



**Executive Committee  
Meeting Agenda  
1:00 PM, January 4, 2011**  
Workforce Alliance Offices, 3<sup>rd</sup> Floor  
Mayor Kristey Williams, Chair

**1. Welcome: Mayor Kristey Williams**

**2. REAP 2010 4<sup>th</sup> Quarter Treasurer's Report: Mr. Joe Yager**

*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 4th Quarter payments in accord with REAP annual budgets.*

*Recommended Actions: Approve payments for the fourth quarter of 2010 to*

- 1) Wichita State University in the amount of \$21,509.25 for REAP staffing;*
- 2) Wichita State University in the amount of \$18,146.75 for Water Resources staffing;*
- 3) Hugo Wall School in the amount of \$20,036.01 for REAP Operating expenses; and*
- 4) Hugo Wall School in the amount of \$3,554.72 for Water Resources Operating expenses.*

**3. KAAP Update: Mr. Joe Yager**

*An update will be provided on the Kansas Affordable Airfares Program and in accord with Executive Committee action taken on July 7, 2010, the third quarter disbursement of funds for Fiscal Year 2011 (January 1 – March 31, 2011) is due to Sedgwick County as of January 1.*

*Recommended Action: Take appropriate action.*

**4. Strategic Planning Process Review: Ms. Misty Bruckner**

*A review of the discussion and outcomes from the REAP retreat, REAP committee meetings, and survey results will be reviewed and discussed. The Committee will be asked to review and take action on a draft strategic plan that will be presented at the meeting.*

*Recommended Action: The REAP Executive Committee recommend the proposed three year strategic plan to REAP at its January meeting.*

**5. REAP Work Plan for 2011: Mayor Kristey Williams**

*The Committee is asked to review the draft 2011 Executive Committee Work Plan that will be presented at the meeting.*

**6. Water Resources Committee and Natural Resources Inventory Project: Mr. Dane Baxa**

*The Water Resources Committee partnered with the Kansas Water Office and the University of Kansas to create a geospatial water resources/planning database or Natural Resources Inventory for the REAP region. The Committee has been approached for additional funds. A report will be provided.*

*Recommended Action: Take appropriate action.*

**7. Other Business**

**8. Adjourn**

## **Agenda Report 2** **REAP Treasurer's Report**

### **REAP Budget for 4<sup>th</sup> Quarter, 2010**

#### ***REAP Operating***

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.

Under the agreement with the Center for Urban Studies, Wichita State University, staff support is provided to REAP in calendar year 2010, as follows:

- a) performing a secretariat function for REAP, that is, preparing agenda and organizing regular meetings and committee meetings of REAP, scheduling invited guests, disseminating meeting agenda and materials, recording minutes of meetings, keeping official records of REAP, executing official communications, and assisting REAP governing board in identifying regional issues and conducting research on those regional issues;
- b) assisting and advising the Executive Committee and Treasurer of REAP on financial management of REAP, including budgeting, collecting revenues, investing, accounting, and reporting on REAP finances;
- c) assist and advise REAP Executive Committee in administering the Kansas Affordable Airfare Program, including specifically: 1) performing financial management of the program; 2) reporting on program performance; and 3) serving as liaison with state and local officials in implementation of the program;
- d) providing consultation and technical assistance in addressing priorities identified in the REAP work plan for 2010, specifically staffing the Executive Committee, the Legislative Committee, and the Economic Development Committee and conducting research in support of the issues before those committees;
- e) providing consultation and technical assistance to the Local Elected Officials Board in fulfilling its duties in implementation of Workforce Investment Act of 1998; and serving as liaison between Local Elected Officials Board and Workforce Alliance of South Central Kansas; and
- f) maintaining the REAP website.

