



**Executive Committee
Meeting Agenda
8:30 AM, September 29, 2011
Workforce Alliance Offices
3rd Floor Conference Room
Mayor Kristey Williams, Chair**

1. Welcome: *Mayor Kristey Williams*

2. Kansas Affordable Airfares Program Update: *Mayor Kristey Williams*

The Executive Committee is charged to administer the Kansas Affordable Airfares Program and assure that all statutory requirements for programming, evaluation, accounting and auditing, financial management, and reporting are met. An update on the program will be provided.

Recommended Action: *Receive and file.*

3. REAP 2011 3rd Quarter Treasurer's Report: *Mayor Terry Somers*

The Executive Committee is charged to serve as the treasury for REAP, collect all REAP revenues, make disbursements in accord with the budget adopted by REAP, and conduct financial management of REAP assets in accord with REAP fiscal procedures. The REAP Treasurer will recommend making 3rd Quarter payments in accord with REAP annual budgets.

Recommended Action: *Approve payments per staff recommendation for the third quarter of 2011.*

4. REAP Year End Budget Projection and Draft 2012 Budget: *Mr. Joe Yager*

The REAP Executive Committee has responsibility for reviewing and recommending the REAP operating and Water Resources Committee budgets. The Chief Executive Officer has prepared 2011 Year End budget projections a 2012 budget proposal for presentation to the Committee.

Recommended Action: *Review proposed REAP budgets for calendar year 2012 and take appropriate action.*

5. HUD Sustainable Communities Grant Update and Discussion: *Mr. Joe Yager*

REAP has a central role in the Sustainable Community Planning Grant. Staff will provide expectations and potential needs for the organization regarding the grant.

Recommended Action: *Review and provide feedback.*

6. REAP Policies Discussion: *Mr. Joe Yager*

Staff has identified several policies, procedures, and potential changes to the bylaws that may need to be considered. Staff will highlight some of these items and asks the Committee to provide direction.

Recommended Action: *Review and provide feedback.*

7. REAP Capacity Discussion: *Mr. Joe Yager*

Staff has compiled a listing of current obligations that have been assigned to staff. The Committee is asked to review the current capacity of the organization and discuss potential scenarios for future sustainability of the organization.

Recommended Action: *Review and provide feedback.*

7. Other Business

8. Adjourn

Item

REAP 2011 3rd Quarter Treasurer's Report

Background

The Executive Committee is charged to serve as the treasury for REAP, collect all REAP revenues, make disbursements in accord with the budget adopted by REAP, and conduct financial management of REAP assets in accord with REAP fiscal procedures.

REAP Budget for 3rd Quarter, 2011

REAP Operating

Under the agreement approved December 13, 2010 with the Center for Urban Studies, Hugo Wall School of Urban and Public Affairs, Wichita State University, staff support and assistance is provided to REAP in calendar year 2011.

This support includes, but is not limited to:

- Secretariat functions;
- Assistance and advice on financial management;
- Assistance and advice in administration of the Kansas Affordable Airfares Program;
- Consultation and technical assistance in addressing work plan priorities and conducting research in support of these priorities;
- Consultation and technical assistance for the Local Elected Officials Board; and
- Maintaining the website.

This agreement was amended

In addition, under the agreement approved April 11, 2011 with H. Edward Flentje, consultation and assistance is provided to REAP in the capacity of Senior Consultant in calendar year 2011.

In accordance with these agreements, REAP will make payments on a quarterly basis to Wichita State University and H. Edward Flentje for this support.

REAP Operating 3rd Quarter Payments

WSU – Staffing	\$19,959.25
HWS – Operations	\$9,512.68
H. Edward Flentje – Senior Consultant	\$0.00
Total 3 rd Quarter Expenditures	<u>\$29,471.93</u>

REAP Water Resources

In addition, under another agreement approved December 13, 2010 with the Center for Urban Studies, Hugo Wall School of Urban and Public Affairs, Wichita State University, staff support and assistance is provided to the REAP Water Resources Committee in calendar year 2011.

This support includes, but is not limited to:

- Secretariat functions;
- Consultation and technical assistance in addressing work plan priorities and conducting research in support of these priorities;
- Development and distribution of information pertaining to water related meetings, activities, and projects;
- Identification and monitoring of water related legislative issues;
- Development and coordination of educational forums;
- Identification of grant opportunities; and
- Attending and reporting on the meetings and activities of water related committees and agencies as necessary.

This agreement was amended

In addition, under the agreement approved April 11, 2011 with H. Edward Flentje, consultation and assistance is provided to REAP WRC in the capacity of Senior Consultant in calendar year 2011.

In accordance with this agreement, REAP will make payments on a quarterly basis to Wichita State University for this support.

