



PO Box 456 Danville, PA 17821 | (570) 336-2060 | RStoudt@MontourRec.com

February 8, 2016 Regular Meeting Agenda

7:00pm - Montour Preserve Environmental Education Center (700 Preserve Rd, Danville, PA 17821)

Call to Order

Officer Reports

- President's Report (Mike Mills)
 - Welcome new Board members
- Treasurer's Report (Commissioner Ken Holdren) (**pages 2– 10**)
- Secretary's Report (Tyler Dombroski)

Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Kevin Herritt)
- Riverside Borough (Bill Lavage / Dr. Victor Marks)
- Montour County (Commissioner Ken Holdren)
- Danville Area School District (Chris Johns)

Public Comment

Assistant Director's Report (Jon Beam) (page 11**)**

Director's Report (Bob Stoudt) (pages 12 – 18**)**

- Approval of Director's expense report (**page 19**)

Old Business

- 2016 Mowing & Weed Control contract open/award
- MARC Park & Trail Maintenance Technician new hire

New Business

- Overtime compensation requirement for Stoudt
- Central Susquehanna Community Foundation fund management
- Funding options for North Branch Canal Trail expenses
- Grant opportunities through First Community Foundation Partnership

Other Items

- North Branch Canal Trail bridge engineering and earthwork/culvert installation
- MARC 'Vision for Promoting Outdoor Recreation in Montour County' presentation
- Humdinger setup volunteers needed
- Montour Preserve maple sugaring volunteers needed

Adjournment

next meeting: March 14, 2016

Ozark & Shultz Accounting
Tax & Accounting Services

Susan M. Shultz, CPA

603 E Market St., Ste 110
Danville, PA 17821

(570) 275-8846
Fax: 275-5907

Montour Area Recreation Commission
PO Box 456
Danville, PA 17821

Financial Statement

January 31, 2016

Ozark & Shultz Accounting
Tax & Accounting Services

Susan M. Shultz, CPA

603 E Market St., Ste 110
Danville, PA 17821

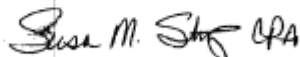
(570) 275-8846
Fax: 275-5907

Accountant's Compilation Report

To the Board of Directors
Montour Area Recreation Commission

Management is responsible for the accompanying financial statements of Montour Area Recreation Commission, which comprise the statement of assets, liabilities and equity - income tax basis of Montour Area Recreation Commission as of January 31, 2016 and the related statement of income & expense - income tax basis for the period then ended in accordance with the income tax basis of accounting, and for determining that the income tax basis of accounting is an acceptable financial reporting framework. I have performed compilation engagements in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the income tax basis of accounting, which is a basis of accounting other than accounting principals generally accepted in the United States of America.



Susan M. Shultz, CPA
Danville, PA

February 5, 2016

3:16 PM

02/05/16

Accrual Basis

Montour Area Recreation Commission
Statement of Assets, Liabilities & Equity -Income Tax Basis
As of January 31, 2016

| | Jan 31, 16 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Service 1st FCU | 25,166.03 |
| Total Checking/Savings | 25,166.03 |
| Total Current Assets | 25,166.03 |
| Other Assets | |
| CSCF - Trusted Funds | |
| Montour Preserve Fund | 74,983.31 |
| CSCF - Trusted Funds - Other | 275.90 |
| Total CSCF - Trusted Funds | 75,259.21 |
| Prepaid Expenses | 1,185.50 |
| Total Other Assets | 76,444.71 |
| TOTAL ASSETS | 101,610.74 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Advance Race Payments | |
| Half Marathon -2016 | 1,175.00 |
| Humdinger -2016 | 1,360.00 |
| Total Advance Race Payments | 2,535.00 |
| Hees Field Security Deposit | 750.00 |
| Payroll Liabilities | 1,289.02 |
| Security Deposits Held | |
| Preserve Pavilion Security Dpst | 1,125.00 |
| Preserve Reservation Deposits | 1,275.00 |
| Total Security Deposits Held | 2,400.00 |
| Total Other Current Liabilities | 6,974.02 |
| Total Current Liabilities | 6,974.02 |
| Total Liabilities | 6,974.02 |
| Equity | |
| Opening Balance Equity | 24,768.57 |
| Retained Earnings | 54,265.38 |
| Net Income | 15,602.77 |
| Total Equity | 94,636.72 |
| TOTAL LIABILITIES & EQUITY | 101,610.74 |

See Accountant's Report

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3:17 PM
02/05/16
Accrual Basis

Montour Area Recreation Commission
Statement of Income & Expense - Income Tax Basis
January 2016

| | Jan 16 |
|--------------------------------|-----------|
| Ordinary Income/Expense | |
| Income | |
| Donations Received | 235.00 |
| Field User Fees | 25.00 |
| Grants | |
| Greenway Sign Grants/Reimburse | 5,000.00 |
| Montour County Tourism Grant | 15,000.00 |
| Total Grants | 20,000.00 |
| River Town Race Series | |
| Racer Registrations | 3,690.00 |
| Total River Town Race Series | 3,690.00 |
| Total Income | 23,950.00 |
| Gross Profit | 23,950.00 |
| Expense | |
| Administrative/Overhead | |
| Dues & Subscriptions | 336.00 |
| Legal Notices | 146.06 |
| Miscellaneous | 16.67 |
| Payroll Taxes | 199.60 |
| Total Administrative/Overhead | 696.33 |
| Montour Preserve | 4,461.58 |
| Park & Trail Maintenance | 25.00 |
| Special Events | |
| RTRS | 1,422.32 |
| Total Special Events | 1,422.32 |
| Wages & Salaries | 1,740.00 |
| Total Expense | 8,347.23 |
| Net Ordinary Income | 15,602.77 |
| Net Income | 15,602.77 |

