MONTOUR AREA RECREATION COMMISSION
www.MontourRec.com
PO Box 456, Danville, PA 17821 | (570) 336-2060 | RStoudt@MontourRec.com

January 9, 2017 Regular Meeting Agenda

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

Call to Order

2017 MARC Board Elections

Old Business

- 2017 Lawn Care bid opening

Officer Reports

- President's Report
- Treasurer's Report (**pages 2– 12; accountant's report provided separately**)
- Secretary's Report

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 13**)

Maintenance Technician's Report (Dennis Piatt) (**page 13**)

Director's Report (Bob Stoudt) (**pages 14 – 20**)

New Business

- PPL Foundation 2017 Sustaining Grants application
- MARC strategic planning / Montour County recreation planning

Other Items

Adjournment

next meeting: February 13, 2017

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
5458	12/6/16	12/29/16		Dennis Piatt (payroll 11/13 - 11/26)	payroll - Piatt		320.73		**81,536.11**
5459	12/6/16	12/29/16		Jon Beam (payroll 11/13 - 11/26)	payroll - Beam		226.15		**81,309.96**
5460	12/6/16	12/29/16		Robert Stoudt (payroll 11/13 - 11/26)	payroll - Stoudt		854.13		**80,455.83**
deposit	12/9/16	12/29/16		deposit	donation - unrestricted			500.00	**80,955.83**
5461	12/12/16	12/29/16		MePush, Inc. (website hosting)	$33 Montour Preserve; $33 River Towns Race Series advertising; $33 misc. expenses		99.00		**80,856.83**
5462	12/12/16	12/29/16		Dennis Piatt (payroll 11/27 - 12/10)	payroll - Piatt		241.48		**80,615.35**
5463	12/12/16	12/29/16		Jon Beam (payroll 11/27 - 12/10)	payroll - Beam		275.20		**80,340.15**
5464	12/12/16	12/29/16		Robert Stoudt (payroll 11/27 - 12/10)	payroll - Stoudt		552.65		**79,787.50**
AP	12/15/16	12/29/16		US Treasury (Nov. taxes)	payroll taxes		836.26		**78,951.24**
AP	12/15/16	12/29/16		PA Dept. of Revenue (Nov. taxes)	payroll taxes		119.03		**78,832.21**
deposit	12/27/16	12/29/16		Williams / Conservation Fund grant reimbursement	Williams / Conservation Fund grant reimbursement	Williams (North Branch Canal Trail)		58,871.73	**137,703.94**
5465	12/28/16	12/29/16		Montour County North Branch Canal Trail Fund (reimbursement for construction loan)	North Branch Canal Trail	Montour County NBCT loan	114,964.15		**22,739.79**
5466	12/28/16	12/29/16		Robert Stoudt (12/28 expense report)	$55 Humdinger 2017 awards/prizes; $86.40 River Towns Race Series 2017 awards ceremony awards/prizes; $33.34 misc. expenses; $396.35 Montour Preserve; $33.32 River Towns Race Series advertising		604.41		**22,135.38**
5467	12/28/16	12/29/16		The Daily Item (Danville News advertising of 2017 meeting dates)	public notices		81.50		**22,053.88**
5468	12/28/16	12/29/16		The Daily Item (Daily Item advertising of 2017 meeting dates)	public notices		118.95		**21,934.93**
5469	12/28/16	12/29/16		PPL Electric Utilities (Hess electric)	Hess Recreation Area		87.31		**21,847.62**
5470	12/28/16	12/29/16		Starr Portables (East Branch Rec. Area porta-potties Oct - Dec)	East Branch Rec. Area		240.00		**21,607.62**
5471	12/28/16	12/29/16		Dennis Piatt (payroll 12/11 - 12/24)	payroll - Piatt		353.90		**21,253.72**
5472	12/28/16	12/29/16		Jon Beam (payroll 12/11 - 12/24)	payroll - Beam		153.41		**21,100.31**
5473	12/28/16	12/29/16		Robert Stoudt (payroll 12/11 - 12/24)	payroll - Stoudt		826.73		**20,273.58**
deposit	12/29/16	12/29/16		deposit	$330 Montour Preserve pavilion reservations; $1,680 Montour Preserve donations; $1,600 unrestricted donations; $720 Humdinger 2017 registrations; $635 River Towns Half-Marathon 2017 registrations; $2,000 Montour 24 Endurance Runs 2016 registrations			6,965.00	**27,238.58**
5474	12/29/16	12/29/16		Montour County North Branch Canal Trail Fund (reimbursement for construction loan final fees and interest)	North Branch Canal Trail	Montour County NBCT loan	49.08		**27,189.50**
5475	12/29/16	12/29/16		Dennis Piatt (reimbursement for diesel fuel purchase)	PPL grant - utility vehicle/trailer	PPL grant - utility vehicle / trailer	11.20		**27,178.30**

MARC 2017 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
				2017 beginning balance					**27,178.30**
5476	1/3/17			Verizon (Montour Preserve phone)	Montour Preserve	DCNR Montour Preserve grant	153.19		**27,025.11**
5477	1/5/17			ASCAP (music licensing annual fee)	dues & fees		341.00		**26,684.11**
5478	1/5/17			PPL Electric Utilities (Montour Preserve electric)	Montour Preserve	DCNR Montour Preserve grant	1,087.20		**25,596.91**
5479	1/5/17			PPL Electric Utilities (Montour Preserve electric)	Montour Preserve	DCNR Montour Preserve grant	48.09		**25,548.82**
5480	1/5/17			PPL Electric Utilities (Montour Preserve electric)	Montour Preserve	DCNR Montour Preserve grant	539.25		**25,009.57**
5481	1/5/17			PPL Electric Utilities (Montour Preserve electric)	Montour Preserve	DCNR Montour Preserve grant	27.49		**24,982.08**
5482	1/5/17			The Daily Item (advertising of 2017 mowing contract)	public notices		109.00		**24,873.08**
5483	1/5/17			The Daily Item (Danville News advertising of 2017 mowing contract)	public notices		160.75		**24,712.33**
5484	1/5/17			Ted Heaps Container Service (trash removal)	$25 East Branch Rec. Area; $125 Montour Preserve; $65 Hess Recreation Area	$125 to DCNR Montour Preserve grant	215.00		**24,497.33**
deposit	1/6/17			deposit	$100 Montour Preserve donation; $100 Montour Preserve pavilion reservation; $55 River Towns Half-Marathon registration; $50 Humdinger registration			305.00	**24,802.33**
AP	1/17/17			US Treasury (December tax deposit)	payroll taxes		576.40		**24,225.93**
AP	1/31/17			PA Dept. of Revenue (December tax deposit)	payroll taxes		88.98		**24,136.95**

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Statement Period: 12/01/2016-12/31/2016

Summary of Accounts:

Savings	Ending Balance	YTD Dividend
01 - REGULAR SAVINGS	5.00	0.00
40 - CHECKING	30,721.61	0.00
Total	**30,726.61**	**0.00**

Account Number: 584727

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

ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Dec 1		**Balance Forward**			**5.00**
Dec 31		**Ending Balance**			**5.00**

