



**1. Welcome: Commissioner Dave Unruh (2:30)**

**2. Kansas Affordable Airfares Program Update (2:35)**

**A. Fiscal Year 2013 Process Review: Commissioner Dave Unruh**

*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. Under this administration, REAP is responsible for evaluating and awarding funds for the purpose of the KAAP. The Executive Committee is asked to review the program criteria and process to prepare for presentations.*

**B. Fiscal Year 2013 Request for Proposals Presentations (2:40)**

*In accordance with the Kansas Affordable Airfares Program as adopted by REAP on 3/26/07 and to assure that all statutory requirements are met, submittals to the Request for Proposals have been requested to present. The Executive Committee is charged with the responsibility for making a recommendation to the full REAP board at the July 9 meeting.*

2:40 PM            Presentation by Garden City  
3:00 PM            Presentation by Sedgwick County

***Recommended Action: Receive and review presentations on submittals of the Request for Proposals for the Kansas Affordable Airfares Program and provide direction.***

**C. KAAP Administration Discussion: Joe Yager (3:30)**

*The Executive Committee will review recommendations concerning administration of the Kansas Affordable Airfares Program.*

***Recommended Action: Review and provide direction.***

**3. REAP 2012 2<sup>nd</sup> Quarter Treasurer's Report: Mayor Terry Somers (3:45)**

*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 2nd Quarter payments in accord with REAP annual budgets.*

***Recommended Actions: Approve payments per staff recommendation for the second quarter of 2012.***

**4. Visioneering 2012 City-to-City Visit Participation: Commissioner Dave Unruh (3:55)**

*REAP has been invited to participate in the 7th City to City Leadership Visit from September 26-28, 2012. The destination is Omaha, NE this year and registration is required prior to August 10.*

***Recommended Action: Approve Chief Executive Officer to attend City-to-City visit.***

**5. REAP Assessments: Joe Yager (4:00)**

*In order to align both the REAP and Water Resources Committee annual assessments, official population figures used for state purposes, as recorded by the Kansas Secretary of State, must be updated. The Committee is also asked to discuss the current assessment structure.*

***Recommendation: Direct staff to update the REAP and REAP Water Resources Committee annual assessments for 2013 using 2012 State certified population levels, in accord with the REAP bylaws and fiscal procedures.***

**Executive Committee  
July 2, 2012**

**6. Hugo Wall School Staffing Update: Dr. Nancy McCarthy Snyder (4:10)**

*An update will be provided on the recent changes with staffing at the Hugo Wall School.*

***Recommended Action: Receive and file.***

**7. HUD Sustainable Communities Grant Update: Paula Downs (4:15)**

*The Committee will be provided an update on the Sustainable Communities Planning Grant.*

***Recommended Action: Review and provide direction.***

**8. REAP Capacity Discussion: Dr. Ed Flentje (4:20)**

*Due to REAP's increased responsibility with the Kansas Affordable Airfares Program, Workforce Oversight, changes with staffing for the REAP Water Resources Committee, and the Sustainable Communities Planning Grant, the Committee is requested to review and discuss the current staff and organizational capacity.*

***Recommended Action: Review and provide direction.***

**9. Executive Session: Commissioner Dave Unruh (4:35)**

**10. Other Business (4:55)**

*Committee members are encouraged to provide updates or request discussion on issues that may be relevant to REAP.*

**11. Adjourn (5:00)**

**Item**

Kansas Affordable Airfares Program Update

**Background**

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.

***A. Fiscal Year 2013 Process Review***

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. Under this administration, REAP is responsible for evaluating and awarding funds for the purpose of the KAAP. The Executive Committee is asked to review the attached program criteria and process to prepare for presentations.

***B. Fiscal Year 2013 Request for Proposals Presentations***

In accordance with the KAAP as adopted by REAP on March 26, 2007 and to assure that all statutory requirements are met, submittals to the Request for Proposals have been requested to present. The Executive Committee is charged with the responsibility for making a recommendation to the full REAP board at the July 9 meeting. The submittals have been provided in separate attachments.

**Recommended Action**

Receive and review presentations on submittals of the Request for Proposals for the Kansas Affordable Airfares Program and provide direction.

***C. KAAP Administration Discussion***

The Executive Committee is asked to review recommendations concerning administration of the KAAP.

***Statutory Requirements***

Under K.S.A. 74-50,150, REAP is assigned authority for administering the Kansas Affordable Airfares Program (KAAP), as follows:

- REAP shall be the grant recipient of state appropriations for development and implementation of the program;
- REAP shall receive matching moneys from local governments;
- REAP shall evaluate and report on the effectiveness of the program, as well as the expenditures from the grant and local matching moneys; and
- REAP shall be prepared to report to the legislative budget committee on program activities.

***MOU with Commerce***

At the January 4, 2012 Executive Committee meeting, staff notified the Committee of a proposed Memorandum of Understanding (MOU) and reporting requirements proposed by the Kansas Department of Commerce as a result of the 2011 Legislative Audit. The Committee also received an update of the discussions with the Secretary of Commerce on January 3, 2012. From this report the Committee asked staff to negotiate specifics to the required reporting request.

