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

April 11, 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)
- Treasurer's Report (Commissioner Ken Holdren) (**pages 2– 8**) (no report from Ozark & Shultz)
- Secretary's Report (Tyler Dombroski)

Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Kevin Herritt / Greg Kovalick)
- 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 9**)

Maintenance Technician's Report (Denny Piatt) (**page 10**)

Director's Report (Bob Stoudt) (**pages 11 – 17**)

- Approval of Director's expense report (**page 18**)

Old Business

- North Branch Canal Trail funding (Montour County General Obligation Note)

New Business

- Pennsylvania Master Naturalist Partnership Agreement (**pages 19 – 22**)
- Bloomsburg University interns (**pages 23 – 25**)
- Montour Preserve Canada goose control contract (**pages 26 – 29**)
- Montour Preserve security system replacement (**pages 30 – 35**)
- Montour Preserve facility cleaning
- 2016 / 2017 River Towns Race Series insurance policy renewal (**page 36**)
- North Branch Canal Trail invitations to bid (**to be distributed separately**)
- East Branch Recreation Area lease agreement (**to be distributed separately**)
- Danville community garden

Other Items

Adjournment

next meeting: May 9, 2016

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 |
|-------------------|------------------|-------------------------|----------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------|------------|-----------------|
| 5135 | 3/14/16 | 4/4/16 | 3/1 - 3/31/16 | Dennis Piatt (payroll 2/21 - 3/5) | payroll - Piatt | | 404.43 | | 25,477.18 |
| 5136 | 3/14/16 | 4/4/16 | 3/1 - 3/31/16 | Dennis Piatt (Humdinger expense reimbursement - gas) | RTRS (Humdinger misc) | | 46.20 | | 25,430.98 |
| 5137 | 3/14/16 | 4/4/16 | 3/1 - 3/31/16 | Jon Beam (payroll 2/21 - 3/5) | payroll - Beam | | 884.29 | | 24,546.69 |
| 5138 | 3/14/16 | 4/4/16 | 3/1 - 3/31/16 | Robert Stoudt (payroll 2/21 - 3/5) | payroll - Stoudt | | 1,835.38 | | 22,711.31 |
| automatic payment | 3/15/16 | 4/4/16 | 3/1 - 3/31/16 | US Treasury (Feb tax deposit) | payroll taxes | | 929.18 | | 21,782.13 |
| automatic payment | 3/15/16 | 4/4/16 | 3/1 - 3/31/16 | PA Dept. of Revenue (Feb tax deposit) | payroll taxes | | 130.46 | | 21,651.67 |
| 5139 | 3/21/16 | 4/4/16 | 3/1 - 3/31/16 | Bason Coffee Roasting (Humdinger drinks) | RTRS (Humdinger food & drink) | | 80.00 | | 21,571.67 |
| 5140 | 3/21/16 | 4/4/16 | 3/1 - 3/31/16 | US Postal Service (PO box annual fee) | misc. expenses | | 88.00 | | 21,483.67 |
| 5141 | 3/21/16 | 4/4/16 | | Starr Portables (Montour Preserve maple sugaring) | Montour Preserve | | 125.00 | | 21,358.67 |
| 5142 | 3/21/16 | 4/4/16 | 3/1 - 3/31/16 | Flagger Force (Humdinger parking traffic control) | RTRS (Humdinger traffic control) | | 594.24 | | 20,764.43 |
| 5143 | 3/21/16 | 4/4/16 | 3/1 - 3/31/16 | Robert Stoudt (3/14 expense report) | \$71.67 misc. expenses; \$224.06 Montour Preserve; \$998.59 RTRS Humdinger food & drink; \$88.71 RTRS Humdinger misc.; \$129.21 RTRS Humdinger prizes; \$49.85 RTRS Humdinger advertising; \$16.66 RTRS advertising; \$210.00 RTRS Spring Fever Trail Runs advertising; \$210.00 RTRS Summer Heat Trail Runs advertising; \$155.00 RTRS Chilli Challenge advertising; \$379.03 office supplies; \$39.47 Hess Recreation Area; \$761.45 RTRS Spring Fever Trail Runs t-shirts; \$240.00 RTRS Humdinger equipment rental; \$55.00 RTRS River Towns Half-Marathon advertising | | 3,628.70 | | 17,135.73 |
| 5144 | 3/21/16 | 4/4/16 | 3/1 - 3/31/16 | PA Runners (Humdinger timing) | RTRS (Humdinger timing) | | 1,142.00 | | 15,993.73 |
| 5145 | 3/21/16 | 4/4/16 | 3/1 - 3/31/16 | Brinkash & Associates (North Branch Canal Trail engineering) | \$2,147.50 Columbia County - North Branch Canal Trail; \$2,147.50 North Branch Canal Trail | | 4,295.00 | | 11,698.73 |

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 |
|----------------|------------------|-------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------|------------|-----------------|
| 5146 | 3/21/16 | 4/4/16 | 3/1 - 3/31/16 | David Walker, Iron Forged Runners LLC (RTRS Humdinger misc. expenses) | RTRS (Humdinger misc) | | 150.00 | | 11,548.73 |
| 5147 | 3/21/16 | 4/4/16 | | MePush, Inc. (website hosting) | \$33 Montour Preserve; \$33 River Towns Race Series; \$33 misc. expenses | | 99.00 | | 11,449.73 |
| 5148 | 3/21/16 | 4/4/16 | | Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service) | \$25 East Branch Recreation Area; \$85 Montour Preserve; \$65 Hess Recreation Area | | 175.00 | | 11,274.73 |
| 5149 | 3/21/16 | 4/4/16 | 3/1 - 3/31/16 | PPL Electric Utilities (Hess electric) | Hess Recreation Area | | 118.72 | | 11,156.01 |
| 5150 | 3/21/16 | 4/4/16 | 3/1 - 3/31/16 | Brews N Bytes Catering (Humdinger food) | RTRS (Humdinger food & drink) | | 320.40 | | 10,835.61 |
| 5151 | 3/21/16 | 4/4/16 | | Starr Portables (RTRS Humdinger porta-potties) | RTRS (Humdinger porta-potties) | | 400.00 | | 10,435.61 |
| 5152 | 3/21/16 | 4/4/16 | | Columbia-Montour Partnership for Community Development (annual dues) | dues & fees | | 155.00 | | 10,280.61 |
| 5153 | 3/21/16 | 4/4/16 | | Gerald Buckley (110 bales straw for Humdinger) | RTRS (Humdinger misc) | | 220.00 | | 10,060.61 |
| 5154 | 3/29/16 | 4/4/16 | | Dennis Piatt (payroll 3/6 - 3/19) | payroll - Piatt | | 348.19 | | 9,712.42 |
| 5155 | 3/29/16 | 4/4/16 | | Jon Beam (payroll 3/6 - 3/19) | payroll - Beam | | 657.62 | | 9,054.80 |
| deposit | 3/31/16 | 4/4/16 | 3/1 - 3/31/16 | deposit | \$60 RTRS (Humdinger registration); \$1,051 Montour Preserve donations; \$530 Montour Preserve pavilion reservations; \$200 Montour Preserve security deposits; \$1,800 RTRS (Montour Preserve Spring Fever Trail Runs registrations); \$500 Hess Field security deposits; \$400 Hess Field user fees; \$5,905 RTRS (River Towns Half-Marathon registrations); \$70 RTRS (Montour Preserve Summer Heat Trail Runs registrations); \$120 RTRS (Chilli Challenge registrations); \$1,000 RTRS sponsorship (allocated as \$90.91/each of ten races and \$90.90 for final race) | | | 11,636.00 | 20,690.80 |



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Statement Period: 03/01/2016-03/31/2016

Page 1 of 2

Summary of Accounts:

| | Ending Balance | YTD Dividend | Account Number: 584727 |
|----------------------|------------------|--------------|------------------------|
| Savings | | | |
| 01 - REGULAR SAVINGS | 5.00 | 0.00 | |
| 40 - CHECKING | 23,195.36 | 0.00 | |
| Total | 23,200.36 | 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 |
|--------|----------|-----------------|---------|------------|---------|
| Mar 1 | | Balance Forward | | | 5.00 |
| Mar 31 | | Ending Balance | | | 5.00 |