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

## **Agenda Report 2**

### ***REAP Water Resources***

In addition, under another agreement with the Center, staff support is provided to the REAP Water Resources Committee in calendar year 2010, as follows:

- a) performing a secretariat function for the committee, that is, preparing agendas and organizing committee, subcommittee, and special committee meetings, scheduling invited guests, disseminating meeting agenda materials, recording minutes of meetings, keeping official records for the committee, executing official communications, and assisting the committee in identifying regional issues and conducting research on those regional issues.
- b) providing consultation and technical assistance in addressing priorities identified in the committee work plan for 2010, specifically staffing the Water Resources Committee, Technical Subcommittee, and any short-term special purpose committees, and conducting research in support of the issues before those committees.
- c) developing and distributing a newsletter informing committee members as well as other individuals about regional water related meetings, activities, and projects while also providing e-mail notification for upcoming water related meetings, activities, and projects.
- d) identifying, monitoring and updating members on any legislative issues or initiatives regarding state water resources.
- e) developing and coordinating ongoing educational forums.
- f) identifying additional grant opportunities through the state and federal government to assist in water resource planning and development.
- g) attending and reporting on the meetings and activities of water related committees and agencies as necessary.

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

### **Recommended Actions: Approve payments for the fourth quarter of 2010 to**

- 1) Wichita State University in the amount of \$21,509.25 for REAP staffing;**
- 2) Wichita State University in the amount of \$18,146.75 for Water Resources staffing;**
- 3) Hugo Wall School in the amount of \$20,036.01 for REAP Operating expenses; and**
- 4) Hugo Wall School in the amount of \$3,554.72 for Water Resources Operating expenses.**

**REAP Agenda Item 2**  
**REAP Treasurer's Report**

REAP Expenditures for 4th Quarter, 2010

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
<b>Staffing</b>								
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	\$14,120.00	\$3,530.00	\$3,530.00	\$3,530.00	\$3,530.00	\$14,120.00	100%	Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$86,037.00</i>	<i>\$21,509.25</i>	<i>\$21,509.25</i>	<i>\$21,509.25</i>	<i>\$21,509.25</i>	<i>\$86,037.00</i>	<i>100%</i>	
<b>Operating</b>								
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	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$10,000.00	100%	Additional assistance through WSU
Other operating—general	\$6,000.00	\$1,336.46	\$1,016.74	\$577.15	\$2,741.47	\$5,671.82	95%	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	\$4,468.95	\$6,356.80	\$8,144.50	\$10,142.04	\$29,112.29	104%	Topeka-based representation, receptions, travel
Project funds	\$10,373.00	\$0.00	\$0.00	\$1,850.00	\$0.00	\$1,850.00	18%	
<i>Operating Subtotal</i>	<i>\$65,483.00</i>	<i>\$7,957.91</i>	<i>\$14,526.04</i>	<i>\$12,724.15</i>	<i>\$20,036.01</i>	<i>\$55,244.11</i>	<i>84%</i>	
<b>Total</b>	<b>\$151,520.00</b>	<b>\$29,467.16</b>	<b>\$36,035.29</b>	<b>\$34,233.40</b>	<b>\$41,545.26</b>	<b>\$141,281.11</b>	<b>93%</b>	

**REAP Agenda Item 2**  
**REAP Treasurer's Report**

**REAP Expenditures for 4th Quarter, 2010, by Fund**

<b>Expenditures</b>	<b>REAP Budget</b>	<b>4th Qtr REAP</b>	<b>KAAP Budget</b>	<b>4th Qtr KAAP</b>	<b>WA Budget</b>	<b>4th Qtr WA</b>	<b>Totals</b>	<b>4th Qtr Totals</b>	
Staffing	\$ 72,037	\$ 18,009	\$ 2,000	\$ 500	\$ 12,000	\$ 3,000	\$ 86,037	\$ 21,509	25%
<b>Operating</b>									
Current office expense	\$ 6,610	\$1,652.50	\$ 1,000	\$ 250	\$ 1,000	\$ 250	\$ 8,610	\$ 2,153	25%
Consultation and technical assistance	\$ 9,000	\$4,500.00	\$ 1,000	\$ 500	\$ -	\$ -	\$ 10,000	\$ 5,000	50%
Other operating—general	\$ 4,000	\$2,491.47	\$ -	\$ -	\$ 2,000	\$ 250	\$ 6,000	\$ 2,741	46%
Other operating—KAAP	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	\$ -	0%
Legislative liaison	\$ 28,000	\$10,142.04	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ 10,142	36%
Project funds	\$ 10,373	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ 10,373	\$ -	0%
<b>Total</b>	<b>\$ 130,020</b>	<b>\$ 36,795</b>	<b>\$ 6,500</b>	<b>\$ 1,250</b>	<b>\$ 15,000</b>	<b>\$ 3,500</b>	<b>\$ 151,520</b>	<b>\$ 41,545</b>	27%
		28%		19%		23%		27%	

