

**CITY OF OKANOGAN  
COUNCIL AGENDA  
March 18, 2025 7:00 P.M.  
Council Chambers, also available via Zoom**

Meeting ID: 830 0208 9303

One tap mobile: 1-253-215-8782

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF AGENDA and CONSENT AGENDA**  
(Approval of Consent Agenda passes all routine items indicated by an asterisk (\*) on the agenda. Consent agenda items are not considered separately unless a Councilmember so requests. In the event of such a request, the item is returned to the general agenda and taken up in the order that it appears.)
3. \* **EXCUSE COUNCILMEMBERS**
4. \* **APPROVAL OF MINUTES**  
March 04, 2025 – Council Meeting Minutes
5. \* **APPROVAL OF VOUCHERS**
6. **PUBLIC COMMENT**  
This is an opportunity for the public to express their concerns, opinions, or suggestions to the Mayor and Council on any matter concerning the city. Please state your name and street address. Comments are limited to 3 minutes.
7. **DEPARTMENT HEAD REPORTS**
8. **COMMITTEE REPORTS**  
Water Committee Report
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**  
Present applicants for Councilmember Position 4  
  
Executive Session per RCW 42.30.110 if needed  
  
Janitorial Services Contract Award  
  
Water/Sewer Charge Adjustment Request 221 Okanogan LLC

11. \* **CORRESPONDENCE**

12. **PUBLIC COMMENT**

This is an opportunity for the public to express their concerns, opinions, or suggestions to the Mayor and Council on any matter concerning the city. Please state your name and street address. Comments are limited to 3 minutes.

13. **COUNCILMEMBER'S COMMENTS**

14. **MAYOR'S REPORT**

15. **ADJOURNMENT**

# CITY OF OKANOGAN

Mayor Wayne L. Turner



## **APPLICATION FOR CITY COUNCIL MEMBER POSITION # 4**

Thank you for your interest in serving the City of Okanogan community as a member of the Okanogan City Council. To be considered, applications must be completed, signed, and received at the City Clerk's office, 120 3<sup>rd</sup> Ave. North, **no later than 2:00 p.m. Thursday, March 13, 2025.** Applications may be hand-delivered, mailed to PO Box 752, Okanogan, WA 98840, or emailed to [cityclerk@okanogancity.com](mailto:cityclerk@okanogancity.com)

Name: \_\_\_\_\_  
(Last) (Middle) (First)

Complete Home Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Business Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Occupation: (if retired, please indicate former occupation) \_\_\_\_\_

Business Address: \_\_\_\_\_

Educational Background: \_\_\_\_\_

1. Registered voter in the City of Okanogan? Yes No
2. Have you continuously resided within the city limits of the City of Okanogan for a year or more? (State law requires a councilmember to be a resident of Okanogan for at least a year prior to appointment, and to be a registered voter at the time of application.) Yes No
3. Do you or your spouse or any immediate family member (spouse, children, siblings, parents) have a financial interest in, or are you an employee or officer of any business or agency which does business with the City of Okanogan? YES NO If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
4. Is any member of your immediate family currently employed, either full time or part time, by the City of Okanogan? YES NO  
If yes, please explain: \_\_\_\_\_

5. Would your appointment create a conflict of interest or an appearance of a conflict of interest? YES      NO

If yes, please explain: \_\_\_\_\_

6. Please list your employment for the past ten years (or attach resume):

| NAME OF EMPLOYER | POSITION HELD | DATES OF EMPLOYMENT |
|------------------|---------------|---------------------|
| _____            | _____         | _____               |
| _____            | _____         | _____               |
| _____            | _____         | _____               |
| _____            | _____         | _____               |
| _____            | _____         | _____               |
| _____            | _____         | _____               |

7. Please list the professional affiliations, clubs, social, or fraternal organizations to which you belong or hold office: \_\_\_\_\_

8. Please list your special skills and/or interests: \_\_\_\_\_

9. Please list your volunteer experience, and include any volunteer or paid positions held on any governmental board, committee or commission:

|       |             |           |
|-------|-------------|-----------|
| _____ | FROM: _____ | TO: _____ |
| _____ | FROM: _____ | TO: _____ |
| _____ | FROM: _____ | TO: _____ |
| _____ | FROM: _____ | TO: _____ |

10. Why are you interested in serving in this position as an Okanogan City Councilmember?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Appointment to the City Council will require your attendance at regularly scheduled meetings the first and third Tuesday of each month at 7pm and occasionally special meetings. Are you able to commit your time and energy to participate fully as a member of the Okanogan City Council.    YES        NO

12. References: Please list name, address and phone number:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Once submitted, applications and related materials become a public record subject to public disclosure, and will appear in the Council agenda packet for the March 18, 2025 City Council meeting. You may be asked to attend the meeting and provide a short presentation to the Council. Final action appointing a candidate to elective office may take place at the March 18, 2025 meeting.

I certify under penalty of perjury under the laws of the State of Washington, that the foregoing is true and correct.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# CITY OF OKANOGAN

Mayor Wayne L. Turner



## APPLICATION FOR CITY COUNCIL MEMBER POSITION # 4

Thank you for your interest in serving the City of Okanogan community as a member of the Okanogan City Council. To be considered, applications must be completed, signed, and received at the City Clerk's office, 120 3<sup>rd</sup> Ave. North, **no later than 2:00 p.m. Thursday, March 13, 2025**. Applications may be hand-delivered, mailed to PO Box 752, Okanogan, WA 98840, or emailed to [cityclerk@okanogancity.com](mailto:cityclerk@okanogancity.com)

Name: Moore James Byron  
(Last) (Middle) (First)

Complete Home Mailing Address: 445 6th Ave N., Okanogan, WA 98840

Home Phone: 602-908-6744 Cell: 602-908-6744

Business Phone: 509-293-9867

E-mail: dr.byronmoore@gmail.com

Occupation: (if retired, please indicate former occupation) Attorney

Business Address: 116 Queen Street, Okanogan, WA

Educational Background: B.S. in Business Ad., J.D., Ph.D. in Human Services

1. Registered voter in the City of Okanogan? Yes ☒ No ☐  
2. Have you continuously resided within the city limits of the City of Okanogan for a year or more? (State law requires a councilmember to be a resident of Okanogan for at least a year prior to appointment, and to be a registered voter at the time of application.) Yes ☒ No ☐

3. Do you or your spouse or any immediate family member (spouse, children, siblings, parents) have a financial interest in, or are you an employee or officer of any business or agency which does business with the City of Okanogan? YES ☐ NO ☒ If yes, please explain: \_\_\_\_\_

4. Is any member of your immediate family currently employed, either full time or part time, by the City of Okanogan? YES ☐ NO ☒

If yes, please explain: \_\_\_\_\_

5. Would your appointment create a conflict of interest or an appearance of a conflict of interest? YES ☐ NO ☒

If yes, please explain: \_\_\_\_\_

6. Please list your employment for the past ten years (or attach resume):

| NAME OF EMPLOYER         | POSITION HELD                 | DATES OF EMPLOYMENT    |
|--------------------------|-------------------------------|------------------------|
| Moore Law Firm, PLLC     | Attorney                      | August 2023 to present |
| Okanogan Prosecutor      | Deputy Prosecutor             | Aug. 2022 to July 2023 |
| University of New Mexico | Head of Dept./Asst. Professor | Aug. 2019 to June 2022 |
| Moore Law Firm, PLLC     | Attorney                      | May 2011 to Aug 2019   |
| _____                    | _____                         | _____                  |
| _____                    | _____                         | _____                  |

7. Please list the professional affiliations, clubs, social, or fraternal organizations to which you belong or hold office: \_\_\_\_\_

Okanogan Land Trust (Director), ABA, WSBA, SBA

8. Please list your special skills and/or interests: Author, speaker, researcher

9. Please list your volunteer experience, and include any volunteer or paid positions held on any governmental board, committee or commission:

|                                        |            |             |
|----------------------------------------|------------|-------------|
| Okanogan Land Trust                    | FROM: 2023 | TO: Present |
| New Mexico Board of Nursing            | FROM: 2021 | TO: 2022    |
| Four Corners Association               | FROM: 2021 | TO: 2022    |
| Constitution and By-Laws Committee UNM | FROM: 2020 | TO: 2022    |

10. Why are you interested in serving in this position as an Okanogan City Councilmember?

I am interested in serving to ensure that different perspectives are valued and given the opportunity to be heard through the fair and impartial process similar to how I approach being a judge pro tem. I believe that as you are more involved in your community that your ability to help and encourage others is enhanced.