REAP WRC 3rd Quarter Payments

WSU – Staffing	\$8,888.75
HWS – Operations	\$4,901.24
H Edward Flentje – Senior Consultant	\$0.00
Total 3 rd Quarter Expenditures	<u>\$13,789.99</u>

Staff Recommendation

That the REAP Executive Committee approve payments for the third quarter of 2011 to

- 1) Wichita State University in the amount of \$19,959.25 for REAP staffing;
- 2) Wichita State University in the amount of \$8,888.75 for Water Resources staffing;
- 3) Hugo Wall School in the amount of \$9,512.68 for REAP Operating expenses; and
- 4) Hugo Wall School in the amount of \$4,901.24 for Water Resources Operating expenses.

REAP Treasurer's Report

REAP Expenditures for 3rd Quarter, 2011

Expenditures	Adopted	1st Quarter Jan-Mar	2nd Quarter Apr-Jun	3rd Quarter Jul-Sep	4th Quarter Oct-Dec	2010 Year End Totals	Percentage Expended	Description
Staffing								
Executive Officer	\$71,917.00	\$17,979.25	\$17,979.25	\$17,979.25		\$53,937.75	75%	Compensation and benefits
Graduate assistant	\$15,951.00	\$3,987.75	\$3,987.75	\$3,987.75		\$11,963.25	75%	Compensation and benefits
<i>Staffing Subtotal</i>	\$87,868.00	\$21,967.00	\$21,967.00	\$21,967.00	\$0.00	\$65,901.00	75%	
Encumbered Funds*	(\$9,431.00)	(\$2,250.00)	(\$3,165.50)	(\$2,007.75)		(\$7,423.25)	79%	
<i>Staffing Contractual Requirement</i>	\$78,437.00	\$19,717.00	\$18,801.50	\$19,959.25	\$0.00	\$58,477.75	75%	
Operating								
Current office expense	\$8,610.00	\$2,152.50	\$2,152.50	\$2,152.50		\$6,457.50	75%	Computing, telephone, fax, equipment, etc.
Consultation and technical assistance**	\$10,000.00	\$1,250.00	\$1,250.00	\$0.00		\$2,500.00	25%	Additional assistance through WSU/other
Other operating—general	\$6,000.00	\$621.65	\$1,304.74	\$864.68		\$2,791.07	47%	Meeting expense, memberships, travel, etc.
Other operating—KAAP	\$2,500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%	Accounting, auditing, reporting, legal counsel
Legislative liaison	\$28,000.00	\$5,335.43	\$4,074.19	\$4,292.50		\$13,702.12	49%	Topeka-based representation, receptions, travel
Project funds	\$14,873.00	\$0.00	\$500.00	\$2,200.00		\$2,700.00	18%	
<i>Operating Subtotal</i>	\$69,983.00	\$9,359.58	\$9,281.43	\$9,509.68	\$0.00	\$28,150.69	40%	
Total[^]	\$148,420.00	\$29,076.58	\$28,082.93	\$29,468.93	\$0.00	\$86,628.44	58%	

* Due to estimates on the contract with Wichita State University there is a substantial carryover in the Fund balances for staffing. These funds have already been expended by REAP and per action taken by the REAP Executive Committee on December 7, 2010 are considered encumbered in 2011. The encumbered funds will be applied at a rate of \$2,707.75 per quarter to accurately reflect the contractual amount. However, it must be noted that a miscalculation on the initial encumbrance is corrected in the 2nd quarter payment. Additionally, due to due to changes to the benefit percentages calculated an amendment to the original amount of encumbered funds was made through Executive Committee action on August 4, 2011.

** REAP entered into an independent contract for Senior Consultant assistance on 4-11-11.

[^] The total reflects the actual expenditures and does not include the encumbered funds.

REAP Treasurer's Report

Revenues to Date, 2011

Revenues	Projected	Received	Percentage	Description
Annual membership assessments	\$106,311	\$100,510	95%	Membership dues
Special assessments	\$0	\$0	n/a	Special assessments
Workforce oversight agreement	\$16,000	\$0	0%	CEOB oversight duties
Kansas Affordable Airfares Program	\$25,000	\$0	0%	KAAP administration
Other revenues received	\$2,200	\$245	n/a	Other revenues received
Carryover funds	\$8,340	\$4,245	51%	Prior-year carryover
Total	\$157,851	\$105,000	67%	

Notes:

Other revenues received accounts for interest through 8/31/11.

Workforce agreement runs on fiscal year, July 1 to June 30. \$16,000 was based on estimation for oversight agreement.