See Accountant's Report

Page 1

MARC 2016 Checking Register (Service 1st Account)

| Number or Code | Transaction Date | Date Sent to Accounting | Recorded on Bank Statement | Description of Transaction | Credited / Debited to Subaccount | Grant to Credit or Debit (if Applicable) | Debit (-) | Credit (+) | Account Balance |
|-------------------|------------------|-------------------------|----------------------------|---|--|--|-----------|------------|-----------------|
| | | | | 2016 beginning balance | | | | | 9,695.62 |
| automatic payment | 1/15/16 | 2/2/16 | 1/1/16 - 1/31/16 | US Treasury (Q4 federal tax deposit) | payroll taxes | | 853.98 | | 8,841.64 |
| 5080 | 1/9/16 | 2/2/16 | N/A | VOID | VOID | | - | | 8,841.64 |
| 5081 | 1/9/16 | 2/2/16 | 1/1/16 - 1/31/16 | Tracy Wright (2015 RTRS women's champion) | River Towns Race Series | | 250.00 | | 8,591.64 |
| 5082 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | PPL Electric Utilities (Montour Preserve electric) | Montour Preserve | | 541.39 | | 8,050.25 |
| 5083 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | PPL Electric Utilities (Montour Preserve electric) | Montour Preserve | | 965.41 | | 7,084.84 |
| 5084 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | Tyco Integrated Security, LLC (Montour Preserve security system repair) | Montour Preserve | | 338.12 | | 6,746.72 |
| 5085 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | PPL Electric Utilities (Hess electric) | Hess Recreation Area | | 50.82 | | 6,695.90 |
| 5086 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | MePush, Inc. (website hosting) | \$33 Montour Preserve; \$33 River Towns Race Series; \$33 misc. expenses | | 99.00 | | 6,596.90 |
| 5087 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | Jon Beam (payroll 12/13 - 12/26/15) | payroll - Beam | | 206.48 | | 6,390.42 |
| 5088 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | Jon Beam (payroll 12/27/15 - 1/9/16) | payroll - Beam | | 194.67 | | 6,195.75 |
| 5089 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | Ted Heaps Container Service (East Branch Rec Area and Montour Preserve trash service) | \$25 East Branch Recreation Area; \$85 Montour Preserve | | 110.00 | | 6,085.75 |
| 5090 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | Jon Beam (Montour Preserve expense reimbursements) | Montour Preserve | | 88.09 | | 5,997.66 |
| 5091 | 1/14/16 | 2/2/16 | | Paul Morris (Robbins Run refund) | River Towns Race Series registration refund | | 28.25 | | 5,969.41 |
| 5092 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | H.A. Thompson Co. (property contents insurance coverage) | Montour Preserve | | 151.36 | | 5,818.05 |
| 5093 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | PPL Electric Utilities (Montour Preserve electric) | Montour Preserve | | 43.04 | | 5,775.01 |
| 5094 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | PPL Electric Utilities (Montour Preserve electric) | Montour Preserve | | 22.67 | | 5,752.34 |
| 5095 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | ASCAP (annual music licensing fee) | misc. expenses | | 336.00 | | 5,416.34 |
| 5096 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | Robert Stoudt (payroll 12/13 - 12/26/15) | payroll - Stoudt | | 1,057.30 | | 4,359.04 |
| 5097 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | Robert Stoudt (payroll 12/27/15 - 1/9/16) | payroll - Stoudt | | 1,184.53 | | 3,174.51 |
| 5098 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | Robert Stoudt (1/11/16 expense report reimbursement) | \$1,041.07 River Towns Race Series; \$167.84 Montour Preserve; \$16.67 misc. expenses | | 1,225.58 | | 1,948.93 |
| 5099 | 1/14/16 | 2/2/16 | N/A | VOID | VOID | | - | | 1,948.93 |
| 5100 | 1/14/16 | 2/2/16 | | Greg Lange (Robbins Run refund) | River Towns Race Series registration refund | | 28.25 | | 1,920.68 |
| 5101 | 1/14/16 | 2/2/16 | 1/1/16 - 1/31/16 | Katrina Hanes (Robbins Run refund) | River Towns Race Series registration refund | | 28.25 | | 1,892.43 |
| 5102 | 1/14/16 | 2/2/16 | | Galon Snyder (Robbins Run refund) | River Towns Race Series registration refund | | 23.25 | | 1,869.18 |
| 5103 | 1/14/16 | 2/2/16 | | Anna Brownell (Robbins Run refund) | River Towns Race Series registration refund | | 23.25 | | 1,845.93 |
| deposit | 1/19/16 | 2/2/16 | 1/1/16 - 1/31/16 | deposit (misc) | \$125 donations; \$110 donations - Montour Preserve; \$775 Montour Preserve pavilion reservations; \$400 Montour Preserve security deposits; \$3,690 RTRS race registrations; \$5,000 Greenway sign grant reimbursement; \$25 Hess user fees | | | 10,125.00 | 11,970.93 |
| 5104 | 1/20/16 | 2/2/16 | 1/1/16 - 1/31/16 | Press Enterprise (advertising of 2016 mowing/weed control contract) | misc. expenses | | 47.06 | | 11,923.87 |
| 5105 | 1/22/16 | 2/2/16 | 1/1/16 - 1/31/16 | PPL Electric Utilities (Montour Preserve electric) | Montour Preserve | | 1,167.72 | | 10,756.15 |
| 5106 | 1/22/16 | 2/2/16 | 1/1/16 - 1/31/16 | PPL Electric Utilities (Montour Preserve electric) | Montour Preserve | | 769.29 | | 9,986.86 |
| 5107 | 1/22/16 | 2/2/16 | 1/1/16 - 1/31/16 | PPL Electric Utilities (Montour Preserve electric) | Montour Preserve | | 45.41 | | 9,941.45 |
| 5108 | 1/22/16 | 2/2/16 | 1/1/16 - 1/31/16 | PPL Electric Utilities (Montour Preserve electric) | Montour Preserve | | 25.42 | | 9,916.03 |
| deposit | 1/29/16 | 2/2/16 | 1/1/16 - 1/31/16 | deposit (Montour County Commissioners' Tourism Fund grants) | \$5,000 Montour Preserve; \$10,000 River Towns Race Series Commissioners' Tourism Fund grant | \$10,000 Montour County Commissioners' Tourism Fund grant RTRS | | 15,000.00 | 24,916.03 |