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Dec 1		**Balance Forward**			**96,893.76**
Dec 1		Draft 005436		-357.28	96,536.48
Dec 1		Draft 005435		-792.82	95,743.66
Dec 1		Draft 005434		-3,398.68	92,344.98
Dec 6		Draft 005453		-154.60	92,190.38
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Dec 6		Draft 005437		-155.41	92,034.97
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 1564577000			
Dec 6		Draft 005452		-288.74	91,746.23
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Dec 6		Draft 005454		-657.95	91,088.28
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Dec 6		Draft 005444		-48.29	91,039.99
Dec 6		Draft 005450		-50.63	90,989.36
Dec 6		Draft 005442		-122.84	90,866.52
Dec 6		Draft 005443		-339.60	90,526.92
Dec 6		Draft 005441		-732.12	89,794.80
Dec 7		Draft 005449		-98.58	89,696.22
Dec 7		Draft 005438		-225.25	89,470.97
Dec 7		Draft 005448		-456.00	89,014.97
Dec 9		Deposit by Check	500.00		89,514.97
Dec 9		Draft 005439		-30.00	89,484.97
Dec 9		Draft 005457		-99.00	89,385.97
Dec 9		Draft 005455		-218.22	89,167.75
Dec 12		Draft 005447		-550.00	88,617.75
Dec 12		Draft 005460		-854.13	87,763.62
Dec 13		Draft 005382		-50.00	87,713.62
Dec 13		Draft 005445		-218.22	87,495.40
Dec 14		Draft 005459		-226.15	87,269.25

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Account Number:	Statement Period:
584727	12/01/2016-12/31/2016

ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Dec 15		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT		-119.03	87,150.22
Dec 15		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-836.26	86,313.96
Dec 16		Draft 005451		-11.65	86,302.31
Dec 16		Draft 005462		-241.48	86,060.83
Dec 16		Draft 005458		-320.73	85,740.10
Dec 16		Draft 005440		-640.00	85,100.10
Dec 19		Draft 005463		-275.20	84,824.90
Dec 20		Draft 005446		-2,844.00	81,980.90
Dec 21		Draft 005461		-99.00	81,881.90
Dec 27		Draft 005464		-552.65	81,329.25
Dec 28		Deposit by Check	58,871.73		140,200.98
Dec 29		Deposit by Check	6,965.00		147,165.98
Dec 29		Draft 005466		-604.41	146,561.57
Dec 29		Draft 005473		-826.73	145,734.84
Dec 30		Draft 005474		-49.08	145,685.76
Dec 30		Draft 005465		-114,964.15	30,721.61
Dec 31		**Ending Balance**			**30,721.61**

Total Deposits 66,336.73
Total Withdrawals 132,508.88

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Dec 13	☐ 005382	50.00	Dec 13	☐ 005445	218.22	Dec 16	☐ 005458	320.73
Dec 1	☐ 005434*	3,398.68	Dec 20	☐ 005446	2,844.00	Dec 14	☐ 005459	226.15
Dec 1	☐ 005435	792.82	Dec 12	☐ 005447	550.00	Dec 12	☐ 005460	854.13
Dec 1	☐ 005436	357.28	Dec 7	☐ 005448	456.00	Dec 21	☐ 005461	99.00
Dec 6	☐ 005437	155.41	Dec 7	☐ 005449	98.58	Dec 16	☐ 005462	241.48
Dec 7	☐ 005438	225.25	Dec 6	☐ 005450	50.63	Dec 19	☐ 005463	275.20
Dec 9	☐ 005439	30.00	Dec 16	☐ 005451	11.65	Dec 27	☐ 005464	552.65
Dec 16	☐ 005440	640.00	Dec 6	☐ 005452	288.74	Dec 30	☐ 005465	114,964.15
Dec 6	☐ 005441	732.12	Dec 6	☐ 005453	154.60	Dec 29	☐ 005466	604.41
Dec 6	☐ 005442	122.84	Dec 6	☐ 005454	657.95	Dec 29	☐ 005473*	826.73
Dec 6	☐ 005443	339.60	Dec 9	☐ 005455	218.22	Dec 30	☐ 005474	49.08
Dec 6	☐ 005444	48.29	Dec 9	☐ 005457*	99.00			

* denotes skipped sequence

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

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MARC Checking Account Reconciliation - Service 1st Account

Updated 1/3/17

ending balance from 12/31/16 bank statement	$ 30,721.61
deposits not yet posted (detailed below)	$ -
subtotal	$ 30,721.61
withdrawals not yet cleared (detailed below)	$ 3,543.31
balance (should agree with checkbook)	$ 27,178.30
actual checkbook balance	$ 27,178.30
difference	$ -

DEPOSITS NOT YET POSTED

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
		TOTAL	**$ -**

WITHDRAWALS NOT YET CLEARED

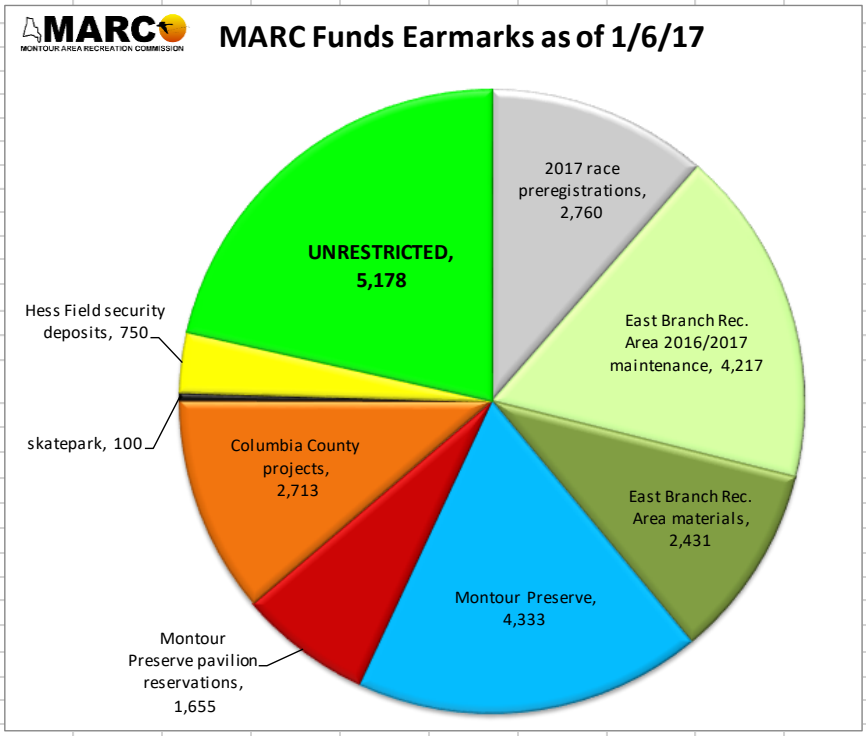
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
01/14/16	5102	Galon Snyder (Robbins Run refund)	$ 23.25
05/31/16	5220	Alana Crisp (reimbursement for Adobe Illustrator monthly fee)	$ 31.79
07/31/16	5288	Carol Watson (Montour Preserve reservation refund and security deposit refund)	$ 80.00
08/10/16	5316	Mary Ann Azary (Montour Preserve security deposit refund)	$ 50.00
11/30/16	5456	Big Pop's Mowing	$ 2,312.00
12/28/16	5467	The Daily Item (Danville News advertising of 2017 meeting dates)	$ 81.50
12/28/16	5468	The Daily Item (Daily Item advertising of 2017 meeting dates)	$ 118.95
12/28/16	5469	PPL Electric Utilities (Hess electric)	$ 87.31
12/28/16	5470	Starr Portables (East Branch Rec. Area porta-potties Oct - Dec)	$ 240.00
12/28/16	5471	Dennis Piatt (payroll 12/11 - 12/24)	$ 353.90
12/28/16	5472	Jon Beam (payroll 12/11 - 12/24)	$ 153.41
12/29/16	5475	Dennis Piatt (expense reimbursement)	$ 11.20
		TOTAL	**$ 3,543.31**