Staff has since worked with the Kansas Department of Commerce to address some recommended changes to the agreement. The negotiations included the following notes or requests:

- Understanding that Commerce just wanted to have an agreement in place by May 1 of this year so that there would be an independent audit of the program for 2011-2012.
- REAP normally submits its reports to Commerce in July and the Legislature at the beginning of the session in January. It was an assumption that the independent review would be conducted after January 2013 and REAP would expect to pay funds to cover the review to Commerce after the work was completed.
- Addition of language allowing REAP to use some of the affordable airfare funding for the review (as REAP has no other adequate source of funding to cover this expense). The request to utilize these funds is a question that is put forth as whether Commerce felt it was an appropriate use of the funds. It was noted that REAP has never taken any of the money (except for interest earned) as an administrative fee and every dollar from the state has gone into the program.
- It was requested that if there was a designated entity to perform the review that it be specifically named in the agreement, otherwise we might want some language giving us some input in the selection process.

The negotiations have been completed and the MOU is attached to this report for review.

**Recommended Action**

Review and provide direction.

***Administration of the Kansas Affordable Airfares Program***

These assignments from state statutes and from Commerce require the REAP Executive Committee to determine appropriate measures to support the required administration of the Kansas Affordable Airfares Program. Staff estimates these costs roughly, not including possible legal expenses, as follows:

Type of Expense	Amount	Description
Staff Assistance	\$5,000	REAP CEO
Reporting Expenses	\$10,000	Production or contracting on reporting and printing, copying, travel, misc.
Commerce Audit Expenses	\$10,000	Annual Independent Audit per MOU with Commerce
<b>Total Administration</b>	<b>\$25,000</b>	

Assuming the State of Kansas continues to provide a lump sum grant of \$5 million for the Kansas Affordable Airfares Program, staff recommends that all monies intended for use in the program, including matching funds, be received into the REAP depository, as required by statute, allowing for an initial balance of no less than \$6,250,000 prior to disbursement.

Staff also recommends that REAP continue to disburse funds in equal payments on a quarterly basis, with the interest accrued being utilized to maintain the minimum balance required in the airfares account. This interest can also be used to cover future unexpected administrative costs and/or future program use.

Under this plan the first payment will continue to be made immediately upon receipt of required state and local matching monies, and then on the first banking day of the quarter thereafter (October, January, and April).

#### Interest Based Fee

In 2006 REAP adopted an approach that utilized the interest on the funds received from the State and local jurisdiction to cover administrative costs. This approach included a staff projection of annual accrued interest associated with administration of the Kansas Affordable Airfares Program to be approximately \$98,000 per year. The projection was derived from the assumption that state funding would be received in a timely fashion (by August) and interest would accrue based on the projections that included use of a Treasury Management with Overnight Repurchase Agreement that was yielding a rate of 4.055%.

However, due to several factors the following were the results of this approach:

- In the first year of the program (2006-07) State funding was not received until October 6, 2006; and the account only realized \$51,637 in actual interest earnings.
- In 2007-08 State funding was not received until November 13, 2007; and the account only realized \$27,644 in actual interest earnings.
- In 2008-09 State funding was not received until September 3, 2008; and the account only realized \$21,244 in actual interest earnings.
- In 2009-10 State funding was not received until August 20, 2009; REAP also changed the account to a straight interest bearing account due to changes in the banking industry and uncertainty over federal rates and the account only realized \$13,580 in actual interest earnings.
- In 2010-11 State funding was not received until October 26, 2010; and the account only realized \$6,987 in actual interest earnings.
- In 2011-12 State funding was not received until November 2, 2011; and the account only realized \$3,713 in actual interest earnings to date.

#### Alternative Administrative Fee

Staff has reviewed common practices of the federal and state governments in grant funding and allocations of administrative fees. For federal grants the amount applied can vary; however, the norm is 10 percent of grant funds. State grants vary with each grant, with 5 percent being the set aside for WIA funding (until recently when it was eliminated); however, several grants are as high as 10 percent.

The following table illustrates possible administrative fees:

	State funding	Local Required Match (25%)	Total
	\$ 5,000,000	\$ 1,250,000	\$ 6,250,000
0.5%	\$ 25,000	\$ 6,250	\$ 31,250
1%	\$ 50,000	\$ 12,500	\$ 62,500
2.5%	\$ 125,000	\$ 31,250	\$ 156,250
5%	\$ 250,000	\$ 62,500	\$ 312,500
10%	\$ 500,000	\$ 125,000	\$ 625,000

Another possible option is to apply a set administrative amount, such as \$25,000, \$30,000, etc.

With the new costs associated with reporting, in particular with the MOU with Commerce, staff believes that a set administrative fee is now necessary as use of interest accrued has not been able to sustain a level that could cover all administrative costs.

**Recommended Action**

Review and provide direction.

**REGIONAL ECONOMIC AREA PARTNERSHIP (REAP)**  
**KANSAS AFFORDABLE AIRFARES PROGRAM**  
**Adopted: 03/29/12**

Under the authority of K.S.A. 74-50,150, the Regional Economic Area Partnership (REAP) has established the Kansas Affordable Airfares Program. The program is designed to provide more air flight options, more competition for air travel, and affordable air fares for Kansas.