| MARC Checking Account Reconciliation - Service 1st Account | | | |
|--|---|-----------|--------|
| Updated 2/2/16 | | | |
| | | | |
| ending balance from 1/31/16 bank statement | | 25,319.03 | |
| deposits not yet credited (detailed below) | | - | |
| subtotal | | 25,319.03 | |
| withdrawals not yet debited (detailed below) | | 403.00 | |
| balance (should agree with checkbook) | | 24,916.03 | |
| actual checkbook balance | | 24,916.03 | |
| difference | | - | |
| | | | |
| deposits not yet posted | | date | amount |
| | | | |
| TOTAL | | | - |
| | | | |
| withdrawals not yet cleared | | date | amount |
| 4886 | Bloomsburg Fire Police (donation for marathon coverage) | 02/17/15 | 50.00 |
| 5008 | Children's Miracle Network (Hess security deposit refund) | 09/16/15 | 250.00 |
| 5091 | Paul Morris (Robbins Run refund) | 01/14/16 | 28.25 |
| 5100 | Greg Lange (Robbins Run refund) | 01/14/16 | 28.25 |
| 5102 | Galon Snyder (Robbins Run refund) | 01/14/16 | 23.25 |
| 5103 | Anna Brownell (Robbins Run refund) | 01/14/16 | 23.25 |
| TOTAL | | | 403.00 |



CORPORATE OFFICE
1419 MONTGOMERY BLVD.
P.O. BOX 159
DANVILLE, PA 17821-9122

ADDRESS SERVICE REQUESTED

MONTGOMERY AREA RECREATION COMMISSION
PO BOX 456
1778 OAKWOOD DR
DANVILLE PA 17821

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Statement Period: 01/01/2016-01/31/2016

Page 1 of 2

Summary of Accounts:

| | Ending | YTD | |
|----------------------|-----------|----------|------------------------|
| | Balance | Dividend | |
| Savings | | | Account Number: 584727 |
| 01 - REGULAR SAVINGS | 5.00 | 0.00 | |
| 40 - CHECKING | 25,319.03 | 0.00 | |
| Total | 25,324.03 | 0.00 | |

Authorized Signer(s): KENNETH A HOLDREN, ROBERT T STOUDT, MICHAEL B MILLS

ID 01 REGULAR SAVINGS

| Trans | Eff Date | Transaction | Deposit | Withdrawal | Balance |
|--------|----------|-----------------|---------|------------|---------|
| Jan 1 | | Balance Forward | | | 5.00 |
| Jan 31 | | Ending Balance | | | 5.00 |

ID 40 CHECKING

| Trans | Eff Date | Transaction | Deposit | Withdrawal | Balance |
|--------|----------|---|-----------|------------|-----------|
| Jan 1 | | Balance Forward | | | 9,995.62 |
| Jan 13 | | Draft 005081 | | -250.00 | 9,745.62 |
| Jan 15 | | Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS | | -853.98 | 8,891.64 |
| Jan 15 | | Draft 005096 | | -1,057.30 | 7,834.34 |
| Jan 19 | | Deposit by Check | 10,125.00 | | 17,959.34 |
| Jan 19 | | Draft 005094 | | -22.67 | 17,936.67 |
| Jan 19 | | Draft 005093 | | -43.04 | 17,893.63 |
| Jan 19 | | Draft 005090 | | -88.09 | 17,805.54 |
| Jan 19 | | Draft 005088 | | -194.87 | 17,610.67 |
| Jan 19 | | Draft 005087 | | -206.48 | 17,404.19 |
| Jan 19 | | Draft 005082 | | -541.39 | 16,862.80 |
| Jan 19 | | Draft 005083 | | -985.41 | 15,877.39 |
| Jan 20 | | Draft 005085 | | -50.82 | 15,826.57 |
| Jan 20 | | Draft 005084 | | -338.12 | 15,488.45 |
| Jan 21 | | Draft 005089 | | -110.00 | 15,378.45 |
| Jan 21 | | Draft 005092 | | -151.38 | 15,227.07 |
| Jan 21 | | Draft 005097 | | -1,184.53 | 14,042.54 |
| Jan 21 | | Draft 005098 | | -1,225.58 | 12,816.96 |
| Jan 22 | | Draft 005086 | | -89.00 | 12,727.96 |
| Jan 22 | | Draft 005095 | | -336.00 | 12,391.96 |
| Jan 26 | | Draft 005101 | | -28.25 | 12,363.71 |
| Jan 28 | | Draft 005108 | | -25.42 | 12,338.29 |
| Jan 28 | | Draft 005107 | | -45.41 | 12,292.88 |
| Jan 28 | | Draft 005104 | | -47.06 | 12,245.82 |
| Jan 28 | | Draft 005106 | | -789.29 | 11,456.53 |
| Jan 28 | | Draft 005105 | | -1,167.72 | 10,288.81 |

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Account Number: 584727 Statement Period: 01/01/2016-01/31/2016

Page 2 of 2

ID 40 CHECKING - Continued

| Trans | Eff Date | Transaction | Deposit | Withdrawal | Balance |
|--------|----------|----------------------------|-----------|------------|-----------|
| Jan 29 | | Deposit by Check | 15,000.00 | | 25,319.03 |
| Jan 31 | | Ending Balance | | | 25,319.03 |
| | | Total Deposits 25,125.00 | | | |
| | | Total Withdrawals 9,801.59 | | | |