MARC FUND EARMARKS

EARMARK CATEGORIES	AMOUNT
2017 race preregistrations	2,760
East Branch Rec. Area 2016/2017 maintenance	4,217
East Branch Rec. Area materials	2,431
Montour Preserve	4,333
Montour Preserve pavilion reservations	1,655
Columbia County projects	2,713
skatepark	100
Hess Field security deposits	750
UNRESTRICTED	5,178
TOTAL RESTRICTED	18,959
ACTUAL CHECKBOOK BALANCE (1/6/17)	24,137

ACCOUNTS RECEIVABLE	
	-

ACCOUNTS PAYABLE	
	-

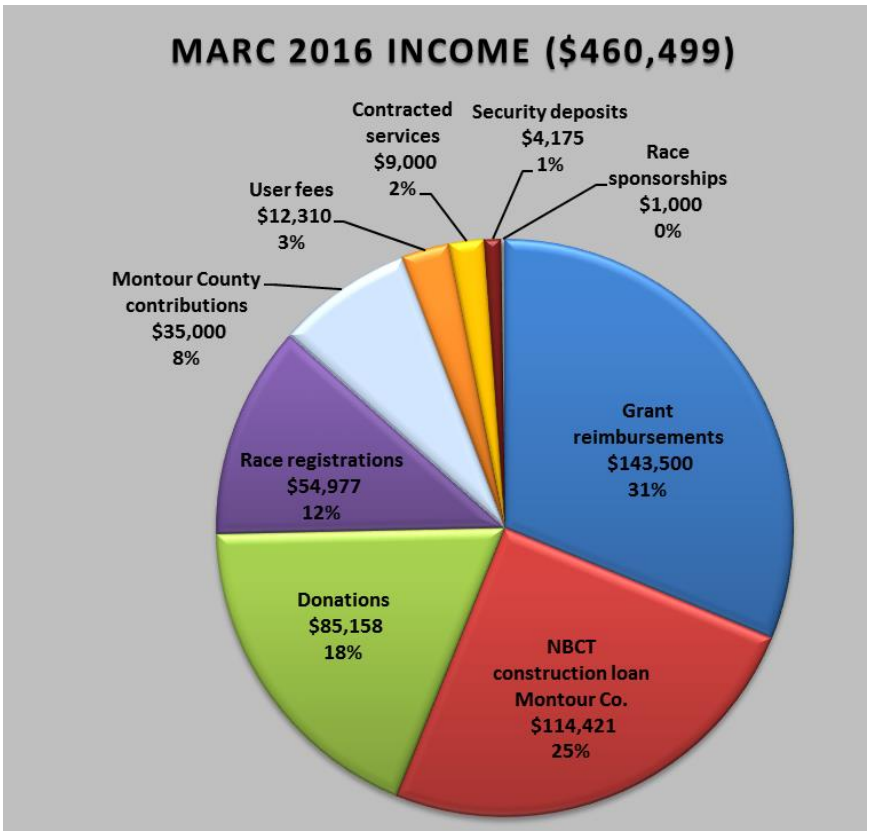


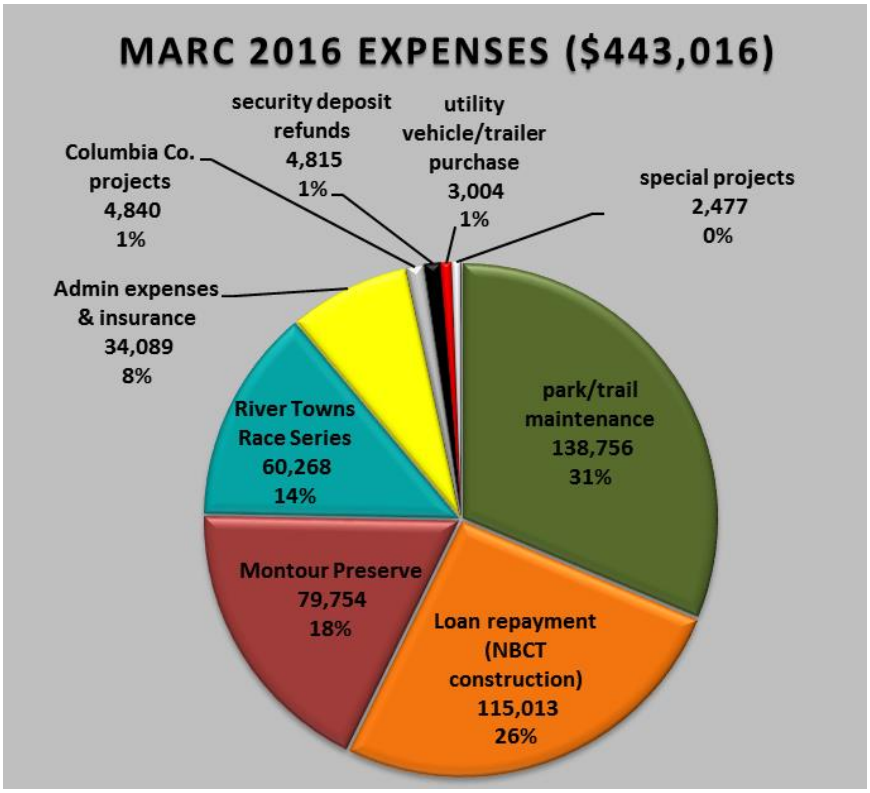
2016 MARC INCOME & EXPENSES (YEAR-END ACTUAL)

INCOME	
CATEGORY	**AMOUNT**
Williams Atlantic / Conservation Fund North Branch Canal Trail construction grant	$ 138,500.00
Montour County loan - North Branch Canal Trail construction	$ 114,421.30
Central Susquehanna Community Foundation pass-through grant - Montour Preserve	$ 60,000.00
River Towns Race Series race registrations	$ 52,321.86
Montour County Act 13 Fund contributions	$ 20,000.00
Montour County Commissioners' Tourism Fund - River Towns Race Series	$ 10,000.00
donations - Service 1st	$ 10,000.00
Montour Preserve pavilion reservation fees	$ 9,610.00
East Branch Recreation Area - Talen Energy annual lease payment	$ 9,000.00
Montour Preserve donations	$ 8,854.26
Montour County Commissioners' Tourism Fund - Montour Preserve	$ 5,000.00
North Branch Canal Trail Susquehanna Greenway signage grant reimbursement	$ 5,000.00
donations - other unrestricted	$ 3,634.96
Montour Preserve pavilion refundable security deposits	$ 2,925.00
Hess Field user fees	$ 2,700.00
River Towns Race Series donations (Old Forge, Danville Business Alliance)	$ 2,668.91
River Towns Race Series race registrations - 2017 prepaid	$ 2,655.00
Hess Field refundable security deposits	$ 1,250.00
River Towns Race Series sponsorships	$ 1,000.00
Other income (includes redeposit of voided checks)	$ 957.87
TOTAL INCOME	**$ 460,499.16**

EXPENSES	
CATEGORY	**AMOUNT**
North Branch Canal Trail (including labor)	$ (116,931.01)
Montour County loan repayment (including interest and fees)	$ (115,013.23)
Montour Preserve expenses (including labor)	$ (79,754.16)
River Towns Race Series expenses (including labor)	$ (59,638.76)
Stoudt misc. admin labor & overtime	$ (20,778.88)
Hess Recreation Area maintenance (including labor)	$ (12,764.41)
insurances (excluding River Towns Race Series, Montour Preserve & EBRA)	$ (5,918.00)
East Branch Rec Area maintenance & materials (incl. labor)	$ (5,781.26)
Columbia County projects (including labor)	$ (4,839.95)
Montour Preserve pavilion security deposit refunds and cancellations	$ (3,540.00)
utility vehicle & trailer purchase & supplies	$ (3,003.95)
special projects (including labor)	$ (2,477.05)
Hopewell Park/Danville Borough Farm maintenance (incl. labor)	$ (1,836.91)
public notices	$ (1,816.17)
misc. expenses	$ (1,795.65)
accounting	$ (1,455.00)
office supplies	$ (1,316.01)
Hess Recreation Area security deposit refunds	$ (1,275.00)
dues & fees	$ (1,009.13)
River Road trailhead/river access parcel maintenance (including labor)	$ (838.20)
River Towns Race Series expenses prepaid for 2017	$ (629.40)
park maintenance tools & supplies	$ (604.35)
TOTAL EXPENSES	**$ (443,016.48)**