ID 40 CHECKING

| Trans | Eff Date | Transaction | Deposit | Withdrawal | Balance |
|--------|----------|-----------------------------------------------------------------------------------------|---------|------------|-----------|
| Mar 1 | | Balance Forward | | | 29,903.84 |
| Mar 1 | | Draft 005126 | | -27.25 | 29,876.59 |
| Mar 1 | | Draft 005128 | | -44.29 | 29,832.30 |
| Mar 1 | | Draft 005127 | | -727.62 | 29,104.68 |
| Mar 1 | | Draft 005129 | | -1,232.30 | 27,872.38 |
| Mar 2 | | Draft 005133 | | -350.00 | 27,522.38 |
| Mar 2 | | Draft 005131 | | -485.78 | 27,036.62 |
| Mar 4 | | Draft 005134 | | -350.00 | 26,686.62 |
| Mar 7 | | Draft 005118 | | -175.00 | 26,511.62 |
| Mar 8 | | Draft 005116 | | -99.00 | 26,412.62 |
| Mar 14 | | Draft 005130 | | -206.26 | 26,206.36 |
| Mar 15 | | Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1238003133 CO: COMMWLTHOFPA INT | | -130.46 | 26,075.90 |
| Mar 15 | | Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS | | -929.18 | 25,146.72 |
| Mar 22 | | Draft 005138 | | -1,835.38 | 23,311.34 |
| Mar 23 | | Draft 005143 | | -3,628.70 | 19,682.64 |
| Mar 24 | | Draft 005137 | | -884.29 | 18,798.35 |
| Mar 25 | | Draft 005136 | | -46.20 | 18,752.15 |
| Mar 25 | | Draft 005149 | | -118.72 | 18,633.43 |
| Mar 25 | | Draft 005150 | | -320.40 | 18,313.03 |
| Mar 25 | | Draft 005135 | | -404.43 | 17,908.60 |
| Mar 25 | | Draft 005142 | | -594.24 | 17,314.36 |
| Mar 28 | | Draft 005139 | | -80.00 | 17,234.36 |
| Mar 28 | | Draft 005140 | | -88.00 | 17,146.36 |
| Mar 28 | | Draft 005146 | | -150.00 | 16,996.36 |
| Mar 28 | | Draft 005144 | | -1,142.00 | 15,854.36 |
| Mar 28 | | Draft 005145 | | -4,295.00 | 11,559.36 |

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Account Number: 584727 **Statement Period:** 03/01/2016-03/31/2016



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www.twitter.com/service1st

Page 2 of 2

ID 40 CHECKING - Continued

| Trans | Eff Date | Transaction | Deposit | Withdrawal | Balance |
|--------|----------|-----------------------------|-----------|------------|-----------|
| Mar 31 | | Deposit | 11,636.00 | | 23,195.36 |
| Mar 31 | | Ending Balance | | | 23,195.36 |
| | | Total Deposits 11,636.00 | | | |
| | | Total Withdrawals 18,344.48 | | | |

Drafts for 40 - CHECKING

| Date | Draft Number | Amount | Date | Draft Number | Amount | Date | Draft Number | Amount |
|--------|--------------|----------|--------|--------------|----------|--------|--------------|----------|
| Mar 8 | □ 005118 | 99.00 | Mar 2 | □ 005133* | 350.00 | Mar 25 | □ 005142* | 594.24 |
| Mar 7 | □ 005118* | 175.00 | Mar 4 | □ 005134 | 350.00 | Mar 23 | □ 005143 | 3,628.70 |
| Mar 1 | □ 005126* | 27.25 | Mar 25 | □ 005135 | 404.43 | Mar 28 | □ 005144 | 1,142.00 |
| Mar 1 | □ 005127 | 727.62 | Mar 25 | □ 005136 | 46.20 | Mar 28 | □ 005145 | 4,295.00 |
| Mar 1 | □ 005128 | 44.29 | Mar 24 | □ 005137 | 884.29 | Mar 28 | □ 005146 | 150.00 |
| Mar 1 | □ 005129 | 1,232.30 | Mar 22 | □ 005138 | 1,835.38 | Mar 25 | □ 005149* | 118.72 |
| Mar 14 | □ 005130 | 206.26 | Mar 28 | □ 005139 | 80.00 | Mar 25 | □ 005150 | 320.40 |
| Mar 2 | □ 005131 | 485.76 | Mar 28 | □ 005140 | 88.00 | | | |

* denotes skipped sequence

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

Your ScoreCard® Rewards Bonus Point program associated with your Service 1st Visa® Check Card is being discontinued as of March 31, 2016. This means you will no longer accumulate points by using your Service 1st Visa® Check Card. You have until May 31, 2016 to redeem the points you have accumulated for valuable merchandise and travel rewards at www.ScoreCardRewards.com. As of May 31, 2016 any points associated with your Visa® check card will be expired. Log in today to view your current points balance and redemption options!

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You can still enjoy our ScoreCard® Rewards points program when you use our Service 1st Visa® Platinum Credit Card. To learn more and apply today, please visit www.service1.org.

For ScoreCard® questions, please call 800.854.0790 and for Service 1st Visa® card questions, please call our Contact Center at 800.562.6049.

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MARC Checking Account Reconciliation - Service 1st Account

Updated 4/3/16

| | |
|----------------------------------------------|--------------|
| ending balance from 3/31/16 bank statement | \$ 23,195.36 |
| deposits not yet posted (detailed below) | \$ - |
| subtotal | \$ 23,195.36 |
| withdrawals not yet cleared (detailed below) | \$ 2,504.56 |
| balance (should agree with checkbook) | \$ 20,690.80 |
| actual checkbook balance | \$ 20,690.80 |
| difference | \$ - |

| DEPOSITS NOT YET POSTED | | | |
|-------------------------|---------|----------------------------|-------------|
| TRANSACTION DATE | CHECK # | DESCRIPTION OF TRANSACTION | AMOUNT |
| | | | |
| | | | |
| TOTAL | | | \$ - |

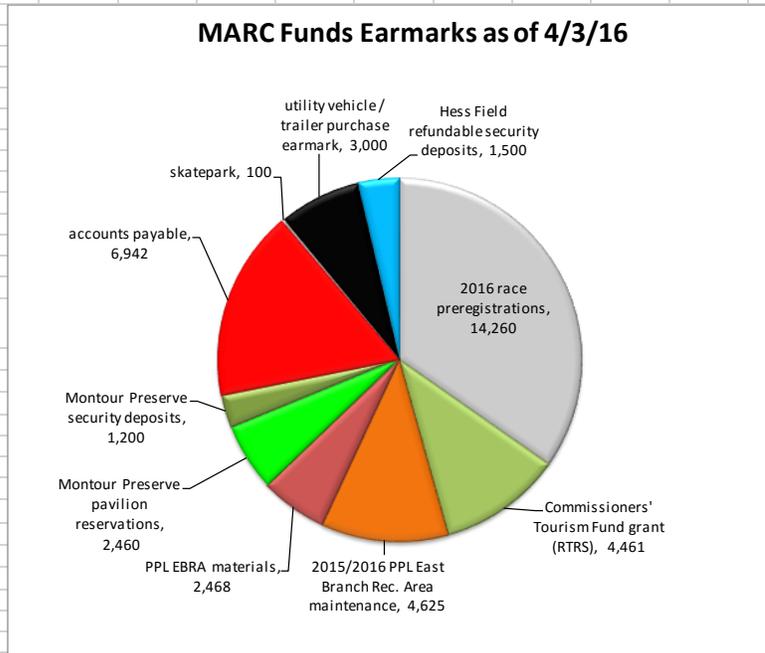
| WITHDRAWALS NOT YET CLEARED | | | |
|-----------------------------|---------|-------------------------------------------------------------------------------------------------------------|--------------------|
| TRANSACTION DATE | CHECK # | DESCRIPTION OF TRANSACTION | AMOUNT |
| 09/16/15 | 5008 | Children's Miracle Network (Hess security deposit refund) | \$ 250.00 |
| 01/14/16 | 5091 | Paul Morris (Robbins Run refund) | \$ 28.25 |
| 01/14/16 | 5102 | Galon Snyder (Robbins Run refund) | \$ 23.25 |
| 01/14/16 | 5103 | Anna Brownell (Robbins Run refund) | \$ 23.25 |
| 03/21/16 | 5141 | Starr Portables (Montour Preserve maple sugaring) | \$ 125.00 |
| 03/21/16 | 5147 | MePush, Inc. (website hosting) | \$ 99.00 |
| 03/21/16 | 5148 | Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service) | \$ 175.00 |
| 03/21/16 | 5151 | Starr Portables (RTRS Humdinger porta-potties) | \$ 400.00 |
| 03/21/16 | 5152 | Columbia-Montour Partnership for Community Development (annual dues) | \$ 155.00 |
| 03/21/16 | 5153 | Gerald Buckley (110 bales straw for Humdinger) | \$ 220.00 |
| 03/29/16 | 5154 | Dennis Piatt (payroll 3/6 - 3/19) | \$ 348.19 |
| 03/29/16 | 5155 | Jon Beam (payroll 3/6 - 3/19) | \$ 657.62 |
| | | | |
| | | | |
| | | | |
| TOTAL | | | \$ 2,504.56 |