Drafts for 40 - CHECKING

| Date | Draft Number | Amount | Date | Draft Number | Amount | Date | Draft Number | Amount |
|--------|--------------|--------|--------|--------------|----------|--------|--------------|----------|
| Jan 13 | □ 005081 | 250.00 | Jan 21 | □ 005089 | 110.00 | Jan 21 | □ 005098 | 1,225.58 |
| Jan 19 | □ 005082 | 541.39 | Jan 19 | □ 005090 | 88.09 | Jan 26 | □ 005101* | 28.25 |
| Jan 19 | □ 005083 | 965.41 | Jan 21 | □ 005092* | 151.36 | Jan 28 | □ 005104* | 47.06 |
| Jan 20 | □ 005084 | 338.12 | Jan 19 | □ 005093 | 43.04 | Jan 28 | □ 005105 | 1,167.72 |
| Jan 20 | □ 005085 | 50.82 | Jan 19 | □ 005094 | 22.67 | Jan 28 | □ 005106 | 769.29 |
| Jan 22 | □ 005086 | 99.00 | Jan 22 | □ 005095 | 336.00 | Jan 28 | □ 005107 | 45.41 |
| Jan 19 | □ 005087 | 206.48 | Jan 15 | □ 005096 | 1,057.30 | Jan 28 | □ 005108 | 25.42 |
| Jan 19 | □ 005088 | 194.67 | Jan 21 | □ 005097 | 1,184.53 | | | |

* denotes skipped sequence

| | Total for This Period | Total Year-to-Date |
|--------------------|--------------------------|-----------------------|
| Returned Item Fees | 0.00 | 0.00 |
| Overdraft Fees | 0.00 | 0.00 |

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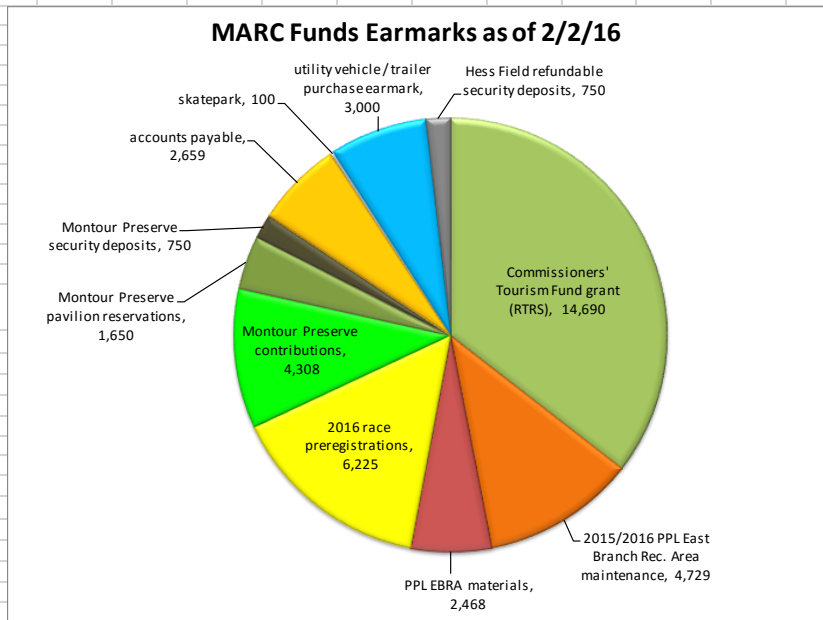
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MARC FUND EARMARKS

| EARMARK CATEGORIES | AMOUNT |
|---|---------------|
| Commissioners' Tourism Fund grant (RTRS) | 14,690 |
| 2015/2016 PPL East Branch Rec. Area maintenance | 4,729 |
| PPL EBRA materials | 2,468 |
| 2016 race preregistrations | 6,225 |
| Montour Preserve contributions | 4,308 |
| Montour Preserve pavilion reservations | 1,650 |
| Montour Preserve security deposits | 750 |
| accounts payable | 2,659 |
| skatepark | 100 |
| Columbia County projects account | |
| utility vehicle / trailer purchase earmark | 3,000 |
| Hess Field refundable security deposits | 750 |
| unrestricted general funds | |
| TOTAL RESTRICTED | 41,329 |
| ACTUAL CHECKBOOK BALANCE (2/2/16) | 24,916 |

| ACCOUNTS RECEIVABLE | |
|---|--------|
| Williams/Conservation Fund Grant reimbursement (NBCT) | 19,689 |
| | |
| | 19,689 |

| ACCOUNTS PAYABLE | |
|-----------------------|-------|
| Stoudt expense report | 2,659 |
| | |
| | |
| | 2,659 |



ASSISTANT DIRECTOR'S REPORT

In the past month the assistant director conducted routine opening and closing of the Visitors Center at Montour Preserve as well as routine maintenance. He offered a public program that, unfortunately, no one attended due to poor weather conditions. He hosted the Montour County Conservation District winter farmer's meeting with 55 attendees. He also has scheduled several schools for the upcoming maple sugaring season at Montour Preserve and has scheduled a work day to prepare for sugaring. He also assisted the Director with interviews of candidates for the park & trail maintenance position.