**SELECTION PROCESS**

REAP will accept proposals for fiscal year 2013 (July 1, 2012 through June 30, 2013) from local governments to accomplish the purposes of the Kansas Affordable Airfares Program in accord with the following guidelines:

- proposals should specify how the program will provide more flight options, more competition for air travel, and affordable air fares for Kansas. In this regard, an applicant should demonstrate that due diligence has been conducted with respect to a proposal for funding. Due diligence might be documented with analysis of feasibility from a professional air service consultant or a letter of intent from a commercial air carrier.
- proposals for funding during fiscal year 2013 should be submitted in writing to the Chief Executive Officer of REAP at Box 155, 1845 Fairmount, Wichita, Kansas 67260, no later than June 15, 2012.
- proposals should specify the amount of funding requested through the Kansas Affordable Airfares Program and indicate the source of the required local match of 25 percent.
- proposals should specify how the program applicant will document the effectiveness of funding received under the Kansas Affordable Airfares Program.
- proposals should also specify how expenditures and results from the Kansas Affordable Airfares Program and local matching monies will be reported.
- on the basis of the proposals received, the Executive Committee of REAP will make a recommendation to REAP on awarding of funds.

Please note that completion of the selection process is subject to available funds.

**SELECTION CRITERIA**

Grants under the Kansas Affordable Airfares Program will be considered and may be awarded on an annual basis in accord with purposes of the program, which are more flight options, more competition for air travel, and affordable air fares for Kansas. Selection criteria are derived from these program purposes as follows:

More air flight options:

- number of scheduled, daily nonstop flights by commercial passenger air carriers to U.S. destinations;
- number of scheduled, daily one-stop flights by commercial passenger air carriers to U.S. destinations;
- number of scheduled, daily one-stop flights by commercial passenger air carriers to international destinations;

More competition for air travel:

- number of scheduled, daily nonstop flights by commercial passenger air carriers to U.S. destinations served by two or more airlines
- number of scheduled, daily one-stop flights by commercial passenger air carriers to U.S. destinations served by two or more airlines
- number of scheduled, daily one-stop flights by commercial passenger air carriers to international destinations served by two or more airlines

Affordable air fares for Kansas:

- average airfare for scheduled, round-trip, nonstop flights by commercial passenger air carriers to U.S. destinations
- average airfare for scheduled, round-trip, one-stop flights by commercial passenger air carriers to U.S. destinations
- average airfare for scheduled, round-trip, one-stop flights by commercial passenger air carriers to international destinations

In making awards, REAP will give highest priority to maintaining affordable airfares to eastern and western U.S. destinations and to meeting statutory requirements. Priority will also be given to proposals that impact a majority of Kansans. Selection criteria for making awards will be reviewed annually by REAP.

# Kansas Statutes

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## **Chapter 74: State Boards, Commissions And Authorities**

### **Article 50: Department Of Commerce**

#### **Statute 74-50,150: State affordable airfare fund; purpose and administration; duties of secretary of commerce; reports to legislature; study by legislative budget committee. (a)**

There is hereby established in the state treasury the \$5,000,000 state affordable airfare fund, which shall be known and referred to as the state affordable airfare fund and which shall be administered by the secretary of commerce. In accordance with the provisions of appropriation acts, moneys shall be transferred to the state affordable airfare fund from the state general fund or one or more special revenue funds in the state treasury as specified by appropriation acts. All expenditures from the state affordable airfare fund shall be for the program to provide more air flight options, more competition for air travel and affordable air fares for Kansas, including a regional airport in western Kansas. All expenditures from the state affordable airfare fund shall be made in accordance with appropriation acts upon warrants of the director of accounts and reports issued pursuant to vouchers approved by the secretary of commerce or the designee of the secretary.

(b) The moneys credited to the state affordable airfare fund shall be disbursed as an annual grant by the secretary of commerce to the regional economic area partnership (REAP) and shall be used for the development and implementation of a program to provide more air flight options, more competition for air travel and affordable air fares for Kansas, including a regional airport in western Kansas. Each annual grant shall be matched by moneys received by the regional economic area partnership (REAP) from local units of government or private entities on the basis of 75% from the state affordable airfare fund to 25% from local units of government or private entities.

(c) Annually, beginning by January 15, 2008, at the beginning of each regular session of the legislature thereafter, the regional economic area partnership (REAP) shall evaluate and present a report on the effectiveness of this program to the house of representatives committee on appropriations and the senate committee on ways and means. Commencing with the regular session in 2008, the regional economic area partnership (REAP) shall prepare and submit a report on the expenditures of the state annual grant and local matching moneys under the program and the results obtained for such expenditures to the legislature at the beginning of each regular session.

(d) During the interim between regular sessions of the legislature, commencing with the 2006 legislative interim period, the legislative budget committee shall study and review the activities of the regional economic area partnership (REAP) under the program to provide more air flight options, more competition for air travel and affordable air fares for Kansas, including a regional airport in western Kansas.

**History:** L. 2006, ch. 138, § 1; July 1.

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is entered into by and between the Kansas Department of Commerce (hereinafter referred to as “Commerce”) and the Regional Economic Area Partnership (hereinafter referred to as “REAP”).

