



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

In-person: East Jefferson Fire Rescue Station 7, Port Ludlow

Virtual via Microsoft Teams:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGNiMDk5MjktMTcyYy00YTc3LTllZDAzM2ZiY2JiY2Q2YzJm%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 270 843 45#

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.

Administrative Meeting **9:00 AM Pacific Time** **April 23, 2026**

- 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 (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 March 26, 2026

VI. Approval of Payments: Accounts Payable batches

- A. March 25, 2026 49,955.06
- B. April 02, 2026 112,576.06
- C. April 17, 2026 39,131.07

Jeffcom 911 Board Meeting Agenda April 23, 2026

VII. Approval of Treasurer’s Report – Bank Reconciliations and Fund Balances, Warrant registers’ activity for March 1 through March 31, 2026

A. Treasurer’s Report Fund Balances and Bank Reconciliations

i. **Fund Balance as of 03/31/2026** **\$1,417,242.03**

B. Warrant Registers’ Activity

i. **Account 670 – 1st Security** **\$ 484.60**

a) \$ 484.60 Withdrawal/Transfer to Gen Operations

ii. **Account 671 – 1st Security** **\$ 901,348.31**

b) \$ 41,711.66 Claims (Bills) paid

c) \$ 1,178.00 Payroll Benefits Paid

d) \$ 500,000.00 Withdrawal/Transfer to FFSL

e) \$ 358,458.65 Withdrawal/Transfer to Gen Fund LGIP

iii. **Account 3 – First Federal Savings** **\$ 357,589.65**

a) \$ 161,809.59 Claims (Bills) paid

b) \$ 195,780.06 Payroll/Benefits paid

iv. **Account 672 – Capital Cash Account** **\$ 1,624.44**

a) \$ 1,624.44 Withdrawal/Transfer to Capital Investment LGIP
interest bearing account

v. **Account 673 – LGIP Capital Investment** **\$ 2,134.08**

a) \$ 2,134.08 Withdrawal/Transfer to Capital Cash non-interest
bearing account

Total Monthly Activity **\$ 1,263,181.08**

(Acct Transfers total \$862,217.17)

(Disbursements total \$404,479.31)

VIII. Financial Report – Lisa Johnson-Burkhard

IX. Director’s Report – Matt Stewart

X. Old Business

- A. Update on termination of JCSO and PTPD MOUs for contracted records services
- B. Update on Uptown Port Townsend tower and AT&T negotiations

XI. New Business

- A. Public records policies and costs
- B. Update on Jeffcom’s expansion, pursuing size and costs estimates
- C. Discussion with Jefferson County Facilities staff regarding facility needs

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

Jeffcom 911 Board Meeting Agenda April 23, 2026

XIII. Good of the Order

XIV. Adjourn

Next meeting: May 28, 2026, at Station 6 in Chimacum

9:00 am – 11:00 am