**REAP Expenditures to Date, 2010, by Fund**

<b>Expenditures</b>	<b>REAP Budget</b>	<b>REAP to Date</b>	<b>KAAP Budget</b>	<b>KAAP to Date</b>	<b>WA Budget</b>	<b>WA to Date</b>	<b>Budget Total</b>	<b>Total to Date</b>	
Staffing	\$ 72,037	\$ 72,037	\$ 2,000	\$ 2,000	\$ 12,000	\$ 12,000	\$ 86,037	\$ 86,037	100%
<b>Operating</b>									
Current office expense	\$ 6,610	\$ 6,610	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 8,610	\$ 8,610	100%
Consultation and technical assistance	\$ 9,000	\$ 9,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 10,000	\$ 10,000	100%
Other operating—general	\$ 4,000	\$ 3,672	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 6,000	\$ 5,672	95%
Other operating—KAAP	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	\$ -	0%
Legislative liaison	\$ 28,000	\$ 29,112	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ 29,112	104%
Project funds	\$ 10,373	\$ 1,850	\$ -	\$ -	\$ -	\$ -	\$ 10,373	\$ 1,850	18%
<b>Total</b>	<b>\$ 130,020</b>	<b>\$ 122,281</b>	<b>\$ 6,500</b>	<b>\$ 4,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 151,520</b>	<b>\$ 141,281</b>	93%
		94%		62%		100%		93%	

**REAP Agenda Item 2  
REAP Treasurer's Report**

**Revenues to Date, 2010**

<b>Revenues</b>	<b>Projected</b>	<b>Received</b>	<b>Percentage Description</b>
Annual membership assessments	\$105,850	\$102,100	96% Membership dues
Special assessments	\$0	\$0	n/a Special assessments
Workforce oversight agreement	\$15,000	\$16,000	107% CEOB oversight duties
Kansas Affordable Airfares Program	\$25,000	\$25,000	100% KAAP administration
Other revenues received	\$2,200	\$1,143	n/a Other revenues received
Carryover funds	\$3,470	\$1,033	30% Prior-year carryover
<b>Total</b>	<b>\$151,520</b>	<b>\$145,276</b>	<b>96%</b>

*Notes:*

*Other revenues received accounts for interest through 11/30/10, and \$750 for policy summit sponsorships received to date.*

*Workforce agreement runs on fiscal year, July 1 to June 30. \$15,000 was based on estimation for oversight agreement.*

*KAAP Oversight funds transferred on December 23, 2010.*

**2010 REAP Available Funds**

	<b>Total Revenues</b>	<b>Total Expenditures</b>	<b>Total Encumbrances</b>	<b>Total Available Funds</b>	<b>Percentage Available</b>
<b>2010 to Date (9/30/10)</b>	<b>\$145,275.73</b>	<b>\$141,281.11</b>	<b>\$0.00</b>	<b>\$3,994.62</b>	<b>3%</b>

**REAP Banking Account Balances**

	<b>Operating</b>	<b>KAAP</b>	<b>Water Resources</b>
<b>2010 to Date (1/4/11)</b>	<b>\$20,146.73</b>	<b>\$3,239,040.80</b>	<b>\$58,898.00</b>

