

Weed Board Revenue and Expense Detail Report - March, 2024

REVENUE:			
	Pend Oreille Conservation District	\$	346.79
	RCO FY23 23-1506 (Leap day pmt)	\$	127,737.00
	Weed Control Service Fees 2019 - 2021 BNSF Past Due	\$	520.22
TOTAL REVENUE			
			\$ 128,604.01
EXPENSES:			
Salaries & Wages:			
Personnel:	Loretta Nichols, salary + longevity	\$	6,221.22
	Tommy Crossman, salary	\$	3,649.30
	Paula Martin, salary	\$	3,649.30
	Brian Lord, seasonal	\$	195.72
		\$	13,715.54
Benefits:	WA Family Medical Leave		29.02
	Federal withholding (FICA)		520.8
	Unemployment (SUTA)		9.61
	WA State - Dept. of L&I		704.35
	HRA VEBA		537.34
	Medicare		515.67
	WA PERS 1 & 2 Retirement		1288.44
	WCIF Disability		44.83
	PEBB 250 Medical 2023	\$	1,750.40
		\$	5,400.46
			\$ 19,116.00
Operating Expenses:			
	Supplies: Key copies, Toxic Plant brochures, earplugs, Field Guide, Charging cables		184.06
	Project supplies: QR Code, 20v battery, Ball/Hitch, Ratchet straps, Black Toner	\$	412.12
	Communications:	\$	51.27
	Travel: AIS Mtg/Stevens Cty WB, Board travel WBailey, DHoisington, Tpulford	\$	274.70
	Rental: Usk Community Club for NCS Workshop 2024	\$	50.00
	Rental ER&R: January vehicles	\$	741.81
	Repairs/Mx: C11 Rebuild	\$	612.35
			\$ 2,326.31
TOTAL EXPENSES			
			\$ 21,442.31