Jon

2/4/16

DIRECTOR'S REPORT

Director's January Time Tracking

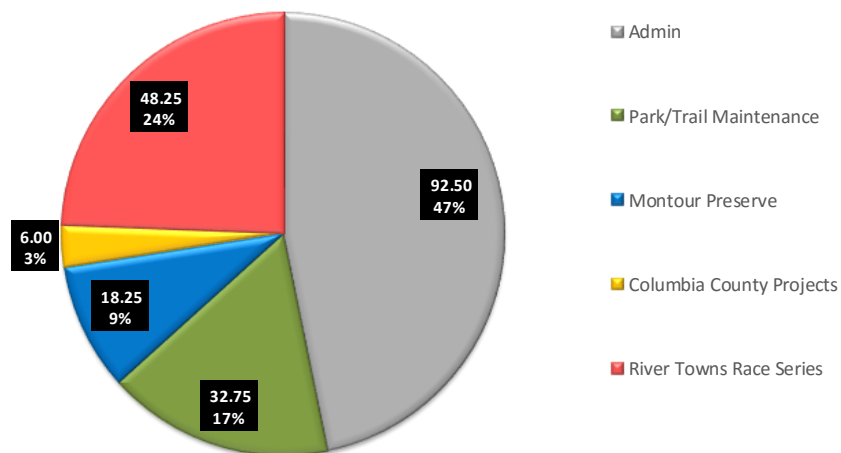
| | STOUDT | PROJECT YTD TOTAL HOURS | JANUARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|-------------------------------|---------|------|-------|------|------|------|------|-------|-------|-------|-------|------|------|------|------|------|-------|------|------|------|-------|------|------|-------|------|------|------|------|------|------|------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | MARC admin | 92.50 | 0.50 | | 0.25 | 2.00 | 1.25 | 2.50 | 5.50 | 5.00 | 0.50 | 1.00 | 4.00 | 7.50 | 2.00 | 4.75 | 3.00 | 0.50 | 1.50 | 2.50 | 1.75 | 3.50 | 1.50 | 6.50 | 6.00 | 2.75 | 3.50 | 2.50 | 1.50 | 3.50 | 4.00 | 0.25 | 1.00 |
| | Other projects / events | 7.50 | | | | | | 1.75 | | | | | | | | | | | | | | | | | | 2.00 | | | 2.00 | | | | |
| park / trail maintenance | East Branch Recreation Area | 1.75 | 0.25 | | | | 0.25 | | | | | | | | | 0.25 | | | | | | 0.25 | | | | | 0.50 | | | 0.25 | | | |
| | Hess Recreation Area | 7.75 | 0.25 | | | 0.25 | 0.25 | 0.75 | 0.25 | | | | 0.25 | 0.50 | 0.50 | 0.25 | 0.50 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | | | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | | |
| | Hopewell Park / Danville Farm Trails | 2.00 | | | 0.25 | 0.25 | 0.25 | 0.25 | | | | | | | | | 0.25 | | | | 0.25 | 0.25 | | | | | 0.25 | | | | | | |
| | North Branch Canal Trail | 13.25 | | | | | 0.25 | 0.50 | | | | | 3.00 | | 0.25 | 0.25 | 0.50 | 5.00 | 0.25 | | 0.25 | 0.25 | | | | | 0.25 | 0.25 | | | | | |
| | River Drive trailhead / river access | 0.50 | | | | | 0.25 | 0.25 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Montour Preserve | Montour Preserve admin | 8.75 | | | | 0.50 | | | 0.25 | 0.25 | | | | | 0.25 | | 1.25 | | 0.50 | 0.25 | | 0.25 | 0.25 | 0.25 | | | | | | 0.50 | 3.50 | | 0.50 |
| | Montour Preserve programming | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Montour Preserve maintenance | 9.50 | 0.50 | | | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | | | 0.25 | 0.25 | | 0.50 | 2.00 | | | | | 0.50 | 0.25 | | | 1.75 | 0.25 | | | 0.50 | | 0.25 | |
| Columbia County | Columbia Co. admin/misc. | 0.25 | | | | | | | | 0.25 | | | | | | | | | | | | | | | | | | | | | | | |
| | Columbia Co. North Branch Canal Trail | 5.50 | | | | | | | | | | | | | | | | | | | | | 2.00 | | | | 1.50 | | | | | | |
| | Columbia Co. Fishing Creek | 0.25 | | | | | | | 0.25 | | | | | | | | | | | | | | | | | | | | | | | | |
| | Columbia Co. other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Columbia Co. other 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Columbia Co. other 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| River Towns Race Series | RTRS Admin / Misc. | 8.75 | 2.25 | 1.00 | 0.25 | 0.25 | 2.50 | 0.25 | 0.50 | | | 1.00 | | | | | | | 0.25 | | | | 0.25 | 0.25 | | | | | | | | | |
| | RTRS Awards Luncheon | 15.50 | | | 0.25 | 0.25 | 0.25 | | 1.00 | 7.00 | 6.75 | | | | | | | | | | | | | | | | | | | | | | |
| | Humdinger Trail Races | 7.75 | | 1.50 | | | | | | | | | 0.25 | 1.00 | 0.75 | | 0.50 | | 1.25 | | 0.25 | 0.25 | | | | | | | | | | 0.50 | |
| | Montour Preserve Spring Fever Trail Runs | 10.25 | | | | | | | | | 4.50 | 5.50 | | | | | | | | | | | | | | | | | | | | | |
| | River Towns Half-Marathon | 1.00 | | 0.75 | | | | | | | | 0.25 | | | | | | | | | | | | | | | | | | | | | |
| | Worlds End 50k / 100k | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Old Forge Brewing Co. 5k | 1.75 | | | | | | | 0.75 | | | | | | | | | | 0.25 | | | | 0.75 | | | | | | | | | | |
| | Montour 24 Endurance Runs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Montour Preserve Summer Heat Trail Runs | 0.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Hopewell Challenge Mountain Bike Race | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Chilli Challenge | 0.25 | | | | | | | | | | | | | 0.25 | | | | | | | | | | | | | | | | | | |
| | Robbins Run 5k / 10k | 2.75 | | 1.00 | 0.75 | | | | | | | | | | | | 0.75 | 0.25 | | | | | | | | | | | | | | | |
| | Boneshaker Cyclocross | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DAILY TOTALS | | 197.75 | 3.75 | 4.25 | 1.75 | 4.00 | 5.75 | 7.75 | 8.00 | 13.00 | 11.75 | 7.75 | 7.75 | 9.50 | 3.75 | 6.75 | 6.25 | 7.75 | 4.25 | 3.00 | 2.75 | 5.25 | 5.00 | 7.50 | 6.00 | 6.50 | 6.00 | 3.25 | 4.00 | 5.00 | 7.75 | 0.50 | 2.25 |
| WEEKLY PAYROLL TOTAL | | | 8.00 | | 52.00 | | | | | | | 49.50 | | | | | | | 33.75 | | | | | | | 33.00 | | | | | | | |
| BIWEEKLY PAYROLL TOTAL | | | 60.00 | | | | | | | | | | 83.25 | | | | | | | | | | 54.50 | | | | | | | | | | |
| PAYROLL PERIOD | | | 1 | | | | | | | | | | 2 | | | | | | | | | | 3 | | | | | | | | | | |