2011 REAP Available Funds

	Total Revenues	Total Expenditures	Total Encumbrances	Total Available Funds	Percentage Available
2011 to Date (9/29/11)	\$104,999.66	\$94,051.69	(\$9,431.00)	\$20,378.97	19%

REAP Banking Account Balances

	Operating	KAAP	Water Resources
2011 to Date (9/29/11)	\$49,344.96	\$38,230.88	\$94,456.12

** Balances include interest through 8/31/11.*

REAP Treasurer's Report

Water Resources Expenditures for 3rd Quarter, 2011

Expenditures	Adopted	1st Quarter Jan-Mar	2nd Quarter Apr-Jun	3rd Quarter Jul-Sep	4th Quarter Oct-Dec	2011 Year End Totals	Percentage Expended Description
Staffing							
Executive Officer	\$48,384.00	\$12,096.00	\$12,096.00	\$12,096.00		\$36,288.00	75% Compensation and benefits
Graduate assistant	\$15,951.00	\$3,987.75	\$3,987.75	\$3,987.75		\$11,963.25	75% Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$64,335.00</i>	<i>\$16,083.75</i>	<i>\$16,083.75</i>	<i>\$16,083.75</i>	<i>\$0.00</i>	<i>\$48,251.25</i>	<i>75%</i>
Encumbered Funds*	(\$31,390.00)	(\$8,500.00)	(\$8,500.00)	(\$7,195.00)		(\$24,195.00)	77%
<i>Staffing Contractual Requirement</i>	<i>\$32,945.00</i>	<i>\$7,583.75</i>	<i>\$7,583.75</i>	<i>\$8,888.75</i>	<i>\$0.00</i>	<i>\$24,056.25</i>	<i>73%</i>
Operating							
Current office expense	\$6,430.00	\$1,815.00	\$1,607.50	\$1,607.50		\$5,030.00	78% Computing, telephone, fax, equipment, etc.
Consultation and technical assistance**	\$5,000.00	\$1,250.00	\$1,250.00	\$0.00		\$2,500.00	50% Additional assistance through WSU/other
Other operating—general	\$7,000.00	\$191.20	\$663.90	\$1,031.95		\$1,887.05	27% Meeting expense, memberships, travel, etc.
Legislative liaison	\$5,000.00	\$0.00	\$0.00	\$0.00		\$0.00	n/a Topeka representation, receptions, travel
Project funds	\$15,000.00	\$1,825.00	\$1,587.78	\$2,261.78		\$5,674.56	38%
<i>Operating Subtotal</i>	<i>\$38,430.00</i>	<i>\$5,081.20</i>	<i>\$5,109.18</i>	<i>\$4,901.23</i>	<i>\$0.00</i>	<i>\$15,091.61</i>	<i>39%</i>
Total^	\$71,375.00	\$12,664.95	\$12,692.93	\$13,789.98	\$0.00	\$39,147.86	55%

* Due to estimates on the contract with Wichita State University there is a substantial carryover in the Fund balances for staffing. These funds have already been expended by REAP and per action taken by the REAP Executive Committee on December 7, 2010 are considered encumbered in 2011. The encumbered funds will be applied at a rate of \$2,707.75 per quarter to accurately reflect the contractual amount. However, it must be noted that a miscalculation on the initial encumbrance is corrected in the 2nd quarter payment. Additionally, due to changes to the benefit percentages calculated an amendment to the original amount of encumbered funds was made through Executive Committee action on August 4, 2011.

** REAP entered into an independent contract for Senior Consultant assistance on 4-11-11.

^ The total reflects the actual expenditures and does not include the encumbered funds.

REAP Treasurer's Report

Water Resources Revenues to Date, 2011

Revenues	Projected	Received	Percentage Description
Annual membership assessments	\$84,400	\$79,056	94% Membership dues
Special assessments	\$0	\$0	n/a Special assessments
Other revenues received	\$2,200	\$3,847	175% Other revenues received
Carryover funds	\$42,520	\$43,596	103% Prior-year carryover
Total	\$129,120	\$126,498	98%

Notes:

*The other revenues denotes interest earned on the account through 8/31/11.
Other revenues also reflects \$3,525 in registrations and sponsorships for the annual conference.*

2011 REAP Water Resources Available Funds

	Total Revenues	Total Expenditures	Total Encumbrances	Total Available Funds	Percentage Available
2011 to Date (9/29/11)	\$126,498.27	\$63,342.86	(\$24,195.00)	\$87,350.41	69%