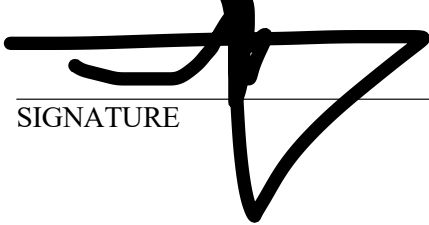
11. Appointment to the City Council will require your attendance at regularly scheduled meetings the first and third Tuesday of each month at 7pm and occasionally special meetings. Are you able to commit your time and energy to participate fully as a member of the Okanogan City Council. YES ☒ NO ☐

12. References: Please list name, address and phone number:

1. Rachell Lewis, 116 Queen Street, 509-846-3966
2. Trudy McAdams, 546 Norman Street, 509-429-3171
3. Judge Chancey Crowell, 230 Oak Street, 509-679-0847

Once submitted, applications and related materials become a public record subject to public disclosure, and will appear in the Council agenda packet for the March 18, 2025 City Council meeting. You may be asked to attend the meeting and provide a short presentation to the Council. Final action appointing a candidate to elective office may take place at the March 18, 2025 meeting.

I certify under penalty of perjury under the laws of the State of Washington, that the foregoing is true and correct.

A handwritten signature in black ink, appearing to be 'Rachell Lewis', written over a horizontal line.

SIGNATURE

3/13/2025

DATE



## MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, Clerk-Treasurer

Date: March 11, 2025

Subject: Janitorial Services

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On March 11, 2025, a quote opening was conducted at the City of Okanogan for Janitorial Services for the City. One quote was received, the lowest responsive bidder (\$850.00 per month) WDB Janitorial LLC (Omak, WA) is currently a Washington State registered and licensed business and appears to have the relevant qualifications and experience to perform the work required.

**Suggested Motion:** I move that the City of Okanogan award the 2025-2027 Janitorial Services Contract to WDB Janitorial LLC and authorize Mayor Turner to sign the contract.

## MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, Clerk Treasurer

Date: March 14, 2025

Subject: Charge Adjustment Request

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As reported by the Water, Wastewater, and Solid Waste Committee, a charge adjustment has been requested by the property owners for account 3021.0, 221 Okanogan LLC.

**Suggested Motion:** I move that the City of Okanogan adjust the base water/sewer fees for account 3021.0 for the month of March, impose a \$350 fine for unauthorized turn off of a water meter, and charge the appropriate water availability fee for the month of March and each month thereafter until the water service is restored.

## **DEPARTMENT HEAD REPORT**

### **Clerk's Office**

March 18, 2025

Since the last Department Head Report to the Okanogan City Council, the Clerk's Office has:

#### **1. Budget**

- Posted Vouchers for 2nd Council March 2025
- Paid Vouchers for 1st Council March 2025
- Entered beginning/ending fund balances in Vision

#### **2. Clerk Duties**

- Distributed Correspondence and Agenda Items

#### **3. Other**

- Receipted in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits

#### **4. Payroll**

- Completed 1st Payroll for March 2025
- Updated employee information in Vision

#### **5. Planning/Building**

- Assisted Building Official with various issues
- Assisted Planner with various issues
- Assisted Code Enforcement with various issues

#### **6. Utilities**

- Updated Utility Accounts
- Printed & Mailed March delinquents
- Updated Website
- Sent letter to residents for Spring Clean Up Event
- Sent public notice to the newspaper and radio for Spring Clean Up Event

#### **7. Sports Complex**

- Updated March 2025 calendar of events

#### **8. Wellness**

- Just for Laughs event in progress

#### **9. Clerk Treasurer**

- Sent notices to businesses of upcoming business license requirements
- Attended Sheriff's Office Quarterly Meeting
- Held quote opening for Janitorial Services

## Department Head Report

Fire Department

March 18, 2025

### **Fire Department**

- Updated information in the reporting system.
- Performed minor repair and maintenance to apparatus and station.
- Performed minor repair and maintenance to small tools and equipment and station.
- Updated Department Stats- 46 calls
- Continued working with First Due on the new software system
- Started entering Pre-Fire Plans into the new software on commercial structures within the city.

### **Training**

- Truck checks
- Business Meeting
- Officers Meeting
- Wildland Urban Interface
- Wildland Refresher

### **Fire Calls to Date**

- Activated Alarm- 21
- Motor vehicle Accident- 7
- Motor vehicle fire- 4
- Brush Fire- 3
- Structure Fire- 1
- EMS Assist- 2
- Fire Other/Good Intent- 8
- Haz-Mat-

### **Hours Spent on Calls and Training to Date**

- District: 6.25      Man Hours to Date: 87.86
- City: 6.24        Man Hours to Date: 44.36
- Training: 45      Man Hours to Date: 482.00
- 

### **Totals Calls to Date:**

- District: 23
- City: 23

### **Events**

Attended the Okanogan County Fire District # 3 Commissioner's Meeting 03/11/2025

## **DEPARTMENT HEAD REPORT**

### **Public Works**

March 18, 2025

Since the last Department Head Report to the Okanogan City Council, the Public Works Department has:

#### **Water Department**

- Performed customer service as needed
- Performed weekly inspections of wells, reservoirs, and booster stations
- Performed routine maintenance as needed
- Performed monthly water sampling
- Performed utility locates as needed
- Performed monthly water meter reading
- Monitoring the backup generator project
- Monitoring the Elmway water main extension project
- Evergreen Rural Water of Washington performed a safety inspection
- Performed water meter changeout
- Performed a water service relocation
- Performed quarterly dead-end mainline flushing

#### **Wastewater Department**

- Performed daily testing and record keeping
- Performed customer service as needed
- Performed routine maintenance
- Performed utility locates as needed
- Evergreen Rural Water of Washington performed a safety inspection
- Performed sewer mainline cleaning
- Performed submitting the discharge monitoring report to DOE
- Performed rotating biological contactor cleaning

#### **Street Department**

- Performed street sweeping operations
- Performed tree trimming

#### **Parks/Cemetery/Pool/City Hall/Airport**

- Performed tree trimming
- Performed leaf raking
- Performed Cemetery roadway maintenance
- Performed outfitting parks with picnic tables & trash receptacles

#### **Shop**

- Performed vehicle & equipment maintenance
- Performed parks equipment repairs & maintenance
- Performed street sweeper repairs & maintenance
- Completed shop lighting upgrades
- Performed placing a new Conex box