**WHEREAS**, the 2011 Legislature provided in Chapter 118, Section 103 of the 2011 Session Laws that the Secretary of Commerce shall conduct an independent review of the financial reports and analysis of data submitted by REAP related to the Affordable Airfare Program (the Program); and

**WHEREAS**, REAP and Commerce have agreed that Commerce will identify and engage an independent entity in order to achieve the goals and objectives of the Legislature; and

**WHEREAS**, the parties believe it would be beneficial to transfer the funding associated with the independent review and analysis to Commerce in order to carry out the mutually beneficial review;

**NOW, THEREFORE**, the parties hereto do agree as follows:

1. **TERM.** The term of this MOU shall begin on July 1, 2012 and run through June 30, 2013. The MOU may be extended for an additional term by written agreement of the parties.
2. **TRANSFER OF FUNDS.** Within thirty (30) days after receipt of an invoice from Commerce, REAP agrees to transfer funds in an amount not to exceed TEN THOUSAND DOLLARS (\$10,000.00) for work completed as part of the independent review as outlined in paragraph 3 below. It is agreed between the parties that funds used to pay for said independent review may be charged as administrative expenses as part of the grant funds awarded to REAP by Commerce.
3. **USE OF FUNDS.** Commerce covenants that it shall use any funds transferred pursuant to this MOU solely for the purpose of funding an independent review by the Center for Applied Economic, KU School of Business of the financial reports submitted by REAP as well as analysis of the data used by REAP pursuant to the guidelines for expenditure of said funds pursuant to K.S.A. (2011 Supp.) 74-50, 150(a). No other use of the funds shall be made.
4. **MUTUAL COOPERATION.** REAP and Commerce agree to use their best efforts to advance the objectives of the Program, will freely exchange information, and fully engage in discussions on issues and strategies related to the Program.

5. **REPORTING.** Commerce shall provide an annual report to REAP, in a format acceptable to both parties, detailing the uses and results of funds transferred to Commerce pursuant to the terms of this MOU.
6. **LIABILITIES.** REAP shall have no liability for any of the activities carried out by Commerce under this MOU and shall not be liable to Commerce or to Commerce's employees for any damage to person or property caused, or claimed to have been caused, by the negligence of Commerce, Commerce's agents, employees, or others.
7. **INDEPENDENT CONTRACTOR.** Both parties hereto, in the performance of this MOU, will be acting in their individual capacity and not as agents, employees, partners in a joint venture, or as associates of one another. The employees or agents of one party shall not be named or construed to be employees of the other party for any purpose whatsoever.
9. **TERMINATION/NOTICES.** Commerce or REAP may terminate this MOU for any reason by providing written notice at least sixty (60) days prior to the end of the then current state fiscal year. This termination shall be effective as of the next annual term of the MOU.

A. Notices to Commerce shall be addressed as follows:

Kansas Department of Commerce  
 Attn: Pat George, Secretary  
 1000 SW Jackson, Suite 100  
 Topeka, Kansas 66612-1354

B. Notices to REAP shall be address as follows:

Regional Economic Area Partnership  
 Attn: Joe Yager, Chief Executive Officer  
 1845 Fairmount  
 Campus Box 155  
 Wichita, KS 67260

**In WITNESS WHEREOF**, the parties hereto have affixed their signatures.

KANSAS DEPARTMENT OF COMMERCE REGIONAL ECONOMIC AREA PARTNERSHIP

\_\_\_\_\_  
 Pat George, Secretary

\_\_\_\_\_  
 Joe Yager, Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Kansas Affordable Airfares Program Fiscal Year 2012 Financial Status Report

	Fiscal Year 2007 (7/1/06 – 6/30/07)	Fiscal Year 2008 (7/1/07 – 6/30/08)	Fiscal Year 2009 (7/1/08 – 6/30/09)	Fiscal Year 2010 (7/1/09 – 6/30/10)	Fiscal Year 2011 (7/1/10 – 6/30/11)	Fiscal Year 2012 (7/1/11 – 6/30/12)
<b>Revenues</b>						
Prior Year Carryover	\$0	\$38,687	\$56,331	\$42,575	\$56,155	\$38,142
Local Program Operator Match (Required)	\$1,670,000	\$1,670,000	\$1,670,000	\$1,625,000	\$1,711,667	\$1,666,667
Additional Local Program Match (Not Required)	\$22,050	\$0	\$0	\$0	\$0	\$0
State Funding	\$5,000,000	\$5,000,000	\$5,000,000	\$4,875,000	\$5,000,000	\$5,000,000
Total Interest Earned for Fiscal Year	\$51,637	\$27,644	\$21,244	\$13,580	\$6,987	\$3,713
<i>Total Program Revenues</i>	<i>\$6,743,687</i>	<i>\$6,736,331</i>	<i>\$6,747,575</i>	<i>\$6,556,155</i>	<i>\$6,774,809</i>	<i>\$6,708,522</i>
<b>Expenditures</b>						
<i>Total Program Payments</i>	<i>\$6,680,000</i>	<i>\$6,680,000</i>	<i>\$6,680,000</i>	<i>\$6,500,000</i>	<i>\$6,711,667</i>	<i>\$6,666,667</i>
<i>Total Administrative Payments</i>	<i>\$25,000</i>	<i>\$0</i>	<i>\$25,000</i>	<i>\$0</i>	<i>\$25,000</i>	<i>\$10,000</i>
<b>Total Remaining Funds to Date</b>	<b>\$38,687</b>	<b>\$56,331</b>	<b>\$42,575</b>	<b>\$56,155</b>	<b>\$38,142</b>	<b>\$31,855</b>

## Notes:

All amounts are rounded to the nearest dollar.

In FY07 there was \$22,050 from a consortium of 25 Kansas cities and counties for additional local program match.

