The meeting was called to order at 9:00 a.m.

The minutes of the October 5, 2010, meeting were approved as written.

**GENERAL ITEMS:**

Tom Powe, ITS Central Region Branch Chief from Pearl, MS attended a portion of the SAC meeting. Tom advised the agencies that open communication is necessary between the agencies and ITSD. Jim Parker, KS ITS Group Manager announced his retirement at the end of December. The KS Group Manager position has been approved to be backfilled and could be placed in any KS State Office (FSA, NRCS, or RD). KS will have an acting group manager appointed until the position is filled. Tari Piskac, ITS Specialist at the KS FSA STO, will be retiring at the end of December. The current IT Specialist position in the KS FSA STO is on the list to backfill, but has not been approved to announce at this time.

ITS provided SAC the installation status of new phone systems. Topeka (RD State Office) will be installed on December 8. Hays and Garden City Service Centers will be installed in January. Newton Service Center will be installed when remodeling allows; perhaps in January.

ITS informed SAC the ESI phone systems will not allow for menu option 9 to be programmed. According to the Service Center Manual option 9 is used for NRCS RC&D and Project Offices. ITS will program NRCS RC&D and Project Offices as menu option 5 in service centers with new ESI phone systems. SAC agreed to the changes, but is aware that service centers with an NRCS Area Office and RC&D may need to be programmed differently (if an ESI system is installed) as Option 5 is currently used for the NRCS Area Office. ITS will change the wording in the service center manual regarding policy for phone options and provide to the webmaster for updating the manual on the internet.

RD provided SAC an update on responsibility of fire extinguishers in GSA space. RD checked with GSA and found that neither GSA nor the landlord is required to provide fire extinguishers in the building. Since service centers are a single story building, they are not required by code. RD will check with GSA to see what it would cost to have the landlord pay for the fire extinguisher and provide maintenance each year. A report will be given at next SAC meeting and then SAC can decide which option to take. FSA is still planning to complete a survey to determine how many and what type of fire extinguishers currently exist in service centers.
RD updated SAC on the status of VTC equipment in RD offices. All equipment has been received and installation is scheduled for December 14th and 15th.

LincPass Light Activation Stations were discussed. Tom Powe advised that agencies have the option of receiving a standalone computer or using an existing computer to load software and attach LincPass equipment.

SAC discussed the impact of FSA-MSD policies for leasing. MSD is placing emphasis on succeeding leases and oldest expired leases. The ten highest priority locations include Cloud, Gove, Hamilton, Linn, Logan, Marion, Marshall, Russell, Seward, and Washington. Kansas FSA has also added Coffey, Mitchell, and Stevens as priorities.

FSA is participating in a postage online pilot with Stamps.com for the month of December. NRCS will participate as users are added to the system and software is loaded on applicable computers. At the end of the pilot, an evaluation of the program will be made to decide whether to continue with postage meters or move to Stamps.com exclusively.

SAC had a lengthy discussion regarding the information/documentation non-lead agencies will require from the lead agency when completing the lease negotiation process. FSA noted the contracting officer of the lead agency has responsibility to properly solicit, review, analyze, evaluate and negotiate all lease procurements based on SAC approved space requirements. SAC agreed that a consistent policy should be followed by all lead agencies to share information with sister agencies during all stages of the leasing process. The lead agency will provide the market survey, GSA Form 1217, GSA Form 1364, Rate Structure Sheet, demographic information for area, rate justification worksheet and an account of any specific building/lease issues that need to be addressed to the non-lead agencies. Information is to be sent from the lead agency to non-lead agencies within seven days of receipt of bid/offers. FSA requested that at a minimum SAC needs to approve a rental rate range prior to the negotiation phase of the lease process. This would provide the contracting officer the ability to effectively and more timely negotiate and award a lease. SAC also agreed that non-lead agencies will submit applicable determination/response back to lead agency within two business days following receipt of documentation/notice. To ensure agencies are complying with required policies, RD and FSA will also be contacting their respective national offices to verify/confirm what bid/offer and/or lease documentation needs to be shared/provided to non-lead agencies.

FSA raised concern with a recent NRCS letter for locations where NRCS will become the lease lead. SAC discussed and agreed upon sharing/coordination of general lease items and/or future lessor notifications to eliminate possible duplication.

MSD recently revised SFO Attachment 2, USDA/OCIO/ITS Requirements, which no longer includes a table to identify the number of quad/hex plates required based on number of staff. As previously requested by FSA, ITS provided the information to incorporate back into the SFO Attachment. SAC agreed, placing the information back into the attachment will provide necessary information for lessors/bidders to more accurately provide their offers/bids.