MARC FUND EARMARKS

| EARMARK CATEGORIES | AMOUNT |
|-------------------------------------------------|---------------|
| 2016 race preregistrations | 14,260 |
| Commissioners' Tourism Fund grant (RTRS) | 4,461 |
| 2015/2016 PPL East Branch Rec. Area maintenance | 4,625 |
| PPL EBRA materials | 2,468 |
| Montour Preserve contributions | |
| Montour Preserve pavilion reservations | 2,460 |
| Montour Preserve security deposits | 1,200 |
| accounts payable | 6,942 |
| skatepark | 100 |
| Columbia County projects account | |
| utility vehicle / trailer purchase earmark | 3,000 |
| Hess Field refundable security deposits | 1,500 |
| unrestricted general funds | |
| TOTAL RESTRICTED | 41,016 |
| ACTUAL CHECKBOOK BALANCE (4/3/16) | 20,691 |

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

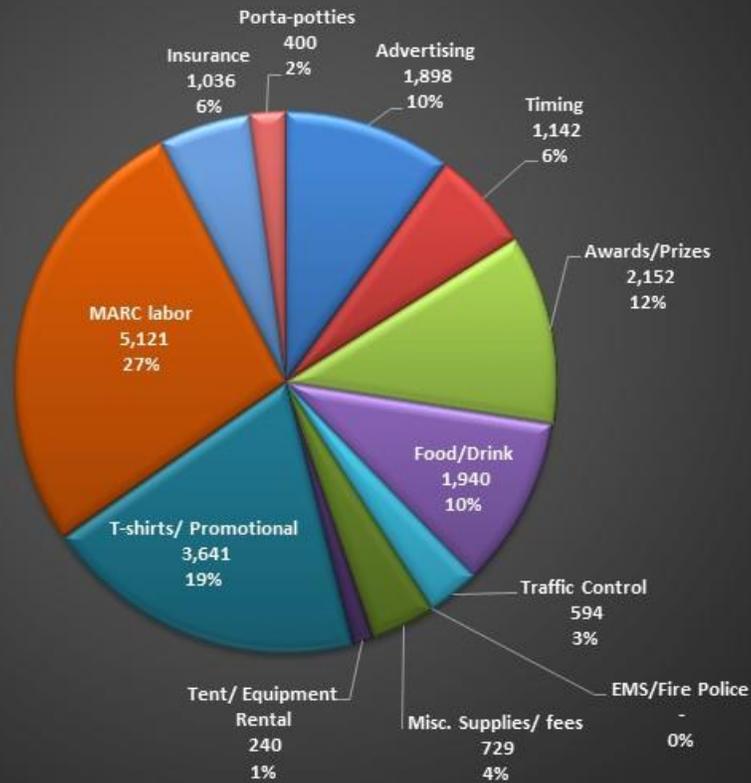
| ACCOUNTS PAYABLE | |
|-----------------------|-------|
| Stoudt expense report | 6,942 |
| | |
| | |
| | 6,942 |



2016 RIVER TOWNS RACE SERIES ACCOUNTING (YTD)

| | INCOME/EXPENSE | 2015/2016 Awards Ceremony | Humdinger | Montour Preserve Spring Fever Trail Runs | River Towns Half Marathon | World's End 50k/100k | Old Forge 5k | Montour 24 Endurance Runs | Montour Preserve Summer Heat Trail Runs | Hopewell Challenge MTB | Chilli Challenge | Robbins Run | Boneshaker CX | River Towns Race Series (general) | TOTALS |
|---------------------------|---------------------------------|---------------------------|-----------------|------------------------------------------|---------------------------|----------------------|----------------|---------------------------|-----------------------------------------|------------------------|------------------|--------------|-----------------|-----------------------------------|------------|
| INCOME | Racer Registration Fees | | 14,450.74 | 2,760.00 | 13,955.00 | | | | 70.00 | | 120.00 | 115.00 | | | 31,470.74 |
| | Sponsorships | | 90.91 | 90.91 | 90.91 | 90.91 | 90.91 | 90.91 | 90.91 | 90.91 | 90.91 | 90.91 | 90.90 | | 1,000.00 |
| | Commissioners' Grant | | 3,145.15 | 1,046.25 | 55.00 | - | - | 262.64 | 284.80 | 47.70 | 229.80 | - | - | 467.47 | 5,538.81 |
| EXPENSES (GRANT ELIGIBLE) | T-shirts/ Promotional | | (2,879.70) | (761.45) | | | | | | | | | | | (3,641.15) |
| | Advertising | | (265.45) | (284.80) | (55.00) | | | (262.64) | (284.80) | (47.70) | (229.80) | | | (467.47) | (1,897.66) |
| | Event Timing | | (1,142.00) | | | | | | | | | | | | (1,142.00) |
| | MARC labor (Stoudt) | (310.00) | (1,670.00) | (1,015.00) | (200.00) | - | (35.00) | (105.00) | (70.00) | - | (185.00) | (55.00) | - | (315.00) | (3,960.00) |
| | MARC labor (Beam) | - | (315.00) | (153.00) | - | - | - | - | - | - | - | - | - | - | (468.00) |
| | MARC labor (Piatt) | - | (386.75) | (306.00) | - | - | - | - | - | - | - | - | - | - | (692.75) |
| | Awards/Prizes | (328.38) | (1,823.13) | | | | | | | | | | | | (2,151.51) |
| | EMS / Fire Police Coverage | | - | | | | | | | | | | | | - |
| | Food/Drink | (467.21) | (1,473.19) | | | | | | | | | | | | (1,940.40) |
| | Insurance | | (355.00) | | (680.50) | | | | | | | | | | (1,035.50) |
| | Misc. Supplies & Fees | | (597.42) | | | | | | | | | | | | (597.42) |
| | Porta-Potties | | (400.00) | | | | | | | | | | | | (400.00) |
| | Refunds | | - | | | | | | | | | | (131.25) | | (131.25) |
| | Tent/ Equipment Rental | | (240.00) | | | | | | | | | | | | (240.00) |
| | Traffic Control (Flagger Force) | | (594.24) | | | | | | | | | | | | (594.24) |
| NET PROFIT/LOSS | (1,105.59) | 5,544.92 | 1,376.91 | 13,165.41 | 90.91 | 55.91 | (14.09) | 90.91 | 90.91 | 25.91 | 19.66 | 90.90 | (315.00) | 19,117.67 | |

2016 RIVER TOWNS RACE SERIES EXPENSES



ASSISTANT DIRECTOR'S REPORT

The assistant director with the help of volunteers cleaned, packed and stored the equipment and materials from the maple sugaring programs. He put together the spring newsletter of programs and offered two public programs attended by 62 people. The assistant director met with the Susquehanna MOPAR Muscle Car Club and received a donation of \$500.00 toward childrens' programming. He assisted with a cleanup day at Montour Preserve and helped with the Montour Spring Fever Runs.

Jon Beam
4/7/16

MAINTENANCE TECHNICIAN'S REPORT

Weekly Items:

open center up 2 days a week and other days as directed

clean and restock restrooms @ VC/EEC and picnic areas

always garbage cans to empty somewhere and pick up after people that can't find the cans.

clean windows as needed

fill bird feeders

Canal trail worked with volunteers clearing trees for new sections of trail

Hess Fields worked with Bob clearing trees that fell on trail, we also emptied garbage cans and picked up after athletic teams using the fields

VC/EEC:

cleaned rain gutters and trimmed back trees overhanging roof areas (1 PPL retiree helped me)

sprayed weeds coming up in cracks in the asphalt

pulled snow plow markers

worked with volunteers cleaning up flower beds (my truck and trailer)