In FY09 due to changes in the banking industry and volatility of the money market sweep account, REAP modified this account to become a standard interest bearing account.

In FY10 REAP released two separate Request for Proposals (RFPs):

\* The original RFP was released on April 1, 2009 and funding awarded under this request was \$4,875,000, thereby leaving \$125,000 in uncommitted state appropriations.

\* The FY10 RFP Addendum was released on March 16, 2010 and funding under this request was \$125,000.

The FY11 financials includes the FY10 Addendum due to receiving of matching funds following June 30, 2010.

FY12 accounts for all revenues and expenditures recorded through June 28, 2012.

**Item**

REAP 2012 2nd 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 2<sup>nd</sup> Quarter, 2012**

***REAP Operating***

Under the agreement approved December 9, 2011 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 2012.

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.

In addition, under the agreement approved February 13, 2012 with H. Edward Flentje, consultation and assistance is provided to REAP in the capacity of Senior Consultant in calendar year 2012.

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 2<sup>nd</sup> Quarter Payments**

WSU – Staffing	\$23,017.25
HWS – Operations	\$7,063.77
H. Edward Flentje – Senior Consultant	\$1,250.00
Total 2 <sup>nd</sup> Quarter Expenditures	\$31,330.96

***REAP Water Resources***

In addition, under another agreement approved December 9, 2011 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 2012.

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.

In addition, under the agreement approved February 13, 2012 with H. Edward Flentje, consultation and assistance is provided to REAP WRC in the capacity of Senior Consultant in calendar year 2012.

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

**REAP WRC 2<sup>nd</sup> Quarter Payments**

WSU – Staffing	\$17,767.00
HWS – Operations	\$8,267.36
H Edward Flentje – Senior Consultant	<u>\$1,250.00</u>
Total 2 <sup>nd</sup> Quarter Expenditures	\$27,284.36

**Staff Recommendation**

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

- 1) Wichita State University in the amount of \$23,017.25 for REAP staffing and \$17,767.00 for Water Resources staffing;
- 2) Hugo Wall School in the amount of \$7,063.77 for REAP Operating expenses and \$8,267.36 for Water Resources Operating expenses; and
- 3) H. Edward Flentje in the amount of \$2,500.00 for Senior Consulting Services, with \$1,250 from the REAP Operating account and \$1,250 from the Water Resources account.

**REAP Treasurer's Report**

**REAP Expenditures by Quarter, 2012**

<b>Expenditures</b>	<b>Adopted</b>	<b>1st Quarter Jan-Mar</b>	<b>2nd Quarter Apr-Jun</b>	<b>3rd Quarter Jul-Sep</b>	<b>4th Quarter Oct-Dec</b>	<b>2012 Year End Totals</b>	<b>Percentage Expended</b>	<b>Description</b>
<b>Staffing</b>								
Executive Officer	\$76,019.00	\$19,004.75	\$19,004.75			\$38,009.50	50%	Compensation and benefits
Graduate assistant	\$16,050.00	\$4,012.50	\$4,012.50			\$8,025.00	50%	Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$92,069.00</i>	<i>\$23,017.25</i>	<i>\$23,017.25</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$46,034.50</i>	<i>50%</i>	
<b>Operating</b>								
Current office expense	\$9,210.00	\$2,302.50	\$2,302.50			\$4,605.00	50%	Computing, telephone, fax, equipment, etc.
Consultation and technical assistance*	\$10,000.00	\$833.50	\$1,250.00			\$2,083.50	21%	Additional assistance through WSU/other
Other operating—general	\$4,000.00	\$1,254.95	\$1,761.21			\$3,016.16	75%	Meeting expense, memberships, travel, etc.
Other operating—KAAP	\$5,000.00	\$0.00	\$0.00			\$0.00	0%	Accounting, auditing, reporting, legal counsel
Legislative liaison	\$26,000.00	\$3,303.18	\$3,000.00			\$6,303.18	24%	Topeka-based representation, receptions, travel
Project funds	\$1,580.00	\$0.00	\$0.00			\$0.00	0%	
<i>Operating Subtotal</i>	<i>\$55,790.00</i>	<i>\$7,694.13</i>	<i>\$8,313.71</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$16,007.84</i>	<i>29%</i>	
<b>Total</b>	<b>\$147,859.00</b>	<b>\$30,711.38</b>	<b>\$31,330.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$62,042.34</b>	<b>42%</b>	

\* REAP entered into an independent contract for Senior Consultant assistance on 2-13-12, initial quarter expenditures are pro-rated.