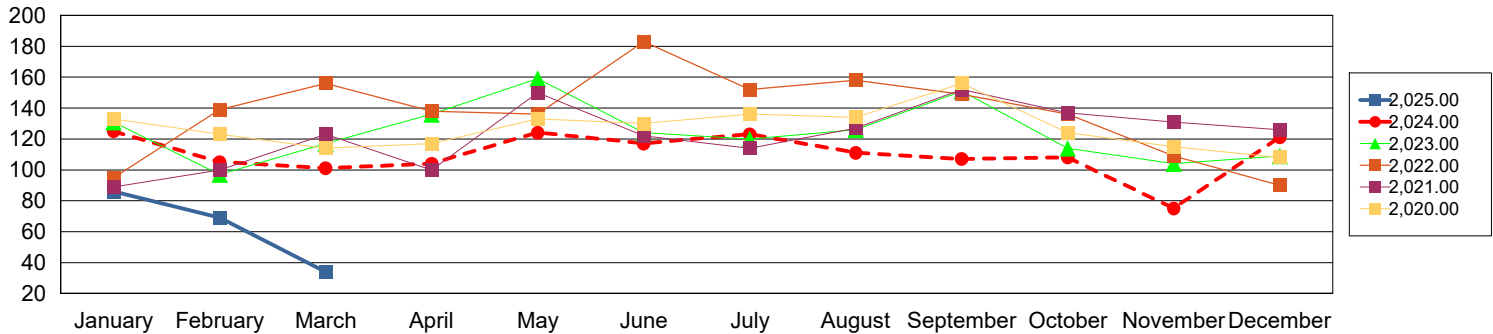
**Other**

- Attended an Evergreen Rural Water of Washington Board of Directors meeting
- Attended first aid & CPR training



# Okanogan County Sheriff's Office

## Okanogan - Monthly Activity Law Incidents



- Total City Incidents in last 30 days: **86**
- Thefts in last 30 days: **2**
- Burglary / Trespass in last 30 days: **8**
- Assaults / Disputes in last 30 days: **7**
- Traffic incidents in last 30 days: **6**
- Total City Incidents YTD: **207**

Traffic Stops: **60**

### Law Incidents - Last 30 Days

#### OCSO

82

|                  |                 |            |          |           |
|------------------|-----------------|------------|----------|-----------|
| 02/11/2025 11:51 | CIVIL           | 5TH        | OKANOGAN | S25-00680 |
| 02/12/2025 13:15 | VIOLATE ORDER   | 3RD        | OKANOGAN | S25-00700 |
| 02/12/2025 15:18 | SUSPICIOUS      | ELMWAY     | OKANOGAN | S25-00704 |
| 02/13/2025 08:03 | TRESPASSING     | CONCONULLY | OKANOGAN | S25-00712 |
| 02/13/2025 08:49 | SUSPICIOUS      | PINE       | OKANOGAN | S25-00714 |
| 02/13/2025 16:38 | SEX OFFENDER    | 5TH        | OKANOGAN | S25-00722 |
| 02/14/2025 11:20 | VEHICLE PROWL   | TYEE       | OKANOGAN | S25-00732 |
| 02/14/2025 11:29 | AGENCY ASSIST   | 3RD        | OKANOGAN | S25-00734 |
| 02/14/2025 15:10 | AGENCY REFERRAL | 4TH        | OKANOGAN | S25-00742 |
| 02/14/2025 17:46 | UTILITY PROBLEM | 2ND        | OKANOGAN | S25-00745 |
| 02/15/2025 00:24 | JUVENILE PROB   | ROSE       | OKANOGAN | S25-00751 |
| 02/15/2025 06:45 | DOMESTIC DISPUT | 5TH        | OKANOGAN | S25-00753 |
| 02/16/2025 16:09 | CUSTODIAL INT.  | CONCONULLY | OKANOGAN | S25-00773 |
| 02/16/2025 19:11 | DISABLED VEHICL | ELMWAY     | OKANOGAN | S25-00777 |
| 02/17/2025 08:15 | SEX OFF REGISTR | 5TH        | OKANOGAN | S25-00781 |
| 02/17/2025 14:40 | TRESPASSING     | 1ST        | OKANOGAN | S25-00788 |
| 02/18/2025 09:20 | JUVENILE PROB   | CONCONULLY | OKANOGAN | S25-00802 |
| 02/18/2025 20:03 | CITIZEN ASSIST  | 3RD        | OKANOGAN | S25-00811 |
| 02/18/2025 21:42 | SUSPICIOUS      | OAK        | OKANOGAN | S25-00813 |
| 02/19/2025 11:06 | CIVIL           | 8TH        | OKANOGAN | S25-00820 |
| 02/20/2025 06:16 | TRESPASSING     | 2ND        | OKANOGAN | S25-00831 |

