

**STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES**  
**February 3, 2011**  
**FSA State Office, Manhattan, Kansas**

<b>ATTENDEES:</b>	<b>Loren Graff, NRCS</b>	<b>Julie Koch, RD</b>
	<b>Erin Riffey, NRCS</b>	<b>Patty Hageman, FSA</b>
	<b>Mathew Rigdon, NRCS</b>	<b>Jack Salava, FSA</b>
	<b>Kris Becker, ITS</b>	<b>Kimy Nash, FSA</b>

The meeting was called to order at 9:30 AM.

The minutes of the December 2, 2010, meeting were approved as written.

**GENERAL ITEMS:**

SAC has been informed the vacancy announcement for the ITS Group Manager position in Kansas closes on Monday, February 7, 2011.

RD updated SAC on the status of the Video Conferencing (VTC) equipment in the service centers where RD is located. All equipment has been received and installed. FSA and NRCS staff are to contact the RD Area Director if they would like to utilize the equipment.

ITS provided SAC with the status of installation of new phone systems. ITS is working on dates for Garden City, Hugoton and Newton. Hays will be scheduled once confirmation is received on the transferring of lines from T1 to POTS. ITS is in the process of ordering phone systems for Ellsworth, Ness and Atwood. Once the systems are received ITS will schedule the install dates. FSA requested that ITS elevate the request for Ness due to limited phone capability in this location. ITS will check on the status and elevate the priority.

All agencies will be participating in Lease Reimbursable Agreement Training (LRAT) for the 875 portion on February 10, 2011 from 1 PM to 3 PM. Each agency will notify the appropriate staff that needs to participate in the training.

SAC discussed how to equitably account and pay for individual versus shared areas. SAC agreed if one agency solely utilizes the space then it should be recorded as individual space and shown in "Individual Space" in Section 13 of the FSA-875 (i.e. separate/individual storage space). However, if multiple agencies share the area, the space should be recorded as "Shared Space", in Section 14 of the FSA-875. This will create some refiguring of the percentages. SAC also agreed that month-to-month 875s will remain the same if the month-to-month lease had no changes. Appropriate FSA-875 changes/adjustments will be made when a new lease is established.

NRCS and RD submitted requests for changes to the Service Center Manual Mandatory Posting Listing. RD, as SAC chair, will send the changes to the webmaster for updating.

FSA and RD have made the decision to proceed with Stamps.com for postage. FSA is in the process of terminating their leases with Pitney Bowes for the postage meters. All postage meters

should be removed within 30 days. FSA will bill each agency on a quarterly basis for postage usage and fees for Stamps.com licenses. NRCS is still evaluating Stamps.com; however, NRCS will pay their portion of Stamps.com until a final decision is made.

FSA provided information on their opportunity and participation to test a Simplified Lease Acquisition Process (SLAP) and the recent training received. FSA is piloting this process with GSA. Although these procedures are for the simplified lease acquisitions when conducting full and open competition, at the recommendation of GSA, FSA will only pilot SLAP for succeeding lease actions.

FSA reviewed with SAC the Department's and OMB's requirement to complete a Sustainability Assessment Report which is due by March 31, 2011. USDAs goal is to assess its existing building inventory for buildings 5,000 gross square feet or greater to determine which facilities follow sustainable principles and practices. FSA is working on notification and instruction information which will be sent to lessors and county offices for completion.

ITS and FSA received new regulations on handling security for both secure and non-secured ADP rooms. FSA requested clarification on security requirements for ADP rooms. ITS will draft a FAC notice to be sent to all employees regarding the new requirements and submit for SAC's review.

SAC agreed FAC should be involved in any decisions where potential lessors are requesting firm-term leases. At this time RD is not allowed to enter into firm term leases. Before FSA and NRCS proceed with awarding any firm term leases, FAC will be consulted.

FSA provided each SAC member with AD-2081, Procurement Integrity Certifications to sign. Signed copies were returned to FSA prior to departure from meeting.

### **USDA SERVICE CENTERS:**

Alma (Wabaunsee)—NRCS issued the Solicitation for Offers (SFO) for the new lease. Evaluations of the SFO submissions are still being completed.

Altamont (Labette)—NRCS provided FSA with a draft copy of the GSA delegated authority application for a lease extension. FSA will review and provide any changes to NRCS. Once approved, application will be submitted to GSA for approval.

Beloit (Mitchell)—FSA advertised for expression of interest for space in this location. FSA will coordinate with interested parties and local staff to schedule site visits on March 2 and 3, 2011.

