

**CITY OF OKANOGAN
COUNCIL AGENDA
February 3, 2026 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**
Rob Gillespie
John Lyles
4. * **APPROVAL OF MINUTES**
January 20, 2026 Council 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**
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
Interagency Data Sharing Agreement for Driver and Vehicle System Access (DRIVES)

Resolution 2026-2 – DRIVES Permissible Use Policy
11. * **CORRESPONDENCE**
12. **PUBLIC COMMENT**

The City of Okanogan is an equal opportunity employer and provider that strives to accommodate persons with disabilities. City Hall is ADA accessible.
Please contact the City Clerk's Office by Noon on any meeting date for assistance.

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**

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, Clerk Treasurer

Date: January 29, 2026

Subject: DOL Interagency Data Sharing Agreement/Agency Access Request

Attached for Council consideration is an Interagency Agreement with the Department of Licensing and application for agency access to the Driver and Plate Search (DAPS).

This will allow Code Enforcement to access owner information of improperly parked vehicles to issue citations or tow vehicles. There is no cost for this service.

The account requires an administrator to oversee and audit the access of system users, which I have listed as the Clerk Treasurer.

Suggested Motion: I move to approve the Interagency Data Sharing Agreement for Driver and Vehicle System Access and authorize Mayor Turner to sign the Agency Access Request naming Jessica Blake as Administrator.

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, Clerk Treasurer

Date: January 29, 2026

Subject: Resolution 2026-2 – DRIVES Permissible Use Policy

Attached for Council consideration is Resolution 2026-2 – DRIVES Permissible Use Policy. This is a requirement of the Interagency Agreement with Department of Licensing.

Suggested Motion: **I move to adopt Resolution 2026-2.**

DEPARTMENT HEAD REPORT

Clerk's Office

February 3, 2026

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

1. Budget

- Posted Vouchers for 1st Council February 2026
- Paid Vouchers for 2nd Council January 2026

2. Clerk Duties

- Distributed Correspondence and Agenda Items

3. Other

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

4. Payroll

- Completed 2nd Payroll for January 2026
- Completed W2 and 1099 processing

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 January statements
- Updated Website

7. Sports Complex

- Scheduled plex users meeting for February 25th

8. Wellness

- Distributed "60 Minutes of Self Care" Flyer
- Completed Well City Application

9. Clerk Treasurer

- Completed insurance billing for Airport Hangar
- Completed PWB WWTF grant billing
- Drafted Parking ordinance update
- Drafted policy for DRIVES access
- Met with community members and task force
- Participated in engineer interviews for Oak Street Railroad Crossing project
- Participated in onboarding meeting with Firefly

Code Enforcement/Animal Control/Assistant Permit Admin Report

City Council Meeting

February 3rd , 2026

Patrolled the city

Animal Complaints

2 closed 4 open

Public Nuisance

1 closed 6 open

6 open including the following-

1701 2nd Avenue North (on going)

410 8th Street (on going)

Blue Mountain Motel (on going)

803 2nd Avenue South (on going)

11A Apple Way

Vehicles and Traffic

5 closed 4 open

Camping

1 Closed

Department Head Report

Fire Department

February 3, 2026

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- 4
- Continued transferring inventory into First Due system and working on the NERIS transfer.
- Had Ice machine repaired
- Installed headsets in E-41

Training:

- Truck checks
- Business Meeting
- Officers Meeting
- Firefighter 1 & 2
- Pump Operations

Fire Calls to Date:

- Activated Alarm- 3
- Motor vehicle Accident- 0
- Motor vehicle fire- 0
- Brush Fire- 0
- Structure Fire- 0
- EMS Assist- 0
- Fire Other/Good Intent- 1
- Haz-Mat- 0

Hours Spent on Calls and Training to Date

- | | |
|------------------|---------------------------|
| • District: 0.32 | Man Hours to Date: 5.23 |
| • City: 0.15 | Man Hours to Date: 0.58 |
| • Training: 31.0 | Man Hours to Date: 319.50 |

Totals Calls to Date:

- District: 1
- City: 3

Events:

Attending Fireman's Banquet February 7, 2026

DEPARTMENT HEAD REPORT

Public Works

February 3, 2026

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 utility locates as needed

Wastewater Department

- Performed daily testing and record keeping
- Performed customer service as needed
- Performed routine maintenance
- Performed utility locates as needed
- Performed plumbing repairs at the WWTP

Street Department

- Performed snow & ice control operations as needed
- Performed street sign inventory
- Participated in engineer interviews for the Oak Street Railroad Crossing Improvement Project

