

STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
April 1, 2010
FSA State Office, Manhattan, Kansas

ATTENDEES:	Rhonda Sulsar, NRCS	Patty Hageman, FSA
	Erin Riffey, NRCS	Kimy Nash, FSA
	Kris Becker, ITS	Julie Koch, RD
	Jim Parker, ITS	Darla Buckman, RD
	Jack Salava, FSA	

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

The minutes of the January 20, 2010, meeting were approved as written.

GENERAL ITEMS:

RD is pursuing shredding services in offices where they are located. Costs will be determined and provided at next SAC meeting. NRCS and FSA will be offered the option to participate in this service.

SAC agreed the lead lease agency will provide copy of Solicitation For Offers (SFO) to the non-lead agency(s) at the time of initial issuance. Subsequently, a copy of final SFO will be provided to non-lead agency(s) once lease is awarded. This ensures all non-lead agency(s) have copy of lease requirements specific to each location. Copies of floor plans will continue to be shared among the agencies involved, whether in electronic (CAD) or hard copy format. NRCS has the ability to electronically view/print CAD; however, FSA and RD do not.

SAC minutes will have the date of the meeting posted at the bottom of each page for filing purposes.

Accessibility Review Team (ART) again requested SAC provide at least 10 locations for FY10. Reviews to be completed for NRCS are: Alma (Wabaunsee County), Johnson (Stanton County), Cimarron (Gray County), Dodge City (Ford County), Iola (Allen County), Altamont (Labette County), Independence (Montgomery County), Columbus (Cherokee County), Hugoton (Stevens County), and South Hutchinson (Reno County). NRCS will send their list to Trish Halstead, FSA STO. Reviews needed to be completed for FSA are Clay Center (Clay County), Effingham (Atchison County), El Dorado (Butler County), Fredonia (Wilson County), Goodland (Sherman County), Hill City (Graham County), Jetmore (Hodgeman County), McPherson (McPherson County), and Scott City (Scott County). FSA has already provided their list to Trish Halstead, FSA STO.

SAC would be agreeable to looking into security review collaboration between all three agencies. SAC recommended the ART be placed in charge of reviewing the timeframes and requirements of each agency's security review to see if it would be possible to combine them. This would alleviate the duplication of reviews in the service center.

NRCS requires notation be included on all reimbursable agreements. Entry of "Under Authority of the Economy Act" will be placed in the Remarks section of each newly created FSA-875.

Lease Reimbursable Agreement Tracking (LRAT) – Kansas FSA and NRCS are involved in the LRAT pilot. An initial data load of all leases and FSA-875s will be completed by the FSA STO approximately in May. Training will be provided to service center personnel in the future. In LRAT, the use of “On Behalf Of” field will not be utilized for the Conservation District, but will be utilized for RC&D and ITS.

SAC discussed prior GSA delegation requests and reviewed guidelines for determining useable and rentable square footages for service centers based on agency staffing/justifiable space. SAC determined to request GSA delegations for a range between useable square feet (based on justifiable square feet) and an additional 15%; however, in most cases an additional 10% will be adequate when issuing the initial SFO.

Service Center Manual agreed upon revisions include:

- Section 1B, 2-Food and Agriculture Council (FAC) – NRCS, Update to include “and/or RC&D Coordinator”
- Section 1B, 2-Food and Agriculture Council (FAC) – RD, Remove “Rural Development Manager”

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

Thomas County, Western Prairie RC&D sign – The service center sign will need to be raised to accommodate for the RC&D sign that needs to be placed underneath. FSA will contact the lessor to work with him on the change. NRCS will burden the cost for the signage revisions.

NRCS presented and reviewed with SAC a “stand-still agreement”.

SAC reviewed agency policy that the SFO does not include requirements for lessor to provide garbage disposals, dishwashers, stoves, microwaves, refrigerators, etc. These items will not be negotiated with the lessor or prospective lessors, as they are not a government requirement and are not included in the SFO. Ceiling fans will not be solicited for nor will the agencies incur any costs.

Community Gardens participation was discussed. SAC recommended the issue be addressed by FAC. If approved/accepted, SAC will discuss further with more information provided.

Discussion was held on the high cost of postage meters. FSA budget is tight and consideration of other options needs to be addressed. FSA is committed for this fiscal year with Pitney Bowes, however, next year a different option could be implemented. Postage On-Line was researched several years ago by RD and will be reviewed again. FSA is also researching new options.

Replacement of phone systems – ITS gave a list of problem phone systems to the TSD management. The locations first on the list to be replaced are: Lawrence, Hugoton, South Hutchinson, Eureka, Effingham, Abilene, Manhattan, Erie. After those locations, on the list are the remaining Norstar systems and then remaining NEC systems. RD has commitment from their National level to receive new phone systems in Newton and Iola. If the respective FSA and NRCS National Offices can help fund, RD would like to move forward.

FSA advised SAC of the Infants in the Workplace pilot program almost ready to be implemented. SAC recommended FAC be apprised of this new program.

FSA has implemented a maxi-flex workplace program utilized by FSA STO employees only. This program would allow the employee to work in a county office one day per pay period.

FSA is planning to have retirement training for employees who have never had it before and those within 5 years of retirement. The training would most likely be from an outside vendor. NRCS also offered their HR personnel as trainers. RD and ITS might also want to send some employees to the retirement training.

VTC equipment to be located in RD area offices has not been received at this time. Agencies in the service center will need to be trained to learn how to use it and a scheduling calendar will need to be developed.