Spring Fever Race: (also volunteers worked)

fixed wash outs on trail

cleaned and trimmed trail

put up markers for race (using 4 - wheeler and trailer) and also removal

Alder trail, removed tree blocking trail

PTMT

Dennis Piatt

4/5/16

DIRECTOR'S REPORT

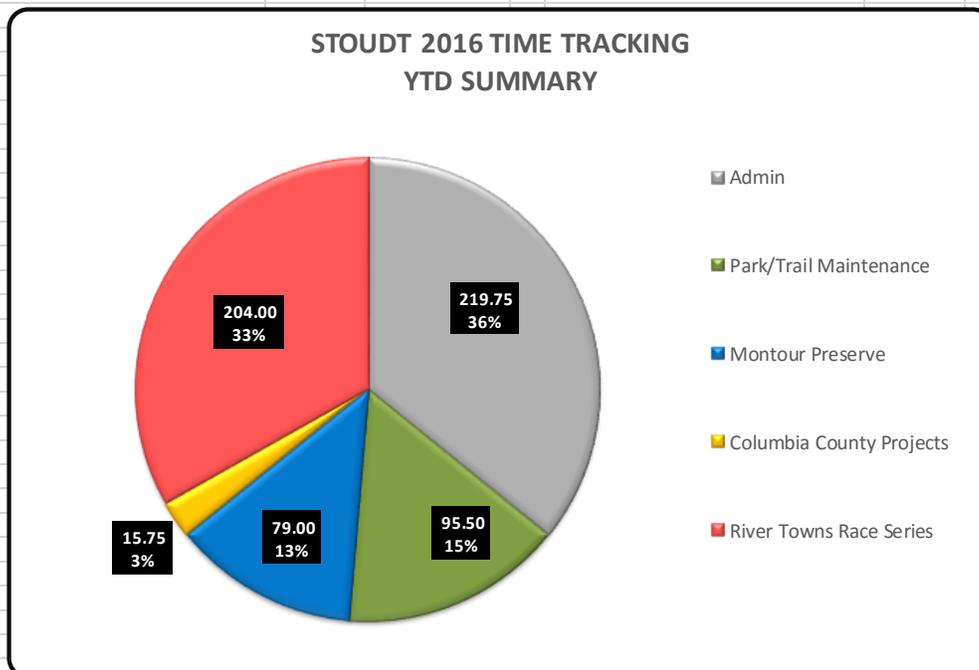
Director's Time Tracking

| PROJECT | YTD TOTAL HOURS | MARCH | | | | | | | | | | | | APRIL | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------------|-----------------|-------|-------|------|-------|-------|------|------|------|------|------|------|------|-------|-------|-------|------|------|------|------|-------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|------|-------|------|------|------|------|------|------|------|
| | | 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 | 1 | 2 | 3 | 4 | 5 | 6 | | | | |
| MARC admin | 219.75 | 2.00 | 1.50 | 1.00 | 0.75 | | 0.25 | 1.00 | 1.50 | 2.00 | 4.00 | 5.00 | 1.50 | 2.50 | 9.00 | 4.50 | 2.00 | 1.50 | 3.00 | 0.75 | 0.50 | 7.00 | 2.25 | 1.50 | 1.00 | 2.50 | 2.00 | 1.00 | 1.50 | 1.50 | 1.75 | 0.75 | | | | | 0.50 | 1.50 | 4.00 | | | |
| Other projects / events | 29.75 | 3.50 | | | | | | | | 6.00 | | | | | | | | | | | | | 1.50 | | | | | | | | | 3.50 | | | | | | 2.00 | 1.50 | | | |
| East Branch Recreation Area | 4.25 | | | | | 0.25 | | | | 0.25 | 0.25 | | | | | | | 0.25 | | | | | | | | | | | | | | | | | | | | | | 0.25 | | |
| Hess Recreation Area | 22.25 | 0.25 | 0.25 | 0.25 | 0.25 | | 0.25 | 0.25 | 0.25 | | 0.25 | 0.25 | 0.25 | 0.75 | 0.25 | 0.25 | 1.75 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | | | | | | | | | | | 0.25 | 0.25 | 0.50 | 0.50 | | |
| Hopewell Park / Danville Farm Trails | 5.50 | | | | | | | | | 1.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.25 | | |
| North Branch Canal Trail | 33.25 | 0.25 | 0.25 | 0.25 | | | 0.25 | 1.50 | 0.25 | 0.50 | | | | | | | 0.50 | 4.00 | 4.00 | | | | | | | | | | | | | | | | | | | | 0.25 | 0.25 | 0.50 | |
| River Drive trailhead / river access | 0.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Montour Preserve admin | 34.25 | 0.25 | 0.25 | 0.75 | | | | 0.25 | 0.25 | 0.25 | | | | 1.50 | 0.50 | 2.00 | 0.50 | 0.25 | 0.25 | 0.25 | 1.00 | 0.25 | 1.50 | 0.75 | 1.25 | | | | | | | | | | | | 0.75 | 0.75 | 1.50 | 0.25 | 1.00 | 0.25 |
| Montour Preserve programming | 7.25 | | | | | 2.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Montour Preserve maintenance | 37.50 | | | | | | 1.00 | | | | | | 1.50 | | | | | | 0.50 | | 2.00 | | | | | | | | | | | | | | | | | | | | 1.00 | |
| Columbia Co. admin/misc. | 0.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Columbia Co. North Branch Canal Trail | 14.75 | | | | | | 0.25 | 1.50 | 0.25 | 0.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.50 | |
| Columbia Co. Fishing Creek | 0.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Columbia Co. other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Columbia Co. other 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Columbia Co. other 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RTRS Admin / Misc. | 15.75 | 0.25 | 1.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RTRS Awards Luncheon | 15.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Humdinger Trail Races | 83.50 | 8.00 | 6.50 | 2.00 | 11.00 | 13.50 | 1.00 | 7.00 | 0.50 | 2.25 | 2.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Montour Preserve Spring Fever Trail Runs | 56.25 | 0.25 | 0.50 | | | | | 0.75 | 0.25 | 2.00 | 1.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| River Towns Half-Marathon | 10.50 | | | | | | | 0.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Worlds End 50k / 100k | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Old Forge Brewing Co. 5k | 1.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Montour 24 Endurance Runs | 5.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Montour Preserve Summer Heat Trail Runs | 3.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hopewell Challenge Mountain Bike Race | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chilli Challenge | 9.25 | | | | | | | | | 0.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Robbins Run 5k / 10k | 2.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boneshaker Cyclocross | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DAILY TOTALS | 614.00 | 14.75 | 10.25 | 4.00 | 12.25 | 13.50 | 3.50 | 9.75 | 6.50 | 3.50 | 9.75 | 8.00 | 7.50 | 3.25 | 12.25 | 10.25 | 6.75 | 4.00 | 1.50 | 1.25 | 11.50 | 3.75 | 5.25 | 3.50 | 4.50 | 3.50 | 1.00 | 7.00 | 7.00 | 11.25 | 11.50 | 14.00 | 11.25 | 2.50 | 10.00 | 6.00 | | | | | | |
| WEEKLY PAYROLL TOTAL | 73.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIWEEKLY PAYROLL TOTAL | 146.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAYROLL PERIOD | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAYROLL PERIOD | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WEEKLY PAYROLL TOTAL | 20.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DIRECTOR'S REPORT (continued)

Director's 2016 Year-to-Date Time Accounting

| 2016 STOUDT TIME ACCOUNTING YEAR-TO-DATE SUMMARY | | | 2016 STOUDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY | | |
|-----------------------------------------------------|---------------|--------------------------------|---------------------------------------------------------------------------|---------------|------------------|
| TASK | HOURS | COST W/O TAXES (\$20.00/hr) | TASK | HOURS | COST |
| MARC admin | 219.75 | \$ 4,395.00 | Admin | 219.75 | 4,395.00 |
| Other projects / events | 29.75 | \$ 595.00 | Park/Trail Maintenance | 95.50 | 1,910.00 |
| East Branch Recreation Area | 4.25 | \$ 85.00 | Montour Preserve | 79.00 | 1,580.00 |
| Hess Recreation Area | 22.25 | \$ 445.00 | Columbia County Projects | 15.75 | 315.00 |
| Hopewell Park / Danville Farm Trails | 5.50 | \$ 110.00 | River Towns Race Series | 204.00 | 4,080.00 |
| North Branch Canal Trail | 33.25 | \$ 665.00 | 2016 YTD TOTALS | 614.00 | 12,280.00 |
| River Drive trailhead / river access | 0.50 | \$ 10.00 | | | |
| Montour Preserve admin | 34.25 | \$ 685.00 | | | |
| Montour Preserve programming | 7.25 | \$ 145.00 | | | |
| Montour Preserve maintenance | 37.50 | \$ 750.00 | | | |
| Columbia Co. admin/misc. | 0.75 | \$ 15.00 | | | |
| Columbia Co. North Branch Canal Trail | 14.75 | \$ 295.00 | | | |
| Columbia Co. Fishing Creek | 0.25 | \$ 5.00 | | | |
| Columbia Co. other | - | \$ - | | | |
| Columbia Co. other 2 | - | \$ - | | | |
| Columbia Co. other 3 | - | \$ - | | | |
| RTRS Admin / Misc. | 15.75 | \$ 315.00 | | | |
| RTRS Awards Luncheon | 15.50 | \$ 310.00 | | | |
| Humdinger Trail Races | 83.50 | \$ 1,670.00 | | | |
| Montour Preserve Spring Fever Trail Runs | 56.25 | \$ 1,125.00 | | | |
| River Towns Half-Marathon | 10.50 | \$ 210.00 | | | |
| Worlds End 50k / 100k | - | \$ - | | | |
| Old Forge Brewing Co. 5k | 1.75 | \$ 35.00 | | | |
| Montour 24 Endurance Runs | 5.25 | \$ 105.00 | | | |
| Montour Preserve Summer Heat Trail Runs | 3.50 | \$ 70.00 | | | |
| Hopewell Challenge Mountain Bike Race | - | \$ - | | | |
| Chilli Challenge | 9.25 | \$ 185.00 | | | |
| Robbins Run 5k / 10k | 2.75 | \$ 55.00 | | | |
| Boneshaker Cyclocross | - | \$ - | | | |
| 2016 YTD TOTAL HOURS | 614.00 | \$ 12,280.00 | | | |