|            |       |                 |             |          |           |
|------------|-------|-----------------|-------------|----------|-----------|
| 02/20/2025 | 12:03 | TRAFFIC STOP    | 2ND         | OKANOGAN | S25-00837 |
| 02/20/2025 | 14:42 | ACCIDENT HITRUN | 2ND         | OKANOGAN | S25-00847 |
| 02/20/2025 | 15:25 | CITIZEN ASSIST  | 5TH         | OKANOGAN | S25-00848 |
| 02/20/2025 | 18:50 | NOISE COMPLAINT | 8TH         | OKANOGAN | S25-00851 |
| 02/21/2025 | 11:01 | SUSPICIOUS      | 4TH         | OKANOGAN | S25-00858 |
| 02/21/2025 | 11:06 | AGENCY ASSIST   | 3RD         | OKANOGAN | S25-00859 |
| 02/21/2025 | 21:31 | FOUND PROPERTY  | 3RD         | OKANOGAN | S25-00877 |
| 02/22/2025 | 17:52 | HARASSMENT      | PINE        | OKANOGAN | S25-00887 |
| 02/22/2025 | 20:57 | HARASSMENT      | CONCONULLY  | OKANOGAN | S25-00889 |
| 02/24/2025 | 09:49 | JUVENILE PROB   | 5TH         | OKANOGAN | S25-00906 |
| 02/24/2025 | 10:19 | CIVIL           | 2ND         | OKANOGAN | S25-00908 |
| 02/24/2025 | 14:28 | LOST PROPERTY   | ELMWAY      | OKANOGAN | S25-00914 |
| 02/25/2025 | 10:34 | RECOVERED VEH   | 5TH         | OKANOGAN | S25-00925 |
| 02/25/2025 | 11:03 | CITIZEN DISPUTE | 3RD         | OKANOGAN | S25-00926 |
| 02/25/2025 | 15:38 | JUVENILE PROB   | 7TH         | OKANOGAN | S25-00937 |
| 02/25/2025 | 17:20 | TRESPASSING     | 4TH         | OKANOGAN | S25-00940 |
| 02/26/2025 | 16:18 | AGENCY REFERRAL | 5TH         | OKANOGAN | S25-00951 |
| 02/27/2025 | 12:23 | SUSPICIOUS      | 3RD         | OKANOGAN | S25-00960 |
| 02/27/2025 | 16:14 | AGENCY REFERRAL | 5TH         | OKANOGAN | S25-00964 |
| 02/27/2025 | 19:15 | SUSPICIOUS      | 2ND         | OKANOGAN | S25-00969 |
| 02/27/2025 | 19:54 | TRESPASSING     | 2ND         | OKANOGAN | S25-00971 |
| 02/27/2025 | 21:38 | MAL MISCHIEF    | 4TH         | OKANOGAN | S25-00972 |
| 02/28/2025 | 09:15 | MHP CONTACT     | MONROE      | OKANOGAN | S25-00979 |
| 02/28/2025 | 09:57 | TRESPASSING     | 5TH         | OKANOGAN | S25-00981 |
| 02/28/2025 | 12:24 | CITIZEN ASSIST  | PINE        | OKANOGAN | S25-00985 |
| 02/28/2025 | 15:29 | CITIZEN ASSIST  | CONCONULLY  | OKANOGAN | S25-00988 |
| 02/28/2025 | 17:51 | SUSPICIOUS      | 2ND         | OKANOGAN | S25-00993 |
| 03/01/2025 | 10:24 | DOMESTIC DISPUT | 5TH         | OKANOGAN | S25-01005 |
| 03/01/2025 | 11:54 | FIRE WILDLAND   | SUNRISE     | OKANOGAN | S25-01008 |
| 03/01/2025 | 12:20 | LOITERING       | PINE        | OKANOGAN | S25-01009 |
| 03/01/2025 | 13:42 | TRESPASSING     | 2ND         | OKANOGAN | S25-01015 |
| 03/01/2025 | 14:40 | DOMESTIC DISPUT | MONROE      | OKANOGAN | S25-01019 |
| 03/02/2025 | 18:42 | THEFT OTHER     | 2ND         | OKANOGAN | S25-01032 |
| 03/02/2025 | 19:56 | ALARM BURGLARY  | RODEO TRAIL | OKANOGAN | S25-01034 |
| 03/03/2025 | 14:41 | LITTERING       | QUEEN       | OKANOGAN | S25-01051 |
| 03/03/2025 | 15:05 | AGENCY ASSIST   | 2ND         | OKANOGAN | S25-01053 |
| 03/04/2025 | 08:43 | SUSPICIOUS      | GORDON      | OKANOGAN | S25-01063 |
| 03/04/2025 | 12:52 | AGENCY REFERRAL | 1ST         | OKANOGAN | S25-01070 |
| 03/04/2025 | 14:54 | SUSPICIOUS      | 2ND         | OKANOGAN | S25-01071 |
| 03/04/2025 | 19:34 | LOITERING       | 5TH         | OKANOGAN | S25-01073 |
| 03/05/2025 | 03:23 | SUSPICIOUS      | 2ND         | OKANOGAN | S25-01077 |
| 03/05/2025 | 15:36 | CHEST PAIN      | 2ND         | OKANOGAN | S25-01085 |
| 03/05/2025 | 19:24 | WARRANT ARREST  | 2ND         | OKANOGAN | S25-01090 |
| 03/07/2025 | 13:08 | CITIZEN ASSIST  | 5TH         | OKANOGAN | S25-01122 |
| 03/07/2025 | 15:39 | THREATENING     | 1ST         | OKANOGAN | S25-01128 |
| 03/07/2025 | 18:26 | CITIZEN ASSIST  | 2ND         | OKANOGAN | S25-01131 |
| 03/09/2025 | 01:42 | CIVIL           | TACOMA      | OKANOGAN | S25-01150 |
| 03/09/2025 | 07:56 | DOMESTIC DISPUT | 2ND         | OKANOGAN | S25-01152 |
| 03/09/2025 | 20:42 | CIVIL           | 5TH         | OKANOGAN | S25-01160 |
| 03/09/2025 | 22:28 | ANIMAL STRAY    | CONCONULLY  | OKANOGAN | S25-01161 |
| 03/09/2025 | 22:33 | ASSAULT         | CONCONULLY  | OKANOGAN | S25-01162 |
| 03/10/2025 | 09:02 | SUSPICIOUS      | 2ND         | OKANOGAN | S25-01171 |
| 03/10/2025 | 11:47 | CITIZEN ASSIST  | 2ND         | OKANOGAN | S25-01176 |
| 03/10/2025 | 12:41 | HARASSMENT      | 5TH         | OKANOGAN | S25-01177 |
| 03/10/2025 | 19:06 | UNKNOWN PROBLEM | PINE        | OKANOGAN | S25-01186 |



|                  |                 |      |          |           |
|------------------|-----------------|------|----------|-----------|
| 03/11/2025 11:18 | DOMESTIC DISPUT | 5TH  | OKANOGAN | S25-01195 |
| 03/11/2025 14:40 | FOUND PROPERTY  | 4TH  | OKANOGAN | S25-01199 |
| 03/11/2025 19:44 | THREATENING     | PINE | OKANOGAN | S25-01204 |
| 03/12/2025 12:48 | CIVIL           | 5TH  | OKANOGAN | S25-01211 |
| 03/12/2025 14:59 | AGENCY ASSIST   | 5TH  | OKANOGAN | S25-01214 |
| 03/13/2025 04:41 | INTOXICATION    | PINE | OKANOGAN | S25-01228 |

## EMS Calls - Last 30 Days

### LIFELINE EMS

28

|                |                 |           |
|----------------|-----------------|-----------|
| 02/11/25 16:30 | FIRE STRUCTURE  | E25-00733 |
| 02/13/25 20:54 | OVERDOSE        | E25-00779 |
| 02/16/25 10:52 | OVERDOSE        | E25-00836 |
| 02/18/25 08:14 | UNCONSCIOUSNESS | E25-00877 |
| 02/20/25 06:42 | SICKNESS        | E25-00910 |
| 02/21/25 19:33 | BREATHING       | E25-00939 |
| 02/23/25 12:39 | BREATHING       | E25-00965 |
| 02/23/25 18:38 | FIRE STRUCTURE  | E25-00972 |
| 02/26/25 11:49 | SICKNESS        | E25-01030 |
| 02/28/25 11:22 | ABDOMINAL       | E25-01068 |
| 03/02/25 11:20 | FALL            | E25-01105 |
| 03/04/25 12:26 | BREATHING       | E25-01133 |
| 03/04/25 13:07 | SEIZURE         | E25-01135 |
| 03/05/25 07:49 | UNCONSCIOUSNESS | E25-01149 |
| 03/05/25 15:36 | CHEST PAIN      | E25-01159 |
| 03/05/25 19:41 | SICKNESS        | E25-01168 |
| 03/06/25 15:41 | UNCONSCIOUSNESS | E25-01175 |
| 03/06/25 17:30 | ALARM MEDICAL   | E25-01176 |
| 03/07/25 03:00 | DIABETIC PROBLM | E25-01183 |
| 03/08/25 02:34 | ALARM MEDICAL   | E25-01204 |
| 03/09/25 11:19 | BREATHING       | E25-01231 |
| 03/09/25 16:45 | FALL            | E25-01237 |
| 03/10/25 06:09 | ABDOMINAL       | E25-01242 |
| 03/10/25 11:20 | SICKNESS        | E25-01247 |
| 03/11/25 04:54 | ALARM MEDICAL   | E25-01261 |
| 03/11/25 14:34 | MEDICAL         | E25-01269 |
| 03/12/25 05:00 | DIABETIC PROBLM | E25-01275 |
| 03/12/25 19:13 | UNCONSCIOUSNESS | E25-01285 |

## Fire Calls - Last 30 Days

### OKANOGAN FIRE DEPARTMENT FD03

6

|                |                |           |
|----------------|----------------|-----------|
| 02/11/25 16:30 | FIRE STRUCTURE | F25-00223 |
| 02/27/25 09:24 | FIRE WILDLAND  | F25-00307 |
| 03/01/25 11:54 | FIRE WILDLAND  | F25-00316 |
| 03/02/25 10:50 | FIRE OTHER     | F25-00320 |
| 03/05/25 15:36 | CHEST PAIN     | F25-00330 |
| 02/23/25 18:38 | FIRE STRUCTURE | F25-00292 |

### OMAK FIRE

2

|                |                |           |
|----------------|----------------|-----------|
| 02/23/25 18:38 | FIRE STRUCTURE | F25-00293 |
| 02/11/25 16:30 | FIRE STRUCTURE | F25-00224 |

## **MEMORANDUM**

To: Okanogan City Council and Mayor Turner

From: Water, Wastewater and Solid Waste Committee

Date: March 14, 2025

Subject: Charge Adjustment Request

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The Water Committee met on Wednesday, March 12<sup>th</sup> at 9am to discuss a request for a water/sewer bill adjustment. Those present were Committee Chair Lisa Bauer, Councilmember John Lyles, Councilmember Greg Oyler, Mayor Wayne Turner, Public Works Director Shawn Davisson, and Clerk Treasurer Jessica Blake.