USDA SERVICE CENTERS:

Garden City (Finney) – 03-17-10 FAC minutes were reviewed and discussed. SAC will respond to local issues and concerns. Lessor is on vacation; FSA will follow up with lessor regarding revised completion/occupancy date. Anticipate 05-01-10 completion/occupancy date.

Iola (Allen) – SAC determined not to exercise the renewal option, because RD has excess space. Therefore, NRCS will begin the process of obtaining a new lease as they will be the new lead lease agency. FSA will submit a GSA delegation for authority for an extension until the new lease can be obtained.

Newton (Harvey) – Update was given on local service center meeting with the lessor on 3/31/10. New signed lease becomes effective January 1, 2011. SAC agreed to continue to use CAT 5 instead of CAT 6 wiring. Additional parking was reviewed/discussed; however, SAC determined proposed parking is adequate and to leave parking as originally proposed by lessor.

Rural Development left the meeting at 12:00 p.m.

Beloit (Mitchell) – Delegation request submitted to GSA 03-24-10

Burlington (Coffey) – Delegation request submitted to GSA 03-24-10

Clay Center (Clay) – Current space is not adequate and NRCS occupies too much space. SAC determined not to exercise the renewal option. FSA will need to seek GSA delegation for new lease.

Concordia (Cloud) – Delegation of Authority granted to FSA.

Council Grove (Morris) – New lease effective 04-01-10; remodel complete. CED is in the process of completing new FSA-875.

Dighton (Lane) – Lessor proposal received 3/26/10, will be evaluated.

Effingham (Atchison) – SAC agreed to exercise renewal option.

El Dorado (Butler) – SAC agreed to exercise renewal option.

Emporia (Lyon) – Agreement reached with lessor. Lease is signed/approved with improvements/corrections to be completed no later than 06/01/10. CED will prepare new FSA-875.

Erie (Neosho) – FSA will provide NRCS a copy of the new lease document. NRCS will then sign the FSA-875.

Fredonia (Wilson) – SAC agreed to exercise renewal option.

Ft. Scott (Bourbon) – ITS requested update on space. NRCS will be initiating new lease process for this location.

Garnett (Anderson) – FSA-875 and floor plan were reviewed. NRCS will review again and sign or contact FSA for any further clarification.

Goodland (Sherman) – SAC agreed to exercise renewal option.

Hill City (Graham) – SAC agreed to exercise renewal option.

Hugoton (Stevens) – Lessor has been notified to cancel lease renewal due to NRCS space concerns. Month-to-month FSA-875 agreement will be signed. FSA will need to submit GSA delegation request for new lease.

Hodgeman (Jetmore) – Month-to-month FSA-875 provided to NRCS. Renewal discussion was held. Decision to renew was undetermined at this time; FSA will review if they need any additional space and NRCS will review space need and get back to FSA.

Lacrosse (Rush) – FSA provided copy of completed Accessibility Review (AD-2056) to NRCS.

Marysville (Marshall) – Delegation of authority granted to FSA.

McPherson (McPherson) – SAC agreed to exercise renewal option.

Meade (Meade) – Renewal option offer received from lessor; however, FSA still waiting on local market survey information from CED so offer can properly be evaluated.

Minneapolis (Ottawa) – Current space is being remodeled to accomplish new ADP/ITS room security requirements. When completed, a revised floor plan will need to be submitted from the lessor. New FSA-875 has been submitted to SAC for approval; however, ADP/ITS square footage needs to be verified.

Oberlin (Decatur) – SAC reviewed LFAC 02-12-10 letter to NRCS requesting new space. SAC will prepare a memo in response to the request.

Oskaloosa (Jefferson) – Agreement reached with lessor and new lease signed/approved. Lessor will complete interior remodeling and landscaping by lease effective date of 07-01-10. Parking lot and roof to be completed as weather permits but no later than August 1, 2010. New carpet and paint to be accomplished by no later than August 1, 2012. CED working on new FSA-875 and will be forwarded to NRCS once received.

Phillipsburg (Phillips) – Renewal option proposal received from lessor on 3/29/10; will be evaluated.

Scott City (Scott) – SAC agreed to exercise renewal option.

St. Francis (Cheyenne) – SAC had previously approved this location for new space. NRCS will be the lead lease agency.

Stockton (Rooks) – Revised offer received from lessor on 3/29/10; will be evaluated.

Troy (Doniphan) – Tax increase request was approved by SAC based on 2008 tax bill.

Washington (Washington) – Delegation of Authority granted to FSA.

Wellington (Sumner) – SAC reviewed lessor letter/questions received on 3/23/10. SAC determined to stick with proposal of requiring the carpet and paint be replaced within the first year of new lease. FSA will relay SAC decisions to the lessor so they can finalize their lease proposal.

Wichita (Sedgwick) – FSA reviewed with SAC recent meeting with LFAC and lessor. SAC discussed lessor's request and status of building project.

Winfield (Cowley) – FSA received initial offer from lessor on 2/24/10. FSA has requested additional information from lessor; negotiations with lessor continue.

Wakeeney (Trego) – Local FAC is requesting new lease; SAC previously approved. FSA will need to seek GSA delegated authority to solicit for new space.

Remaining expired leases were reviewed. Applicable lead lease agency will continue to the work through the processes to obtain/establish new leases.

The meeting adjourned at 2:30 p.m.

The next SAC meeting is scheduled for June 16, 2010, 9:00 a.m. at the FSA State Office in Manhattan, Kansas.

/s/ Jack R. Salava

JACK R. SALAVA
SAC Chairperson