The previous meeting’s (November 8, 2016) minutes were posted, reviewed and approved. There were no additional changes to the minutes.

Appointment of Kansas State Executive Director (SED) - Hopes are to have the Secretary of Agriculture appointed by the end of February, then to have an SED appointed shortly thereafter. Realistically, it may be May-June.

Appointment of RD State Director – They hope to have a State Director appointed by June or July.

FSA (Kim Schmidt) is reviewing/updating the Service Center Manuals and any proposed changes will be forwarded for review.

New FSA RPLOs - Tracey Weston and Suzanne Bertrand-Wear: Kansas Counties have been split between Tracey and Suzanne. Once final approval has been given regarding the distribution of counties, information will be sent to SAC members. All future communications can be sent to the applicable RPLO with a cc: to Patty Hageman.

FSA Regional Lease Lead - Temporary Detail for Patty Hageman
- Assisting 8 states and mentoring new RPLOs for Arizona(0), Colorado(0), Iowa(1), Kansas(2), Missouri(1), New Mexico(0), and Texas(2).
- Three warranted lease contracting officers; one in Oklahoma, one in Texas and one in Kansas (Patty).

FY2017 Accessibility Reviews- FSA
- FSA reviewed/confirmed agency ART Reviewers with SAC
- FSA will provide draft FY2017 Accessibility Review list of locations to be reviewed this FY
- FSA requested agencies provide list of any additional locations needed, due to specific deficiency identified by agency, staff and/or customer
• Once list is finalized, reviewers will be assigned. Notification email, along with instructions will be sent to reviewers and county offices.

Lease Portfolio Management Plan – FSA
  o Approved succeeding lease locations (previously approved by SAC)
    ▪ AD-2061s previously emailed to NRCS and RD
    ▪ Agencies need to review; notify FSA if any changes/corrections are needed; approve/sign and return to FSA
  o Added Hodgeman County, Jetmore
    ▪ Additional 120 SF of office space will be transferred to NRCS. LRAT notice reflecting SF change will need to be review/approved.
  o SAC determined no other additions (locations) were needed

Hiring Freeze – Staffing in Field Offices -
• FSA District Directors are looking for ways to be more efficient in providing services when positions in the field are becoming vacant. Several counties will be down to one permanent employee in the near future.
• FSA has been advised by national office that there may be reductions in ceilings. Attrition will be the main way to reduce the workforce. We may be able to hire one person for each 2 positions that are vacant.
• NRCS indicated that staffing is an issue for them as well. NRCS has numerous vacancies across the state with 5 vacant District Conservationist positions just in NW Kansas alone.

FSA Records Destruction – FSA
• FSA was on a litigation hold for many years, but that has been lifted. FSA in the process of contracting for record destruction. It has been estimated that FSA will have 9 semi loads full of records to be shredded.
• If any other agencies have records that need to be shredded, notify FSA (Jack).
• RD (Karissa) offered their bins in RD offices that can hold some smaller shredding. (“Shred-it” is their contractor)

Farm Bill Hearing in Manhattan on Feb 23, 2017 – FSA
• Senate Ag Committee will hold the meeting in McCain Auditorium. FSA will be attending.
• NRCS will attend the meeting - Eric Banks, Monty Breneman, and Bruce Wells

Bridges to Opportunity – FSA partnerships, sharing resource information - FSA
• Computer based and replaces the Receipt for Service program in place.
President Trump and Secretary Perdue photos for offices – FSA
  • National office has asked that FSA order photos for the President and Secretary. FSA (David Ross) has been working with the County Offices to get the photos ordered and shipped.
  • NRCS will take care of Area Offices and those field offices where FSA does not have a presence.

Outreach Events – FSA & NRCS
  • Feb 18 – Kansas Cattle Drive, Buhler
  • March 14 - Pitt State Career Fair – NRCS will attend as well
  • March 24 – Ag Industry Job Fair
  • March 28-30 Mid America Farm Expo – NRCS will attend as well

The Women Managing the Farm Conference in Manhattan last week was very successful.

Next SAC Teleconference:  Date:  Tuesday, April 11; Time:  10-11 am

Service Center Updates/ Items –

Finney County, Garden City – RD requested update
  • This location is on the succeeding lease list that SAC previously approved
  • AD-2061s have been emailed to RD & NRCS for review/approval
  • This location has a significant amount of excess space that we can no longer justify based on current/reduced staffing

Barton County, Great Bend – F&O solicitation update
  • Award pending
  • Environmental assessment must be completed prior to award

Clay County, Clay – new lease awarded
  • Estimated completion 7-1-2017. Move-in may not be until July 15 due to FSA sign-up deadlines.
  • Building plan submitted to CDG for proposed furniture layouts

Cowley County, Winfield – succeeding lease update
  • Lessor has installed new AC in ADP room, added new air return in FSA space to handle air flow issues, keyless entry has been installed. Defective window issue, parking lot accessibility markings and janitorial service concerns left to complete.
  • Will need to extend completion date; CED is following up with lessor to obtain estimated completion date.
• Basement space needs to be vacated. Lessor has agreed to allow agencies until July 1 to vacate basement.

Decatur County, Oberlin – F&O update
• Solicitation is still open
• Local Broker will be following up with interested parties.

Edwards County, Kinsley -
• need to initiate succeeding lease
• FSA will be finalizing lease delegation request, as well as, sending Request for Lease Proposal (RLP) packet to lessor
• current lease expired 12-31-2016; extended thru 12-31-2017

Greenwood County, Eureka – succeeding lease awarded, no updates at this time.

Haskell County, Sublette – succeeding lease awarded; update
• New lease effective date 1-1-2017; later extended to 2-1-2017 (local staff requested)
• Most items completed; CED indicates lessor has done good job
• FSA is finalizing remaining new lease documents to accept space/occupancy to begin new lease/rent.

Kingman County, Kingman – new lease update
• Dmarc has been moved; lessor/contractor will be finishing conference room wall (paint)
• FSA is finalizing remaining new lease documents to accept space/occupancy

Lincoln County, Lincoln - full & open solicitation update
• New lease award is pending

Rawlins County, Atwood – succeeding lease update
• New/succeeding lease awarded; effective 4-1-2017
• Remodeling/updating required; current NRCS will be turned back to lessor
• Lessor submitted background investigation docs; so contractors can work after hours unattended.

Shawnee County, Topeka – new lease update
• garage shell just arrived
• work to be begin this week or next; estimated completion of garage 4-6 weeks
• lease completion date will be amended

Stanton County, Johnson – succeeding lease update;
• Continue to follow up with lessor regarding long term lease proposal
• Confirmed with NRCS that we do not wish to relocate staff to on-site modular unit during remodeling/updating of building; lessor will finalize his proposal based on this info.

Trego County, WaKeeney – new lease update
• New building completed; staff moved in
• CED mentioned that NexTech indicates we are paying for 4 phone lines; only need 2; the other two lines were likely for fax?? IT staff need to follow up
• Amendment to accept occupancy was signed 2-13-2017 effective 2-1-2017
• Minor incomplete items on punch list; to be completed no later than 4-1-2017
• FSA will issue final termination notice to old lessor once all space has been fully vacated and auction items moved
• Once USDA vacates old space; all utility accounts are transferred to old lessor and accounts at NFC will be cancelled.

Jack Salava, SAC Chairperson