DIRECTOR'S REPORT (continued)

GRANTS

- **Montour County Commissioners' 2016 Tourism Fund grants**
 - \$10,000 granted on 1/26/16 for 2016 River Towns Race Series advertising / promotion
 - As of 4/6, \$4,461.19 remains earmarked in MARC's account
 - \$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

- **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
 - Funds released to Susquehanna Greenway Partnership, received on 4/4
 - Check to be cut to MARC on 4/8, anticipated 4/11
 - 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

DIRECTOR'S REPORT (continued)

PROJECTS/MANAGED SITES

• East Branch Recreation Area

- \$4,619.84 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 provided 2016/2017 cost estimates to Talen Energy on 3/10
 - Per email correspondence with Talen Energy officials, an updated lease agreement is anticipated before MARC's April meeting
 - Annual payment will decrease from \$10,000 to \$9,000
 - Talen Energy will be responsible for any significant vandalism repairs (greater than \$250)

• 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

- Installation of temporary signage has begun (see image below)
 - Design, fabrication and installation being done by volunteer Kevin Bowie, with input from Dave Decoteau and Stoudt
- User feedback will be considered for 2 – 3 months until higher quality permanent signage can be purchased and installed (funding permitting), preferably before the 9/3/16 Hopewell Challenge Mountain Bike races
- Final trail connection alignments being marked by Dave Decoteau; pending approvals by Danville Borough / Montour County Conservation District as needed, trail work anticipated late spring/early summer



DIRECTOR'S REPORT (continued)

PROJECTS/MANAGED SITES (continued)

- **Hess Recreation Area**

- Fencing around the parking lot is reaching the point where it can no longer be repaired; maintenance is required on a nearly daily basis
 - Subject to Borough approval, MARC may wish to replace the wooden fencing with extra boulders still on site, left over from road reconstruction project
- Despite repeated requests, Montour County Bucks have not yet paid the required user fee, submitted a use application form or formally confirmed requested dates of use
 - Group has complained to Montour County Commissioners that they are being treated poorly
 - Group left the park in poor condition after their 4/2 event, including excessive trash, picnic tables left in the middle of the fields, substantial messes in the men's restroom, excessive mess in the pavilion and numerous sections of fencing knocked down
- Multiple user groups have been leaving excessive trash on fields, around the skatepark and in the pavilion; excessive dirt and mud is also becoming a problem in the pavilion and on the tables
 - Stoudt has contacted user groups to request assistance with cleanup after each use
 - formal warnings will be issued if problems persist
 - if problems continue, groups will be required to forfeit some or all of their security deposits and/or will be denied future use of the site
- 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 continued heavy use of the site throughout 2016

DIRECTOR'S REPORT (continued)

PROJECTS/MANAGED SITES (continued)

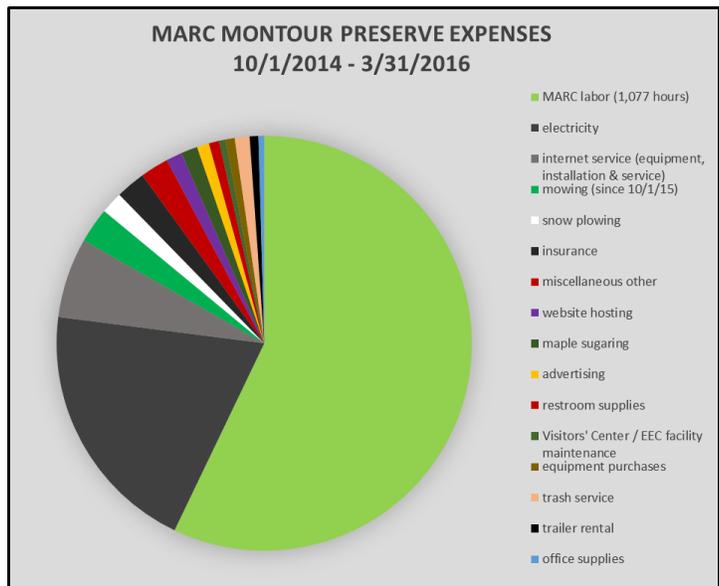
- **North Branch Canal Trail**

- All required permits are now in hand; work can proceed on all required tasks
- material acquisition and construction tasks are expected to be put out to bid after this meeting
- Columbia County land transfer must 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
- 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

- **Montour Preserve**

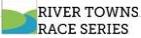
- \$154,339.18 raised to date from more than 300 donors (\$113,195.55 donated to CSCF fund; \$30,143.63 donated directly to MARC; \$11,000 in pledges yet to be received)
- USG has pledged \$10,000 (\$5,000 for immediate release; \$5,000 for release later this year), as well as the donation of a used utility vehicle
- Stoudt continues to seek possible watercraft and other concessionaires
- Action needed on security system replacement, Canada goose control and restroom/facility cleaning (agenda items for this meeting)

| MARC ACCOUNTING UPDATE | |
|------------------------------------------------------|---------------------|
| MONTOUR PRESERVE | |
| REVISED 4/5/2016 | |
| REPORTING PERIOD 10/1/2014 - 3/31/2016 | |
| (ENTIRE PERIOD OF MARC ENGAGEMENT W/ PRESERVE) | |
| EXPENSE | AMOUNT |
| MARC labor (1,077 hours) | \$ 21,060.81 |
| electricity | \$ 7,342.61 |
| internet service (equipment, installation & service) | \$ 2,299.87 |
| mowing (since 10/1/15) | \$ 1,010.00 |
| snow plowing | \$ 630.00 |
| insurance | \$ 851.36 |
| miscellaneous other | \$ 812.22 |
| website hosting | \$ 461.61 |
| maple sugaring | \$ 474.82 |
| advertising | \$ 350.00 |
| restroom supplies | \$ 295.69 |
| Visitors' Center / EEC facility maintenance | \$ 182.71 |
| equipment purchases | \$ 265.00 |
| trash service | \$ 425.00 |
| trailer rental | \$ 250.00 |
| office supplies | \$ 164.39 |
| EXPENSE TOTAL | \$ 36,876.09 |



DIRECTOR'S REPORT (continued)

RIVER TOWNS RACE SERIES

|  | 2016 RIVER TOWNS RACE SERIES | | | | | | | | | | |  |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------|---------------------------|---------------------|--------------------------|----------------------------|-----------------------------------------|---------------------------------------|------------------|--------------------|-----------------------|-------------------------------------------------------------------------------------|
| | SEASON OVERVIEW AND ECONOMIC IMPACT REPORT | | | | | | | | | | | |
| | Humdinger Trail Races | Montour Preserve Spring Fever Trail Runs | River Towns Half Marathon | Worlds End 50k/100k | Old Forge Brewing Co. 5k | Montour 24 Endurance Races | Montour Preserve Summer Heat Trail Runs | Hopewell Challenge Mountain Bike Race | Chilli Challenge | Robbins Run 5k/10k | Boneshaker Cyclocross | 2016 SEASON TOTALS |
| DATE | March 5 | April 2 | May 7 | May 21 | June 11 | July 23 | August 13 | September 3 | September 24 | October 15 | November 19 | X |
| ACTUAL NUMBER OF RACERS | 283 | 123 | | | | | | | | | | 406 |
| TOTAL PAID REGISTRATIONS | 308 | 148 | | | | | | | | | | 456 |
| PRE-SEASON ATTENDANCE PROJECTION | 300 | 150 | 300 | 300 | 300 | 125 | 150 | 75 | 200 | 200 | 50 | 2150 |
| MALE / FEMALE | 136 (44%) / 172 (56%) | 58 (39%) / 89 (61%) | | | | | | | | | | X |
| AVERAGE AGE | 38 | 39 | | | | | | | | | | X |
| YOUNGEST / OLDEST | 8 / 76 | 5 / 69 | | | | | | | | | | X |
| NUMBER OF RACERS FROM >50 MILES AWAY (EXCLUDING THOSE WHO DID NOT ATTEND RACE) | 94 (33%) | 15 (12%) | | | | | | | | | | 94 |
| NUMBER OF STATES REPRESENTED | 8 (AR, DC, MA, MD, NJ, NY, PA, WA) | 2 (PA & NY) | | | | | | | | | | 8 |
| AVERAGE AMOUNT SPENT PER RACER ON FOOD / LODGING / GAS / OTHER (EXCLUDES RACE REGISTRATION FEES) | \$38.78 | \$33.00 | | | | | | | | | | X |
| ESTIMATED TOTAL AMOUNT SPENT ON FOOD / LODGING / GAS / OTHER (EXCLUDES RACE REGISTRATION FEES; INCLUDES ONLY THOSE WHO ATTENDED) | \$10,975 | \$4,059 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$15,034 |
| ESTIMATED TOTAL DIRECT ECONOMIC IMPACT OF RACE (INCLUDES RACE REGISTRATION FEES AND ALL EXPENSES PAID BY RACE) | \$25,500 | \$7,500 | | | | | | | | | | \$33,000 |