DIRECTOR'S REPORT (continued)

Director's 2016 Year-to-Date Time Accounting

| 2016 STOUTDT TIME ACCOUNTING YEAR-TO-DATE SUMMARY | | | 2016 STOUTDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY | | |
|--|---------------|--------------------------------|--|---------------|-----------------|
| TASK | HOURS | COST W/O TAXES (\$20.00/hr) | TASK | HOURS | COST |
| MARC admin | 92.50 | \$ 1,850.00 | Admin | 92.50 | 1,850.00 |
| Other projects / events | 7.50 | \$ 150.00 | Park/Trail Maintenance | 32.75 | 655.00 |
| East Branch Recreation Area | 1.75 | \$ 35.00 | Montour Preserve | 18.25 | 365.00 |
| Hess Recreation Area | 7.75 | \$ 155.00 | Columbia County Projects | 6.00 | 120.00 |
| Hopewell Park / Danville Farm Trails | 2.00 | \$ 40.00 | River Towns Race Series | 48.25 | 965.00 |
| North Branch Canal Trail | 13.25 | \$ 265.00 | 2016 YTD TOTALS | 197.75 | 3,955.00 |
| River Drive trailhead / river access | 0.50 | \$ 10.00 | | | |
| Montour Preserve admin | 8.75 | \$ 175.00 | | | |
| Montour Preserve programming | - | \$ - | | | |
| Montour Preserve maintenance | 9.50 | \$ 190.00 | | | |
| Columbia Co. admin/misc. | 0.25 | \$ 5.00 | | | |
| Columbia Co. North Branch Canal Trail | 5.50 | \$ 110.00 | | | |
| Columbia Co. Fishing Creek | 0.25 | \$ 5.00 | | | |
| Columbia Co. other | - | \$ - | | | |
| Columbia Co. other 2 | - | \$ - | | | |
| Columbia Co. other 3 | - | \$ - | | | |
| RTRS Admin / Misc. | 8.75 | \$ 175.00 | | | |
| RTRS Awards Luncheon | 15.50 | \$ 310.00 | | | |
| Humdinger Trail Races | 7.75 | \$ 155.00 | | | |
| Montour Preserve Spring Fever Trail Runs | 10.25 | \$ 205.00 | | | |
| River Towns Half-Marathon | 1.00 | \$ 20.00 | | | |
| Worlds End 50k / 100k | - | \$ - | | | |
| Old Forge Brewing Co. 5k | 1.75 | \$ 35.00 | | | |
| Montour 24 Endurance Runs | - | \$ - | | | |
| Montour Preserve Summer Heat Trail Runs | 0.25 | \$ 5.00 | | | |
| Hopewell Challenge Mountain Bike Race | - | \$ - | | | |
| Chilli Challenge | 0.25 | \$ 5.00 | | | |
| Robbins Run 5k / 10k | 2.75 | \$ 55.00 | | | |
| Boneshaker Cyclocross | - | \$ - | | | |
| 2016 YTD TOTAL HOURS | 197.75 | \$ 3,955.00 | | | |

**STOUTDT 2016 TIME TRACKING
YTD SUMMARY**



DIRECTOR'S REPORT (continued)

GRANTS

- **Montour County Commissioners' 2015 Tourism Fund grant**
 - Receipts and final accounting delivered to Ozark & Shultz on 1/22/16; awaiting final audit report
- **Montour County Commissioners' 2016 Tourism Fund grants**
 - \$10,000 granted on 1/26/16 for 2016 River Towns Race Series advertising / promotion
 - \$5,000 granted on 1/26/16 for 2016 Montour Preserve operation
 - Per PA County Code Hotel Tax legislation, these funds must be used to promote the Montour Preserve as a tourism destination and increase the number of visitors from outside the region
- **Susquehanna Greenway 2014 Mini-Grant Program**
 - \$5,000 grant reimbursement received and deposited 1/19/16; grant is now closed out
- **Williams Transco Pipeline Atlantic Sunrise Project / The Conservation Fund Environmental Stewardship Program**
 - \$146,000 granted to Susquehanna Greenway Partnership (SGP) on 10/1/15
 - SGP to administer grant, assist with sign design and planning and assist MARC with project implementation; SGP retains \$7,500
 - MARC may be reimbursed a total of \$138,500 in eligible grant expenses incurred between 10/1/15 and 9/30/16
 - MARC has submitted a request for reimbursement for \$19,688.97 in North Branch Canal Trail expenses incurred 9/1/15 – 12/31/15 (requesting special consideration of expenses incurred 9/1/15 – 9/30/15)
 - Request approved by SGP, forwarded to The Conservation Fund on 1/20/16
 - Receipt acknowledged by The Conservation Fund on 1/28/16
 - Reimbursement decision anticipated by mid-February
 - If approved, funds will be disbursed to SGP, then released to MARC
 - MARC will be allowed to submit two additional requests for reimbursement of up to \$118,811.03 in future North Branch Canal Trail expenses; reimbursement submissions scheduled for 5/31/16 and 10/2/16
 - MARC must incur expenses before requesting reimbursement; MARC's Board will have to determine how best to secure funding to pay expenses until reimbursement is received
- **Other**
 - Stoudt investigating potential grants from the First Community Foundation Partnership's Centennial Grant (\$40,000) for the Montour Preserve
 - Stoudt also investigating potential grants from the PPL Foundation for the Montour Preserve

