

STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES

June 6, 2011

Teleconference

ATTENDEES:

Erin Riffey, NRCS	Julie Koch, RD
Mathew Rigdon, NRCS	Teresa Pearson, RD
Loren Graff, NRCS	Patty Hageman, FSA
Kris Becker, ITS	Jack Salava, FSA
Gail Painter, ITS	

The meeting was called to order at 10:00 AM. The minutes of the April 28, 2011, meeting were approved as written.

GENERAL ITEMS:

ITS provided an update on the phone installation at the Hays (Ellis) Service Center. ITS is coordinating with AT&T the movement of the T1 line to a POTS line, as well as, arranging installation dates. A tentative installation date is set for July 6, 2011. ITS will be providing all agencies with an AD-700 to sign for the change from a T1 line to a POTS line.

NRCS provided changes to the Service Center Manual poster listing. The listing will be updated and a notice will be sent out to all employees.

SAC agreed to meet on July 14th to review the Service Center Manual and update needed changes. Each agency will be sending their respective employees notice asking them to submit recommended changes and additions to the manual. Responses will be due by July 1.

The ADP Room Access Log has been referred to FAC and will be discussed at the July 19th FAC meeting.

FSA received a blanket authorization for extension of leases scheduled to expire in 2011. FSA has sent out notifications to lessors with the exception of Cimarron (Gray County) and Leoti (Wichita County). FSA will work with NRCS to obtain SLAs for Cimarron (Gray County) and Leoti (Wichita County) extensions. FSA is awaiting responses from the lessors. Current FSA-875s will be extended in the locations affected by this blanket authorization, unless a major lease change occurs.

Kansas agencies are currently piloting the reimbursable agreement portion of the Lease Reimbursable Agreement Tracking (LRAT) system. Currently, the LRAT system does not provide the capability to enter negative numbers. NRCS provided SAC with a suggested procedure for handling locations that have free space in order to enter the data into the LRAT system. SAC will review the suggestion and make a decision on how to proceed.

SAC agreed that digital signatures would be accepted on FSA-875s. On FSA-875s where pen and ink changes must be made at the state level, hard copies of the FSA-875's will have to be used.

FSA reported the LincPass Light Activation Station in Manhattan (Riley) is up and running. ITS reported no other locations have had their equipment shipped.

USDA SERVICE CENTERS:

Alma (Wabaunsee)—NRCS reported that the lessor agreed to a new lease. NRCS will be sending the new lease out for signature with an effective date of 06/01/11. The lessor will be required to have new carpet installed and ADP room remodeled by 10/01/11. The keyless locks will be installed by 06/30/11.

Altamont (Lafayette)—FSA received a GSA delegation approval for a lease extension on 05/17/11. Notification and supplemental lease agreement (SLA) was sent to lessor on 05/25/11.

Beloit (Mitchell)—FSA is evaluating proposals received.

Burlington (Coffey)—FSA is evaluating proposals received.

Cimarron (Gray)—NRCS is continuing to work on the capital/operating lease test in this location and has asked the Offerer if he will provide a current appraisals of the proposed property.

Colby (Thomas)—a partial lease termination for RC&D space, as well as, a lease extension was sent to lessor on 05/31/11.

Concordia (Cloud)— FSA reported a light to illuminate the flag pool has been installed, carpet for entire building and wall paper for the CEDs office has been ordered. FSA will be following up with lessor to determine status of work that is required to be completed by 08/01/11.

Effingham (Atchison)—FSA reported all required work has been completed with the exception of a few minor issues.

El Dorado (Butler)—Based on NRCS's request, the completion date for new NRCS carpet and paint was extended to July 1, 2011; however, all work was able to be completed prior to the extended deadline. All other lease requirements have been completed.

Elkhart (Morton)—NRCS requested permission from SAC to change the auto-attendant at this location as NRCS does not have a presence in this location. FSA and NRCS will do additional research before change is made due to possible costs involved.