SAC discussed FSA-875 procedure for lease agreements. New and succeeding leases require the lessor to provide scaled floor plans which will be used to complete the new FSA-875. Lease extensions do not require the lessor to provide scaled floor plans. If no rental rate changes occur on the lease extension, the State Office-completed month-to-month FSA-875 is still current and no revised FSA-875 is necessary. Lease renewal options do not require the lessor to provide scaled
plans. However, a revised FSA-875 will be required to reflect the renewal term and/or any changes to the lease rental rate.

FSA reviewed with SAC the Department’s and OMB’s requirement to complete a Sustainability Assessment Report which is due by 03-31-11. FSA is seeking additional information/clarification.

**USDA SERVICE CENTERS:**

Iola (Allen) – AD-2061 is signed by all agencies and new lease process is underway. NRCS will send the documents to FSA to submit GSA delegation of authority for lease extension request. NRCS will submit GSA delegation of authority request for long-term lease.

Newton (Harvey) – Phase 3 of the remodel is almost complete. Final phase is to begin the week of Dec. 13th. FSA furniture to be installed beginning Dec 14th. Remaining carpet will be installed in conference room and final painting/touch-up will be completed. Concrete work in parking lot will be completed as weather permits. NRCS shed will be placed on property as soon as concrete work is completed.

Rural Development left the meeting at 11:00 a.m.

Alma (Wabaunsee) – A 6-month lease extension has been executed to allow time to complete the lease process. NRCS has issued SFO for a new lease.

Altamont (Labette) – FSA received a tax increase request from current lessor. FSA must first obtain GSA delegated authority for a lease extension; will then act on tax increase request. NRCS will assist FSA with the lease extension GSA delegation of authority request.

Burlington (Coffey) – FSA has GSA delegated authority and will continue with new lease process. A solicitation is expected to be issued in the near future.

Cimarron (Gray) – NRCS issued SFO for new lease.

Concordia (Cloud) – FSA sent lessor notification and SFO for a succeeding lease.

Effingham (Atchison) – FSA previously submitted renewal information along with contracting officer’s recommendation to NRCS. NRCS will review and notify FSA next week of their determination.

El Dorado (Butler) – FSA previously submitted renewal information along with contracting officer’s recommendation to NRCS. SAC approved.

Garden City (Finney) – CED is working on revised FSA-875 based on SAC’s decision at the last meeting on the method for division of space in this location.

Goodland (Sherman) – Lease renewal option was awarded with new expiration date of 06-30-15. Lessor required to provide new paint/carpet by no later than 02-01-11. SAC discussed storage
space shortage in this location. LFAC may submit request to remodel/split conference room to provide more storage space.

Leoti (Wichita) – FSA mailed FSA-875 to NRCS for signature on 11-30-10.

Liberal (Seward) – FSA sent lessor notification and SFO for a succeeding lease.

Marion (Marion) – FSA sent lessor notification and SFO for a succeeding lease.

Marysville (Marshall) – FSA sent lessor notification and SFO for a succeeding lease.

Norton (Norton) – NRCS investigated complaint that the service center sign is not within sight of the major street. Landlord does not own the land next to the major street and office location is on a side road where it is not readily seen. Signage meets lease requirements for this location.

Scott City (Scott) – FSA mailed FSA-875 to NRCS for signature on 11-30-10.

Stockton (Rooks) – FSA provided SAC with status of remodel. Majority of interior items have been addressed and completed. Minor interior items remain and should be finalized soon. Parking lot repairs are complete. Sidewalk work will need to be completed as weather permits.

Sublette (Haskell) – NRCS issued SFO for new lease.

Tribune (Greeley) – NRCS will issue SFO for new lease.

Troy (Doniphan) – FSA mailed FSA-875 to NRCS for signature on 11-02-10.

Ulysses (Grant) – NRCS issued SFO for new lease.

Washington (Washington) – Lessor has been notified and SFO sent for succeeding lease.

Wellington (Sumner) – New succeeding lease was awarded. FSA is working with lessor to schedule and complete remodel items in accordance with new lease requirements. FSA reviewed/discussed with SAC the completion of FSA-875. Due to multi-tenant occupancy, rentable vs. useable square footage and excess space issues, FSA advised CED to complete draft FSA-875 and forward to FSA-STO for review. FSA and NRCS STOs will jointly review.

Wichita (Sedgwick) – FSA mailed FSA-875 to NRCS for signature on 11-30-10.

Winfield (Cowley) – FSA will follow-up with lessor on succeeding lease proposal.

The meeting adjourned at 12:15 p.m.

The next SAC meeting is scheduled for January 20, 2010, 9:00 a.m. at the FSA State Office in Manhattan, Kansas.

/s/ Jack R. Salava

SAC Minutes – December 2, 2010
JACK R. SALAVA
SAC Chairperson