Parks/Cemetery/Pool/City Hall/Airport

- Performed tree trimming at the Arboretum Park
- Performed vegetation removal around the Legion Park Restrooms
- Performed tree trimming at Legion Park
- Performed refurbishing picnic tables
- Performed plumbing repairs at City Hall

Shop

- Performed vehicle & equipment maintenance
- Performed street sweeper repairs & maintenance
- Performed shop door repairs
- Performed shop cleaning & reorganizing

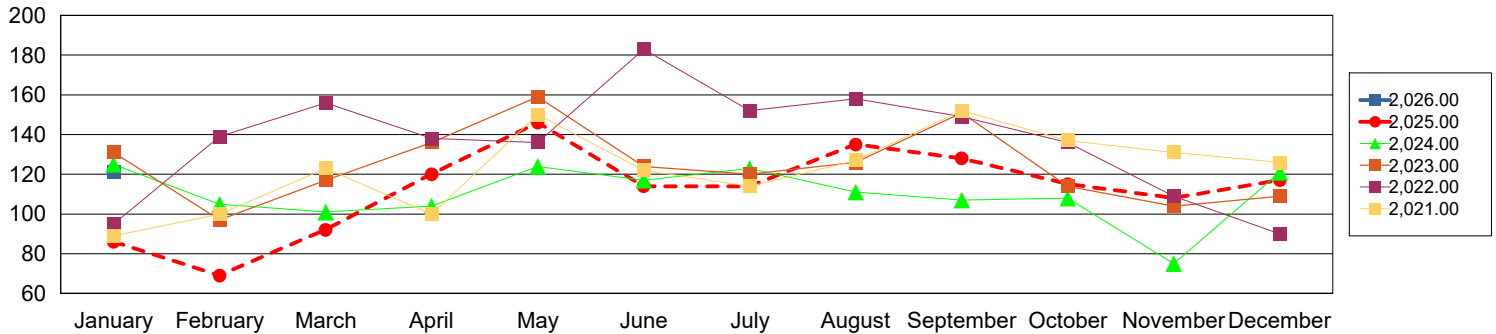
Other

- Performed reviewing draft City Ordinances



Okanogan County Sheriff's Office

Okanogan - Monthly Activity Law Incidents



- Total City Incidents in last 30 days: **128**
- Thefts in last 30 days: **6**
- Burglary / Trespass in last 30 days: **8**
- Assaults / Disputes in last 30 days: **12**
- Traffic incidents in last 30 days: **6**
- Total City Incidents YTD: **138**

Traffic Stops: **33**

Law Incidents - Last 30 Days

OCSO

128

12/30/2025	17:01	WELFARE CHECK	2ND	OKANOGAN	S25-08226
12/30/2025	17:01	TRESPASSING	PINE	OKANOGAN	S25-08228
12/31/2025	02:28	TRAFFIC STOP	2ND	OKANOGAN	S25-08233
12/31/2025	11:50	FOUND PROPERTY	LINDEN	OKANOGAN	S25-08241
12/31/2025	12:10	WELFARE CHECK	KING	OKANOGAN	S25-08242
12/31/2025	14:57	THEFT OTHER	2ND	OKANOGAN	S25-08248
12/31/2025	16:45	TRESPASSING	2ND	OKANOGAN	S25-08249
01/01/2026	11:46	SEX OFFENDER	5TH	OKANOGAN	S26-00010
01/01/2026	16:16	FIREWORKS	CONCONULLY	OKANOGAN	S26-00019
01/01/2026	16:58	ANIMAL STRAY	2ND	OKANOGAN	S26-00020
01/01/2026	19:53	DOMESTIC DISPUT	SEATTLE	OKANOGAN	S26-00024
01/02/2026	15:08	SUICIDAL PERSON	CONCONULLY	OKANOGAN	S26-00033
01/02/2026	15:51	CITIZEN ASSIST	3RD	OKANOGAN	S26-00034
01/02/2026	16:40	CITIZEN ASSIST	3RD	OKANOGAN	S26-00037
01/02/2026	17:10	CITIZEN ASSIST	5TH	OKANOGAN	S26-00039
01/03/2026	22:26	CITIZEN ASSIST	2ND	OKANOGAN	S26-00061
01/04/2026	13:59	THEFT OTHER	PINE	OKANOGAN	S26-00070
01/04/2026	19:01	WANTED PERSON	HIGHWAY 20	OKANOGAN	S26-00075
01/04/2026	21:27	DOMESTIC DISPUT	2ND	OKANOGAN	S26-00080
01/05/2026	09:10	AGENCY ASSIST	5TH	OKANOGAN	S26-00085
01/05/2026	09:21	DISORDERLY	3RD	OKANOGAN	S26-00087