OTHER / MISCELLANEOUS

- Montour County Auditors 2015 audit complete – no issues noted

UPCOMING EVENTS AND MEETINGS

- 4/12 Montour County Commissioners' meeting (North Branch Canal Trail borrowing)
- 4/23 & 4/24 National Club Softball Association tournament (F.Q. Hartman Rec. Area)
- 5/7 **RIVER TOWNS HALF-MARATHON (VOLUNTEERS NEEDED)**
- 5/9 MARC May meeting

RECEIPTS TO BE PROVIDED DURING MEETING

| Expense Report | | | |
|-----------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------|
| Transaction Date | Description | Account | Amount |
| 3/8/16 | USPS Danville (Humdinger mailing) | RTRS - Humdinger misc. | 6.13 |
| 3/14/16 | USPS Danville (Humdinger mailing) | RTRS - Humdinger misc. | 6.45 |
| 3/15/16 | Shutterfly (customized water bottles for Montour Preserve Spring Fever Trail Runs) | RTRS - Spring Fever Trail Runs awards | 287.35 |
| 3/18/16 | USPS Danville (Humdinger mailing) | RTRS - Humdinger misc. | 1.42 |
| 3/20/16 | HughesNet (Montour Preserve internet service) | Montour Preserve | 151.18 |
| 3/21/16 | Amazon.com (printer toner cartridges) | office supplies | 123.25 |
| 3/25/16 | Dinn Brothers (RTRS - Spring Fever Trail Runs awards) | RTRS - Spring Fever Trail Runs awards | 15.50 |
| 3/25/16 | Amazon.com (paper towels) | Montour Preserve | 75.02 |
| 3/26/16 | MailChimp (email advertising) | \$16.67 Montour Preserve; \$16.67 misc. expenses; \$16.66 River Towns Race Series advertising | 50.00 |
| 3/29/16 | Amazon.com (toilet paper) | Montour Preserve | 50.26 |
| 3/29/16 | diesel fuel (tractor fuel for trail work) | Montour Preserve | 11.83 |
| 3/29/16 | West Branch Rental (trailer rental) | Montour Preserve | 210.00 |
| 3/30/16 | Maxwell Medals (River Towns Half-Marathon medals) | RTRS - River Towns Half Marathon awards/prizes | 1,630.00 |
| 4/1/16 | Facebook (RTRS Half Marathon advertising) | RTRS - River Towns Half Marathon advertising | 17.21 |
| 4/1/16 | Cole's Hardware (bar & chain oil, weed killer, trash bags) | Montour Preserve | 71.49 |
| 4/1/16 | Bloom Naturally (trail mix and banana chips) | RTRS - Spring Fever Trail Runs food & drink | 20.88 |
| 4/1/16 | Leslie Jordan (Half Marathon t-shirts) | RTRS - River Towns Half-Marathon t-shirts | 4,214.25 |
| 4/5/16 | Cole's Hardware (leaf rake, shovel & pruners) | park maintenance tools & supplies | 66.75 |
| 4/6/16 | Amazon.com (printer toner cartridges) | office supplies | 101.43 |
| 4/6/16 | WalMart (printer toner cartridges) | Montour Preserve | 118.68 |
| 4/7/16 | Amazon.com (printer toner cartridges) | Montour Preserve | 144.87 |
| EXPENSE REPORT TOTAL | | | \$ 7,373.95 |
| Name: | Robert Stoudt | Date Submitted: | 4/11/2016 |
| Signature: |  | | |
| | | Date Paid: | |
| Approved by: | | | |
| | | Check #: | |

**PENNSYLVANIA MASTER NATURALIST
PARTNERSHIP AGREEMENT**

This PARTNERSHIP Agreement, effective this _____ (Date), is executed between the Pennsylvania Master Naturalist, 501(c)(3) nonprofit corporation, (administrative office located at 197 Montour Road, Elysburg, PA 17824); and the Montour Area Recreation Commission, hereinafter "MARC" (each individually a "Party" and together the "Parties").

WHEREAS, the purpose of this Agreement is to enhance existing natural resources stewardship, education and outreach activities for MARC and other organizations in the region by providing natural history training at the local level, thereby developing a supply of dedicated, informed and certified "PA Master Naturalist" volunteers; and,

WHEREAS, MARC will serve as a "Coordinating Partner" and facilitate the training of citizen volunteers in accordance with Pennsylvania Master Naturalist program and its policy; and,

WHEREAS, MARC, the "Coordinating Partner", will help Pennsylvania Master Naturalist broaden its reach by increasing the number of trained certified PA Master Naturalist volunteers regionally and statewide; and,

WHEREAS, MARC, the "Coordinating Partner", will become part of a statewide effort to increase natural resource conservation efforts by engaging trained citizen volunteers in interpretation/education, natural resource stewardship, citizen science and program support in local communities throughout Pennsylvania.

WHEREAS, Pennsylvania Master Naturalist is a partnership initiative and can provide trained and dedicated volunteer leadership to advance volunteer stewardship and education goals at MARC; and,

WHEREAS, the parties agree there is a public benefit in sharing resources to complement their mutual missions.

Therefore, the parties to this Agreement, intending to be legally bound, specify the following terms and conditions of their Agreement:

A. PRELIMINARY PARAGRAPHS

The Preliminary Paragraphs contained above will be incorporated into the body of this Agreement.

B. RESPONSIBILITIES OF Pennsylvania Master Naturalist

1. Manage all administrative aspects of regional and statewide program, including participant enrollment, volunteer recognition, program assessment and evaluation. Oversee and manage the tracking of service and advanced training hours regionally and statewide.
2. Coordinate an Advisory Council; summarize and implement outcomes from these meetings.
3. Provide “Coordinating Partner” training to a MARC staff member or an experienced volunteer who will be coordinating the initial 55-hour Volunteer Training Course (also referred to as “Core Training”).
4. Provide Training Manual and curriculum materials for the 55-hour volunteer training course (curriculum content is developed regionally with the guidance of the Advisory Council).
5. Coordinate annual meeting event for Pennsylvania Master Naturalist participants and partners.

C. RESPONSIBILITIES OF MARC (“Coordinating Partner”)

1. Serve as a “Coordinating Partner” in the PA Master Naturalist program (as per definition below).
2. Host and facilitate an initial core training course for Pennsylvania Master Naturalist Trainees. A “Coordinating Partner” is expected to provide one Pennsylvania Master Naturalist core training course annually in their first two years in either the spring (March – May) or fall (August – October) seasons. A course consists of a minimum of 55 educational contact hours.
3. Provide a staff member or experienced volunteer to act as the local “Training Coordinator.” Training Coordinators must have the following educational and/or professional experience: a minimum of either a Bachelor's degree in environmental science, education, or related field; or demonstrated comparable practical experience providing natural resource conservation education programs. MARC may partner with other organizations to assist in coordinating the training. Partners may provide classroom space, instructors, and may serve as the class facilitators at their facilities. Training Coordinators must engage in a Pennsylvania Master Naturalist Coordinator Training Workshop provided by Pennsylvania Master Naturalist.
4. Review the Coordinating Partner’s Manual and follow the specified guidelines as stated in the Requirements for a Pennsylvania Master Naturalist Volunteer Training Course.
5. Coordinate and facilitate the logistics of the Pennsylvania Master Naturalist Core Training (with support from Pennsylvania Master Naturalist), including developing and coordinating the schedule in cooperation with Pennsylvania Master Naturalist, arranging for and securing instructors for field trips and classroom sessions, attending all of core training classes and serving as the on-site host, and presenting program informational sessions during training. A “Coordinating Partner” will provide or secure a classroom that has the capability to show PowerPoint slides (computer and projector) for all class sessions except the field trips.
6. Local training coordinators will be invited to attend annual meetings with regional “Coordinating Partners” and Pennsylvania Master Naturalist.