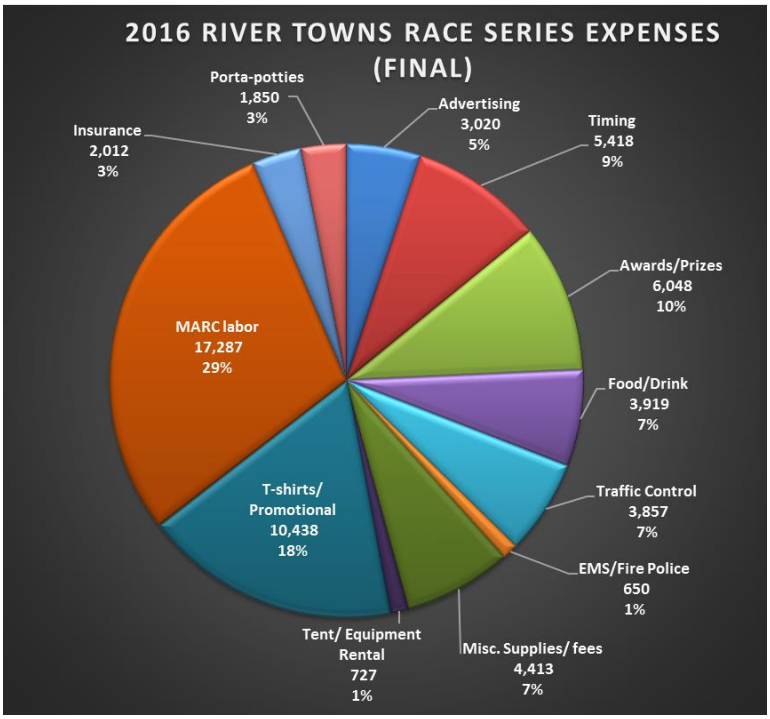
2017 YEAR-END NET GAIN/LOSS	**$ 17,482.68**
MARC checking account balance as of 1/1/2016	**$ 9,695.62**
MARC checking account balance as of 12/31/2016	**$ 27,178.30**

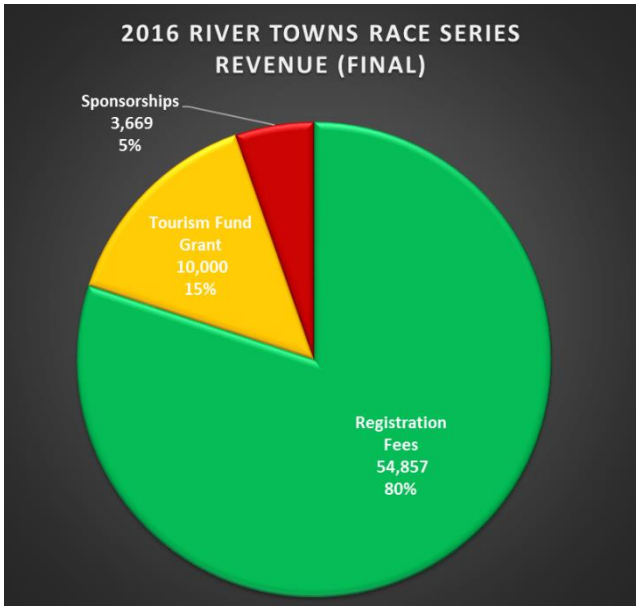

MARC 2016 INCOME ($460,499)
Contracted services $9,000 2%
Security deposits $4,175 1%
Race sponsorships $1,000 0%
User fees $12,310 3%
Montour County contributions $35,000 8%
Grant reimbursements $143,500 31%
Race registrations $54,977 12%
Donations $85,158 18%
NBCT construction loan Montour Co. $114,421 25%


MARC 2016 EXPENSES ($443,016)
security deposit refunds 4,815 1%
utility vehicle/trailer purchase 3,004 1%
Columbia Co. projects 4,840 1%
special projects 2,477 0%
Admin expenses & insurance 34,089 8%
park/trail maintenance 138,756 31%
River Towns Race Series 60,268 14%
Montour Preserve 79,754 18%
Loan repayment (NBCT construction) 115,013 26%

2016 RIVER TOWNS RACE SERIES ACCOUNTING (FINAL)

	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	3,630.00	23,275.00			5,260.12	2,096.00		4,635.00	1,510.00			54,856.86
	Sponsorships		90.91	90.91	90.91	90.91	2,259.82	590.91	90.91	90.91	90.91	90.91	90.90		3,668.91
	Commissioners' Grant		3,175.49	500.00	4,367.54	-	-	262.64	500.00	149.36	500.00		76.67	468.30	10,000.00
EXPENSES (GRANT ELIGIBLE)	T-shirts/ Promotional		(2,879.70)	(761.45)	(4,214.25)				(500.00)		(1,529.50)	(553.00)			(10,437.90)
	Advertising		(295.79)	(284.80)	(153.29)		(100.00)	(262.64)	(434.80)	(149.36)	(331.47)		(76.67)	(931.07)	(3,019.89)
EXPENSES	Event Timing		(1,142.00)	(550.00)	(1,506.00)				(535.00)		(1,100.00)	(585.00)			(5,418.00)
	MARC labor (Stoudt) w/taxes	(338.37)	(1,921.04)	(1,244.31)	(2,002.90)	(1,719.11)	(764.05)	(1,730.03)	(616.70)	(169.18)	(1,544.47)	(567.58)	-	(780.42)	(13,398.16)
	MARC labor (Beam) w/ taxes	-	(343.88)	(196.50)	(550.20)	-	-	(49.13)	-	-	(343.88)	(117.90)	-	-	(1,601.48)
	MARC labor (Piatt) w/ taxes	-	(422.24)	(473.28)	(612.48)	(37.12)	-	(37.12)	(259.84)	-	(445.44)	-	-	-	(2,287.52)
	Awards/Prizes	(328.38)	(1,823.13)	(302.85)	(1,763.00)				(314.27)		(892.18)	(624.50)			(6,048.31)
	EMS / Fire Police Coverage		-		(350.00)			(150.00)			(150.00)				(650.00)
	Food/Drink	(467.21)	(1,473.19)	(60.88)	(1,119.41)			(582.83)	(81.70)		(134.23)				(3,919.45)
	Insurance		(355.00)		(1,168.50)						(488.00)				(2,011.50)
	Misc. Supplies & Fees		(611.42)		(2,069.47)	(54.77)	(27.54)	(220.65)			(12.70)			(1,104.07)	(4,100.62)
	Porta-Potties		(400.00)	(250.00)	(850.00)			(350.00)							(1,850.00)
	Refunds		-		(70.64)			(65.00)				(176.25)			(311.89)
	Tent/ Equipment Rental		(240.00)		(487.12)										(727.12)
	Traffic Control (Flagger Force)		(594.24)		(3,262.68)										(3,856.92)
	NET PROFIT/LOSS	**(1,133.96)**	**5,215.52**	**96.84**	**7,553.51**	**(1,720.09)**	**1,368.23**	**2,666.28**	**(55.40)**	**(78.27)**	**(1,745.96)**	**(1,023.32)**	**90.90**	**(2,347.26)**	**8,887.01**