Burlington (Coffey)—FSA advertised for expression of interest for space in this location. FSA will coordinate with interested parties and local staff to schedule site visits on February 28, 2011.

Cimarron (Gray)—NRCS received responses on SFO which was issued. They are working to review the responses and obtain any additional information needed.

Concordia (Cloud)—FSA amended SFO to add new required sustainability clauses. Deadline for amended SFO was February 1, 2011. FSA is reviewing offer received.

Dodge City (Ford)—NRCS provided signed FSA-875 to FSA.

Effingham (Atchison)—Lessor accepted renewal offer, which will be effective January 1, 2011. New carpet and paint is required which must be accomplished by June 1, 2011. Each agency is responsible for moving/returning of their furniture.

El Dorado (Butler)—New lease was awarded effective December 1, 2010. Per NRCS's request, the completion date for new NRCS carpet and painting was extended to July 1, 2011.

Eureka (Greenwood)—FSA exercised the priced renewal option. Lessor is to complete installation of new carpet and paint by no later than June 1, 2011. The lessor is responsible for moving/returning of the furniture.

Garden City (Finney)—NRCS has FSA-875 and will be obtaining required signatures prior to returning to FSA.

Goodland (Sherman)—Carpet installation is complete and furniture has been reinstalled. Touch up painting will be completed by end of week.

Great Bend (Barton)—NRCS will follow-up on status of water issues based on previously sent lessor notification.

Iola (Allen)—NRCS will forward draft GSA delegation request to FSA. FSA will review and provide any changes to NRCS. Once approved, FSA will submit to GSA to obtain lease extension approval which will allow NRCS time to solicit for a new lease.

Jetmore (Hodgeman)—NRCS mailed FSA-875 to FSA on January 27, 2011.

Johnson (Stanton)—SFO was sent out, however no offers were received. NRCS will wait until simplified lease procedures are implemented with the hopes that they can draw offers based on the simplified process.

Leoti (Wichita)—SFO will be issued by NRCS on Monday, February 7, 2011.

Liberal (Seward)—FSA amended SFO to add required sustainability clauses. Offer due date was extended to February 1, 2011. FSA is reviewing offer received.

Manhattan (Riley)—SAC agreed that NRCS will purchase fire extinguisher per ITS departmental regulations for ADP room. FSA and RD will rotate paying for the maintenance agreement. NRCS received a bulletin regarding utilizing facility after business hours. RD will review SFO and bulletin to determine if the bulletin is applicable in this location, and report findings to SAC.

Marion (Marion)—FSA amended SFO to add required sustainability clauses. Offer due date was extended to February 1, 2011. NRCS received an installation bid on the new service center sign. NRCS will work with FSA State Office regarding installation payment and reimbursement.

Marysville (Marshall)—FSA amended SFO to add required sustainability clauses. Offer due date was extended to February 1, 2011.

Ness City (Ness)—NRCS issued SFO, which is due on February 24, 2011.

Newton (Harvey)—All agencies took occupancy on January 24, 2011. A few minor punch list items and outside work remains and will be accomplished by lessor. FSA will issue supplemental lease agreement (SLA) to accept occupancy and correct expiration date. Next SAC meeting will be held at this location to view their newly remodeled space.

Stockton (Rooks)—FSA will make changes to FSA-875 and resubmit to NRCS for signature.

Sublette (Haskell)—NRCS is awaiting additional information from lessor that was requested in the issued SFO.

Tribune (Greeley)—NRCS issued SFO on January 31, 2011. It will close on February 22, 2011.

Troy (Doniphan)—NRCS provided signed FSA-875 to FSA.

Ulysses (Grant)—NRCS is awaiting additional information from lessor that was requested in the issued SFO.

Washington (Washington)—FSA amended SFO to add required sustainability clauses. Offer due date was extended to February 1, 2011. Local FAC proposed a floor plan for securing the ADP room. SAC agreed with local floor plan and will provide to lessor.

Wellington (Sumner)—FSA is working with new CED to initiate a FSA-875. Lessor is working on remodeling of ADP room and moving break room. Carpet and paint is due in year 3 of the lease extension.

Winfield (Cowley)—Lessor has ordered carpet and is working with local staff to determine an installation schedule. FSA will amend lease to reflect revised completion dates of carpet installation. Each agency is responsible for moving/returning of their furniture.

The meeting adjourned at 3:00 PM.

The next SAC meeting is scheduled for March 17, 2011, 10:00 AM at the Newton Service Center in Newton, Kansas.

/s/ Julie M. Koch

JULIE M. KOCH  
Acting SAC Chairperson