The property associated with the request has been vacant for some time and there has been no water usage since September 2024. When the request to shut the water off was relayed to Public Works staff, they discovered that the water had already been shut off at the meter, however this was not completed by Public Works staff. We have determined that this constitutes a violation of OMC 13.04.100 and is subject to a fine of \$350, which the committee recommends we impose.

There is also a question of how many units there are in the property as a recent sales listing indicates 9 apartments and our records only show 6 apartments. Further research is needed to determine the correct number of units.

The committee is recommending that we adjust the water/sewer base charge for the month of March and charge the availability fee for the actual number of units in the building once that research is completed.

Further discussion will occur during the new business portion of this meeting.

# Byron J. Moore, PhD, JD

Address: Okanogan, WA | Phone: (602) 908-6744 | Email: dr.byronmoore@gmail.com

## Judge Pro Tem | Author | Educator

Experienced judge with demonstrated capabilities in conducting impartial, fair hearings and writing concise decisions for litigants coupled with ethical service. Highly skilled in interpreting and applying legal principles, consistently rendering fair and legally sound decisions, and asking pertinent questions designed to elucidate comprehensive answers. Known for an in depth understanding of statutes, strong analytical reasoning abilities, and fairness. Possesses impeccable legal research skills combined with effective communication techniques, ensuring clear and concise explanations of rulings. Familiar with the nuances of conducting hearings and adept in managing complex cases with multiple stakeholders. Committed to maintaining the integrity and respect of the judicial process, ensuring a balanced and just outcome for all parties involved. Dynamic educator with demonstrated capabilities in instruction, counseling, classroom management and delivery of in-person, online, and hybrid instructional materials for Navajo, Zuni, Latino, Caucasian and African American students, relationship building, strategic planning, and ethical service; Innovative problem solving, and interaction with all students; Organized and detail-oriented with excellent decision-making and proactive planning skills; Committed to community engagement, and continuous improvement of educational policies and systems to better serve students and prepare them for fulfilling careers that provide services to indigenous peoples

## Core Competencies & Leadership Skills

- Departmental Leadership and Supervision
- Judicial experience
- Online/zoom delivery experience
- Hearings Experience
- Regulatory Compliance
- Sentencing Experience
- Complex Problem Solving
- Ethical Integrity and Fairness
- Adaptable
- Mentorship & Community Engagement
- Curriculum Development & Implementation
- Online Delivery of Learning Modules

## C.V. & Prof. Experience

### JUDICIAL EXPERIENCE

#### Judge Pro Tem / Ferry County District Court

2023 to present

- Appointed by Washington State Bar Association President and two subsequent Judges
- Presided over traffic trial
- Sentencing for Gross Misdemeanors and Misdemeanors involving serious jail time
- Presided over multiple calendars and hundreds of cases including 10.77, felony preliminary hearings and protection orders

#### Quasi-judicial / New Mexico Board of Nursing

2021 to 2022

- Appointed by Governor of New Mexico
- Presided over hundreds of matters spanning substantive case law issues from anti-trust law to due process
- Judgements on hundreds of matters

#### Founding Member, Attorney / Moore Law, PLLC / Wenatchee, WA

2011 – 2022, 2023 to present

- Founded a well-respected law firm that served a diverse clientele in the areas of criminal defense, real estate, family, business, and estate law
- Successfully manages firm operations including the resolution of issues, addressing challenges, and strategic planning
- Advocated for clients through active motions and trial practice
- Engages professional communication and analysis skills to create compelling legal strategy and draft procedural documents needed to provide excellent client representation

#### Deputy Prosecuting Attorney / Okanogan County / Okanogan, WA

2022 - 2023

- Reviewed over 400 cases from the misdemeanor review file and filed them to achieve justice for victims that would not have otherwise had an opportunity and whose rights would have been lost due to statute of limitation issues. Transitioned department to paperless. Kept a significant caseload active of approximately 500 to 700 cases at any given time.

#### Visiting Assistant Professor / University of New Mexico - Gallup

2019 - 2022

- Fall Courses: FCST 1120 Introduction to Family and Child Studies, exploring family dynamics and childhood development
- FCST 2130 Marriage and Family Relationships, exploring the complex dynamics and interplay of theory and practice
- HMSV 1110 Group Dynamic, using group therapeutic intervention techniques both through role play and discussion
- SOWK 2110 Introduction to Social Work and Human Services
- Spring Courses: SOWK 2110 Introduction to Social Work and Human Services
- HMSV 1120 Interviewing Techniques, an innovative interactional course designed to implement modern therapeutic techniques including crisis interventions with a focus on co-occurring disorders.
- HMSV 2215 Adolescent Substance Abuse: a course built on using Mindfulness, CBT and MI to provide recovery for clients
- HMSV 2320 Professional Issues in Human Services: an ethical and legal framework course designed to avoid malpractice and enhance student's abilities to critically examine situations and provide optimal outcomes and support for clients
- For all courses listed: original design for in-class assignments, group activities, quizzes, exams and syllabi. Build online interactional environments in UNM Learn (Blackboard) for each course for Spring 2020 complete with discussion boards, supplemental materials and exams.
- For FCST 1120, FCST 2130, HMSV 1120, HMSV 2215, HMSV 2320 original selection of textbooks and supplemental materials
- Shared Governance duties for UNM: Library committee member, Constitutional and by-laws committee member
- Shared Governance duties for Education, Health and Human Services Department: Hiring committee member

#### **Dept. Head of Human Services and Curriculum Advisor / University of New Mexico - Gallup** **2019 - 2022**

- Supervision Fall 2019: Supervisor for Introduction to Substance Abuse, instructor Professor Tristan Keller, MSW
- Supervision Spring 2020: Supervisor for Internships, instructor Professor Tristan Keller, MSW
- Supervision Spring 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022: Supervisor for Professor Karen Bacher, Ph.D.
- Budget management: allocating resources, handling expenditures, submitting approvals for scholarly endeavor reimbursements
- Maintain departmental stability by establishing and communicating a consistent value system, enforcing ethical and legal practices, and inspiring service excellence through volunteering in the community
- Developed the 3 year plan for the department in 2019 and again in 2022 wherein I established the goals for graduation levels, what instruments were selected for assessing progress for the students, how evaluations for faculty would be carried out, the metrics that would be used, and how to go about increasing efficacy in the classroom instructional modalities
- Expertly applied instructional and interactional skills to lead in-class discussions and facilitate student goals as per chair, peer and student evaluations and increased graduation rates significantly and increased self-awareness above national average as determined by peer-reviewed empirically derived assessment tests.
- Engages professional communication and analysis skills to problem solve departmental needs and facilitate future goals through curriculum development and approval of new courses and transition educational system to the broad UNM course descriptions
- Program Director for Human Services, Program Advisor for Human Services
- **Created from the ground up a new program** to meet a community need, applied and received approval for this ground breaking program entitled Community Health Care Worker that received main campus accreditation after an intensive application and approval process.
- Mentor at the Center for Academic Learning for students experiencing challenges academically at UNM

#### **Certified Counselor / Wenatchee, WA** **2019 & 2020**

- Provided CBT, Mindfulness, EFT, and Gottman Therapy derived approaches in an eclectic approach that focused on guiding the individual clients to their own realizations and empowering them through skill building and activities designed to increase competency along with motivational interviewing to address crisis responses.