01/05/2026	10:24	OVERDOSE	3RD	OKANOGAN	S26-00090
01/05/2026	11:25	CITIZEN ASSIST	2ND	OKANOGAN	S26-00094
01/05/2026	12:21	DEATH UNATTEND	4TH	OKANOGAN	S26-00097
01/05/2026	14:17	SUICIDAL PERSON	2ND	OKANOGAN	S26-00101
01/05/2026	14:23	CIVIL	3RD	OKANOGAN	S26-00102
01/05/2026	15:37	MHP CONTACT	4TH	OKANOGAN	S26-00105
01/06/2026	14:05	CITIZEN CONTACT	1ST	OKANOGAN	S26-00128
01/06/2026	17:13	DOMESTIC DISPUT	4TH	OKANOGAN	S26-00132
01/07/2026	12:51	THEFT OTHER	5TH	OKANOGAN	S26-00147
01/07/2026	12:52	SEX OFFENDER	5TH	OKANOGAN	S26-00145
01/07/2026	13:30	THEFT OTHER	3RD	OKANOGAN	S26-00152
01/07/2026	13:58	CITIZEN ASSIST	ELMWAY	OKANOGAN	S26-00150
01/07/2026	14:32	SEX OFF REGISTR	5TH	OKANOGAN	S26-00151
01/07/2026	15:05	CUSTODIAL INT.	5TH	OKANOGAN	S26-00155
01/07/2026	18:00	RUNAWAY JUVNILE	5TH	OKANOGAN	S26-00161
01/07/2026	21:34	SUICIDE ATTEMPT	5TH	OKANOGAN	S26-00162
01/08/2026	07:33	MAL MISCHIEF	RIVER	OKANOGAN	S26-00167
01/08/2026	08:54	ANIMAL SICK	2ND	OKANOGAN	S26-00170
01/08/2026	09:23	MEDICAL	RAILROAD	OKANOGAN	S26-00169
01/08/2026	12:10	RUNAWAY JUVNILE	1ST	OKANOGAN	S26-00173
01/08/2026	16:39	FAIL TO REGIST	5TH	OKANOGAN	S26-00181
01/09/2026	12:46	JUVENILE PROB	5TH	OKANOGAN	S26-00199
01/10/2026	11:30	HARASSMENT	2ND	OKANOGAN	S26-00208
01/10/2026	12:11	WEAPON OFFENSE	3RD	OKANOGAN	S26-00209
01/10/2026	16:18	THEFT OTHER	ELMWAY	OKANOGAN	S26-00212
01/12/2026	00:05	SUSPICIOUS	SEATTLE	OKANOGAN	S26-00235
01/12/2026	12:21	WANTED PERSON	2ND	OKANOGAN	S26-00242
01/12/2026	12:24	TRAFFIC HAZARD	ELMWAY	OKANOGAN	S26-00241
01/12/2026	12:45	CITIZEN ASSIST	2ND	OKANOGAN	S26-00243
01/12/2026	13:45	CITIZEN ASSIST	RAILROAD	OKANOGAN	S26-00246
01/12/2026	14:06	SUSPICIOUS	7TH	OKANOGAN	S26-00247
01/13/2026	14:48	CIVIL	CONCONULLY	OKANOGAN	S26-00281
01/13/2026	15:07	TRESPASSING	ELMWAY	OKANOGAN	S26-00282
01/13/2026	16:11	WANTED PERSON	3RD	OKANOGAN	S26-00284
01/13/2026	16:15	CIVIL	3RD	OKANOGAN	S26-00285
01/13/2026	16:27	SUSPICIOUS	2ND	OKANOGAN	S26-00286
01/13/2026	21:31	THREATENING	3RD	OKANOGAN	S26-00290
01/14/2026	00:28	CIVIL	3RD	OKANOGAN	S26-00292
01/14/2026	10:41	SUSPICIOUS	3RD	OKANOGAN	S26-00298
01/14/2026	10:59	DRUGS	5TH	OKANOGAN	S26-00300
01/14/2026	12:43	HARASSMENT	3RD	OKANOGAN	S26-00302
01/14/2026	15:51	CIVIL	3RD	OKANOGAN	S26-00310
01/14/2026	19:37	VIOLATE ORDER	3RD	OKANOGAN	S26-00312
01/15/2026	07:57	DOMESTIC DISPUT	1ST	OKANOGAN	S26-00316
01/15/2026	10:27	CITIZEN ASSIST	1ST	OKANOGAN	S26-00318
01/15/2026	11:56	CIVIL	SEATTLE	OKANOGAN	S26-00323
01/15/2026	12:11	UNKNOWN PROBLEM	2ND	OKANOGAN	S26-00324
01/15/2026	13:15	VIOLATE ORDER	2ND	OKANOGAN	S26-00328
01/15/2026	16:34	SUSPICIOUS	5TH	OKANOGAN	S26-00334
01/16/2026	13:17	THEFT OTHER	CONCONULLY	OKANOGAN	S26-00348
01/17/2026	09:02	AGENCY ASSIST		OKANOGAN	S26-00362
01/17/2026	09:31	MAL MISCHIEF	5TH	OKANOGAN	S26-00361
01/17/2026	11:39	CIVIL	4TH	OKANOGAN	S26-00363
01/17/2026	17:05	PARKING PROBLEM	OAK	OKANOGAN	S26-00365
01/18/2026	03:54	SUICIDAL PERSON	3RD	OKANOGAN	S26-00372