## REAP Treasurer's Report

### Revenues to Date, 2012

Revenues	Projected	Received	Percentage	Description
Annual membership assessments	\$103,831	\$101,725	98%	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	\$1,200	\$66	n/a	Other revenues received
Carryover funds	\$1,828	\$1,316	72%	Prior-year carryover
<b>Total</b>	<b>\$147,859</b>	<b>\$103,107</b>	<b>70%</b>	

*Notes:*

*Other revenues received accounts for interest through 5/31/12.*

*Workforce agreement runs on fiscal year, July 1 to June 30.*

### 2012 REAP Available Funds

	Total Revenues	Total Expenditures	Total Encumbrances	Total Available Funds	Percentage Available
<b>2012 to Date (6/29/12)</b>	<b>\$103,107.05</b>	<b>\$62,042.34</b>	<b>\$0.00</b>	<b>\$41,064.71</b>	<b>40%</b>

### REAP Banking Account Balances

	Operating	KAAP	Water Resources
<b>2012 to Date (6/29/12)</b>	<b>\$69,647.48</b>	<b>\$31,855.02</b>	<b>\$123,077.68</b>

*\* Balances include interest through 5/31/12.*

## REAP Treasurers Report

### Assessments of REAP Members for Calendar-Year 2012 (as of 6/29/12)

Jurisdiction	Population	Assessment	Paid Assessment
Andover	11,791	\$3,766	\$3,766
Augusta	9,274	\$1,603	\$1,603
Bel Aire	6,769	\$1,440	\$1,440
Bentley	530	\$234	\$234
Benton	880	\$257	\$257
Butler County	65,880	\$4,647	\$4,647
Cheney	2,094	\$336	\$336
Clearwater	2,481	\$361	\$361
Colwich	1,327	\$286	\$286
Conway Springs	1,272	\$283	\$283
Derby	22,158	\$4,440	\$4,440
El Dorado	13,021	\$3,846	\$3,846
Garden Plain	849	\$255	\$255
Goddard	4,344	\$1,282	\$1,282
Halstead	2,085	\$336	\$336
Harvey County	34,684	\$2,367	\$2,367
Haysville	10,826	\$3,704	\$3,704
Hesston	3,709	\$1,241	\$1,241
Hutchinson	42,080	\$5,735	\$5,735
Kechi	1,909	\$324	\$324
Kingman County	7,858	\$1,696	\$1,696
Maize	3,420	\$1,222	\$1,222
McPherson County	29,180	\$2,230	\$2,230
Mount Hope	813	\$253	\$253
Mulvane	6,111	\$1,397	\$1,397
Newton	19,132	\$4,244	\$4,244
Park City	7,297	\$1,474	\$1,474
Reno County	64,511	\$4,613	\$4,613
Rose Hill	3,931	\$1,256	\$1,256
Sedgwick	1,695	\$310	\$310
Sedgwick County	498,365	\$15,459	\$15,459
Sumner County	24,132	\$2,103	\$0
Valley Center	6,822	\$1,443	\$1,443
Wellington	8,172	\$1,531	\$1,531
Wichita	382,368	\$27,854	\$27,854
<b>Total</b>		<b>\$103,831</b>	<b>\$101,725</b>

**REAP Treasurer's Report**

**Water Resources Expenditures by Quarter, 2012**

<b>Expenditures</b>	<b>Adopted</b>	<b>1st Quarter Jan-Mar</b>	<b>2nd Quarter Apr-Jun</b>	<b>3rd Quarter Jul-Sep</b>	<b>4th Quarter Oct-Dec</b>	<b>2011 Year End Totals</b>	<b>Percentage Expended Description</b>
<b>Staffing</b>							
Executive Officer	\$55,018.00	\$13,754.50	\$13,754.50			\$27,509.00	50% Compensation and benefits
Graduate assistant	\$16,050.00	\$4,012.50	\$4,012.50			\$8,025.00	50% Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$71,068.00</i>	<i>\$17,767.00</i>	<i>\$17,767.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$35,534.00</i>	<i>50%</i>
<b>Operating</b>							
Current office expense	\$7,110.00	\$1,777.50	\$1,777.50			\$3,555.00	50% Computing, telephone, fax, equipment, etc.
Consultation and technical assistance*	\$5,000.00	\$833.50	\$1,250.00			\$2,083.50	42% Additional assistance through WSU/other
Other operating—general	\$8,000.00	\$874.91	\$799.98			\$1,674.89	21% Meeting expense, memberships, travel, etc.
Legislative liaison	\$5,000.00	\$0.00	\$3,000.00			\$3,000.00	60% Topeka representation, receptions, travel
Project funds	\$15,000.00	\$1,967.00	\$2,689.88			\$4,656.88	31%
<i>Operating Subtotal</i>	<i>\$40,110.00</i>	<i>\$5,452.91</i>	<i>\$9,517.36</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$14,970.27</i>	<i>37%</i>
<b>Total</b>	<b>\$111,178.00</b>	<b>\$23,219.91</b>	<b>\$27,284.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,504.27</b>	<b>45%</b>

\* REAP entered into an independent contract for Senior Consultant assistance on 2-13-12, initial quarter expenditures are pro-rated.

## REAP Treasurer's Report

### Water Resources Revenues to Date, 2012

Revenues	Projected	Received	Percentage Description
Annual membership assessments	\$81,692	\$76,045	93% Membership dues
Special assessments	\$0	\$0	n/a Special assessments
Other revenues received	\$4,000	\$3,159	79% Other revenues received
Carryover funds	\$127,214	\$80,944	64% Prior-year carryover
<b>Total</b>	<b>\$212,906</b>	<b>\$160,148</b>	<b>75%</b>

*Notes:*

*The other revenues denotes interest earned on the account through 5/31/12 and \$3000 in conference registration and sponsorships.*

### 2012 REAP Water Resources Available Funds

	Total			Percentage
	Total Revenues	Expenditures	Total Encumbrances	Available
<b>2012 to Date (6/29/12)</b>	<b>\$160,148.15</b>	<b>\$50,504.27</b>	<b>\$0.00</b>	<b>68%</b>