REAP Treasurer's Report

REAP Expenditures 2011

Expenditures	Adopted	1st Quarter Jan-Mar	2nd Quarter Apr-Jun	3rd Quarter Jul-Sep	4th Quarter Oct-Dec	2010 Year End Totals	Percentage Expended	Description
Staffing								
Executive Officer	\$71,917.00	\$17,979.25	\$17,979.25	\$17,979.25	\$17,979.25	\$71,917.00	100%	Compensation and benefits
Graduate assistant	\$15,951.00	\$3,987.75	\$3,987.75	\$3,987.75	\$3,987.75	\$15,951.00	100%	Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$87,868.00</i>	<i>\$21,967.00</i>	<i>\$21,967.00</i>	<i>\$21,967.00</i>	<i>\$21,967.00</i>	<i>\$87,868.00</i>	<i>100%</i>	
Encumbered Funds*	(\$9,431.00)	(\$2,250.00)	(\$3,165.50)	(\$2,007.75)	(\$2,007.75)	(\$9,431.00)	100%	
<i>Staffing Contractual Requirement</i>	<i>\$78,437.00</i>	<i>\$19,717.00</i>	<i>\$18,801.50</i>	<i>\$19,959.25</i>	<i>\$19,959.25</i>	<i>\$78,437.00</i>	<i>100%</i>	
Operating								
Current office expense	\$8,610.00	\$2,152.50	\$2,152.50	\$2,152.50	\$2,152.50	\$8,610.00	100%	Computing, telephone, fax, equipment, etc.
Consultation and technical assistance**	\$10,000.00	\$1,250.00	\$1,250.00	\$0.00	\$5,000.00	\$7,500.00	75%	Additional assistance through WSU/other
Other operating—general	\$6,000.00	\$621.65	\$1,304.74	\$864.68	\$930.36	\$3,721.43	62%	Meeting expense, memberships, travel, etc.
Other operating—KAAP	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	Accounting, auditing, reporting, legal counsel
Legislative liaison	\$28,000.00	\$5,335.43	\$4,074.19	\$4,292.50	\$10,000.00	\$23,702.12	85%	Topeka-based representation, receptions, travel
Project funds	\$14,873.00	\$0.00	\$500.00	\$2,200.00	\$0.00	\$2,700.00	18%	
<i>Operating Subtotal</i>	<i>\$69,983.00</i>	<i>\$9,359.58</i>	<i>\$9,281.43</i>	<i>\$9,509.68</i>	<i>\$18,082.86</i>	<i>\$46,233.55</i>	<i>66%</i>	
Total^	\$148,420.00	\$29,076.58	\$28,082.93	\$29,468.93	\$38,042.11	\$124,670.55	84%	

Projection

Treasurer's Report

Revenues 2011

Revenues	Budgeted	Projected	Percentage Description
Annual membership assessments	\$106,311	\$100,510	95% Membership dues
Special assessments	\$0	\$0	n/a Special assessments
Workforce oversight agreement	\$16,000	\$ 16,000	100% CEOB oversight duties
Kansas Affordable Airfares Program	\$25,000	\$0	0% KAAP administration
Other revenues received	\$2,200	\$325	n/a Other revenues received
Carryover funds	\$8,340	\$4,245	51% Prior-year carryover
Total	\$157,851	\$121,080	77%

2011 REAP Available Funds

	Total Revenues	Total		2008 Actual Carryover	Percentage Carried Over
		Expenditures	Total Encumbrances		
2011 Year End Projection	\$121,079.66	\$124,670.55	(\$9,431.00)	\$5,840.11	5%

REAP Treasurer's Report

Water Resources Expenditures, 2011

Expenditures	Adopted	1st Quarter Jan-Mar	2nd Quarter Apr-Jun	3rd Quarter Jul-Sep	4th Quarter Oct-Dec	2011 Year End Totals	Percentage Expended	Description
Staffing								
Executive Officer	\$48,384.00	\$12,096.00	\$12,096.00	\$12,096.00	\$12,096.00	\$48,384.00	100%	Compensation and benefits
Graduate assistant	\$15,951.00	\$3,987.75	\$3,987.75	\$3,987.75	\$3,987.75	\$15,951.00	100%	Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$64,335.00</i>	<i>\$16,083.75</i>	<i>\$16,083.75</i>	<i>\$16,083.75</i>	<i>\$16,083.75</i>	<i>\$64,335.00</i>	100%	
Encumbered Funds*	<i>(\$31,390.00)</i>	<i>(\$8,500.00)</i>	<i>(\$8,500.00)</i>	<i>(\$7,195.00)</i>	<i>(\$7,195.00)</i>	<i>(\$31,390.00)</i>	100%	
<i>Staffing Contractual Requirement</i>	<i>\$32,945.00</i>	<i>\$7,583.75</i>	<i>\$7,583.75</i>	<i>\$8,888.75</i>	<i>\$8,888.75</i>	<i>\$32,945.00</i>	100%	
Operating								
Current office expense	\$6,430.00	\$1,815.00	\$1,607.50	\$1,607.50	\$1,607.50	\$6,637.50	103%	Computing, telephone, fax, equipment, etc.
Consultation and technical assistance**	\$5,000.00	\$1,250.00	\$1,250.00	\$0.00	\$0.00	\$2,500.00	50%	Additional assistance through WSU/other
Other operating—general	\$7,000.00	\$191.20	\$663.90	\$1,031.95	\$629.02	\$2,516.07	36%	Meeting expense, memberships, travel, etc.
Legislative liaison	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	Topeka representation, receptions, travel
Project funds	\$15,000.00	\$1,825.00	\$1,587.78	\$2,261.78	\$1,891.52	\$7,566.08	50%	
<i>Operating Subtotal</i>	<i>\$38,430.00</i>	<i>\$5,081.20</i>	<i>\$5,109.18</i>	<i>\$4,901.23</i>	<i>\$4,128.04</i>	<i>\$19,219.65</i>	50%	
Total^	\$71,375.00	\$12,664.95	\$12,692.93	\$13,789.98	\$13,016.79	\$52,164.65	73%	