01/18/2026 17:02	PARKING PROBLEM	OAK	OKANOGAN	S26-00380
01/18/2026 21:21	ATTEMPT-LOC NT	4TH	OKANOGAN	S26-00381
01/18/2026 21:45	JUVENILE PROB	5TH	OKANOGAN	S26-00382
01/18/2026 21:51	MHP CONTACT	CRESTVIEW	OKANOGAN	S26-00383
01/19/2026 06:31	DOMESTIC DISPUT	RAILROAD	OKANOGAN	S26-00386
01/19/2026 08:59	CIVIL	2ND	OKANOGAN	S26-00387
01/19/2026 09:29	TRESPASSING	RAILROAD	OKANOGAN	S26-00388
01/19/2026 15:14	THREATENING	CONCONULLY	OKANOGAN	S26-00393
01/20/2026 14:18	SUSPICIOUS	1ST	OKANOGAN	S26-00407
01/20/2026 15:20	MAL MISCHIEF	2ND	OKANOGAN	S26-00409
01/20/2026 15:20	VIN INSPECTION	ELMWAY	OKANOGAN	S26-00410
01/20/2026 19:10	ACCIDENT HITRUN	5TH	OKANOGAN	S26-00425
01/21/2026 03:57	MHP CONTACT	BRIDGE	OKANOGAN	S26-00428
01/21/2026 07:08	EXTRA PATROL	2ND	OKANOGAN	S26-00429
01/21/2026 08:55	MAL MISCHIEF	2ND	OKANOGAN	S26-00432
01/21/2026 13:44	MAL MISCHIEF	3RD	OKANOGAN	S26-00441
01/21/2026 14:54	SUSPICIOUS	2ND	OKANOGAN	S26-00444
01/21/2026 17:55	DWLS	2ND	OKANOGAN	S26-00449
01/21/2026 18:18	ASSAULT	3RD	OKANOGAN	S26-00450
01/21/2026 19:41	TRESPASSING	4TH	OKANOGAN	S26-00451
01/22/2026 09:54	LOST PROPERTY	5TH	OKANOGAN	S26-00460
01/22/2026 10:18	VIOLATE ORDER	3RD	OKANOGAN	S26-00461
01/22/2026 15:15	DOMESTIC DISPUT	MILL	OKANOGAN	S26-00473
01/22/2026 15:23	SUSPICIOUS	2ND	OKANOGAN	S26-00474
01/22/2026 18:28	SUSPICIOUS	RAILROAD	OKANOGAN	S26-00479
01/22/2026 18:43	SUSPICIOUS	2ND	OKANOGAN	S26-00480
01/23/2026 03:40	JUVENILE PROB	CRESTVIEW	OKANOGAN	S26-00483
01/23/2026 16:54	PROPERTY DAMAGE	4TH	OKANOGAN	S26-00492
01/23/2026 19:03	DWLS	2ND	OKANOGAN	S26-00495
01/23/2026 22:51	SUSPICIOUS	MAPLE	OKANOGAN	S26-00497
01/24/2026 10:23	SUSPICIOUS	5TH	OKANOGAN	S26-00504
01/24/2026 12:56	SUSPICIOUS	MAPLE	OKANOGAN	S26-00507
01/24/2026 17:54	TRESPASSING	2ND	OKANOGAN	S26-00517
01/25/2026 07:45	FIRE OTHER	DELMAY	OKANOGAN	S26-00523
01/25/2026 20:49	DOMESTIC DISPUT	CRESTVIEW	OKANOGAN	S26-00532
01/26/2026 03:47	DOMESTIC DISPUT	1ST	OKANOGAN	S26-00533
01/26/2026 06:45	DOMESTIC DISPUT	PINE	OKANOGAN	S26-00534
01/26/2026 06:59	DOMESTIC DISPUT	ELMWAY	OKANOGAN	S26-00535
01/26/2026 12:30	ACCIDENT HITRUN	3RD	OKANOGAN	S26-00539
01/26/2026 12:36	ALARM FIRE	5TH	OKANOGAN	S26-00540
01/26/2026 13:05	VIN INSPECTION	ELMWAY	OKANOGAN	S26-00541
01/26/2026 14:05	WEAPON OFFENSE	5TH	OKANOGAN	S26-00542
01/26/2026 20:48	SUSPICIOUS	3RD	OKANOGAN	S26-00550
01/27/2026 08:10	SUSPICIOUS	2ND	OKANOGAN	S26-00555
01/27/2026 09:45	MAL MISCHIEF	1ST	OKANOGAN	S26-00557
01/27/2026 10:54	EXTRA PATROL	3RD	OKANOGAN	S26-00558
01/27/2026 16:39	SUSPICIOUS	2ND	OKANOGAN	S26-00571
01/28/2026 08:27	TRESPASSING	7TH	OKANOGAN	S26-00578
01/28/2026 08:48	TRESPASSING	2ND	OKANOGAN	S26-00579
01/28/2026 09:42	DOMESTIC DISPUT	MAPLE	OKANOGAN	S26-00580
01/28/2026 15:18	CITIZEN ASSIST	1ST	OKANOGAN	S26-00582
01/28/2026 15:30	VIOLATE ORDER	5TH	OKANOGAN	S26-00583

