



**AGENDA**  
**ADMINISTRATIVE BOARD MEETING**  
**Hybrid Meeting with Virtual and In-person Attendance**

**In-person:** EJFR Station 6, 9193 Rhody Drive, Chimacum WA 98325

**Virtual via Microsoft Teams:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MGM4YjIwNmEtMTkwMC00Mzc2LWJkZjctYTZiZWUwNGY0MDE2%40thread.v2/0?context=%7b%22Tid%22%3a%22ff96c2a5-2adb-4aa0-82c9-188a06564237%22%2c%22Oid%22%3a%22ef3a4fb9-f82c-4b02-9c2a-884ccb986514%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGM4YjIwNmEtMTkwMC00Mzc2LWJkZjctYTZiZWUwNGY0MDE2%40thread.v2/0?context=%7b%22Tid%22%3a%22ff96c2a5-2adb-4aa0-82c9-188a06564237%22%2c%22Oid%22%3a%22ef3a4fb9-f82c-4b02-9c2a-884ccb986514%22%7d)

*Audio only:* Dial 323-792-6316 and enter conference ID 702 875 530#.

If you experience problems connecting, please call Lisa Johnson at 360-302-6455.

If you need special accommodation, please call our office at 360-344-9779 24 hours in advance.

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<b>Administrative Meeting</b>	<b>9:00 AM Pacific Time</b>	<b>July 25, 2024</b>
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- I. **Call to Order**
- II. **Roll Call**
- III. **Public Comment – Up to 20 Minutes** - *This is an optional time period dedicated to listening to the public. We want to hear your ideas or concerns. To ensure equal opportunity for the public to comment, all comments shall be limited to three minutes per person and each person may address the Board one time during the public comment period. Please start by stating your name and address.*

Individuals may participate during the Public Comment Period using the following methods:

- Video – Refer to meeting instructions above.
- Audio only – Refer to meeting instructions above.
- Email – [director@jeffcom911.us](mailto:director@jeffcom911.us) (Comments received here will be added to the correspondence log)

- IV. **Agenda - Additions, changes, and Approval**
- V. **Approval of minutes:**
  - A. Board Meeting Minutes for June 27, 2024
- VI. **Approval of Payments:**
  - i. **June 7, June 7, June 26 and July 10 accounts-payable batches**
    - June 6, 2024 \$ 102,424.54
    - June 7, 2024 \$ 1,981.31
    - June 26, 2024 \$ 18,784.74
    - July 10, 2024 \$ 132,873.01

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ii. **Warrant Registers for June 1 through June 30:**

- **Account 671 – 1<sup>st</sup> Security** **\$ 283,754.46**
  - a. \$ 82,849.46 Claims
  - b. \$ 905.00 Payroll Benefit paid
  - c. \$ 200,000.00 Withdrawal/transfer to FFSL  
to cover Payroll/EFTs
  
- **Account 3 – First Federal Savings** **\$ 205,244.30**
  - a. \$ 186,625.21 Payroll/Benefits paid.
  - b. \$ 18,619.09 Claims (Bills) paid.

**Total June Payments** **\$ 488,998.76**

**VII. Director’s Report – Matt Stewart**

**VIII. Financial Report for June 2024 – Submitted by Lisa Johnson; no verbal report**

**IX. User Agency Report: Limited to 10 min per agency/speaker**

**X. Old Business – None**

**XI. New Business – None**

**XII. Suggestions for next or future agenda, regular meeting and/or executive session.**

- A. Continued discussion of annual division of Jeffcom costs among agencies
- B. Performance review of director and discussion of employee survey
- C. Draft 2025 budget for discussion during August 22 meeting

**XIII. Good of the Order**

**XIV. Adjourn**

**Next meeting: August 22, 2024**

**9:00 am – 11:00 am**