Projection

REAP Treasurer's Report

Water Resources Revenues 2011

Revenues	Projected	Received	Percentage	Description
Annual membership assessments	\$84,400	\$79,056	94%	Membership dues
Special assessments	\$0	\$0	n/a	Special assessments
Other revenues received	\$2,200	\$3,997	182%	Other revenues received
Carryover funds	\$42,520	\$43,596	103%	Prior-year carryover
Total	\$129,120	\$126,648	98%	

2011 REAP Water Resources Available Funds

	Total Revenues	Total Expenditures	Total Encumbrances	Total Available Funds	Percentage Available
2011 Year End Projection	\$126,648.27	\$52,164.65	(\$31,390.00)	\$105,873.62	84%

**REAP Executive Committee Meeting
September 29, 2011
Item #4**

Item

Draft 2012 Budget

Background

REAP has assigned the Executive Committee responsibility for recommending annual operating budgets to REAP. In performing this assignment the Executive Committee has the benefit of a draft budget proposal from the Chief Executive Officer.

2012 REAP Operating Budget

REAP Revenues

Historical Revenue Projections, 2009 through 2012

	2009 Actual	2010 Actual	2011 Projected	2012 Proposed
Annual Membership Assessments	\$105,850	\$102,100	\$100,510	\$103,831
Special Assessments	-	-	-	-
Workforce Oversight Agreement	\$17,000	\$16,000	\$16,000	\$16,000
Kansas Affordable Airfares Program	-	\$25,000	-	\$25,000
Other Revenues Received (interest, etc.)	\$2,214	\$1,393	\$325	\$1,200
Carryover Funds	\$19,898	\$1,033	\$4,245	\$5,840
Total Revenues Available	\$144,962	\$145,526	\$121,080	\$151,871

REAP Expenditures

Proposed REAP Operating Budget for 2012

Expenditures	Amount	Description
Staffing		
Chief Executive Officer	\$76,019	Compensation and benefits
Graduate assistant	\$16,050	Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$92,069</i>	
Operating		
Current office expense	\$9,210	Computing, telephone, fax, equipment, etc.
Consultation and technical assistance	\$10,000	Addtl assistance through WSU or other sources
Other operating—general	\$4,000	Meeting expense, memberships, travel, etc.
Other operating—KAAP	\$5,000	Accounting, auditing, reporting, legal counsel
Legislative liaison	\$26,000	Topeka-based representation, receptions, travel
Project funds	\$16,704	
<i>Operating Subtotal</i>	<i>\$5,592</i>	
Total	\$151,871	

Total Proposed REAP Operating Budget for 2012

Total Revenues	Total Expenditures	Total Remaining Balance
\$151,871	\$151,871	\$0

REAP Water Resources Committee Budget

WRC Revenues

Projected WRC Revenues for 2012

Revenues	Amount	Description
Annual Membership Assessments	\$81,692	Membership dues
Special Assessments	-	Special assessments
Other Revenues Received	\$4,000	Interest and other revenues received (estimated)
Carryover Funds	\$105,874	Prior-year carryover (estimated)
Total	\$191,566	

WRC Expenditures

Proposed REAP WRC Budget for 2012

Expenditures	Amount	Description
Staffing		
Executive Officer	\$55,018	Compensation and benefits
Graduate assistant	\$16,050	Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$71,068</i>	
Operating		
Current office expense	\$7,110	Computing, telephone, fax, equipment, etc.
Consultation and technical assistance	\$5,000	Addtl assistance through WSU or other sources
Other operating—general	\$8,000	Meeting expense, memberships, travel, etc.
Legislative liaison	\$5,000	Topeka-based representation, receptions, travel
Project funds	\$15,000	
<i>Operating Subtotal</i>	<i>\$40,110</i>	
Total	\$111,178	