DIRECTOR'S REPORT (continued)

PROJECTS/MANAGED SITES

- **East Branch Recreation Area**

- \$4,728.84 remains earmarked in our account for site maintenance through April 30, 2016
- \$2,467.78 remains earmarked in our account for supplies
- Talen Energy contacted Stoudt on 1/25/16 to review MARC expenses incurred in 2015 and begin planning for a possible 2016-2017 contract extension
 - Stoudt to follow up with Talen Energy once 2016 mowing costs are known

- **River Drive parcel (North Branch Canal Trail trailhead and river access)** (no change since last meeting)

- Additional site enhancements will be done in coming months as schedule permits

- **Hopewell Park / Danville Borough Farm**

- Planning for trail directional signage and trail improvements is under consideration for 2016
 - Dave Decoteau/Riverside Adventure Company plan to assist with design and construction of final remaining trail connections
 - Volunteer Kevin Bowie has designed a proposed comprehensive system of signage, including designs for all signs
 - Subject to Danville Borough approval, project is proposed to begin as soon as funding allows, to be completed before the 9/3/16 Hopewell Challenge Mountain Bike races

- **Hess Recreation Area** (no change since last meeting)

- Skatepark
 - \$100 remains earmarked in our account for the project, specifically earmarked for reconstruction of the central pyramidal feature
 - Concrete cracks need to be sealed before they become worse
- Ballfields
 - Softball field needs two loads of infield mix (estimated cost \$1,000); Stoudt expects to order in spring 2016, funding permitting
 - Portions of the field turf will be seeded when weather conditions permit
- Road
 - MARC should consider a chip & tar coating of the road to extend its expected useful life; cost estimates will have to be sought when funding allows
- Other
 - MARC anticipates heavy use of the site in 2016, including a new football league

DIRECTOR'S REPORT (continued)

PROJECTS/MANAGED SITES (continued)

- **North Branch Canal Trail**

- Stoudt met with the SEDA-COG Joint Rail Authority, North Shore Railroad and Susquehanna Greenway Partnership on 2/1/16 to discuss completed work and consider options for 2016 construction
 - Columbia County land transfer should be done as soon as possible
 - MARC and SGP hope to use the value of the donated land as match for a possible DCNR grant to fund Catawissa to Bloomsburg trail design; a 'Waiver of Retroactivity' will be needed from DCNR
 - All parties are satisfied with work done to date; no complaints or objections raised
 - MARC will be allowed to work around several large trees in Mahoning Township, so long as all work remains within the property boundaries
 - SEDA-COG Joint Rail Authority will draft a legal agreement allowing MARC's use of the existing track crossing in Montour Township, Columbia County
 - MARC may be required to stabilize the crossing if deemed necessary
 - Stoudt will schedule a meeting with the North Shore Railroad to determine whether the railroad might be able to assist with material transport to the job sites
 - Concerns were raised regarding new campground-related obstructions in the railroad and trail right of way in Cooper Township, Montour County; Stoudt will make contact with the campground owner to try to resolve the issues
- Stoudt met with Brinkash & Associates, DEP, Montour County Conservation District and Columbia County Conservation District on 2/5/16 to consider design options for three remaining stream crossings
 - Two of three locations seem suitable for large culverts with cut and fill from the adjacent towpath
 - One location seems suitable for a wooden bridge, potentially using a pre-existing design from DCNR
 - Stoudt is awaiting a proposal from Brinkash & Associates to perform the necessary engineering and permitting to proceed
- Stoudt anticipates putting trail construction and material purchase out to bid at MARC's May meeting
- Construction of the trail bridge at Break 3 may proceed sooner if existing permitting allows (under review at this time)

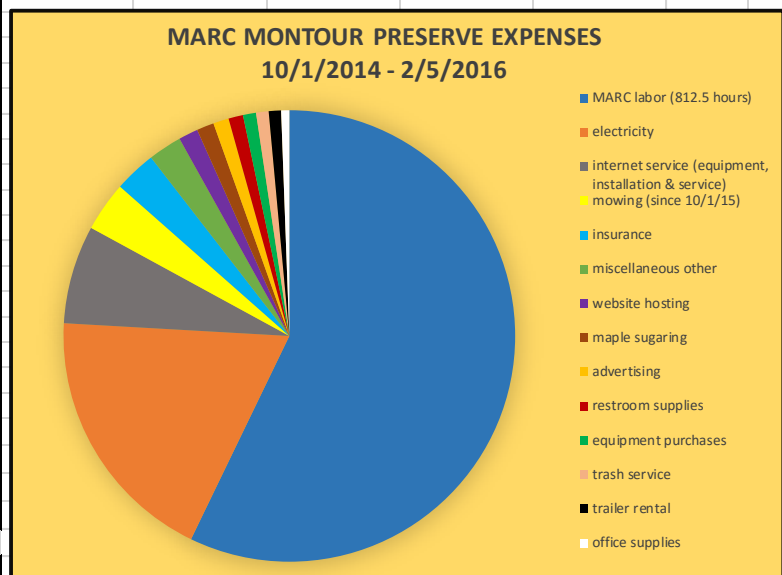
DIRECTOR'S REPORT (continued)

PROJECTS/MANAGED SITES (continued)