Eureka (Greenwood)—FSA will follow-up to determine status of new lease requirements that was required to be completed by 06/01/11. ITS reported issues with LAN/WAN cabinet and phone system during the remodel. No equipment in the ADP room should be shutdown/touched without ITS knowledge and support.

Great Bend (Barton)—NRCS terminated RC&D portion of the lease, which included area with water issues. NRCS will be working on the new lease in this location during their second tier of lease processing.

Hugoton (Stevens)—FSA received approval for lease extension on 05/17/11. FSA will be sending lessor notification and SLA for lease extension. FSA submitted delegation for a new long-term lease on 03/23/11; however, to date GSA delegation authority has not yet been received.

Independence (Montgomery)—A complaint was received about the phone system not having certain options available. ITS reported, the options were not available since the phone system was not operating properly. ITS found available parts for phone system and will be installing. If the parts do not fix the problem, a new phone system may have to be installed in this location.

Iola (Allen)—FSA submitted GSA delegation request for lease extension; however, to date GSA delegation authority has not yet been received. NRCS will be submitting GSA delegation request for new long-term lease.

Johnson (Stanton)—FSA sent notification and SLA for lease extension to lessor on 05/27/11. NRCS will be reissuing the SFO once the simplified SFO process becomes available, as well as, broadening their advertisement.

Leoti (Wichita)—NRCS received national office approval on their operating lease determination. NRCS will be working with lessor on the new lease.

Liberal (Seward)—NRCS mailed signed FSA-875 to FSA. FSA will follow-up to determine status of new lease requirements to be completed. FSA requested work not start until after June 1st.

Marion (Marion)—A response was received on the ADP waiver request which was submitted. FSA will follow-up with CED and lessor to review ADP room options that were provided with the waiver response to determine if they will work in this location.

Marysville (Marshall)—NRCS mailed signed FSA-875 to FSA on 06/03/11. FSA will follow-up to determine status of new lease requirements/remodeling which is to be done by 09/01/11.

Ness City (Ness)—NRCS is continuing to work on the capital/operating lease test in this location and has asked the Offer if he will provide a current appraisal for the proposed property.

Newton (Harvey)—FSA will follow-up regarding low clearance area near the conference room.

Oberlin (Decatur)—FSA received GSA delegated authority to obtain a lease extension on 05/17/11. NRCS will be working on new long-term lease during their second tier of lease processing. FSA sent lessor notification and SLA for lease extension and tax increase.

Ottawa (Franklin)—FSA sent a partial lease termination for the RC&D space along with a lease extension to the lessor.

Scott City (Scott)—At the last SAC meeting NRCS reported a need for additional square footage in this location. NRCS will be doing a separate sole source lease for this additional space as it is for a partner agency.

Sharon Springs (Wallace)—FSA received GSA delegated authority to obtain a lease extension on 05/17/11. A request for tax increase was sent to NRCS for approval on 05/31/11. NRCS approved tax increase on 06/02/11.

Stockton (Rooks)—FSA sent a lessor notification and SLA for partial lease termination for the RC&D space to the lessor.

Sublette (Haskell)—SAC agreed to a five year lease in this location. NRCS will be discussing approval with lessor.

Tribune (Greeley)—FSA sent notification and SLA for lease extension to lessor on 05/27/11. NRCS will be reissuing the SFO once the simplified SFO process becomes available, as well as, broadening their advertisement.

Ulysses (Grant)—NRCS is working with ITS and FSA on ADP room waiver.

Washington (Washington)—NRCS mailed signed FSA-875 to FSA. FSA will follow-up to determine status of new lease requirements/remodeling which is to be done by 09/01/11.

Wellington (Sumner)—No additional concerns have been received on odor. Most issues have been corrected with the exception of some ADA issues in the restroom and FSA side entrance door. Lessor is addressing.

Winfield (Cowley)—FSA reported that the painting and carpet installation have been completed. Van accessible signs need to be installed, however all other items are complete.

The meeting adjourned at 11:30 AM.

The next SAC meeting will be held at the NRCS State Office on July 14, 2011 at 9:30 AM.

/s/ Julie M. Koch

JULIE M. KOCH
Acting SAC Chairperson