Total Proposed REAP WRC Budget for 2012

Total Revenues	Total Expenditures	Total Remaining Balance
\$191,566	\$111,178	\$80,388

REAP 2012 Assessments

Committee Member	2011 Certified Population	2011 Assessment	2012 Assessment	Percent Change
Andover	11,791	\$3,688	\$3,766	2.13%
Augusta	9,274	\$1,568	\$1,603	2.22%
Bel Aire	6,769	\$1,447	\$1,440	-0.48%
Bentley	530	\$234	\$234	0.19%
Benton	880	\$253	\$257	1.66%
Butler County	65,880	\$4,602	\$4,647	0.98%
Cheney	2,094	\$335	\$336	0.33%
Clearwater	2,481	\$358	\$361	0.91%
Colwich	1,327	\$293	\$286	-2.30%
Conway Springs	1,272	\$277	\$283	2.05%
Derby	22,158	\$4,490	\$4,440	-1.11%
El Dorado	13,021	\$3,822	\$3,846	0.64%
Garden Plain	849	\$256	\$255	-0.32%
Goddard	4,344	\$1,263	\$1,282	1.53%
Halstead	2,085	\$325	\$336	3.24%
Harvey County	34,684	\$2,356	\$2,367	0.47%
Haysville	10,826	\$3,682	\$3,704	0.59%
Hesston	3,709	\$1,249	\$1,241	-0.63%
Hutchinson	42,080	\$5,652	\$5,735	1.47%
Kechi	1,909	\$317	\$324	2.24%
Kingman County	7,858	\$1,689	\$1,696	0.44%
Maize	3,420	\$1,217	\$1,222	0.44%
McPherson County	29,180	\$2,222	\$2,230	0.34%
Mount Hope	813	\$257	\$253	-1.62%
Mulvane	6,111	\$1,384	\$1,397	0.95%
Newton	19,132	\$4,198	\$4,244	1.09%
Park City	7,297	\$1,522	\$1,474	-3.13%
Reno County	64,511	\$4,584	\$4,613	0.63%
Rose Hill	3,931	\$1,266	\$1,256	-0.83%
Sedgwick	1,695	\$310	\$310	0.06%
Sedgwick County	498,365	\$15,272	\$15,459	1.23%
Sumner County	24,132	\$2,087	\$2,103	0.78%
Valley Center	6,822	\$1,431	\$1,443	0.87%
Wellington	8,172	\$1,499	\$1,531	2.15%
Wichita	382,368	\$27,192	\$27,854	2.43%
Total		\$102,597	\$103,831	1.20%

Water Resources 2012 Assessments

Committee Member	2011 Certified Population	2011 Assessment	2012 Assessment	Percent Change
Andover	11,791	\$3,794	\$3,884	2.38%
Augusta	9,274	\$1,656	\$1,696	2.39%
Bel Aire	6,769	\$1,515	\$1,508	-0.48%
Benton	880	\$361	\$366	1.39%
Butler Co.	65,880	\$800	\$800	0.00%
Clearwater	2,481	\$483	\$486	0.64%
Derby	22,158	\$5,719	\$5,662	-1.00%
El Dorado	13,021	\$3,948	\$3,977	0.72%
Goddard	4,344	\$1,304	\$1,326	1.67%
Harvey Co.	34,684	\$800	\$800	0.00%
Hesston	3,709	\$1,287	\$1,278	-0.69%
Hutchinson	42,080	\$7,060	\$7,156	1.36%
Kechi	1,909	\$435	\$443	1.88%
Kingman Co.	7,858	\$800	\$800	0.00%
Maize	3,420	\$1,251	\$1,257	0.44%
McPherson	13,155	\$3,999	\$3,987	-0.31%
McPherson Co.	29,180	\$800	\$800	0.00%
Mt. Hope	813	\$365	\$361	-1.10%
Newton	19,132	\$4,383	\$4,435	1.18%
Park City	7,297	\$1,602	\$1,547	-3.42%
Rose Hill	3,931	\$1,307	\$1,295	-0.93%
Sedgwick	1,695	\$427	\$427	0.03%
Sedgwick Co.	498,365	\$800	\$800	0.00%
Sumner Co.	24,132	\$800	\$800	0.00%
Valley Center	6,822	\$1,498	\$1,512	0.91%
Wellington	8,172	\$1,576	\$1,613	2.34%
Wichita	382,368	\$31,914	\$32,678	2.39%
Total		\$80,684	\$81,692	1.25%