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### **Community Engagement**

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#### **Speaker / Okanogan Bar Association / Okanogan, WA** **2023**

- Served as a main afternoon speaker for bar association, provided a literature review of peer-reviewed journal articles and recent dissertations on parenting plans and their impact on child growth and development

#### **Mock Trial Judge / YMCA / Washington State** **2021, 2022**

- Served as a mock trial judge for the annual state-wide mock trial competition hosted by the YMCA, in my second year I was chosen by the participants to be a semi-finals and then finals judge due to my fair, polite but firm approach and the timeliness of my courtroom procedure.

#### **Speaker / NALS Conference / Pasco, WA** **2019**

- Served as a main afternoon speaker for NALS Conference, provided a literature review of peer-reviewed journal articles and recent dissertations on parenting plans and their impact on child growth and development

#### **Speaker / Washington State Bar Association / Spokane, WA** **2019**

- Served as main afternoon speaker for the Family Law Mid-Year, provided a literature review of peer-reviewed journal articles and recent dissertations on parenting plans and their impact on child growth and development

#### **Key Note Speaker / Washington State Bar Association / Chelan, WA**

**2018**

- Served as the key note speaker for the first accredited Limited Practice Officers Continuing Legal Education seminar on water law and developments, sponsored by the National Association of Professional Mortgage Women

#### **Program Director / Wild Hockey Legal Clinic / Wenatchee, WA**

**2013-2019**

- Developed the content, lectures, and materials for a program designed to educate students around the consequences of drinking and driving, drug possession, sexting, theft, and the importance of sexual consent
- Designed classroom lectures to drive discussion and increase students' understanding of the legal system and basic American civics
- Regularly engages with students to provide insight into the legal profession, provide guidance for interaction with law enforcement, and explain the consequences of a broad range of criminal offenses

#### **Program Director / Street Law / Wenatchee, WA**

**2014-2016**

- Developed the content, lectures, and materials for an innovative program at Westside High, a school that educates the disenfranchised, delinquent, and at-risk teenagers with drug abuse/dependency or behavioral issues
- Designed classroom lectures to drive discussion and increase students' understanding of the legal system and basic American civics
- Regularly engaged with students to provide insight into the legal profession, give guidance regarding interaction with law enforcement, and explain the consequences of a broad range of criminal offenses

#### **Volunteer Attorney / Chelan-Douglas County Volunteer Attorney Services / Wenatchee, W**

**2011-2019**

- Regularly volunteers to provide legal expertise and services to local residents in need of representation

#### **Founding Member / Moderate Means Program / Wenatchee, WA**

**2012-2019**

- Spearheaded the Washington State Bar Association's program providing low/pro bono legal assistance to individuals unable to afford legal representation

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## **Education**

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#### **Doctor of Philosophy, Human Services / Walden University / Minneapolis, MN**

**2018**

- Focus in Family Studies and Intervention Strategies
- Published Dissertation: "*Therapists' Attitudes, Knowledge, Comfort, and Willingness to Discuss Sexual Topics with Clients*"

#### **Juris Doctor / Cleveland State University, Cleveland-Marshall College of Law / Cleveland, OH**

**2009**

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## **Professional Memberships**

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#### **Building North Central Washington (BNCW), 2014-2019**

- A business and law focused group concerned with monitoring regulatory changes and pending legislation affecting local areas

**Washington State Bar, Member, 2011-Present**

**Arizona State Bar, Member, 2011-Present**

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## **Professional Memberships**

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#### **New Mexico Board of Nursing (BON), 2021-2022**

- As a board member, I adjudicated hundreds of cases involving the law as well as ethical issues, appeals from lower administrative law judges in my quasi-judicial function. In my quasi-legislative function I reviewed dozens of proposals for new programs, program modifications and funding. In my quasi-executive function I, along with other board members, supervised lower committees, handled internal affairs including the firing of the New Mexico Board of Nursing CEO, provided guidance on liability management, and managed the budget and completed the annual review and audit of the BON budget.

#### **Four Corners Association, 2021-2022**

- I was a founding member of the Four Corners Association, a group dedicated to bringing together non-profit organizations with governmental agencies and entities to provide much needed substance abuse treatment help, mental health treatment, medical treatment, and dental treatment to remote rural Navajo and Zuni populations that did not have access.

#### **Okanogan Land Trust, 2023-2025**

- Board member – reviewing complex land acquisition proposals and implementation of solutions that are balanced and effective.

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## Publications & Citations

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Thriving in Tough Times, 2022, Amazon Publishing

Cited in multiple peer-reviewed journal articles and two dissertations (please go to [google.com/scholar](https://scholar.google.com) and enter my dissertation to see the current citation list).

## JANITORIAL SERVICES CONTRACT

THIS CONTRACT, entered into this 18<sup>th</sup> day of March, 2025 by and between the City of Okanogan, hereinafter called the CITY, and **WDB Janitorial LLC**, hereinafter called the CONTRACTOR,

W I T N E S S E T H:

WHEREAS, the CITY desires to engage the CONTRACTOR to perform certain tasks hereinafter set forth.

NOW, THEREFORE, in consideration of the covenants, conditions, and promises hereinafter contained, THE PARTIES CONTRACT AND AGREE AS FOLLOWS:

- 1) This Contract shall be effective for the period April 1, 2025 through March 31, 2027.
- 2) The CITY shall pay the CONTRACTOR the sum of **\$ 10,200.00 per year** for the services to be provided as set forth in Paragraph 3 below. Said payment shall be divided in twelve monthly payments of **\$850.00** each and will be payable after services are rendered and after the first monthly meeting of the City Council.
- 3) The CONTRACTOR shall be responsible for all phases of janitorial services for the Okanogan City Hall, and Okanogan Public Library, including but not necessarily limited to:

**One Time Each Week:** City Hall Office, Council Chambers, Okanogan Public Library, Hallways and Entrances of each establishment.

Empty all wastebaskets and dispose of contents as directed. Vacuum all carpeted areas; sweep and mop all other floors. Dust and/or wipe all surfaces, furniture, blinds, light fixtures and windowsills. Clean and service restrooms by washing and scouring washbasins, toilet bowl, urinals, fixtures, toilet seats, mirrors, countertops and cabinets. Restock soap, paper towels, and toilet paper. Clean entryway doors from fingerprints and other debris. Spot clean carpet as needed.

**Twice Yearly:** City Hall Offices, Council Chambers, Okanogan Public Library, Hallways, and Entrances. All floors stripped of wax, seal coat and install two coats of finish. Wash all windows inside and outside in spring and fall.

**Once Yearly:** Wastewater Treatment Plant Lab/Offices **Only:** All floors stripped of wax, seal coat, and install two coats of finish.

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The CONTRACTOR shall be responsible for necessary equipment and shall be responsible for providing all supplies needed such as, but not limited to, cleaners, and waxes. The City shall provide all paper products, i.e. multi-fold and rolled towels, toilet paper, wastebasket liners, hand soap for restrooms, and dish soap for the lunchroom, etc.

The CONTRACTOR shall be responsible for their own records and agrees to pay all wages and taxes due to and for employees that have been hired, i.e., FICA, L&I, etc.

4) The CONTRACTOR agrees to maintain such insurance as will fully protect both the CONTRACTOR and the CITY from any and all claims under any Workman's Compensation Act or employer's liability laws, and to maintain liability insurance with minimum limits of \$250,000 from any and all claims of whatsoever kind or nature for the damage to property, or for personal injury, including death, made by anyone whomsoever that may arise from operations carried out under this contract, either by the CONTRACTOR, his agents or employees, or by anyone directly or indirectly engaged or employed by him. In addition, the CONTRACTOR agrees to provide the CITY with certificates evidencing the required coverage before CONTRACTOR begins work hereunder.

