KANSAS STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES  
October 6, 2009  
FSA State Office, Manhattan, Kansas

ATTENDEES:  
Rhonda Sulsar, NRCS  
Molly Hemstock, NRCS  
Kris Becker, ITS  
Patty Hageman, FSA  
Jack Salava, FSA  
Darla Buckman, RD  
Julie Koch, RD

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

The minutes of the August 6, 2009, teleconference were approved as written.

GENERAL ITEMS:

SAC discussed proposed change to the Service Center Manual. The Space Management section titled Leases/Reimbursable Agreements will be updated to provide better guidance on the signature process of the FSA-875 form.

NRCS reported that the mandatory poster list, minutes and FAC Notices sections of the Service Center Manual have been updated.

FSA reported updates from their recent Real Property Leasing Officer teleconference. The changes included the optional use of the short form for succeeding leases below the simplified lease threshold and revised security requirements for the service centers.

FSA reported that the Service Center Manual map showing the telephone systems needs to be updated to reflect new phone systems purchased at the end of the fiscal year. ITS will update.

FSA reported that FSA is only authorized to lease general purpose space for USDA agencies. SAC discussed the possibility of NRCS being the lead leasing agency in offices where other than USDA agencies exist.

SAC reviewed an offer evaluation worksheet developed by FSA and NRCS. SAC agreed the worksheet provides a method of determining an acceptable range of offers and may be used only if a reliable market survey is not available.

SERVICE CENTERS:

Alma (Wabaunsee County) – Current lease expires September 30, 2010. SAC agreed that NRCS will continue to be the lead agency in this location. FSA will provide NRCS with staffing numbers by October 13, 2009, so that NRCS can move forward with obtaining a long-term lease.

Ellsworth (Ellsworth County) – SAC reviewed AD-2061 packet submitted by local FAC. SAC also reviewed local FAC proposal to renovate/move ADP room to meet security requirements. Proposal was disapproved due to cost. RPLO will work with local office and CED to discuss other ADP room options. FSA will provide AD-2061 for NRCS approved/signature. Once AD-2061 is returned to FSA, RPLO will work with CED with the succeeding lease process.

Garden City (Finney County) – Information from lessor was not received in time for review at SAC meeting. FSA set deadline of October 9, 2009, for lessor to submit information. If information is not received by that date, SAC agreed to move forward with a new solicitation.

Great Bend (Barton County) – SAC discussed local FAC request for new space. A market survey and review was completed by CED and FAC. FSA does not have authority to lease space for non-USD
agencies. SAC discussed possibility of NRCS taking lease responsibility in this location. FSA will discuss with their national office to ensure proper national office and/or NFAC notification and approval is obtained prior to transferring lead agency responsibility. If approved, NRCS will request leasing delegation authority from GSA. NRCS requested FSA provide copies of the market survey and other information they received from the local FAC to NRCS.

**Hiawatha (Brown County)** – FSA provided NRCS and ITS a copy of local FAC proposed ADP room relocation. NRCS and ITS will review and provide comment to FSA. ITS will verify if there is enough slack in the wiring to allow for relocation.

**LaCrosse (Rush County)** – FSA provided NRCS an AD-2061 for review and approval. Once NRCS approved/signed AD-2061 is returned to FSA, RPLO will continue to work with CED on the succeeding lease process.

**Mound City (Linn County)** – FSA provided NRCS information from the CED regarding proposed relocation of the ADP room. FSA will request more information from the local office for SAC review/approval.

**Newton (Harvey County)** – FSA reported the Solicitation for Offers (SFO) will be amended this week to reflect a change in the security level of the service center. Revised offers from amended SFO will be due by the end of October.

**Russell (Russell County)** – SAC approved to begin process to obtain a succeeding lease. FSA will complete a market survey. AD-2061 will be completed/signed by local FAC and submitted to SAC for review/approval.

**Topeka (Shawnee County)** – NRCS reported that they have not received a revised AD-2061 for signature. FSA will need to revise the delineated area and update/increase NRCS staffing numbers on AD-2061 and resubmit to NRCS for review/approval.

**Tribune (Greeley County)** – SAC approved AD-2061 to being process to obtain a succeeding lease. FSA provided copy of AD-2061 packet to NRCS. Once NRCS approved/signed AD-2061 is returned to FSA, RPLO will work with CED with the succeeding lease process.

**Wellington (Sumner County)** – Lessor is developing offer for succeeding lease. CED and RPLO discussed proposed remodeling in FSA space with lessor’s building/maintenance department. FSA will request remodeling plan showing approval from local FAC.

**Wichita (Sedgwick County)** – RPLO will be completing technical evaluation of offers with local FAC. SAC will review when FSA receives additional offer information.

Rural Development left the meeting at 11:30 a.m.

The next SAC meeting is scheduled for December 1, 2009, 9:00 a.m. at the FSA State Office in Manhattan, Kansas.

Rhonda G. Sulzar
SAC Chairperson