D. Shared Responsibilities

1. Marketing of the program.

2. Participant oversight and management. In association with Pennsylvania Master Naturalist core training, MARC will be responsible for trainee and volunteer oversight and management occurring on-site or under the supervision or leadership of their staff (e.g. ensuring a safe learning, training, and work environment, communicating crisis management plan in the event of an emergencies, etc.). Pennsylvania Master Naturalist will be responsible for trainee and volunteer oversight and management that occurs off-site or under the supervision or leadership of their staff.

3. Pennsylvania Master Naturalist and MARC will share in the liability for citizen volunteers engaging in training and service activities at MARC facilities and properties. (The “Coordinating Partner” would only be liable for activities occurring at their facilities and properties, and under their supervision).

E. Financial Considerations

1. Pennsylvania Master Naturalist Core Training Course Tuition: The “Coordinating Partner” will receive a portion of each enrollee’s training course tuition to help defray training cost. The “Coordinating Partner” will receive \$50 per participant. The overall tuition of Pennsylvania Master Naturalist core training does not cover all of the annual costs associated with administering or implementing the program of Pennsylvania Master Naturalist; and additional funds are sought through grants, sponsorships and other contributions in partnership with “Coordinating Partners” to sustain Pennsylvania Master Naturalist and keep tuition costs for participants low.

2. Pennsylvania Master Naturalist will work closely with “Coordinating Partners” to assist in identifying local/regional funding opportunities, such as local business sponsorships, individual contributions, and opportunities for partnership grants as well as work together on fundraising events.

F. Term of Agreement:

1. This agreement will commence upon the date the final required signature is affixed below and continue through December 31, 2018. This agreement may be modified or amended upon written agreement of the parties and may be terminated upon written notice by either party. Termination notice should be made by either party at least 8 months in advance of Pennsylvania Master Naturalist Core Training Course facilitated by MARC.

G. Definitions

Program Partner—Program Partners are organizations, institutions and agencies who provide in-kind program support, in the form of staff time, facility use, and materials and/or provide service and advanced training opportunities for Master Naturalist trainees and volunteers. Program Partners are invited to join the regional Advisory council, which is involved in regional curriculum development and program implementation.

“Coordinating Partner” —“Coordinating Partner”s are organizations, institutions and agencies who are already program partners and also coordinate and implement the PA Master Naturalist 55-hour volunteer training course. “Coordinating Partner”s must commit a staff member or volunteer to coordinate the logistics and implementation of the local core training course (“Training Coordinator”).

Sponsoring Partner – Sponsoring Partners support the program with a financial contribution. The relationship of the Sponsoring Partner to the program is outlined on a case-by-case basis in a Memorandum of Understanding. Sponsoring Partners are invited to join the Executive Council.

Advisory Council – An Advisory Council are composed of representatives from partner organizations and Pennsylvania Master Naturalist. Advisory Councils provide guidance and input on program and curriculum development, so that program goals and objectives meet the needs and expectations of local and regional communities.

Pennsylvania Master Naturalist Trainee – Participant of the PA Master Naturalist program in their first year.

Pennsylvania Master Naturalist Volunteer – Participant of the PA Master Naturalist program who has completed their first year and whose status in the program is active.

The authorized representatives of the parties execute this Agreement as of the date indicated below.

Signature of Administrator for
Pennsylvania Master Naturalist

Signature of MARC Representative

Administrator (Please print or type name)

MARC Representative (Please print or type name)

Title of Administrator (Please print or type)

Title of MARC Representative (Please print or type)

Date

Date

Internship Agreement

This agreement establishes the relationship between Bloomsburg University of Pennsylvania (referred to as the "University"), an educational institution in the State System of Higher Education, Commonwealth of Pennsylvania and Covanta (referred to as the "Organization").

The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

I. Duties and Responsibilities of the University

1. The University will be responsible for internships that are conducted during a regular academic semester(s) or scheduled summer term(s). The University and the organization agree to schedule the internship hours to mutually benefit all parties involved and to conform to the scheduling formula of 40 hours of site contact to equal one credit.
2. The University shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
3. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The University will assign a faculty member to monitor and evaluate the student's performance during the internship. The University will assume all costs associated with faculty supervision of the intern.
5. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The University agrees to advise students of any known policies, procedures, and requirements of the internship as specified by the Organization.
7. The University, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at meetings/seminars or activities that may take the intern away from the assignment.
8. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program, as long as the Organization has been notified in advance.
9. The Organization understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A.
§§8521, *et seq*

II. Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of all selection criteria and any requirements of the selection process including but not limited to background investigations, drug testing, health screenings etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises. The total scheduled hours will comply with standards established by the University for the award of credit hours: 40 hours of site contact equals one credit. The minimum internship is 120 hours for a semester or summer term.
5. The Organization, at the beginning of the internship, determines the amount of compensation, if any, received by the intern. The Organization will inform the University if interns will receive an hourly wage, stipend or will serve in a non-paid capacity.
6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the University on a student's internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization
8. The Organization agrees to make every possible accommodation to the University's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend university required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the University has been notified in advance and a satisfactory resolution cannot be obtained.

III. Mutual Terms and Conditions

1. This Agreement will last for 5 years from the date of the final signature below. Either the University or the Organization may terminate this agreement with 90 days notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their internship. In the event of a substantial breach, either party may terminate this agreement.
2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. BU students are protected by the Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990. Covanta agrees to cooperate with BU in its investigation of claims of discrimination.
3. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
4. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
5. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.
6. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

The authorized representatives of the parties have executed this Agreement as of the date indicated below.

Bloomsburg University of Pennsylvania



Authorized Signature

Authorized Signature

John F. Loonan
VP for Administration

Print Name/Title

EFFECTIVE DATE OF AGREEMENT: (date of last signature) _____

Approved by SSHE Legal Counsel 9/7/02

5. APHIS WS personnel will be available to provide technical assistance to Montour Preserve in further deterring Canada geese and preventing other wildlife damage.

The above APHIS WS activities are fully provided for by the Pennsylvania Game Commission, Bureau of Wildlife Protection, Special Use (Depredation/Collecting) Permit and the US Fish and Wildlife Service Depredation permit issued to the Director and/or the WS PA State Director. Activities will be conducted with regular and overtime hours worked as necessary to accomplish the objectives of this program.

Bob Stoudt

From: Austin, Steve <saustin@tyco.com>
Sent: Wednesday, March 23, 2016 10:06 AM
To: rstoudt@montourec.com
Subject: Alarm system

Follow Up Flag: Followup
Flag Status: Flagged

Good morning Bob,

I wanted to email you to recap our conversation. First and foremost is that Tyco can take over the monitoring of your system. However, in order to do so, we need to come out and inspect and test the system and there is a charge for that. On average 1200-1500 dollars, and it could be more depending. If it passes, then we can take it over. If it doesn't pass, then it needs to be brought up to working order through repair, or replacement. Your existing panel is old and outdated, and we are unable to service it. All of that to say, that your best bet is to replace the system, but obviously the decision is up to you.

A few other things. Since you had initially received our estimate, our labor rates went up a bit, however due to the nature of the situation etc, I kept the quoted price the same- \$3948 for the parts, pieces, and install. At that time, we were told that PPL would still monitor the system. Since this would be for us to monitor the system, your cost would be \$600/ year (or you can pay it quarterly or monthly)

My personal feeling is that the inspection of your current system will be a waste of money, only telling us what we know already.

If you have ANY questions in the mean time, please don't hesitate to reach out.

Have a good one

Steve Austin
Commercial Account Executive
Williamsport PA
Cell 570-772-3333

Tyco Integrated Security
6330 Hedgewood Drive
Suite 250
Allentown PA 18106



This e-mail contains privileged and confidential information intended for the use of the addressee named above. If you are not the intended recipient of this e-mail, you are hereby notified that you must not disseminate, copy or take any action in respect of any information contained in it. If you have received this e-mail in error, please notify the sender immediately by e-mail and immediately destroy this e-mail and its attachments.



Montour Area Recreation Commission
700
Danville, PA 17821
Estimate Name: PPL Visitor Center 2015

DATE 12/14/2015

DEAR Bob:

Thank you for allowing Tyco Integrated Security (Tyco) the opportunity to provide Montour Area Recreation Commission with our proposal for Montour Visitor Center 2015.