REAP

Cities

Over 10k= \$3000 + \$.065/pc

3-10k= \$1000+ \$.065/pc

Under 3k= \$200+ \$.065/pc

Counties

Over 50k= \$3000 + \$.025/pc

Under 50k= \$1500+ \$.025/pc

Water Resources

Cities

Over 20k=\$4000 + \$0.075/pc

10-20k= \$3000 + \$0.075/pc

3-10k= \$1000+ \$0.075/pc

Under 3k= \$300+ \$0.075/pc

Counties

\$800/each

Item

REAP Policies Discussion

Background

In June REAP discussed that according to the bylaws the Chair and Vice-Chair of REAP are elected for a period of one year by an annual assembly of the nominating committee; however, last year the committee made their nominations with the intention of the Chair and Vice-Chair serving for two years. This request and subsequent confusion over procedure led to the request by staff to form a bylaws taskforce. However, after some consideration it was determined that bylaws adjustments and policy review should occur as an overview of all potential changes or suggestions. Therefore, the REAP Chair requested staff to evaluate the bylaws and policies and noted that a taskforce will be appointed at the appropriate time.

The following are some highlighted policies and sections of the bylaws that staff has identified that should be considered:

- Membership
 - Member Representatives – member/alternate and elected/staff
 - Non-local Government
 - Associate Membership
- Assessments
 - Full-year versus half-year – official policy or procedure
 - Structure – single assessment for all REAP activities
- Elections
 - Consideration of two-year cycles
 - Language to allow for creation of nominating committee as needed
- Organizational Classification
 - Current classification is as a Council of Governments, however, this is only by IRS standards, there is a national recognition that could be considered
 - Other status – 501c 3-5
- Personnel
 - Structure of personnel, hierarchy
 - Additional personnel
- Committees and Taskforces
 - Defining purposes and structure

In addition, although there is not a policy or procedure related to Board Meetings, staff suggests consideration of a different meeting schedule.

Item

REAP Capacity Discussion

Background

Staff has prepared the following information pertaining to the current capacity of REAP staff for the Executive Committee to review.

Chief Executive Officer Meeting Commitments

REAP Meetings

Full Board: 2nd Monday of the month, 11 meetings.

Executive Committee: As needed Committee, minimum of four times per year.

Economic Development Committee: 4th Thursday of the month.

Legislative Committee: 4th Friday of the month.

Ad Hoc Committees: As needed, example Sustainable Communities Grant Taskforce meeting weekly over a 2 month period to prepare grant application.

Water Resources Committees: Full meeting, Technical Sub Committee, and special committees as available.

Wind & Alternative Energy Task Force: The REAP EDC is considering the development of a taskforce that would include several working groups or subcommittees to study and cover the broad spectrum of community interests related to wind and other alternative energy opportunities in the REAP area. It is unknown at this time the amount of time that would be required to adequately staff this initiative.

Workforce Alliance/Workforce Development: Through the oversight agreement between REAP and the Workforce Alliance, duties of the Chief Elected Officials Board are illustrated. These duties include direct oversight/review by the Chief Executive Officer of REAP. The following committees are associated with these duties:

Board of Directors: Quarterly.

Executive Committee: 3rd Tuesday of the month.

WIA Oversight Committee: 2nd Wednesday of every other month.

Finance Committee: As scheduled, minimum quarterly and mainly email reviews.

Special Committees and Taskforces: Various review taskforces as scheduled.

WAMPO: Attendance at the Wichita Area Metropolitan Planning Organization who is responsible, in cooperation with the State of Kansas, for carrying out the metropolitan transportation planning process. There are three committees involved, the Technical Advisory Committee (Member); Project Advisory Committee (Participant); and the Transportation Policy Body (observer). These meetings are held monthly at Wichita City Hall.

Visioneering Wichita: Serve as a regional partner for Visioneering initiatives and activities, ensuring a regional perspective and voice. Region-to-Region visit once a year, annual meeting, and quarterly leadership team meeting.

The following meetings are for information dissemination and networking purposes:

- **Unified Legislative Alliance:** Serve as a regional partner for the Unified Legislative Alliance in the development of the annual Unified Legislative Agenda by sitting on the Resource Team. Meetings as needed, approximately 6-8 per year, normally try to coincide certain meetings and events with REAP Legislative Committee meetings to lessen number of meetings, and various email correspondence.
- **Regional Economic Development Partners Meetings:** The South Central Kansas Economic Development District provides staff resources to hold the Regional Economic Development Partners Committee, which is focused on building trust and dialogue between the various economic development agencies in the region. Quarterly meeting rotating throughout the region.
- **SCAC:** The Sedgwick County Association of Cities, the coalition of the 20 incorporated cities in Sedgwick County, who seek to improve the quality of life and promotion of effective government through education, training and leadership. The group meets one Saturday a month in the fall and spring.
- **Quad-County Planning Forum:** The Central Plains Quad-County Planning Forum works to coordinate efforts, avoid duplication and establish a working relationship for implementing plan proposals in Butler, Harvey, Reno, and Sedgwick Counties. Quarterly meeting rotating throughout the four counties.
- **KansasBio:** Membership in KansasBio allows for attendance at various meetings throughout the State, including the Board meetings held quarterly.
- **Wichita State University's (WSU) Center for Innovation and Enterprise Engagement (CIEE):** The successor to WIRED that is a center to accelerate the translation of advanced manufacturing research and technology. Attendance at meetings will not be required, however, it may be necessary on occasion.

