

STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
January 20, 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	Teresa Pearson, RD
	Jack Salava, FSA	

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

The minutes of the December 15, 2009, meeting were approved as written.

GENERAL ITEMS:

ITS provided a more detailed clarification to the December 15th SAC minutes on the purchase of new phone systems. The clarification states, "The cost for the phone systems are divided by the number of employees in active directory according to each agency. Each agency pays for the number of handsets for their agency. The 3 common handsets, break room, conference room and the ADP room, are divided by the number of agencies."

RD made SAC aware they are becoming a test pilot state for Visual Telecommunication (VTC) equipment to be located in their Area Offices. RD will let FSA and NRCS know when the equipment will be installed and its availability to NRCS and FSA. RD will have a point of contact for agencies to schedule the use of this equipment.

RD communicated with their National Office and expressed the need for phone systems with voicemail in the Manhattan, Iola and Newton Service Centers. RD has the funding available to fund their share of the costs in these locations. RD National Office is working with FSA and NRCS National Office contacts to determine if they can provide Kansas FSA and NRCS funds to assist with RD's needs.

RD is looking into the possibility of providing shredding services for their Area Offices and inquired if FSA and NRCS would be interested in sharing in this activity. RD will compile information and provide to SAC. FSA and NRCS will evaluate to determine whether or not acquiring a joint-agency shredding service would be cost effective and efficient.

RD inquired whether or not the auto attendant menu can be set up with an option for caller to select the Guaranteed Rural Housing (GRH) division of RD. This option would only be needed/apply to the Hays, Iola, and Manhattan Service Centers. It was determined that all menus were full, but RD could utilize a sub-menu option for this need. ITS indicated that the Iola and Manhattan current phone systems could be upgraded at a cost of \$75 per hour. Hays has VoIP and should be able to be upgraded with no cost.

SAC discussed posting information to the Service Center Manual. The SAC chair should submit the information to Deborah Newton, Information Technology Specialist, NRCS, for updating the manual on the web. Known updates needed at this time are: EEO poster and Auto Attendant section.

SAC discussed timeliness of SAC agenda deadlines. SAC agreed agenda items will need to be provided to the Chairperson by the Friday before SAC meeting. The final agenda will be sent to all agencies in the morning the day before the meeting.

FSA provided background information for the parking formula used in developing the parking requirements on the AD-2061. In an effort to create consistency, SAC previously agreed upon using this method which was based on a revised GSA SFO clause. SAC agreed to continue to utilize this formula as a basis for determining number of service center parking spaces. SAC noted there could be exceptions for locations that need extra parking for regional training/meetings, etc.

SAC reviewed the Shell Rate and Evaluation of Offer Worksheet formula, an internal document used to evaluate rates. SAC agreed to continue using the document internally as a basis to evaluate the rates proposed, but to experiment with the figures used to come up with a fair rental rate. No action was taken to revise the formula.

Accessibility Review Team (ART) previously requested from SAC an additional list of locations to complete remaining FY2010 reviews. NRCS and FSA will review their pending and/upcoming lease actions and develop a list for the ART of reviews that are still needed.

KS FAC Notice 2010-1 - Lead Lease Responsibility was approved by State FAC 12-17-2009. FSAs Real Property Leasing Officer (RPLO) will be notifying lessors of the lease responsibility change. For expired lease locations, NRCS will be initiating the new lease process; however, FSA will continue to pay rent at the current rate and maintain lease responsibility until a new lease has been established by NRCS. For locations with lease responsibility transferring to NRCS following expiration of the current FSA lease, RPLO will also be sending letters to lessors to notify them that lease responsibility will transfer to NRCS when the current lease expires. Additionally, SAC agreed that additional notification and lease process instructions will need to be provided to CEDs and DCs.

NRCS request for FSA space requirements was discussed. FSA provided NRCS with initial space requirement information so NRCS can initiate AD-2061s to begin new lease process. FSA also provided completed documents/actions for several locations where lease responsibility is transferring to NRCS and where RPLO, CED, FAC and/or SAC had previously completed preliminary lease process actions (i.e. FAC and/or SAC approved AD-2061, evaluation and/or recommendations for proposed ADP room changes, identified/justified delineated area, AD-2056 completed by ART, market survey/analysis, etc.). The locations information was provided on are: Bourbon, Cherokee, Crawford, Ford, Grant, Gray, Greeley, Haskell, Labette, Montgomery, Ness, Stanton, Wichita.

ITS reported AT&T needs a 45-60 day advance notice on installation requests. Initial charge from AT&T is \$440. Charges to expedite installation requests ahead of original set date are \$850.