As an industry leader, Tyco's desire is to bring experience, industry insight and value to our customers by providing solutions that deliver lasting results while help keeping risk to a minimum. Your business is our business and helping to reduce your losses while improving operations means Tyco is consistently evaluating your issues and needs.

Tyco provides integrated security solutions to businesses like yours throughout the world. In North America, Tyco maintains over 200 full-service brick and mortar offices, staffed by more than 10,000 company-trained employees, including over 3,700 service personnel. With unparalleled presence across the U.S., Tyco service and installation teams are specially trained and focused on our technology offerings.

We are proud of our history, financial strength and depth and breadth of services we offer and I look forward to discussing our proposal with you and showing you why Tyco is the premier leader in the electronic security industry.

I offer you my personal commitment to help ensure Tyco meets your business needs.

Sincerely,

Melinda Irwin
Commercial Business Solutions

License Information: AL 2014/15-1498,1499,1500,1501,1502,1542,594,595 The Security Industry is governed by the rules and regulations of the Alabama Electronic Security Board of Licensure. If you would like information on these rules and regulations or would like to register a complaint you can contact the Board at AEBBL 7966 Vaughn Rd., Montgomery 36116, (334) 264-9388 Fax: 334-264-9332 AK 38381, 5430 Fairbanks Street, Suite 8 Anchorage, AK 99507 AR 0030740116, 003587, Regulated by Arkansas Bd. of Private Investigators & Private Security Agencies, #1 State Police Plaza Dr., Little Rock 72209, (501) 518-8600 AZ ROC281489 CA ACO7207, 977249; alarm company operators are licensed and regulated by the Bureau of Security & Investigative Services, Dept. of Consumer Affairs, Sacramento, CA 95814 DC ECS1327 FL EF20000413, EF20000890, EF20000341, EF0000478 GA LVA002833, LVA205386, LVA204776, LVA205526, LVU001160, LVU004635 HI CT-32427 IL 127001526 MA 45-C MI 3601205461, 5103373, 6060 Torrey Rd. Suite F Flint, MI 48504; MN T8651063 MS 16024088 NC 846-CSA, 4901 Glenwood Ave., Suite 200, Raleigh, NC 27612, (919) 788-5320 NM 375283 NV 0077542 NY 12000305846, Licensed by NYS Dept. of State OH E16782, 50-18-1052, 50-25-1050, 50-29-0003, 50-48-1032, 50-57-1119, 53-31-1582 OK 67 OR CLE322, 197010; PA Pennsylvania Home Improvement Contractor Registration Number; PAD10083 RI 18004, TSC2726, AF-09170 TN C-1704,-1705,-1706,-1707,-1708,-1709,-1710,-1711 TX B00536, 4200 Buckingham Road Site 150, Ft. Worth, TX 76115 - Dept of Public Safety, Private Security 5805 N. Lamar Blvd, Austin 78752 UT 8390557-6501 VA 11-7587, 11-7580, 11-7575, 11-7591, 11-7589, 11-7578, 2705147765A WA TYCOIS88600,11824 N Creek Pkwy, #105, Bothell, WA 98011 WV 050291.

Mississippi: MS 15024088. See a comprehensive list of licenses on www.tycos.com/about-us/legal. **California Customers Only:** Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act.

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TYCO INTEGRATED SECURITY CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION

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Montour Area Recreation Commission
700
Danville, PA 17821
Estimate Name: PPL Visitor Center 2015

Outright Sale Option

Provides your business with ownership of the electronic security equipment upon purchase.

Installation Investment Package: \$ 3948.00
Total Monthly Payment Including Preferred Services: \$ 0.00/month.

No services are provided. Service will be handled on a Time & Material basis.

TYCO INTEGRATED SECURITY CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION

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Montour Area Recreation Commission
700
Danville, PA 17821
Estimate Name: PPL Visitor Center 2015

SCOPE OF WORK FOR Montour Area Recreation Commission

This proposal presented by Tyco is being provided at the request of Montour Area Recreation Commission to successfully meet the specifications of the PPL Visitor Center 2015 Project at the 700 Preserve Rd, Danville, PA 17821 location.

Special Note:

With the upgrade and / or conversion of the current security system any of the existing cable along with the wiring configurations or existing devices are found to be non-functional or non-compatible with the changes that are required with the system the customer will be notified of the issues, the necessary corrections and the additional costs, if any, prior to the completion of the work.

We propose to install and maintain a FA system which will consist of the following:

Contact Information:

Bob Stoudt

System Operation:

Tyco IS will upgrade the current security system by replacing the D8112 control panel and keypads. The control panel is in the utility room in the old section with 3 keypads (there could possibly be more since the old house was not open for review), there is a keypad in the old section entrance and one in the new section entrance.

The panel will be tested in to PPL monitoring center via two phone lines.

Special Note:

With the upgrade and / or conversion of the current security system any of the existing cable along with the wiring configurations or existing devices are found to be non-functional or non-compatible with the changes that are required with the system the customer will be notified of the issues, the necessary corrections and the additional costs, if any, prior to the completion of the work.

Programming Info:

Program the same as the current system for burglary with two areas plus the other building. Verify the arming and disarming with the contact person. The fire portion will meet today's standards

Site Conditions:

This is a museum type facility with a single story building with open beam ceilings (approximately 20' to peak) and 9' drop

TYCO INTEGRATED SECURITY CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION

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Montour Area Recreation Commission
700
Danville, PA 17821
Estimate Name: PPL Visitor Center 2015

Existing Equipment:

ceilings in the new section. Overall it is approx 150'x50'.

Customer Expectations:

The current system is a BA - FA system using a Bosch (Radionics) D8112 control panel. It covers the old section, the new section and the other building (old house). As scheduling permits

Training Expectations:

TYCO will train the customer in the operation of the system

General Comments:

If required the customer will provide all permits and / or inspections.

Customer Responsibilities / Tyco Exclusions:

The customer will provide all 120vac circuits and / or outlets where needed
The customer will provide access to all areas and rooms where the work must be completed
The customer will provide two loop start phone lines with RJ31X phone jacks
The customer will provide a point of contact for the monitoring center.
Owner's manual and zone list.

Documentation Needs:

TYCO INTEGRATED SECURITY CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION

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Montour Area Recreation Commission
 700
 Danville, PA 17821
 Estimate Name: PPL Visitor Center 2015

BILL OF MATERIALS FOR Montour Area Recreation Commission

PPL Visitor Center 2015 System

| QTY | DESCRIPTION | LOCATION |
|-----|---------------------------------------------------|-------------------------------------------|
| 1 | No Services Selected | |
| 1 | Guard Response and Training - None | |
| 1 | Programming | |
| 1 | Testing | Testing |
| 1 | Labor to remove old panel and keypads | Labor to remove old panel and keypads |
| 1 | FIRE/BURG PKG W/D9412GV4 | Storage closet in old section by main ent |
| 1 | Battery, Sealed Lead-Acid, 12 Volt, 7.0Ah | |
| 1 | TRANSFORMER KIT UL APPROV | |
| 3 | ALPHA COMM CNTR, OFF-WHT | Old section, new area and remote building |
| 1 | BELL SUPERVSN MOD 12V/24V | Replace existing |
| 4 | OCTOPOPIT MODULE | |
| 1 | Transmission - None | |
| 1 | Other Service or No Service as specified PROVIDED | |

TYCO INTEGRATED SECURITY CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION

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Associated Ins. Management, Inc

1402 Bloom Road, P.O.Box 256
Danville, PA 17821
Phone: 570-275-0100 Fax: 570-275-0224

Montour Area Recreation Comm.
Bob Stoudt
PO Box 456
Danville, PA 17821

| MEMO | | | Page 1 |
|--------------------|------------|------------|--------|
| ACCOUNT NO. | OP | DATE | |
| MOREC-1 | DR | 04/01/2016 | |
| POLICY INFORMATION | | | |
| POLICY# | | | |
| SCP1033731 | | | |
| TYPE | EFFECTIVE | EXPIRATION | |
| PCKG | 05/05/2015 | 05/05/2016 | |

Re: Liability Renewal

Bob: Here is the renewal quote for the renewal of your Liability Policy effective May 5, 2016.

| | |
|------------|----------------------|
| \$1,300.00 | Premium |
| 39.00 | PA Surplus Lines Tax |
| 25.00 | PA Stamping Fee |
| 100.00 | Policy Fee |
| \$1,464.00 | Total |

Three Events
Eight Additional Insureds
One Waiver of Subrogation

To renew the policy, I will need the following:

Signed Terrorism Rejection Form (attached).
Your check in the amount of \$1,464.00.

Should you have any questions concerning this information, please feel free to contact me.



Debbie Reichard