2024 PEND OREILLE COUNTY NOXIOUS WEED CONTROL BOARD REVENUE & EXPENSE REPORT

POC BAR CODE	2023	Jan	Feb	Mar	Apr	YTD	2024 Budget	%	YTD/BUDGET
REVENUE: Beginning Fund Balance									
332.10.69.0000	USFS - Title II (EDRR)					\$ -	\$ -		ok
333.11.43.6000	Dept of Commerce (RCO)		\$ 127,737.00			\$ 127,737.00	\$ 120,000.00	106.4%	\$ (7,737.00)
345.16.00.0010	USFS - Agreement					\$ -	\$ 50,000.00	0.0%	\$ 50,000.00
345.16.00.0040	PdO Utility District (PUD)					\$ -	\$ 25,000.00	0.0%	\$ 25,000.00
345.16.00.0050	WA State Dept of Ag (WSDA)					\$ -	\$ 5,000.00		\$ 5,000.00
345.16.00.0060	POC Public Works (POC)					\$ -	\$ 2,500.00	0.0%	\$ 2,500.00
345.16.00.0070	PO Conservation District (POCD)	\$ 6,635.12		\$ 346.79		\$ 6,981.91	\$ 31,600.00	22.1%	\$ 24,618.09
345.16.00.0080	Seattle City Light (SCL)					\$ -	\$ 45,000.00	0.0%	\$ 45,000.00
345.16.00.0090	Weed Control Service Fees	\$ 541.61	\$ 443.44	\$ 520.22		\$ 1,505.27	\$ 5,000.00	30.1%	\$ 3,494.73
345.16.00.0100	Title II - NCSP18 (herbicides/rentals)					\$ -	\$ 15,000.00	0.0%	\$ 15,000.00
345.16.00.0120	Dept of Natural Resources (DNR)					\$ -	\$ 23,000.00	0.0%	\$ 23,000.00
334.03.10.0000	DOE Grant - Pend Oreille River FLR					\$ -	\$ 65,000.00	0.0%	\$ 65,000.00
367.11.00.0000	Contributions/Donations (CWMMA)	\$ 300.00	\$ 5,201.00			\$ 5,501.00	\$ 5,500.00	100.0%	\$ (1.00)
389.07.00.0000	Refunds/Reimbursements					\$ -			\$ -
	TOTAL REVENUE	\$ 7,476.73	\$ 133,381.44	\$ 867.01	\$ -	\$ 141,725.18	\$ 392,600.00	36.1%	\$ 250,874.82
EXPENSES:									
553.60.10.0000	Personnel: Salaries & Wages	\$ 22,185.82	\$ 13,494.49	\$ 13,545.54		\$ 49,225.85	\$ 273,735.00	18.0%	\$ 224,509.15
553.60.10.8500	Longevity	\$ 205.00	\$ 170.00	\$ 170.00		\$ 545.00	\$ 2,460.00	22.2%	\$ 1,915.00
553.60.20.0000	Benefits	\$ 5,850.03	\$ 5,432.03	\$ 5,400.46		\$ 16,682.52	\$ 99,606.00	16.7%	\$ 82,923.48
553.60.31.0000	Supplies: Office & Operating		\$ 173.97	\$ 184.06		\$ 358.03	\$ 11,000.00	3.3%	\$ 10,641.97
553.60.31.0006	Grants and Projects Supplies		\$ 4,385.95	\$ 412.12		\$ 4,798.07	\$ 11,000.00	43.6%	\$ 6,201.93
553.60.32.0000	Fuel	\$ 126.28	\$ 166.24			\$ 292.52	\$ 4,000.00	7.3%	\$ 3,707.48
553.60.34.0006	Herbicides for Resale					\$ -	\$ 30,000.00	0.0%	\$ 30,000.00
553.60.41.0000	Professional Services: Office	\$ 475.00				\$ 475.00	\$ 6,000.00	7.9%	\$ 5,525.00
553.60.41.0006	Grants and Projects Prof Serv					\$ -	\$ 230,000.00	0.0%	\$ 230,000.00
553.60.42.0000	Communications	\$ 51.26	\$ 51.27	\$ 51.27		\$ 153.80	\$ 1,275.00	12.1%	\$ 1,121.20
553.60.43.0000	Travel: Office & Operating		\$ 548.44	\$ 274.70		\$ 823.14	\$ 8,000.00	10.3%	\$ 7,176.86
553.60.43.0006	Grants and Projects Travel	\$ 49.78				\$ 49.78	\$ 2,500.00	2.0%	\$ 2,450.22
553.60.44.0000	Advertising: Office & Operating		\$ 350.95			\$ 350.95	\$ 1,500.00	23.4%	\$ 1,149.05
553.60.44.0006	Grants and Projects Adv					\$ -	\$ 800.00	0.0%	\$ 800.00
553.60.45.0000	Rental: Office & Operating			\$ 50.00		\$ 50.00	\$ 115.00	43.5%	\$ 65.00
553.60.45.0010	ER&R - Trucks	\$ 976.70	\$ 860.82	\$ 741.81		\$ 2,579.33	\$ 12,000.00	21.5%	\$ 9,420.67
553.60.48.0000	Repairs and Maintenance	\$ 1,443.54	\$ 612.35	\$ 612.35		\$ 2,668.24	\$ 2,500.00	106.7%	\$ (168.24)
553.60.49.0000	Miscellaneous	\$ 569.00	\$ 583.24			\$ 1,152.24	\$ 3,000.00	38.4%	\$ 1,847.76
553.60.49.0006	Grants & Projects					\$ -	\$ 1,000.00	0.0%	\$ 1,000.00
594.31.64.0000	Capital Outlay - Equipment					\$ -	\$ 15,000.00	0.0%	\$ 15,000.00
389.07.00.0000	Refunds/Reimbursements					\$ -	\$ -	0.0%	\$ -
508.20.00.0000	Ending Fund Balance					\$ -	\$ -	0.0%	ok
	TOTAL EXPENSES	\$ 31,932.41	\$ 26,829.75	\$ 21,442.31	\$ -	\$ 80,204.47	\$ 715,491.00	11.2%	\$ 635,286.08

Monthly Employee Work Report

Employee: Loretta Nichols	Month:	March	Year:	2024	Hours	Hourly WW:	\$60.66
Projects					Admin	Program	Cost
W1	General Landowner Assistance/Office Work				42.5	14	29.89% \$3,427.29
	Details: payroll, emails, MER, M Fee re: rcw's, staff mtg, RCO proposal, SCL agreement & budget, DNR agreement revw, catchup, order educational material WSNWCB, intervws FI & Outreach & FA, computer issues, SCL mtg, revw vouchers, clean up, RTE SCL mtg, annual rept letter, revw minites, timesheet audits, scholarship for PM financial bootcamp, wd brd mtg prep, time with staff, clean up email,						
NCS (W4)	Neighborhood Cooperative Cost-Share				36.5		19.31% \$2,214.09
	Details: workshop caterior, workshop prep, herbicide research, workshop relocate, presentation, set-up & break down workshop venue, walk-ins, calls, bid sheet letter,						
W5 DNR & Flowering Rush	Box Canyon Reservoir				3.5		1.85% \$212.31
Ecology	Details: Upper Columbia CWMA mtg, parcel & GIS email, FLR ed & outreach info, RFP advertisement,						
W7	Mandatory Control Weeds Cost-Share				92.5		48.94% \$5,611.05
	Details: update stockmixes, weedbase clean up & reports, field maps app, new truck, order pest license study material, wdbase create 2024 cases, farcel, wdbase print inspection notices & labels,						
	Details:						
					42.5	146.5	189
	Hour Totals				22%	78%	100%
	All Leave Hours						
	Vacation	0			0		0.00%
	Sick	0			189		
	COVID	0			168		
	Holiday	0					
	Personal	0					
	Comp Time Used	0					