MARC ACCOUNTING UPDATE

MONTOUR PRESERVE

REVISED 12/31/2016
REPORTING PERIOD 10/1/2014 - 12/31/2016
(ENTIRE PERIOD OF MARC ENGAGEMENT W/ PRESERVE)

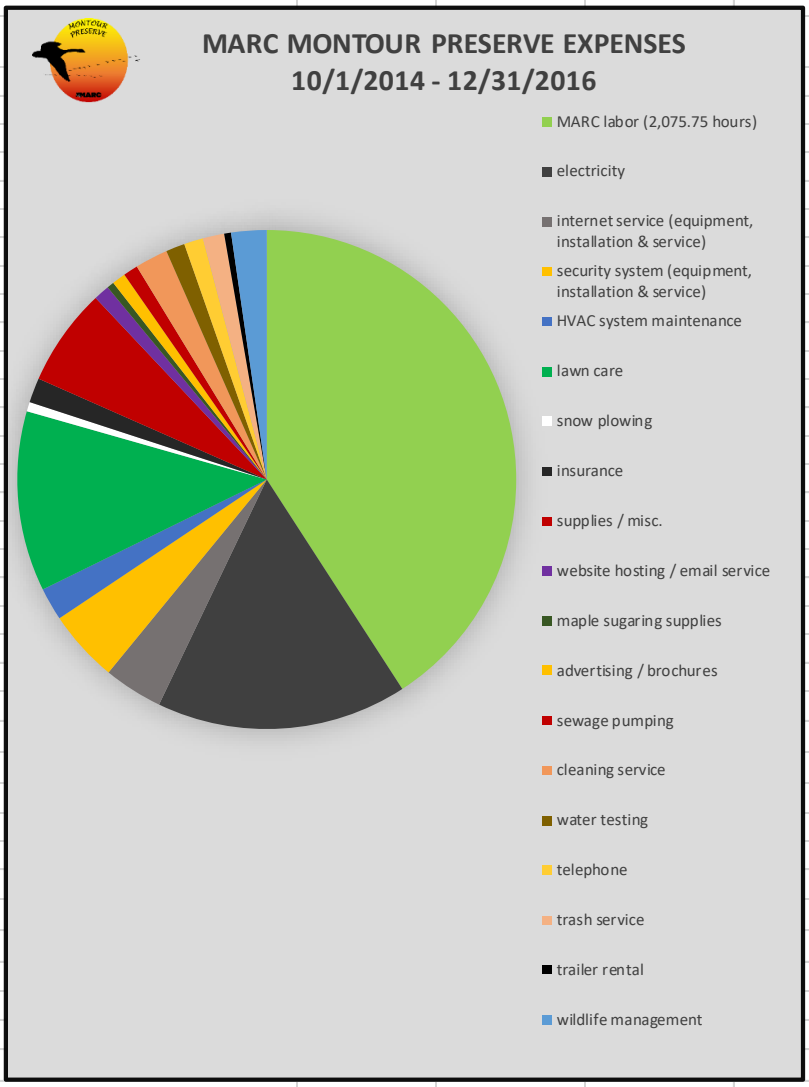
2014 - 2016 EXPENSES	AMOUNT
MARC labor (2,075.75 hours)	$ 42,190.77
electricity	$ 16,777.52
internet service (equipment, installation & service)	$ 3,951.99
security system (equipment, installation & service)	$ 4,836.05
HVAC system maintenance	$ 2,191.32
lawn care	$ 12,055.00
snow plowing	$ 630.00
insurance	$ 1,651.36
supplies / misc.	$ 6,554.42
website hosting / email service	$ 1,055.46
maple sugaring supplies	$ 474.82
advertising / brochures	$ 909.50
sewage pumping	$ 980.00
cleaning service	$ 2,200.00
water testing	$ 1,268.00
telephone	$ 1,282.39
trash service	$ 1,430.00
trailer rental	$ 460.00
wildlife management	$ 2,364.28
EXPENSE TOTAL	**$ 103,262.88**

2014 - 2016 INCOME (MARC CHECKING ACCOUNT)	AMOUNT
Donations - direct to MARC	$ 37,737.63
2016 pavilion reservations	$ 8,740.00
Donations -pass through from CSCF fund	$ 62,847.00
INCOME TOTAL	**$ 109,324.63**

MARC CHECKING ACCOUNT 2017 BEGINNING EARMARK	AMOUNT
Montour Preserve income to date	$ 109,324.63
Montour Preserve expenses to date	$ 103,262.88
2017 BEGINNING EARMARK	**$ 6,061.75**

MARC CHECKING ACCOUNT 2017 RESTRICTED EARMARK	AMOUNT
prepaid 2017 pavilion reservations	**$ 1,555.00**

CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION MONTOUR PRESERVE FUND	AMOUNT
Donations total as of 12/31/14	$ 5,370.00
Interest 12/31/14	$ 0.16
Admin fees 12/31/14	$ (107.40)
Donations total 1/1/15 - 6/30/15	$ 72,567.55
Interest 6/30/15	$ 23.45
Donations total 7/1/15 - 12/31/15	$ 33,438.00
interest 12/31/15	$ 132.79
Admin fees 12/31/15	$ (1,970.11)
MARC withdrawal 7/14/15	$ (2,847.00)
MARC withdrawal 3/31/16	$ (60,000.00)
Donations total 1/1/16 - 6/30/16	$ 12,624.50
interest 6/30/16	$ 115.39
Admin fees 6/30/16	$ (252.49)
Donations received since 7/1/16 (per 12/29 CSCF email)	$ 40,435.00
CALCULATED CSCF FUND BALANCE AS OF 12/29/16	**$ 99,529.84**



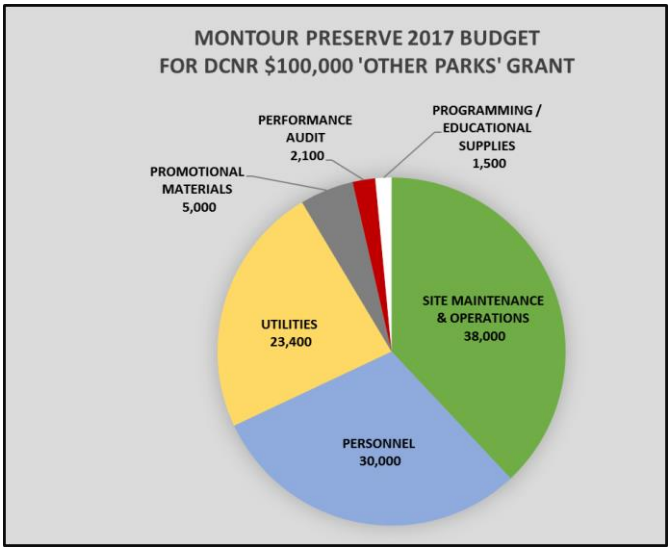
2014 - 2016 DONATIONS TOTAL	
DONATIONS DIRECT TO MARC	$ 37,737.63
DONATIONS TO CSCF	$ 164,435.05
PLEDGES NOT YET RECEIVED	$ 15,000.00
STATE FUNDING NOT YET REC'D	$ 200,000.00
TOTAL	**$ 417,172.68**

2014 - 2016 LABOR SUMMARY		
LABOR CATEGORY	HOURS	AMOUNT
MARC 2014 labor	58.00	$1,266.14
MARC 2015 labor (Stoudt)	350.75	$7,656.87
MARC 2015 labor (Beam)	352.50	$6,926.63
MARC 2016 labor (Stoudt)	442.00	$9,648.86
MARC 2016 labor (Beam)	457.50	$8,989.88
MARC 2016 labor (Piatt)	415.00	$7,702.40
TOTALS	**2,075.75**	**$42,190.77**

