” for donors over \$10,000, that is architecturally and esthetically appropriate to the site and is designed to complement the site and meet preservation standards if the site is a historic property.

As part of the restoration project at French Legation State Historic Site, the Friends of the THC has received grants from Visit Austin and the City of Austin Heritage Grants program. To recognize the support from these two entities, as well as other potential donors, the THC will create a donor recognition element/plaque consistent with the approved design guidelines.

Suggested Motion

Move to approve the creation of a donor recognition element consistent with design guidelines approved by the Commission.

Item 6

TEXAS HISTORICAL COMMISSION

Item 13.5
Texas Historical Commission
Quarterly Meeting
February 3, 2021

Consider approval of the designation of Palmito Ranch Battlefield and Old Socorro Mission as State Historic Sites.

Background:

There are two historic properties owned by the Texas Historical Commission. They are rich in history and meet the Historic Sites collection plan for historic sites. Each tells an aspect of Texas history that fulfill the historic themes as outlined in the document.

Old Socorro Mission

The Old Socorro Mission site is a Franciscan mission named, Nuestra Senora de La Limpia Concepcion de los Piro de Socorro del Sur, founded in 1682 to serve Spaniard families and Native American communities displaced from New Mexico during the Pueblo Revolt. The historical records details not only the mission, but the Piro Pueblo that was established alongside it. Rebuilt at least twice, the mission was destroyed in 1829 by the flooding of the Rio Grande and was ultimately relocated. Today, the present-day mission and the Ysleta del Sur Puebla, home of the descendants of the Puebloan peoples, provide a direct link between the site and the contemporary community.

Though the structures are no longer visible on the surface, the site is rich in archeology and represents an invaluable resource to interpret a critical period in development of the Spanish mission system and early European settlement from the El Paso's US border region north into New Mexico and east into Texas. Archeological excavations conducted in the 1980s have revealed that the foundations of the chapel are still present below the surface, and there remains a considerable amount of preserved archeology and material culture that can convey the site's story to the public. Located in an expanding urban context, the site has great potential to preserve the history of this important site while attracting locals and tourists. Much like Caddo Mounds, the site presents a unique opportunity to engage members of the federally-recognized Ysleta del Sur Pueblo.

Palmito Ranch Battlefield

The Battle of Palmito Ranch was the final land battle of the American Civil War. It was fought May 12 and 13, 1865, along the banks of the Rio Grande 13 miles east of Brownsville, and 10 miles from the Union held seaport of Los Brazos de Santiago, at the southern tip of Texas. The battle, a Confederate victory, took place more than a month after General Lee's surrender of the Army of Northern Virginia to Union forces and 13 days before the Army of the Trans-Mississippi under General Smith surrendered in Galveston on May 26. The site is the only publicly accessible land on the slopes of Palmito Hill where Union forces were located at the onset of the battle. There are plans to build a tower with interpretation and open the site to the public. There are 3.07 acres under THC stewardship.

Historic Site staff is recommending the designation of each as a State Historic Site.

Suggested Motion:

Move to approve the designation of the Old Socorro Mission and Palmito Ranch Battlefield as State Historic Sites