Executive Officer of Water Resources Meeting Commitments

Water Resources Committee (WRC): This Committee was created to serve as a regional voice, disseminate information, and serve as a networking opportunity to assist committees in their efforts to influence state and national policy to obtain a sustainable water supply to meet future demand. The Water Resources Committee meets bi-monthly.

Technical Subcommittee: The Technical Subcommittee was created to assist the WRC Chair to develop agenda items, policy issues, or administrative matters. This committee handles special tasks as determined by Chair, which require action between meetings of the WRC; and identify issues of regional concern at the state or federal level. The Subcommittee meets on the third Thursday bi-monthly, beginning in February.

The following opportunities are for information dissemination and networking purposes for the **Water Resources Committee**.

- **Kansas Water Authority:** The KWA is responsible for the State's Water Plan Fund and giving directives to the Kansas Water Office. The KWA holds two day meetings quarterly and rotates to different locations around the state.
- **Groundwater Management District #2:** The GMD #2 is responsible for managing the groundwater of the Equus Beds aquifer for both water quantity and quality. The Board meets on the 2nd Tuesday of each month at their administrative office in Halstead.
- **Lower Arkansas and Walnut Basin Advisory Committees:** The Basin Advisory Committees provide insight and advice on water issues to the Kansas Water Authority and serve as a forum for community involvement. Each BAC meets quarterly and rotates to different locations within the basin.
- **Kansas Dept of Health and Environment:** Among other items, KDHE is charged with enforcing regulations for the State's water and air supplies. Meetings are topic specific and scheduled as needed. Examples include the ozone attainment meetings recently held in Wichita.
- **Technical Advisory Group:** Local organization of regional water and environmental officials that meets bi-monthly on the 3rd Friday of the month.
- **Chamber Environmental Resources Committee:** Local organization of regional water, environmental and business officials that meets on the 3rd Friday of the month at the Wichita Chamber.
- **Visioneering Environmental Sustainability Alliance:** A regional effort that is addressing sustainability issues relating to water supply and quality as well as other environmental fields that are interconnected.
- **Arkansas Technical Advisory Group:** Organization of local water and environmental officials that discuss water issues pertaining to the Arkansas River. The group meets bi-monthly on the 4th Wednesday.
- **Storm Water Management Advisory Board (SMAB):** A coalition of cities in Sedgwick County developing stormwater management policies, best management practices, funding issues, and implementation strategies that could be adopted throughout the region.

The following are publications WRC staff are responsible for:

- **WaterWise Newsletter:** This is a bi-monthly publication distributed to all contacts that have been engaged in WRC activities. Articles in the publication include regional, state,

and national water stories and opportunities that address water supply, quality, and affordability, keeping the broader audiences engaged in REAP WRC happenings.

- **Water Wednesday Newsletter:** To better align the REAP WRC with regional, state, and national priorities, a weekly publication of relevant water related stories, conferences, and training opportunities is made available to WRC members. With complex water issues impacting our region, this publication provides members with an easy reading opportunity to stay engaged in water related information and opportunities that could benefit their communities.

Joint Meetings

Both of these positions also attend various regional, state, and national conferences as well as other agency meetings as needed.

REAP Membership Engagement Presentations: One of the items identified in the REAP Strategic Plan is to engage stakeholders by conducting outreach on the purpose and accomplishment of REAP. The Legislative Committee identified an action step of scheduling on-going community visitations to provide updates to councils and commissions on the purpose, goals, and status of REAP. REAP representatives and staff are visiting communities, members or potential members, to update councils and commissions on the purpose, priorities, and progress of REAP. This is meant to be accomplished during a two-year cycle at which time all members would be visited.

REAP Listening Tour: The tour is intended to help the Legislative Committee connect REAP with the communities in the region while allowing REAP members to identify issues that are important to individual communities and could be beneficial to the region. The tour is being conducted over a three month time frame and includes five regional stops.

Sustainable Communities Planning Grant Taskforce: REAP staff is serving as the lead in coordinating the efforts in applying for the 2011 Sustainable Communities Regional Planning Grant. A taskforce is collecting the data required for the application and meeting every Friday through the end of September to discuss progress and formulate the application in order to meet the deadlines.