MONTOUR PRESERVE
2017 BUDGETING VS. ACTUAL EXPENSES

REVISED 1/5/2017 R. STOUDT

	EXPENSE	2017 BUDGETED	YTD ACTUAL
	personnel	30,000	151.72
SITE MAINTENANCE & OPERATIONS	cleaning service	3,000	-
	HVAC system maintenance	5,500	-
	lawn care	13,500	-
	parking lot / road maintenance	2,500	-
	security system	1,200	-
	sewage pumping	1,300	-
	snow plowing	1,500	-
	supplies / misc.	5,400	-
	water testing	1,500	-
	wildlife management	2,600	-
UTILITIES	electric	17,000	1,702.03
	internet service	2,300	-
	telephone	1,900	153.19
	trash service	1,500	125.00
	website hosting / email service	700	-
	promotional materials	5,000	-
	programming & educational supplies	1,500	-
	audit	2,100	-
	insurance *(grant ineligible)*	1,500	-
	real estate taxes *(grant ineligible)*	6,500	-
	EXPENSE TOTAL	**$ 108,000**	**$ 2,131.94**



MONTOUR PRESERVE
2017 DCNR GRANT BUDGETING VS. ACTUAL EXPENSES

REVISED 1/5/2017 R. STOUDT

EXPENSE	2017 BUDGETED	2017 YTD ACTUAL
SITE MAINTENANCE & OPERATIONS	38,000	-
PERSONNEL	30,000	151.72
UTILITIES	23,400	1,980.22
PROMOTIONAL MATERIALS	5,000	-
PERFORMANCE AUDIT	2,100	-
PROGRAMMING / EDUCATIONAL SUPPLIES	1,500	-
EXPENSE TOTAL	**$ 100,000**	**$ 2,131.94**

ASSISTANT DIRECTOR'S REPORT

In the past month, the assistant director offered one public program and hosted the monthly Chillisquaque Limestone Watershed Association meeting. He developed the winter newsletter with program descriptions and dates for first quarter programs. He updated bulletin boards at the preserve to reflect new program offerings and ice safety guidelines. He also hosted and participated in the annual Audubon Christmas Bird Count held at Montour Preserve. He also was interviewed by a Press Enterprise reporter and provided photographs for an upcoming article on spring wildflowers. He has been working on designing a new program to be offered in January and has begun scheduling school groups for maple sugaring.

Jon Beam
1/5/17

MAINTENANCE TECHNICIAN'S REPORT

worked with Anthony twp.road supervisor to cut dead trees that would fall into the twp. road right-of-ways on Montour Preserve property.

cut and hauled wood from along twp. roads to sugar shack to be used for making maple syrup.

cut and removed dead trees in raised mounds near VC/EEC

Bob and I along with helper cleared very large dead tree over Braile trail. It was discussed that we will need to patrol this trail more often due to the many dead ash trees along trail.

measured and ordered lumber and materials to repair dugout at Hess Fields and build shelves in boat house for storage of the many items that are used at the Preserve throughout the year.

PTMT Dennis Piatt
1/5/17

DIRECTOR'S REPORT

Director's Time Tracking - December

	STOUDT	PROJECT YTD TOTAL HOURS	DECEMBER 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	704.25	0.50	1.50	0.25	0.25	2.50	2.00	0.75	2.50	4.00	3.50	3.00	6.50	0.50	0.50	0.50	1.50			2.50	2.00	0.50	2.00	0.50			0.25	4.00	4.50	4.00	0.50	1.00
	Other projects / events	101.25																															
park / trail maintenance	East Branch Recreation Area	12.25													0.25						0.25												0.25
	Hess Recreation Area	119.25	2.50	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	0.25	0.25	0.25				0.25	0.25	0.25		
	Hopewell Park / Danville Farm Trails	27.50		0.25			0.25																						0.25				
	North Branch Canal Trail	128.25		0.25					0.25																				0.50				
	River Drive trailhead / river access	1.75																															
Montour Preserve	Montour Preserve admin	179.50		0.25	0.25		0.50				1.00			0.25	0.25			3.50			0.25		0.25					0.25	0.50		0.25		0.25
	Montour Preserve programming	7.25																															
	Montour Preserve maintenance	255.25					1.00							1.50		1.25		0.50			0.50	2.50	6.50									1.00	0.25
Columbia County	Columbia Co. admin/misc.	3.25																			1.25	1.00										0.25	
	Columbia Co. North Branch Canal Trail	84.25															2.00																
	Columbia Co. Fishing Creek	0.25																															
	Columbia Co. other																																
	Columbia Co. other 2																																
	Columbia Co. other 3																																
River Towns Race Series	RTRS Admin / Misc.	35.75												0.50						1.50			0.25						0.50			0.50	
	RTRS Awards Luncheon	15.50																															
	Humdinger Trail Races	88.00																															
	Montour Preserve Spring Fever Trail Runs	57.00																															
	River Towns Half-Marathon	91.75																															
	Worlds End 50k / 100k	78.75																															
	Old Forge Brewing Co. 5k	35.00																															
	Montour 24 Endurance Runs	79.25				0.75																											
	Montour Preserve Summer Heat Trail Runs	28.25																															
	Hopewell Challenge Mountain Bike Race	7.75																															
	Chilli Challenge	70.75																															
	Robbins Run 5k / 10k	26.00																															
	Boneshaker Cyclocross																																
	DAILY TOTALS	2238.00	3.00	2.75	0.50	1.25	4.50	2.25	1.25	2.75	5.25	3.50	3.00	9.00	1.00	2.00	2.75	5.75		1.50	5.00	5.75	7.75	2.25	0.75			0.50	6.00	4.75	4.50	2.25	1.75
	WEEKLY PAYROLL TOTAL					20.75									23.50					23.00									19.75				
	BIWEEKLY PAYROLL TOTAL				33.50												46.50												19.75				
	PAYROLL PERIOD				25												26												1				

DIRECTOR'S REPORT (continued)