*\* Balances include interest through 11/30/10.*

**REAP Agenda Item 2**  
**REAP Treasurer's Report**

**Water Resources Expenditures for 3rd Quarter, 2010**

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
<b>Staffing</b>								
Executive Officer	\$58,464.00	\$14,616.00	\$14,616.00	\$14,616.00	\$14,616.75	\$58,464.75	100%	Compensation and benefits
Graduate assistant	\$14,120.00	\$3,530.00	\$3,530.00	\$3,530.00	\$3,530.00	\$14,120.00	100%	Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$72,584.00</i>	<i>\$18,146.00</i>	<i>\$18,146.00</i>	<i>\$18,146.00</i>	<i>\$18,146.75</i>	<i>\$72,584.75</i>	100%	
<b>Operating</b>								
Current office expense	\$7,260.00	\$1,815.00	\$1,815.00	\$1,815.00	\$1,815.00	\$7,260.00	100%	Computing, telephone, fax, equipment, etc.
Consultation and technical assistance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	Additional assistance through WSU or other sources
Other operating—general	\$7,000.00	\$191.20	\$799.71	\$770.48	\$1,739.72	\$3,501.11	50%	Meeting expense, memberships, travel, etc.
Legislative liaison	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	Topeka-based representation, receptions, travel
Project funds	\$15,000.00	\$1,825.00	\$1,881.73	\$25.50	\$0.00	\$3,732.23	25%	
<i>Operating Subtotal</i>	<i>\$39,260.00</i>	<i>\$3,831.20</i>	<i>\$9,496.44</i>	<i>\$2,610.98</i>	<i>\$3,554.72</i>	<i>\$19,493.34</i>	50%	
<b>Total</b>	<b>\$111,844.00</b>	<b>\$21,977.20</b>	<b>\$27,642.44</b>	<b>\$20,756.98</b>	<b>\$21,701.47</b>	<b>\$92,078.09</b>	<b>82%</b>	

**REAP Agenda Item 2  
REAP Treasurer's Report**

**Water Resources Revenues to Date, 2010**

<b>Revenues</b>	<b>Projected</b>	<b>Received</b>	<b>Percentage Description</b>
Annual membership assessments	\$84,400	\$80,400	95% Membership dues
Special assessments	\$0	\$0	n/a Special assessments
Other revenues received	\$2,200	\$5,719	260% Other revenues received
Carryover funds	\$42,520	\$43,596	103% Prior-year carryover
<b>Total</b>	<b>\$129,120</b>	<b>\$129,714</b>	<b>100%</b>

*Notes:*

*The other revenues denotes interest earned on the account through 11/30/10.*

*Other revenues also reflects \$2,350 in registrations and sponsorships for the annual conference.*

*Other revenues also reflects \$2,924.43 from Hesston for Dissolution of WW#10.*

**2010 REAP Water Resources Available Funds**

	<b>Total</b>			<b>Percentage Available</b>
	<b>Total Revenues</b>	<b>Expenditures</b>	<b>Total Encumbrances</b>	
<b>2010 to Date (1/4/11)</b>	<b>\$129,714.47</b>	<b>\$92,078.09</b>	<b>\$0.00</b>	<b>\$37,636.38</b>

**Agenda Report 3  
KAAP Update**

***Kansas Affordable Airfares Program Fund***

In accordance with the REAP Kansas Affordable Airfares Program, REAP Fiscal Procedures, and Executive Committee action, an independent bank account was established on July 21, 2006, in the name of REAP/Kansas Affordable Airfares Program. The following information details the financial records of the program for the current fiscal year 2011 (July 1, 2010 – June 30, 2011).

***Fiscal Year 2011 (July 1, 2010 – June 30, 2011)***

	<b>Amount</b>
<b>Actual Deposits</b>	
FY10 Carryover	\$56,155
FY10 Addendum	
Program Operator Match (7/8/10)	\$41,667
FY10 Addendum	
State Funding (8/13/10)	\$125,000
FY11 Program Operator Match	\$1,625,000
FY11 State Funding	\$4,875,000
2010 Interest Earned (as of 11/30/10)	\$2,886
2011 Interest Earned	\$0
<i>Total Program Revenues to Date</i>	<i>\$6,770,708</i>
<b>Program Payments</b>	
FY10 Addendum Payment – August 13, 2010	\$166,667
FY11 Payment 1 – August 13, 2010	\$1,670,000
FY11 Payment 2 – November 2, 2010	\$1,670,000
FY11 Payment 3 – January 5, 2011	\$1,670,000
FY11 Payment 4 –	\$0
<i>Total Program Payments to Date</i>	<i>\$5,176,667</i>
<b>REAP Administrative Payment (2009-10)</b>	<b>\$25,000</b>
<b>Total Remaining Funds to Date</b>	<b>\$1,569,041</b>

**Recommended Action: Take appropriate action.**