



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	May 28, 2026
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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 (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 April 23, 2026

- VI. Approval of Payments: Accounts Payable batches**

A. April 29, 2026	11,982.10
B. May 01, 2026	106,886.36
C. May 13, 2026	7,223.79
D. May 14, 2026	485.77
E. May 21, 2026	5,856.49

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VII. Approval of Treasurer’s Report – Bank Reconciliations and Fund Balances, Warrant registers’ activity for April 1 through April 30th, 2026

A. Treasurer’s Report Fund Balances and Bank Reconciliations

i. **Fund Balance as of 04/30/2026** **\$1,374,931.34**

B. Warrant Registers’ Activity

i. **Account 3 – First Federal Savings** **\$ 245,251.79**

a) \$ 37,188.90 Claims (Bills) paid

b) \$ 208,062.89 Payroll/Benefits paid

ii. **Account 670 – 1st Security** **\$ 1,039.87**

a) \$ 1,039.87 Withdrawal/Transfer to Gen Operations

iii. **Account 671 – 1st Security** **\$ 196,728.91**

b) \$ 15,651.91 Claims (Bills) paid

c) \$ 1,077.00 Payroll Benefits Paid

d) \$ 180,000.00 Withdrawal/Transfer to FFSL

iv. **Account 673 – LGIP Capital Investment** **\$ 2,058.03**

a) \$ 2,058.03 Withdrawal/Transfer to Capital Cash non-interest bearing account

Total Monthly Activity **\$ 445,078.60**

(Acct Transfers total \$ 183,097.90)

(Disbursements total \$ 261,980.70)

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
- C. Update on Maynard tower sublease to NOAA

XI. New Business

- A. Introduction to draft proposals regarding changes to the organizational structure of the Jefferson County Department of Emergency Management
- B. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee

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

- 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

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XIII. Good of the Order

XIV. Adjourn

Next meeting: June 25, 2026, at Station 6 in Chimacum

9:00 am – 11:00 am