Director's 2016 Year-End Time Accounting

2016 STOUDT TIME ACCOUNTING

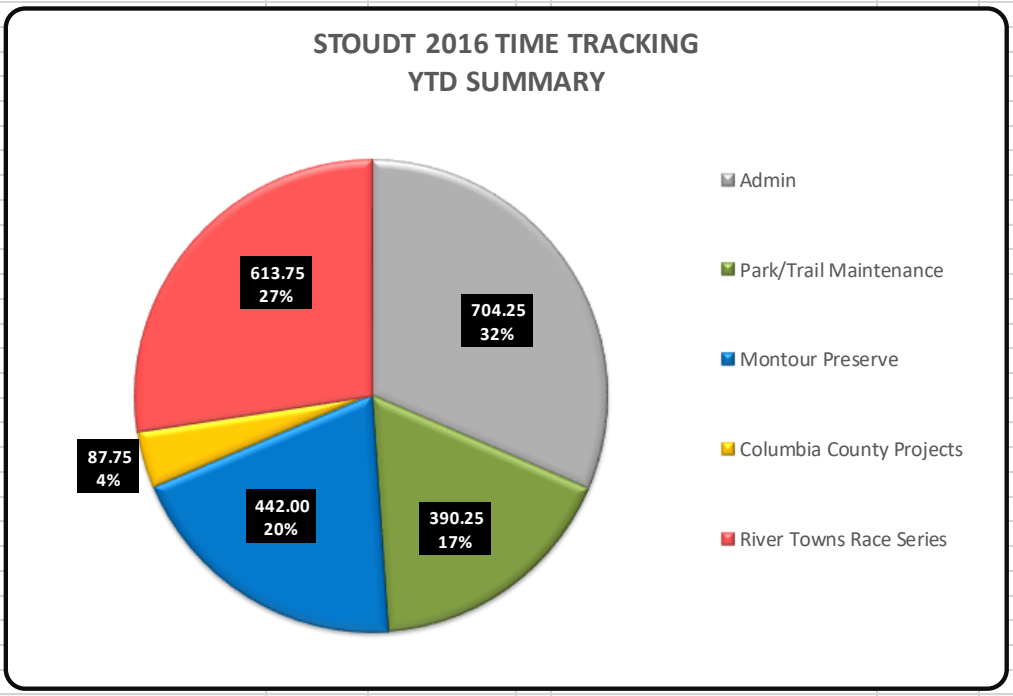
YEAR-TO-DATE SUMMARY

TASK	HOURS	COST W/O TAXES ($20.00/hr)
MARC admin	704.25	$ 14,085.00
Other projects / events	101.25	$ 2,025.00
East Branch Recreation Area	12.25	$ 245.00
Hess Recreation Area	119.25	$ 2,385.00
Hopewell Park / Danville Farm Trails	27.50	$ 550.00
North Branch Canal Trail	128.25	$ 2,565.00
River Drive trailhead / river access	1.75	$ 35.00
Montour Preserve admin	179.50	$ 3,590.00
Montour Preserve programming	7.25	$ 145.00
Montour Preserve maintenance	255.25	$ 5,105.00
Columbia Co. admin/misc.	3.25	$ 65.00
Columbia Co. North Branch Canal Trail	84.25	$ 1,685.00
Columbia Co. Fishing Creek	0.25	$ 5.00
RTRS Admin / Misc.	35.75	$ 715.00
RTRS Awards Luncheon	15.50	$ 310.00
Humdinger Trail Races	88.00	$ 1,760.00
Montour Preserve Spring Fever Trail Runs	57.00	$ 1,140.00
River Towns Half-Marathon	91.75	$ 1,835.00
Worlds End 50k / 100k	78.75	$ 1,575.00
Old Forge Brewing Co. 5k	35.00	$ 700.00
Montour 24 Endurance Runs	79.25	$ 1,585.00
Montour Preserve Summer Heat Trail Runs	28.25	$ 565.00
Hopewell Challenge Mountain Bike Race	7.75	$ 155.00
Chilli Challenge	70.75	$ 1,415.00
Robbins Run 5k / 10k	26.00	$ 520.00
Boneshaker Cyclocross	-	$ -
2016 YTD BASE HOURS	**2,238.00**	**$ 44,760.00**
2016 YTD OVERTIME	**427.50**	**$ 4,275.00**
TOTAL YTD COMPENSATION	**2,665.50**	**$ 49,035.00**

2016 STOUDT TIME ACCOUNTING

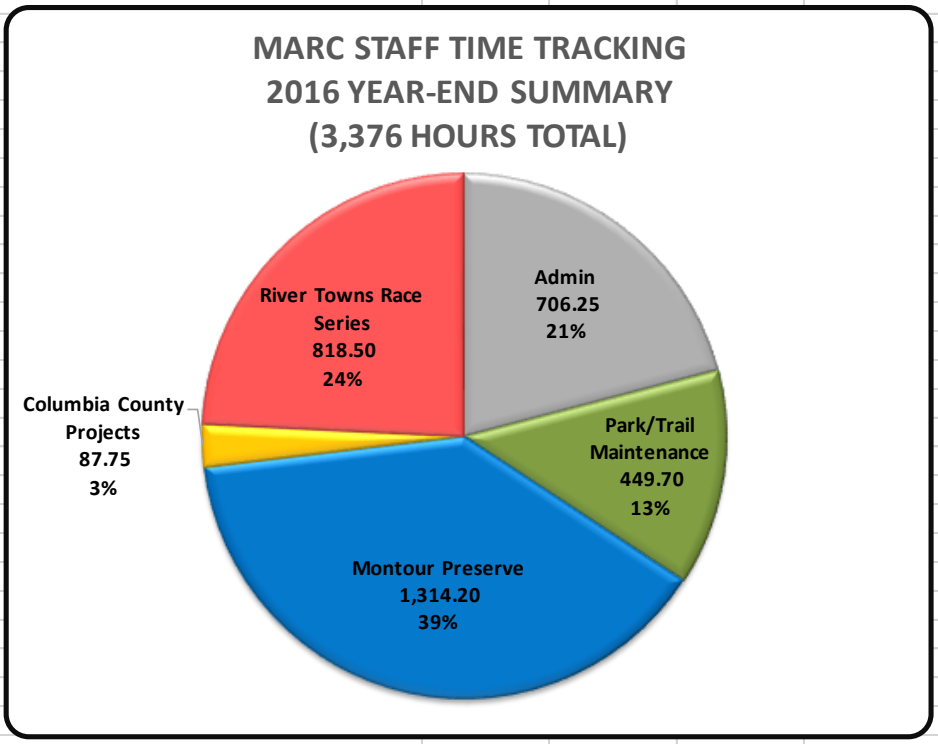
(GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY

TASK	HOURS	COST
Admin	704.25	14,085.00
Park/Trail Maintenance	390.25	7,805.00
Montour Preserve	442.00	8,840.00
Columbia County Projects	87.75	1,755.00
River Towns Race Series	613.75	12,275.00
overtime	427.50	4,275.00
2016 YTD TOTALS	**2,665.50**	**49,035.00**



DIRECTOR'S REPORT (continued)

MARC STAFF 2016 COMBINED TIME ACCOUNTING YEAR-END SUMMARY				
TASK	STOUDT	BEAM	PIATT	PROJECT TOTAL HOURS
MARC admin	704.25	-	2.00	706.25
Other projects / events	101.25	-	-	101.25
East Branch Recreation Area	12.25	4.00	2.00	18.25
Hess Recreation Area	119.25	10.95	10.50	140.70
Hopewell Park / Danville Farm Trails	27.50	-	-	27.50
North Branch Canal Trail	128.25	8.00	24.00	160.25
River Drive trailhead / river access	1.75	-	-	1.75
Montour Preserve admin	179.50	9.50	7.00	196.00
Montour Preserve programming	7.25	244.75	-	252.00
Montour Preserve maintenance	255.25	203.20	407.75	866.20
Columbia Co. admin/misc.	3.25	-	-	3.25
Columbia Co. North Branch Canal Trail	84.25	-	-	84.25
Columbia Co. Fishing Creek	0.25	-	-	0.25
RTRS Admin / Misc.	35.75	-	-	35.75
RTRS Awards Luncheon	15.50	-	-	15.50
Humdinger Trail Races	88.00	17.50	22.75	128.25
Montour Preserve Spring Fever Trail Runs	57.00	10.00	25.50	92.50
River Towns Half-Marathon	91.75	28.00	33.00	152.75
Worlds End 50k / 100k	78.75	-	2.00	80.75
Old Forge Brewing Co. 5k	35.00	-	-	35.00
Montour 24 Endurance Runs	79.25	2.50	2.00	83.75
Montour Preserve Summer Heat Trail Runs	28.25	-	14.00	42.25
Hopewell Challenge Mountain Bike Race	7.75	-	-	7.75
Chilli Challenge	70.75	17.50	24.00	112.25
Robbins Run 5k / 10k	26.00	6.00	-	32.00
TOTALS	**2,238.00**	**561.90**	**576.50**	**3,376.40**



DIRECTOR'S REPORT (continued)

