

STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
June 16, 2010
FSA State Office, Manhattan, Kansas

ATTENDEES:	Rhonda Sulsar, NRCS	Jack Salava, FSA
	Erin Riffey, NRCS	Patty Hageman, FSA
	Crystal Blackburn, NRCS	Kimy Nash, FSA
	Kris Becker, ITS	Julie Koch, RD

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

The minutes of the April 1, 2010, meeting were approved as written.

GENERAL ITEMS:

RD provided SAC a memo stating they will be establishing a contract for shredding services with ShredKS/Absolute Shred of Kansas, LLC. The contract will be set up for offices in Topeka, Hays, Manhattan, Iola, Newton, and Garden City. FSA and NRCS will determine if they want to participate in the shredding services in the select RD locations. Costs include: \$36 for the first container and \$20 for each additional container. Agencies will be billed based on pick-up charges. ShredKS completes shredding on-site.

RD National Office has agreed to pay for the complete phone system for the Manhattan and Iola service centers. RD is working with ITS to get the new systems ordered before the end of the FY. Newton office - RD can pay for the phone system if FSA and NRCS can pay for the handsets for the office. ITS will provide costs for the headsets when available.

SAC agreed to amend the Service Center Manual with the following:

- Section 1 B2 - Minutes of Local FAC meetings, which contain leasing concerns, should be sent to the NRCS STO. Local representatives for each agency will be responsible for forwarding to applicable STO.

SAC Chair (FSA) will submit changes to Debbie Newton (NRCS STO) for posting.

Status of VTC equipment in RD offices was provided to SAC. The request for equipment is in RD procurement.

SAC discussed customer usage of cell phones in service centers. The issue was referred to FAC.

SAC discussed temporary staff working in conference room space. NRCS and RD will visit with their respective State Directors. The issue was referred to FAC.

FSA will be offering retirement training to new employees (within 5 years) and those employees within 5 years of retirement. Training sessions will be held in Hays and Manhattan. FSA eliminated proposed CSRS only training session, for budgetary reasons. However, NRCS offered their HR personnel as trainers for the CSRS training portion. FSA will check with the SED.

Lease and Reimbursable Agreement Tracking (LRAT) pilot states (*CO, IA, IN, KS, KY, MS, OH, TX*) - July 20th FSA, NRCS, and RD will receive training on the Lease portion of LRAT implementation. State leasing staff will be required to load all leases after the training.

LincPass light activation sites – FSA: Eldorado, Hoxie, Manhattan – NRCS: Hays – RD: Iola. Equipment for these sites will be sent out in the fall.

ITS provided a new telecommunications map to SAC. The map will be posted in Service Center Manual.

USDA SERVICE CENTERS:

Garden City (Finney) – FSA provided SAC a status of the remodel. Expansion and remodeling of space is complete. New carpet for the conference room has been ordered which addresses water damage during construction. All mold issues have been taken care of by Service Master. FSA provided NRCS & RD a copy of the SLA. The CED is working on the FSA-875.

Hays (Ellis) – RD has new equipment that allows faxes to be sent from an all-in-one work center. This office has 2 Fax lines – one incoming and one outgoing. RD proposed using one of the lines for this new work center. The line would need to be published. RD will prepare a memo to FAC requesting the second line be published. If FSA/NRCS faxes increase, the RD fax machine is always available. Lease in this location is month-to-month.

Iola (Allen) – NRCS sent the AD-2061 to local service center. Once approved, it will be submitted to SAC for approval. NRCS will solicit for new lease in this location.

Manhattan (Riley) – SAC discussed the current issues with the keypad locks and payment status. Payments are being made by all agencies for recoding the front door keypad. Service center continues to be warm and humid. Building owner recently installed a new fan to reduce humidity. Locals advise the recent improvements are not helping. Chris York is the new service center contact for GSA and the building owner.

Newton (Harvey) – Project manager provided an update on 6-10-10. Plan to start construction June 28. CAD plans of interior build out were provided to SAC. RD will contact the project manager concerning the mobile storage unit and possible weight constraints on the floor.

Rural Development left the meeting at 10:30 a.m.

Altamont (Labette) – FSA provided approved AD-2061 to NRCS.

Anthony (Harper) – SAC discussed the local concern of locking/unlocking back and side doors. SAC determined the back and side doors shall be locked.

Council Grove (Morris) – ADP remodeling is completed. Lease documents and FSA-875 were mailed to NRCS on 6-10-10. NRCS returned signed copy of FSA-875 to FSA.