- **Montour Preserve**

- \$140,577.92 raised to date from at least 279 donors (\$111,875.55 donated to CSCF fund; \$28,702.37 donated directly to MARC)
 - \$156.40 in interest earned to date on CSCF fund
 - \$2,077.51 in account fees deducted from CSCF fund to date
 - \$2,847.00 withdrawn by MARC on 7/14/15 to reimburse expenses incurred to that date
 - \$107,107.44 CSCF fund balance as of 1/26/16
- Visitors' Center/Environmental Education Center security system has been working well since December repairs; no known incidents since that time
- Storage/display cabinets are needed for 200 +/- taxidermy mounts
- One wedding has been scheduled, two are possible
- Planning and setup for maple sugaring has begun
- Ice rescue gear and warning signage has been placed around Lake Chillisquaque

| MARC ACCOUNTING UPDATE MONTOUR PRESERVE REVISED 2/5/2016 REPORTING PERIOD 10/1/2014 - 2/5/2016 (ENTIRE PERIOD OF MARC ENGAGEMENT W/ PRESERVE) | |
|---|----------------------|
| EXPENSE | AMOUNT |
| MARC labor (812.5 hours) | \$ 16,208.69 |
| electricity | \$ 5,311.15 |
| internet service (equipment, installation & service) | \$ 1,997.51 |
| mowing (since 10/1/15) | \$ 1,010.00 |
| insurance | \$ 851.36 |
| miscellaneous other | \$ 681.21 |
| website hosting | \$ 395.61 |
| maple sugaring | \$ 349.82 |
| advertising | \$ 316.66 |
| restroom supplies | \$ 295.69 |
| equipment purchases | \$ 265.00 |
| trash service | \$ 255.00 |
| trailer rental | \$ 250.00 |
| office supplies | \$ 164.39 |
| EXPENSE TOTAL | \$ 28,352.09 |
| INCOME (MARC CHECKING ACCOUNT) | |
| | AMOUNT |
| Donations - direct to MARC | \$ 28,702.37 |
| Donations -pass through from CSCF fund | \$ 2,847.00 |
| INCOME TOTAL | \$ 31,549.37 |
| INCOME (RESTRICTED) | |
| | AMOUNT |
| 2016 Pavilion reservations | \$ 1,650.00 |
| 2016 Pavilion security deposits (refundable) | \$ 750.00 |
| CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION MONTOUR PRESERVE FUND | |
| | AMOUNT |
| Donations total | \$ 111,875.55 |
| Interest | \$ 156.40 |
| Fees | \$ (2,077.51) |
| MARC withdrawal 7/14/15 | \$ (2,847.00) |
| CSCF FUND BALANCE AS OF 1/26/16 | \$ 107,107.44 |



DIRECTOR'S REPORT (continued)

RIVER TOWNS RACE SERIES

- 270 registrations for 3/5 Humdinger Trail Races as of 2/5/16; registration capped at 300
- 23 registrations for 4/2 Montour Preserve Spring Fever Trail Runs; registration capped at 300
- 114 registrations for 5/7 River Towns Half Marathon; registration capped at 500


OTHER NOTES

- All funds have been expended from the \$10,000 Columbia County projects account; Stoudt will meet with Columbia County Commissioners to determine whether they wish to continue the working relationship
 - Public Access Guide to Fishing Creek, Little Fishing Creek and Huntington Creek completed in December; hard copies now available for distribution; will be posted to MARC's website

UPCOMING EVENTS AND MEETINGS

- 2/6 Montour Preserve maple sugaring setup day
- 2/13 Great Backyard Bird Count Bird Walk – Montour Preserve
- 2/19 – 2/21 Destination Blues (Montour and Columbia Counties)
- 2/23 – 3/11 Montour Preserve maple sugaring school groups
- 2/27 Montour Preserve maple sugaring open house
- 2/28 Humdinger setup
- 2/29 – 3/4 Humdinger setup
- 3/5 HUMDINGER
- 3/6 Montour Preserve maple sugaring open house
- 3/12 Fishing Creek Sportsmen's Association banquet
- 3/14 MARC March meeting

NOTE: RECEIPTS TO BE PROVIDED DURING MEETING

| Expense Report | | | |
|-----------------------------|---|---|--------------------|
| Transaction Date | Description | Account | Amount |
| 1/15/16 | Staples (printer cartridges) | misc. expenses (office supplies) | 60.40 |
| 1/15/16 | Staples (paper) | misc. expenses (office supplies) | 54.23 |
| 1/15/16 | Amazon.com (skillets for Humdinger prizes) | River Towns Race Series (Humdinger prizes) | 89.81 |
| 1/15/16 | Amazon.com (skillets for Humdinger prizes, Gatorade mix, cowbells) | River Towns Race Series (\$37.10 Humdinger prizes; \$74.20 Humdinger food/drink; \$78.56 Humdinger misc. supplies) | 189.86 |
| 1/15/16 | Amazon.com (wristbands for Humdinger) | River Towns Race Series (Humdinger misc. supplies) | 13.95 |
| 1/20/16 | HughesNet (monthly internet service for Montour Preserve) | Montour Preserve | 151.18 |
| 1/20/16 | Facebook (Humdinger advertising) | River Towns Race Series (Humdinger advertising) | 100.00 |
| 1/25/16 | Amazon.com (printer toner cartridges) | misc. expenses (office supplies) | 61.24 |
| 1/26/16 | MailChimp (monthly email service) | \$16.67 River Towns Race Series advertising; \$16.67 Montour Preserve; \$16.66 misc. expenses | 50.00 |
| 1/31/16 | VinylDisorder.com (stickers for Humdinger and Montour Preserve) | \$115.60 Humdinger advertising; \$74.80 Montour Preserve; \$224.40 River Towns Race Series advertising (\$74.80 each to Spring Fever Trail Runs, Summer Heat Trail Runs and Chilli Challenge) | 414.80 |
| 2/1/16 | Maxwell Medals (Humdinger medals) | River Towns Race Series (Humdinger prizes) | 1,474.00 |
| 2/5/16 | Wagner's Trophies & Engraveables (Humdinger prizes) | River Towns Race Series (Humdinger prizes) | 93.01 |
| 2/4/16 | Cole's Hardware (key copies and tags) | park maintenance tools & supplies | 14.77 |
| | | | |
| EXPENSE REPORT TOTAL | | | \$ 2,767.25 |
| Name: | Robert Stoudt | Date Submitted: | 2/8/2016 |
| Signature: |  | | |
| | | Date Paid: | |
| Approved by: | | | |
| | | Check #: | |