## REAP Treasurers Report

### Assessments of Water Resources Committee for Calendar-Year 2012

(as of 6/29/12)

Jurisdiction	Population	Assessment	Paid Assessment
Andover	11,791	\$3,884	\$3,884
Augusta	9,274	\$1,696	\$1,696
Bel Aire	6,769	\$1,508	\$1,508
Benton	880	\$366	\$366
Butler Co.	65,880	\$800	\$800
Clearwater	2,481	\$486	\$486
Conway Springs*	1,272	\$395	\$395
Derby	22,158	\$5,662	\$5,662
El Dorado	13,021	\$3,977	\$3,977
Goddard	4,344	\$1,326	\$1,326
Harvey Co.	34,684	\$800	\$800
Hesston	3,709	\$1,278	\$1,278
Hutchinson	42,080	\$7,156	\$7,156
Kechi	1,909	\$443	\$443
Kingman Co.	7,858	\$800	\$800
Maize	3,420	\$1,257	\$0
McPherson	13,155	\$3,987	\$0
McPherson Co.	29,180	\$800	\$800
Mount Hope	813	\$361	\$361
Newton	19,132	\$4,435	\$4,435
Park City	7,297	\$1,547	\$1,547
Rose Hill	3,931	\$1,295	\$1,295
Sedgwick	1,695	\$427	\$427
Sedgwick Co.	498,365	\$800	\$800
Sumner Co.	24,132	\$800	\$0
Valley Center	6,822	\$1,512	\$1,512
Wellington	8,172	\$1,613	\$1,613
Wichita	382,368	\$32,678	\$32,678
<b>Total</b>		<b>\$82,087</b>	<b>\$76,045</b>

\* The City of Conway Springs became a member for 2012 and was not originally accounted for in previous assessments.

**Item**

Visioneering 2012 City-to-City Visit Participation

**Background**

The REAP Chief Executive Officer has attended the Visioneering City-to-City visits over the past four years. This year REAP has been invited to join Visioneering Wichita's 6th annual City to City Visit to Omaha, Nebraska.

The dates for the visit are Wednesday, September 26 through Friday, September 28 with regional economic competitiveness, health care, and downtown development as the focus.

The agenda will call for hearing from Omaha leaders and special facilitated sessions where participants will have the opportunity to delve deeper into an in-depth discussion about our desire to dynamically increase our regional competitiveness aspects.

The trip has not yet been limited on number of participants. The registration has not been determined yet, however, it includes round-trip bus transportation plus room accommodations, all meals (except Thursday dinner) and receptions.

Funding for this participation was included in the Project Funds of the 2012 adopted budget and staff will provide more details when they become available on actual expenses.

**Staff Recommendation**

That the REAP Executive Committee approve the Chief Executive Officer to attend the City-to-City visit and authorize payment of necessary expenses to be determined at a later date.

**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.

**Historical Decisions on Staffing**

The following details decisions made by REAP on staffing levels and assessments since REAP's inception in 1997.

- In 1997 the South Central Regional Council of Governments was formed.
- In 1998 the council adopted the name REAP while adopting a structure for operations under official Bylaws, assessments, and a one-year work plan, including contracting with the Hugo Wall School at Wichita State University for part-time staffing. The following year REAP revised its bylaws to open membership to counties.
- In 2000 REAP evaluated the assessment structure and revised its bylaws by establishing a base rate plus per capita of 0.05 for membership. This was again evaluated and revised in 2002 by revising the per capita rate to 0.065 for membership.
- In 2003 the REAP Economic Development Committee was designated to serve as the Chief Elected Officials Board and an administrative fee for oversight was established.
- In 2005 REAP evaluated the assessment structure and revised its bylaws by establishing a separate structure for cities and counties, with cities having three categories with per capita set at 0.065 and counties with two categories with per capita set at 0.025
- In 2006 REAP established the Kansas Affordable Airfares Program (KAAP). The new responsibility of the KAAP prompted organizational changes as detailed below:
  - Revised the Interlocal Agreements for a formalized entity under State Law and received Attorney General Approval
  - Made revisions to the Bylaws and created fiscal procedures
  - Established separate bank accounts for the KAAP and Operating Account
  - Established the position of Treasurer and charged the Executive Officer with the task of providing accounting and financial assistance, changing the position from 0.65 to 0.95 for the 2007 budget
- In 2007 REAP established a Water Resources Committee as a standing committee of REAP. This new responsibility prompted organizational changes as detailed below:
  - Established an operating account for water resources within the REAP treasury for staffing and operational support of the WRC
  - Authorized an 18 month annual budget and assessments for water resources and contracted with the HWS for staffing and operational support of the Water Resources Committee with a position of 0.75

- On December 5, 2007, action was taken to officially update the job descriptions for the two positions contracted for REAP to distinguish between the responsibilities of the two positions. The “Executive Officer” was changed to be “Chief Executive Officer,” recognizing the primary responsibilities of the position for the overall operation of REAP and responsibilities with respect to the KAAP and financial management of REAP. The second position was created to be “Executive Officer—Water Resources,” recognizing the responsibilities of the position with respect to the REAP Water Resources Committee.
- In 2008 REAP revised its bylaws to reflect the changes made regarding the WRC, officer job descriptions, and financials.
- In 2009 the REAP WRC Budget was adopted with the EO-WRC as a 0.75 position for January – June and raised to a 0.9 position for July - December.
- In 2010 WRC Assessments were revised to be more in line with REAP assessments based on categories that include both flat rate plus per capita rate.
- In 2012 REAP was awarded a \$5 million three-year HUD Sustainable Community Planning Grant and appointed a Project Director to be hired by the HWS and fully funded by the grant.