GRANTS

- **Williams Transco Pipeline Atlantic Sunrise Project / The Conservation Fund Environmental Stewardship Program**
    - Final grant reimbursement of $58,871.73 received by MARC on December 27, bringing total grant reimbursement to $138,500.00 (maximum allowed)
    - MARC reimbursed $115,013.23 to Montour County on December 28, including $114,421.30 in funds borrowed plus $591.93 in bank loan interest and fees
    - Both the grant and the construction loan from Montour County are now closed out

MANAGED SITES

- **East Branch Recreation Area**
    - As of 1/5/17, $2,430.66 remains earmarked in MARC's account for site supplies
    - As of 1/5/17, $4,216.82 remains earmarked in MARC's account for site maintenance through 4/30/17
    - Site maintenance continues to be uneventful; facility usage has been relatively light

- **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 and funding permits

- **North Branch Canal Trail** (no change since last meeting)
    - Regular use of trail miles 0.0 through 3.5 resumed December 11 (after antlered/antlerless deer season closure)
    - Trail miles 3.5 – 3.9 remain closed due to adjacent landowner conflict, pending guidance from Montour County
    - Trail miles 3.9 – 6.2 in Columbia County remain closed until land transfer is complete

- **Hopewell Park / Danville Borough Farm**
    - Regular use of trails resumed December 11 (after antlered/antlerless deer season closure)
    - New trail brochures and kiosk signage have been produced and placed in the trailhead kiosk
    - New trail signage is being designed for installation by a likely Eagle Scout candidate, anticipated spring 2017

- **Montour Township (Columbia County) parcel**
    - No concerns have been noted

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **Hess Recreation Area**
  - Skatepark (no change since last meeting)
    - Concrete cracks need to be sealed before they become worse
  - Ballfields (no change since last meeting)
    - MARC staff are purchasing materials to repair the softball field 1st base dugout, anticipated January/February
    - Stoudt anticipates purchasing and installing a load of infield mix when weather conditions allow, anticipated early March
  - Road (no change since last meeting)
    - R.C. Young has not returned repeated requests for cost estimates to do pothole repair and chip & tar surfacing
    - Stoudt has gotten contact information for several other possible contractors to seek estimates; information will be provided to Danville Borough when received

- **Montour Preserve**
  - MARC staff have taken down a significant number of dead ash trees along road and trail corridors, though a large number of trees remain to be cut; work will be ongoing through the winter and early spring
    - MARC appreciates the assistance of Anthony Township with traffic control during work near township roads
  - Site usage remains light during recent weeks; winter hours are now in effect for the visitors' center
  - Lake Chillisquaque ice conditions do not yet allow safe use for ice fishing or other activities
  - Maple sugaring open houses have been scheduled for Saturday, Feb. 25 and Sunday, March 5
  - The Wildlife Art Show has been scheduled for Saturday/Sunday January 28/29
  - Additional educational programs are also scheduled
  - MARC has submitted the required documentation for DCNR's 'Other Parks' grant program, anticipating $100,000 in funding for calendar year 2017 and an additional $100,000 for calendar year 2018 (subject to MARC successfully completing all 2017 grant requirements)
  - As of 12/31/16, MARC has so far raised $417,172.68 in donations and pledges for the Montour Preserve (see detail on page 11)
  - As of 12/31/16, MARC has so far spent $103,262.88 on Montour Preserve expenses (since 10/1/2014) (see detail on page 11)

DIRECTOR'S REPORT (continued)

SPECIAL EVENTS / PROJECTS

- **River Towns Race Series**
  - The 'Scale the Trail 4 Kids' race at the Geisinger Stewardship Forest, to be conducted by the Geisinger Pediatric Intensive Care Unit on Saturday, May 20, has been added to the 2017 series

MARC MONTOUR AREA RECREATION COMMISSION

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	Bonehaker 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	December 17	
ACTUAL NUMBER OF RACERS	283	123	331	223	164	193	60	17	113	65	15	1587
TOTAL PAID REGISTRATIONS	308	148	389	300	202	?	78	?	123	78	15	1641
PRE-SEASON ATTENDANCE PROJECTION	300	150	400	300	300	125	150	75	200	200	50	2250
MALE / FEMALE	136 (44%) / 172 (56%)	58 (39%) / 89 (61%)	152 (39%) / 237 (61%)	157 (70%) / 66 (30%)	62 (38%) / 102 (62%)	110 (57%) / 83 (43%)	22 (37%) / 38 (63%)	17 male (100%)	85 (75%) / 28 (25%)	37 (50%) / 38 (50%)	14 (93%) / 1 (7%)	
AVERAGE AGE	38	39	39	40	36	44	40	38	44	34	40	
YOUNGEST / OLDEST	8 / 76	5 / 69	14 / 75	18 / 63	21 / 62	13 / 81	11 / 66	11 / 59	10 / 72	4 / 66	17 / 53	
NUMBER OF RACERS FROM >50 MILES AWAY (EXCLUDING THOSE WHO DID NOT ATTEND RACE)	94 (33%)	15 (12%)	105 (32%)	188 (84%)	29 (18%)	165 (85%)	18 (30%)	10 (59%)	29 (26%)	18 (28%)	4 (27%)	675
NUMBER OF STATES REPRESENTED	8 (AR, DC, MA, MD, NJ, NY, PA, WA)	2 (PA & NY)	14 (AK, DC, FL, GA, KS, MD, MI, MN, NH, NJ, NY, PA, TX, VA)	19 (CO, CT, DC, IL, IN, MA, MD, MI, NC, NJ, NY, OH, PA, TX, VA, VT, WV, Quebec & Phillipines	6 (IL, NC, NJ, NY, PA, VA)	18 (DE, GA, IL, MA, MD, ME, MI, NC, NH, NJ, NV, NY, OH, PA, SD, VA, WV & Phillipines)	4 (NY, PA, FL, TX)	1 (PA)	1 (PA)	4 (KY, NJ, PA, VT)	1 (PA)	19 (and Canada and the Phillipines)
AVERAGE AMOUNT SPENT PER RACER ON FOOD / LODGING / GAS / OTHER (EXCLUDES RACE REGISTRATION FEES)	$38.78	$33.00	$70.00	$90.00	$40.00	$90.00	$35.00	$48.00	$78.00	$43.00	$48.00	
ESTIMATED TOTAL AMOUNT SPENT ON FOOD / LODGING / GAS / OTHER (EXCLUDES RACE REGISTRATION FEES; INCLUDES ONLY THOSE WHO ATTENDED)	$10,975	$4,059	$23,170	$20,070	$6,560	$17,370	$2,100	$816	$8,814	$2,795	$720	$97,449
ESTIMATED TOTAL DIRECT ECONOMIC IMPACT OF RACE (INCLUDES RACE REGISTRATION FEES AND ALL EXPENSES PAID BY RACE)	$25,500	$7,500	$43,000	$40,000	$13,000	$25,000	$5,000	$1,000	$15,500	$5,500	$1,000	$182,000

DIRECTOR'S REPORT (continued)

OTHER

- As of 12/31/16, MARC has so far raised $23,245.00 in donations and pledges to match the $25,000 grant from the 1994 Charles B. Degenstein Foundation; additional donations are anticipated as of 1/6/17

UPCOMING EVENTS AND MEETINGS

- 1/10 Danville Area School District School Board meeting
- 1/14 2016 River Towns Race Series Awards Luncheon / 2017 Series Kickoff Event
- 1/14 Animals in Winter program (Montour Preserve)
- 1/17 Chilli Challenge 2017 planning meeting
- 1/28 & 1/29 Montour Preserve Wildlife Art Show
- 2/10 PA Conservation Legacy documentaries (Montour Preserve)
- 2/17 Great Backyard Bird Count (Montour Preserve)
- 2/25 Montour Preserve Maple Sugaring Open House
- 3/4 Humdinger Trail Runs
- 3/5 Montour Preserve Maple Sugaring Open House