Dighton (Lane) – Lessor returned and signed renewal SLA. FSA provided NRCS a copy of the SLA. CED will complete the FSA-875.

Dodge City (Ford) – Lease extension was sent to lessor on 6-10-10 for signature.

Effingham (Atchison) – FSA is working on renewal option process. SAC discussed gravel vs. paved parking lot requirement for renewal option. Paved parking will be required of the lessor for handicapped stalls. SAC determined to go with the local recommendation and leave the gravel parking. Lessor will be required to provide the following: continue to spray for weeds in the gravel during the summer months, trim trees around property, replace carpet which is over 10 years old and due for replacement, provide additional gravel to parking lot as needed, continue to provide periodic grading, and improve janitorial service which is not adequate.

El Dorado (Butler) – FSA is working on renewal option process. Lease agreement will address janitor deficiencies and back doors that need painted. CED will also double check with DC for any concerns.

Emporia (Lyon) – FSA provided a copy of the SLA to NRCS. All improvements/corrections to the location have been completed. CED is working on completing the FSA-875.

Fredonia (Wilson) – This lease has no renewal option. FSA will work toward a succeeding lease in this location. FSA must obtain GSA delegated authority.

Ft. Scott (Bourbon) – FSA provided approved AD-2061 to NRCS.

Girard (Crawford) – Local service center staff is reviewing AD-2061.

Great Bend (Barton) – There is a concern of mold issue in the RC&D conference space. NRCS will address this issue. NRCS has started the process of obtaining a new lease.

Goodland (Sherman) – Renewal notification sent to Lessor on 6-9-10. ITS is filling the vacancy in this location. Space is already available in the NRCS space from previous ITS employee.

Hill City (Graham) – Renewal notification sent to Lessor on 6-8-10.

Hugoton (Stevens) – FSA will submit GSA delegation request for new lease.

Independence (Montgomery) – FSA provided NRCS a copy of 5-17-10 LFAC minutes. Locals are reviewing AD-2061.

Jetmore (Hodgeman) – Renewal notification sent to Lessor 6-10-10.

Marion (Marion) – USDA Service Center sign needs replaced. CED sent pictures and SAC reviewed. SAC agreed to take turns buying/replacing service center signs. Since FSA purchased the last sign, NRCS will purchase and install the new sign for this location.

McPherson (McPherson) – Renewal notification sent to Lessor 6-10-10.

Meade (Meade) – FSA provided NRCS a copy of the SLA and FSA-875 on 6-10-10. NRCS returned the signed FSA-875 to FSA during the SAC meeting.

Minneapolis (Ottawa) – Construction is complete on the ADP room in this location. FSA-875 is completed and signed by all agencies in the service center.

Ness City (Ness) – FSA provided approved AD-2061 to NRCS.

Oakley (Logan) – NRCS indicated service center signs repainted. FSA reported new exterior signs were replaced by FSA in Dec. 2009. NRCS SAC representative will check on status of signage at this location.

Oberlin (Decatur) – NRCS provided local service center with the AD-2061.

Oskaloosa (Jefferson) – FSA-875 is signed by locals. FSA will provide to NRCS STO once received. Conference room square footage is split 300 sf according to individual percentage. Remaining conference/training room square footage is 100% FSA responsibility. FSA provided copy of SF-2 to NRCS.

Scott City (Scott) – Renewal notification provided to Lessor 6-10-10.

Stockton (Rooks) – ADP room will be remodeled due to succeeding lease and new security requirements. Carpet replacement and new paint are also due. FSA-875 will be completed when remodeling is finalized.

Tribune (Greeley) – FSA provided approved AD-2061 to NRCS.

Ulysses (Grant) – FSA provided approved AD-2061 to NRCS.

Wellington (Sumner) – SAC discussed current situation in this location concerning the need to finalize succeeding lease. The county commissioners (lessor) gave authority to a County Auditor to assist with their lease proposal and requirements.

Wichita (Sedgwick) – FSA needs to obtain GSA delegated authority for lease extension and new lease.

Winfield (Cowley) – Lessor proposal revision still not received as of 6-14-10. Lessor was waiting on information from county appraiser and will submit revised proposal.

NRCS provided initial AD-2061s for Columbus (Cherokee), Cimarron (Gray), Alma (Wabaunsee), and Johnson (Stanton).

The meeting adjourned at 12:00 p.m.

The next SAC meeting is scheduled for August 31, 2010, 9:30 a.m. at the NRCS State Office in Salina, Kansas.

/s/ Jack R. Salava

JACK R. SALAVA
SAC Chairperson