STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
August 29, 2019
Teleconference

AGENCIES:  Natural Resources Conservation Service (NRCS) – Chair
            Farm Service Agency (FSA)
            Rural Development (RD)
            Client Experience Center (CEC)

ATTENDEES:  Gaye Benfer, NRCS  Loren Graff, NRCS
            Lance Thompson, FSA  Debbie Newton, NRCS
            Karissa Stiers, RD   Kris Becker, CEC
            Gail Painter, CEC  Tracey Weston, FPAC

The meeting started at 9:00 a.m.

The minutes of the previous meeting have been posted.

GENERAL ITEMS:

The status of completing the Accessibility Reviews as discussed. Kansas is behind on getting these completed for the year. There are still 16 reviews left to complete. We will remind the team members about the need to complete the reviews.

Notice FPAC-N 1620-001 was discussed. This notice asks for states to reach consensus among the agencies on the prioritization of lease acquisition needs for fiscal year 2020 and submit those needs by September 30, 2019. The notice also released form FPAC-MSD-956 for submitting space needs to the leasing team. FSA and NRCS will work with Tracey prior to September 30th to develop a prioritization list.

Next SAC Teleconference is scheduled for November 19, 2019 at 9:00 a.m.

LEASING TEAM UPDATES:

Lease Administration Issues
- **Graham** County – SAC approved via email; Ticket submitted for updates to accommodate DD office
- **Smith** County – Ticket submitted for updates to accommodate FLM office
- **Franklin** County – SAC approved via email; Relocation of SED office to accommodate FLP staff and to be located closer to Program staff.
- **Sumner** County – Ticket submitted for air quality testing due delay in repairing roof
- **Finney** County – ITS position approved by NRCS to move into MLRA space. RD space will be given up along with bathroom at entry.
Lease Status

1. **Jefferson** County, Oskaloosa – Broker; Updates complete. Lease acceptance effective 9/1/2019
2. **Sedgwick** County, Wichita – Broker; Updates to be completed by October 1.
3. **Meade** County, Meade - Updates to start 8/29/19. FSA temporarily moved to old RD space. Goal is to be completed by November 1 or sooner.
4. **Franklin** County, Ottawa – Funding approved 8/28/19. Working on Lease package
5. **Brown** County, Hiawatha – Scoring and funding to be submitted 8/28/19.
6. **Gove** County, Gove – Broker project – Request for Lease Proposal (RLP) is being prepared by Broker.
7. **Norton** County, Norton; RLP has not yet been received.
8. **Stanton** County, Johnson City; Revised offer has not yet been received.
9. **Saline** County – NRCS State Office, Salina – working on space needs.
10. **Sheridan** County, Hoxie - RLP due 9/6/19
11. **Phillips** County, Phillipsburg – RLP to go out
12. **Wabaunsee** County, Alma - RLP to go out
13. **Wichita** County, Leoti - RLP to go out
14. **Lane** County, Dighton - RLP to go out
15. **Barber** County, Medicine Lodge - RLP to go out

Others in process

- **Miami** County, Paola – updates will be complete as soon as concrete work in parking lot is finished
- **Riley** County – FSA State Office, Manhattan
  - Exercised Renewal Option on August 22, 2019
- **Shawnee** County, Topeka – RMA Regional Office
  - Requirements submitted 2/25/2019 to GSA
  - Waiting for GSA to issue OAs
- **Riley** County – Service Center, Manhattan (FSA, NRCS, NASS, WS) - GSA
  - 5/10/19 - Requirements submitted to GSA
  - Waiting for GSA to issue OAs
  - 8/20/19 – Toured space with GSA

GSA Delegation Rec’d - RLPs will need to be sent out.

- **Ness** County, Ness City
- **Finney** County, Garden City
- **Elk** County, Howard (NRCS only)
- **Doniphan** County, Troy
- **McPherson** County, McPherson
- **Sherman** County, Goodland
- **Reno** County, Hutchinson (NRCS Area Office)
- **Lyon** County, Emporia

GSA Delegation pending

- **Atchison** County, Effingham - Broker
- **Scott** County, Scott City
- **Saline** County, Salina
- **Graham** County, Hill City
• Rice County, Lyons
• Anderson County, Garnett
• Ottawa County, Minneapolis
• Wilson County, Fredonia
• Morton County, Elkhart
• Neosho County, Erie
• Neosho County, Chanute (NRCS only)

GAYE L. BENFER
SAC Chairperson