### **Functions for REAP CEO and EO-WRC**

The following is a listing of the identified functions that REAP staff provides on an annual basis.

1. Administration of approximately 50 meetings/year
2. Provide Research
3. Facilitate/Enable approximately 50 meetings/year
4. Event Coordination
  - a. Water Conference (Annual)
  - b. Policy Summit (Annual)
  - c. Economic Development Summit (As needed)
  - d. Listening Tour (10)
  - e. Membership Presentations (18/yr)
5. Communication/Dissemination
  - a. Water Wednesday (50)
  - b. Water Wise (6)
  - c. Annual Report
  - d. Meeting Reviews (17)
6. Representation on Behalf of REAP
  - a. Wichita Area Metropolitan Planning Organization (WAMPO) (Monthly)
  - b. Visioneering Wichita (Monthly)
  - c. KansasBio (Events as available and information)
  - d. Sedgwick County Association of Cities (SCAC) (9)
  - e. K-96 Corridor (Quarterly)
  - f. Quad Counties Planning Forum (Quarterly)
7. Financial Management
8. Kansas Affordable Airfares Program (KAAP) Administration
9. Sustainable Communities Planning Grant Administration

### Chief Executive Officer Meeting Commitments

#### **REAP Meetings**

*Full Board:* 2<sup>nd</sup> Monday of the month, 11 meetings.

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

*Economic Development Committee:* 4<sup>th</sup> Thursday of the month.

*Legislative Committee:* 4<sup>th</sup> 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. To date this initiative has not been able to be formulated and 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:* 3<sup>rd</sup> Tuesday of the month.

*WIA Oversight Committee:* 2<sup>nd</sup> 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 Board (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.

**Regional Economic Development Partners Meetings:** Assist the South Central Kansas Economic Development District in providing staff resources to hold the Regional Economic Development Partners meetings, focused on building trust and dialogue between the various economic development agencies in the region. Quarterly meeting rotating throughout the region.

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.

- **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 is not 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, or as needed.

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 3<sup>rd</sup> 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 4<sup>th</sup> 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.

## Annual Budget

The following details the annual budget requirements for REAP. This information contains both the REAP Operating and REAP WRC budgetary obligations in a consolidated format for review.

<b>Revenues</b>	<b>Amount</b>
<u>Assessments</u>	
REAP	\$103,830
WRC	\$81,690
<i>Subtotal</i>	<i>\$185,520</i>
<u>Other</u>	
Workforce Agreement	\$16,000
Interest (both)	\$1,500
Annual Water Conference Income	\$2,000
<i>Subtotal</i>	<i>\$19,500</i>
<u>Carryovers</u>	
Kansas Affordable Airfares Program	\$33,000
WRC	\$101,730
<i>Subtotal</i>	<i>\$134,730</i>
<b>Total</b>	<b>\$339,750</b>

<b>Expenditures</b>	<b>Amount</b>
<u>Staffing</u>	
Officers	\$131,037
GA's	\$32,100
<i>Subtotal</i>	<i>\$163,137</i>
<u>Other</u>	
Administration/Office (10%)	\$16,310
Consultant Services	\$15,000
Legislative Liaison	\$28,000
Meeting Expenses	\$14,000
Project Expenses	\$10,000
<i>Subtotal</i>	<i>\$83,310</i>
<b>Total</b>	<b>\$246,447</b>

## **Draft (7/2/12)**

### **Governance and Administration of Sustainability Grant**

This draft proposes an initial sketch for the governance and administration of the sustainability grant, which may be adjusted as necessary during the three-year grant process. This sketch assumes that REAP, REAP Committees, and REAP staff will continue meeting ongoing REAP obligations, will receive periodic reports on grant work, and may at any time call for reports on work being conducted under the grant.

### **Consortium Leadership Team**

- functions as steering committee for grant
- comprised of primary stakeholders appointed by REAP
- chaired by REAP designee: John Waltner (pending)
- meets on call of chair as needed

### **Project Management Team**

- oversees administration of grant
- comprised of HWS Director Nancy McCarthy Snyder, REAP CEO Joe Yager, REAP Water Resources Executive (vacant), project manager Paula Downs, and assistant project manager Dane Baxa
- chaired by HWS Director Nancy McCarthy Snyder
- meets weekly or as needed

### **Management Review Team**

- reviews grant progress from perspective of participating REAP jurisdictions
- comprised of city and county managers from participating REAP jurisdictions
- chaired by REAP CEO Joe Yager
- meets monthly or as needed

### **Work Teams (Built Environment Team, Transportation Team, Natural Resources Team, Workforce Development Team, and Business Development Team)**

- oversee work conducted within respective functional areas
- comprised of stakeholders appointed by Consortium Leadership Team
- chaired by team member appointed by Consortium Leadership Team
- meet as needed during grant work

**University Budget Officer:** HWS Director Nancy McCarthy Snyder

**Sedgwick County Financial Contact:** Marty Hughes