5) The work and services provided for herein shall be performed by the CONTRACTOR or his/her employees and no other firm or subcontractor shall be engaged to perform such services without the express written permission of the City, provided that this provision shall not apply to clerical and/or similar incidental services needed by the CONTRACTOR to assist in the performance of this Contract. If any portion of the services to be provided under this Contract are provided by a Subcontractor, the Subcontractor must provide an approved Statement of Intent to Pay Prevailing Wages, and an approved Affidavit of Wages Paid for all work done by the Subcontractor in the same manner as the CONTRACTOR under paragraph 7 below.

6) The CITY's representative, for purposes of administering this Contract, shall be the City Clerk-Treasurer.

7) This Contract requires prevailing wages under RCW Chapter 39.12. Any person employed in the performance of any part of the work in this Contract shall be paid not less than the applicable prevailing rate of wage. The CONTRACTOR shall submit an approved Statement of Intent to Pay Prevailing Wages from the Department of Labor and Industries before beginning to provide services under this Contract. CONTRACTOR shall submit an approved Affidavit of Wages Paid annually.

8) If, through any cause the CONTRACTOR shall fail to fulfill in a timely and proper manner his obligation under this Contract, or, if the CONTRACTOR shall violate any of the provisions of this Contract, the CITY shall thereupon have the



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right to terminate this Contract upon the giving of seventy-two (72) hours written notice to the CONTRACTOR describing such defaults or violation. Provided, that the CITY shall pay the CONTRACTOR for all phases or portions of phases already completed under this Contract.

9) The CONTRACTOR shall not be deemed to be an employee of the CITY.

10) The CITY's failure to insist upon strict performance of any provision of this Contract, or to exercise any right based upon a breach thereof, shall not constitute a waiver of any right under this Contract.

11) The CONTRACTOR agrees to indemnify and hold harmless the CITY, its officers, agents, and employees against any and all damages and claims resulting, or allegedly resulting, from the CONTRACTOR'S performance or lack of performance hereunder.

12) This Contract shall be construed and enforced in accordance with the laws of the State of Washington, and venue of any suit between the parties arising out of this Contract shall be in Okanogan County, Washington.

13) In the event the any lawsuit is instituted regarding the enforcement or interpretation of this Contract, the prevailing party shall be entitled to their reasonable attorney's fees and costs incurred, including arbitration and appeal.

IN WITNESS WHEREOF, the CITY and CONTRACTOR have executed this contract as of the day and year first-above written.

C O N T R A C T O R:

CITY OF OKANOGAN,  
A municipal corporation:

\_\_\_\_\_

By: \_\_\_\_\_  
Wayne L. Turner, Mayor  
P. O. Box 752  
City of Okanogan, 98840

UBI No. \_\_\_\_\_

By: \_\_\_\_\_  
Jessica Blake, Clerk/Treasurer

TIN: \_\_\_\_\_

# CITY OF OKANOGAN

Mayor Wayne L. Turner



## QUOTE PROPOSAL FORM

Name of Individual/Company: WDB Janitorial, LLC  
Address: PO Box 176 Omak WA 98841  
Tax ID Number: 45-2635060 UBI 603 117654  
Email: wdbjanitorialLLC@gmail.com  
Phone Number: 509-429-2596

My proposal for 2025-2027 janitorial services for the City of Okanogan is  
\$ 850 per month.

Date: 3/10/25

### Client References:

1. Omak City Hall Attn: Connie
2. Okanogan PUD Attn: Roy
3. VIP Insurance Attn: Wilson

**From:** [Jessica Blake](#)  
**To:** [Jessica Blake](#)  
**Subject:** FW: Charge adjustment request  
**Date:** Friday, March 14, 2025 1:45:00 PM  
**Attachments:** [image001.png](#)

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**From:** Jessica Blake

**Sent:** Wednesday, March 5, 2025 7:37 AM

**To:** Wayne L Turner <[okanoganmayor@okanogancity.com](mailto:okanoganmayor@okanogancity.com)>; Council Member 1 <[CM1@okanogancity.com](mailto:CM1@okanogancity.com)>; Council Member 5 <[CM5@okanogancity.com](mailto:CM5@okanogancity.com)>; Council Member 7 <[CM7@okanogancity.com](mailto:CM7@okanogancity.com)>; Shawn Davisson <[publicworks@okanogancity.com](mailto:publicworks@okanogancity.com)>

**Subject:** FW: Charge adjustment request

Good morning. The email below is the request we will be discussing in the water committee meeting next week. A few additional details regarding this:

I checked our call log from Friday, February 28<sup>th</sup> and did not find a missed call from Jennifer. When I spoke with her on Monday, she was not calling to shut off the water, she was asking why the bill was so high when there was no usage. I explained that she pays a base rate regardless of use as long as the water is on. She explained that the units were empty and had been for some time and that they would be starting renovations soon. She stated she was surprised her accountant was still paying this bill when it was so high. I let her know that she would just pay a water availability fee if she shut the water off, however I explained that we don't pro-rate and since it was the 3<sup>rd</sup> of the month, she would still need to pay for March's bill. She asked for an exception since it was only the 3<sup>rd</sup> and I explained that staff don't have the authority to do that, only City Council does and suggested she write a letter to them for consideration. She asked if there was a charge for reconnecting to the water and I let her know there wasn't a charge for turning the water back on as long as she called during business hours. She called back and spoke to Kaylee about an hour later asking again about the fee for reconnecting water and told Kaylee she had just talked to someone who also has rentals, and they told her she would have to pay \$1500 plus another \$500 fee to reconnect. Kaylee assured her that was not the case and that those fees sound like what you would pay to initially connect to the system.

We sent Chad out to turn the water off and he reported that it was already turned off. We checked for a service slip for a water turn off and were unable to locate one. We do not know if the owners or their agent turned the water off, or if we did since we aren't able to find associated paperwork. Laura recalls talking to the owner in 2023 when they asked to have garbage service stopped since they didn't have any renters. She asked at that time if they wanted the water shut off and she responded that she didn't since they would be starting renovations soon.

They bought the property in 2022 and had high water consumption until July 2023. From July 2023 until August 2024, they had relatively low water consumption, especially for what is purported to be a 6 unit apartment complex, which appears to support that they didn't have renters during that time frame. We did some research on the property and located a Zillow ad which was updated by a realtor in September 2024. The ad shows the property for sale and

indicates that it is a 9 unit complex.

I look forward to the discussion next week. Please reach out if there is additional information we can provide to help with your decision.

Jessica Blake  
Clerk Treasurer  
City of Okanogan  
PO Box 752  
Okanogan, WA 98840  
509-422-3600



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**From:** Jennifer Ness <[Jen@nessmgmt.com](mailto:Jen@nessmgmt.com)>  
**Sent:** Monday, March 3, 2025 2:59 PM  
**To:** Jessica Blake <[cityclerk@okanogancity.com](mailto:cityclerk@okanogancity.com)>  
**Subject:** Charge adjustment request

[External Email]

Good afternoon. I am writing to request an adjustment to my March invoice for water/sewer. I attempted to call on Friday, February 28, and was unable to reach someone. My husband and I own a 6 unit apartment building that is in renovations. We have not used any water/sewer since we purchased the building. However one of our employees was under the impression that we had to pay a monthly minimum in order to avoid a \$1,500 shut off and subsequent turn on fee (down the road when we start up with the project again - likely April). We have been paying \$800-900 per month. I reached someone in the office today, March 3rd, and they told me that I can pay a \$25 monthly rate to keep the accounts open but shut the water off and avoid the costly bills. She informed me that there is no shut off or turn on fee at all! This is wonderful news. However, because of the way the calendar falls this year, because it is now the first business day of March, I was told I will have to pay another costly bill of \$900 for this month. I am asking that you would please look at the history of this bill and water use age (none) and see that it would be fair to adjust our bill to reflect the \$25 monthly fee for the March bill. I will attach the February invoice for reference.