Monthly Employee Work Report

Employee:	Tommy Crossman	Month:	March 1 - 31	Year:	2024	Hours		Hourly WW:	
Projects						Admin	Program	Percentage	Cost
W1	General Landowner Assistance/Office Work					11.0		7.20%	\$372.57
	Staff Meetings. Board Meetings. Email correspondence. Phone Calls. Interviews for Outreach & Seasonal Field Inspector Positions. Meeting w/ Craig Jackson at Public Works to get Right-of-Way Stewardship Agreement-Done. Filled out Work Order's for vehicle repairs.								
NCS (W4)	Neighborhood Cooperative Cost-Share					24.0		15.71%	\$812.88
	Details: Phone calls to change location of NCS workshop. NCS Post Card address labels. NCS Workshop itself. NCS orders.								
W5 DNR & Ecology	Flowering Rush - Box Canyon Reservoir							0.00%	\$0.00
	Details:								
W7	Mandatory Control Weeds Cost-Share					117.75		77.09%	\$3,988.19
	Installed license plates on ATV & new trailer. GIS testing for Field Maps. WOW Policy. Researched DOSH requirements for PFD's. Researched helmet/spark arrestor requirements for ATV/UTV. Updated Cheat Sheet Codes. Tested water for pH and hardness. Took online training course for ATV riding. Researched ATV/UTV laws. MTG with Brian Egglund at D1 re: Trucks. Phone calls with public. Wrote Spray Rental Procedure. Bear Spray Research. Purchased Solenoid for Rental Sprayer. Cleaned-out MP25. Organized C-11 for season. Had oil changed in Silver Ford. Took Gator to D1 for custom welding. Organized/cleaned shop bays. Replaced milage logs in trucks. Signage research for trucks.								
						Hour Totals	11.0	141.75	152.75
						Percentage	7%	93%	100%
All Leave & Comp hours						Leave Hours	23.88		12.58%
Vacation						Total Hours	189.88		
Sick						Total Paid Hours	176.63		
COVID									
Holiday									
Personal									
Comp Time Used									
Comp time Earned									

Monthly Employee Work Report

Employee:	Paula Martin	Month:	March 1 - 31	Year:	2024	Hours		Hourly WW:	\$36.98
Projects						Admin	Program	Percentage	Cost
W1/W8	General Landowner Assistance/Office Work								
Emails, phone, walk-ins, staff meetings, accounts payable and associated reports, update and balance budget book to Budget Performance Report, update website, prepare checks for deposit and update tracking sheets/Weed Base, end of month revenue and expense report, monthly employee work reports for Weed Board, Update SDS Sheets in trucks and gator, filing and organizing paperwork, Annual Report letter proofing									
NCS (W4)	Neighborhood Cooperative Cost-Share					67.25		38.82%	\$2,486.91
Details: NCS workshop registrations, answering questions, make Toxic Display Board WSDA/ID Pesticide License credits, Thank you cards, wash tablecloths, make ice Workshop prep afternoon, Workshop Day, Follow-ups, Process herbicide order applications									
W5 DNR & Ecology	Flowering Rush - Box Canyon Reservoir					15.00		8.66%	\$554.70
Details: ECY grants tracking & billing 2023 & 2024, Contractor bid eval form, modify and print FLR poster, research & order laminating sheets for Xlarge FLR posters for boat ramps, Aquatic Contractors Ad, Update PUD contact with current links to POCWB page									
W7	Mandatory Control Weeds Cost-Share					15.50		8.95%	\$573.19
Details: Folding Mandatory Cost-Share letters, stuffing envelopes									
Hour Totals						67	106.25	173.25	\$6,406.79