USDA SERVICE CENTERS:

Alma (Wabaunsee) – FSA received initial AD-2061 to review before NRCS submits to local FAC.

Atwood (Rawlins) – FSA provided NRCS with a copy of the month-to-month FSA-875 for signature.

Concordia (Cloud) – FSA received approval from GSA on lease delegation request to proceed with obtaining a lease extension and long term lease. Carpet issues will be addressed in new lease.

Council Grove (Morris) – SAC discussed revised documents provided by lessor for succeeding lease offer. FSA is getting more information and clarification from lessor prior to review by NRCS.

Dighton (Lane County) – FSA provided update on lease renewal. Lessor asked for another copy of AD-2056 and will submit offer.

Elkhart (Morton County) – FSA provided SAC an update. Remodeling on the building has been completed and FSA has moved back into the service center.

Emporia (Lyon County) – SAC reviewed/discussed lessor's renewal option offer, as well as, market analysis data. NRCS will review documents and provide feedback to FSA.

Erie (Neosho County) – FSA will provide an FSA-875 for review/approval to NRCS. FSA received floor plan from lessor; reduced copy will be provided to NRCS.

Ft Scott (Bourbon) – ITS inquired on the status of lease process. Lease has expired and lease responsibility is now transferred to NRCS. Copies of lease process documents previously completed by FSA were provided to NRCS. ITS needs additional space in this location.

Garden City (Finney County) – SAC reviewed FAC concerns from FAC minutes dated 1/4/10. SAC will send a response letter to the local FAC addressing their concerns.

Garnett (Anderson) – Two FSA-875s were previously submitted to NRCS for review/approval; NRCS provided FSA with concerns on the floor plan accompanying the previously submitted FSA-875; still waiting for current floor plan from lessor. FSA will follow-up again on status of current floor plan.

Hiawatha (Brown) – ITS inquired on the status of lease process. FSA started the succeeding lease process at this location; however, lead lease responsibility now transferred to NRCS. Copies of lease process documents previously completed by FSA were provided to NRCS. NRCS will need to follow up with county office to continue with new lease process.

Hutchinson (Reno) – NRCS provided ITS with the status of remodeling at the NRCS Area Office.

Jetmore (Hodgeman) – FSA provided NRCS with an initialed copy of the FSA-875 for review and approval.

Marysville (Marshall County) – FSA received approval from GSA on lease delegation request to proceed with obtaining a lease extension and long term lease.

Minneapolis (Ottawa) – FSA needs to follow up with lessor to provide a new floor plan so SAC can review the outstanding FSA-875. FSA will provide NRCS with an update to the remodeling progress.

Newton (Harvey County) – FSA provided SAC an update on the request for revised GSA delegation. FSA is waiting for approval in writing from GSA on revised delegation request.

Norton (Norton County) – FSA provided update on the condition of the building. Location has had numerous building deficiencies. Recent pictures taken show building cracks caused in part by foundation deficiencies. Pictures will be forwarded to NRCS.

Oberlin (Decatur County) – FSA provided NRCS with an initialed copy of the month-to-month FSA-875 for review and approval.

Osborne (Osborne County) – FSA provided NRCS with an initialed copy of the FSA-875 for review and approval.

Oskaloosa (Jefferson County) – Negotiations with lessor are ongoing. Lessor has been unavailable and not had opportunity to review and respond.

Paola (Miami County) – Lease expired. Lessor notified FSA that previously vacated space is still available and inquired if USDA needs additional space; otherwise will proceed with seeking another tenant for vacant space. Lead lease responsibility has transferred to NRCS.

Smith Center (Smith County) – FSA provided NRCS with an initialed copy of the month-to-month FSA-875 for review and approval.

Wakeeney (Trego County) – FSA provided NRCS with an initialed copy of the month-to-month FSA-875 for review and approval.

Wellington (Sumner County) – FSA provided update to SAC on status of succeeding lease offer. RPLO in discussion/negotiations with lessor.

Wichita (Sedgwick County) – SAC reviewed/discussed 1-15-10 FAC minutes, building, parking, and furniture plans for new space. NRCS will provide FSA with final NRCS furniture layout ASAP. FSA furniture layout has been approved. Occupancy date of April 1 was agreed upon by SAC. FSA will provide NRCS with copy of supplemental lease agreement (SLA) to reflect April 1 date.

Winfield (Cowley) – FSA provided update; lease renewal notification letter to lessor.

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

The meeting adjourned at 2:30 p.m.

The next SAC meeting is scheduled for April 1, 2010, 9:00 a.m. at the FSA State Office in Manhattan, Kansas.

/s/ Jack R. Salava

JACK R. SALAVA
SAC Chairperson