Thank you for your consideration.

Respectfully,

Jennifer and Loren Ness  
221 Okanogan LLC  
206-579-3198

**CITY OF OKANOGAN  
COUNCIL MINUTES  
March 4, 2025**

**CALL TO ORDER**

The Meeting was called to order by Mayor Turner at 7:00 pm and those present stood for the Pledge of Allegiance.

The following were:

Present: Mayor Wayne L. Turner      Councilmembers: Lisa Bauer, Rob Gillespie, Eric S. Lind, Sr., John Lyles, Greg Oyler, and Denise Varner.

Also Present: Clerk/Treasurer Jessica Blake, Deputy Clerk/Treasurer Susan Stewart, Public Works Director Shawn Davisson, Fire Chief Brad Armstrong, Building Official/Permit Administrator Bryan Forbus, and Code Enforcement/Assistant Permit Administrator Craig Caswell.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Mayor Turner asked if there were any alterations to the Agenda and Consent Agenda. Bauer moved, seconded by Varner to approve the Agenda and Consent Agenda as presented. Mayor Turner asked if there were any objections to the motion. Seeing no objection raised, the motion passed without objection.

**EXCUSE COUNCILMEMBERS**

There were no pre-excused Councilmembers on the Agenda and Consent Agenda.

**APPROVAL OF MINUTES**

The Minutes of the Regularly Scheduled Council Meeting of February 18, 2025 were approved with passage of the Consent Agenda.

**APPROVAL OF VOUCHERS**

Claims Vouchers numbered 55809 through 55859 dated March 04, 2025 in the amount of \$110,345.84, and Payroll Checks and Direct Deposit Runs for February in the amount of \$137,202.16 were approved with the Consent Agenda.

**PUBLIC COMMENT**

Mayor Turner opened the floor and invited Public Comment. There being no Public Comment, Public Comment was closed.

## **DEPARTMENT HEAD REPORTS**

Public Works Director Davisson submitted a written report. In addition, he announced the following:

- ❖ Water Manager Barry Featherly submitted the Water Use Efficiency report to Washington State Department of Health (WA DOH)
- ❖ Performed replacing the pump and motor at the Murray Street Booster Pump Station
- ❖ Continued monitoring the backup generator project
- ❖ Attended an airport meeting to discuss the construction of a new airport hangar and pilots lounge
- ❖ Elmway Watermain project could start as early as the week of March 10<sup>th</sup>
- ❖ Currently advertising for 2025 Seasonal Maintenance positions

Code Enforcement/Assistant Permit Administrator Caswell submitted a written report, reviewed the information in his report, and answered questions. In addition, he announced he will be attending the Animal Control Officer Academy March 10<sup>th</sup> - March 21<sup>st</sup>, 2025.

Fire Chief Armstrong submitted a written report. In addition, he announced the following:

- ❖ Department stats are currently at 44 calls
- ❖ March 1<sup>st</sup>, 2025, was the first wildland fire in the City of Okanogan, it occurred on Sunrise Heights which started at ¼ acre and grew to ½ acre
- ❖ April – July the Fire Department will be working with the Department of Natural Resources (DNR) to do Visual Risk Assessments on defensible space around homes within the city. There are 218 homes that will have a visual assessment done, this will be done by volunteer firefighters.
- ❖ Participated in a conference call with the National Oceanic and Atmospheric Administration (NOAA) to discuss the projected forecast for 2025 which indicates higher spring precipitation and Mid July high temperatures, which will make for light flashy fuels and greater fire potential in summer months.

Clerk/Treasurer Blake submitted a written report, in addition she announced the following:

- ❖ Met with Department of Ecology regarding Air Quality Grant which will end in June, received authorization to purchase a Conex container to store additional paper bags for yard waste clean-up events. The City is increasing the number of paper bags provided to residents to 20, which will be available for pick up at City Hall beginning March 24<sup>th</sup>. A letter with details will be sent to residents this week.
- ❖ Councilmember Chilcote's resignation was effective February 28<sup>th</sup>. The position is being advertised and a scheduled review by Council will be March 18<sup>th</sup> during the regular council meeting.



- ❖ An informational flyer regarding business licenses will be sent out this week.

Building Official Forbus submitted a written report, reviewed the information in his report and answered questions.

Okanogan County Sheriff's Office submitted a written report and were not present at the meeting.

### **COMMITTEE REPORTS**

There were no Committee Reports on the Agenda.

### **UNFINISHED BUSINESS**

There was no Unfinished Business on the Agenda.

### **NEW BUSINESS**

#### Ordinance No. 1242

Clerk Treasurer Blake introduced Ordinance No. 1242.

Varner moved, seconded by Bauer to adopt Ordinance No. 1242.

There was a brief discussion.

Ayes: Lind, Sr., Bauer, Varner, Gillespie, Lyles, and Oyler

Noes: None

Motion carried: 6 Ayes: 0 Noes

#### Public Works Board Pre-Construction Loan Award Acceptance – Wastewater Treatment Facility Improvements

Clerk Treasurer Blake introduced Public Works Board Pre-Construction Loan Award Acceptance – Wastewater Treatment Facility Improvements.

Lyles moved, seconded by Varner to approve the Public Works Board Pre Construction Loan award for Wastewater Treatment Facility Improvements and authorize Mayor Turner to sign the necessary contract documents.

There was a brief discussion.

Ayes: Lind, Sr., Bauer, Varner, Gillespie, Lyles, and Oyler

Noes: None

Motion carried: 6 Ayes: 0 Noes

### **PUBLIC COMMENT**

Mayor Turner opened the floor and invited Public Comment. Seeing none offered, Public Comment was closed.

### **COUNCILMEMBER'S COMMENT**

Bauer provided a recap of the recent Economic Alliance Meeting discussion items, some of which included:

- ❖ Small Businesses
- ❖ Broadband project progress
- ❖ BAT meeting

Bauer reported on her recent AWC City Action Days conference where she met with representative Engle and discussed the following:

- ❖ Infrastructure
- ❖ Housing needs
- ❖ Public Safety

Varner reported on the following:

- ❖ Food Truck Festival April 26, 2025 from 4:00pm – 9:00pm
- ❖ High School Business week at the Okanogan County Agri-Plex is the week of March 3-7, 2025
- ❖ The Business & Tourism Committee needs to meet and discuss how to deal with the empty storefronts and buildings in the downtown core to get businesses to either open or encourage the owners to sell them at a reasonable price
- ❖ The Public Health Department meeting she recently attended as the City of Okanogan representative included a discussion of the overwhelming number of overdoses in Okanogan County and how individuals can gain access to Narcan and training on how to administer it in the event they encounter someone overdosing

### **MAYOR'S REPORT**

Mayor Turner had nothing further to report.

**ADJOURNMENT**

There being no further business before the Council, the Meeting was adjourned at 7:43 pm.

*Minutes taken and prepared by Deputy Clerk-Treasurer Susan Stewart*

**APPROVED:**

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**Wayne L. Turner, Mayor**

**ATTEST:**

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**Jessica Blake, Clerk-Treasurer**