EMS Calls - Last 30 Days

LIFELINE EMS	22
12/30/25 19:51	ALARM FIRE E25-06448
12/31/25 06:53	TRANSFER PATIEN E25-06455
12/31/25 22:23	SICKNESS E25-06465
01/01/26 16:34	FALL E26-00013
01/01/26 18:13	TRANSFER PATIEN E26-00015
01/02/26 22:08	TRANSFER PATIEN E26-00033
01/04/26 05:31	ALARM MEDICAL E26-00054
01/04/26 07:51	UNCONSCIOUSNESS E26-00056
01/05/26 10:24	OVERDOSE E26-00073
01/05/26 12:21	DEATH UNATTEND E26-00076
01/08/26 09:23	MEDICAL E26-00140
01/08/26 09:41	MEDICAL E26-00142
01/09/26 05:09	ALARM MEDICAL E26-00157
01/15/26 12:11	MEDICAL E26-00263
01/18/26 20:54	MEDICAL E26-00320
01/20/26 20:51	MEDICAL E26-00356
01/21/26 11:34	FIRE STRUCTURE E26-00366
01/21/26 12:40	MEDICAL E26-00367
01/25/26 14:35	MEDICAL E26-00438
01/26/26 09:51	MEDICAL E26-00444
01/26/26 12:36	ALARM FIRE E26-00447
01/26/26 18:38	UNCONSCIOUSNESS E26-00450

Fire Calls - Last 30 Days

OKANOGAN FIRE DEPARTMENT FD03	6
12/30/25 19:51	ALARM FIRE F25-02508
12/31/25 08:27	FIRE OTHER F25-02510
01/20/26 16:30	FIRE OTHER F26-00095
01/21/26 11:34	FIRE STRUCTURE F26-00098
01/25/26 07:45	FIRE OTHER F26-00116
01/26/26 12:36	ALARM FIRE F26-00122

OMAK FIRE	3
01/26/26 12:36	ALARM FIRE F26-00121
01/21/26 11:34	FIRE STRUCTURE F26-00097
12/30/25 19:51	ALARM FIRE F25-02509

Driver and Plate Search (DAPS) and Driver Information and Adjudication System (DIAS) Agency Access Request

Please read the following instructions before completing the attached form to request access to the DAPS or DIAS systems.

An executive with the authority to authorize the **Account Administrator** to contractually bind your agency for system access must sign the form. A copy of documentation that identifies the administrator as an employee of your agency (examples: employee ID, credentials, badge, etc.) is also required. Once the application is approved, the Account Administrator will be required to create a License eXpress business account, add the service, and sign a click-to-agree Interagency Data Sharing Agreement for Driver and Vehicle System (DRIVES) Access ("Agreement").

After the DAPS or DIAS account is set-up, the Account Administrator will be able to add Managers to manage user access to the system.

It is important that you read and understand the Agreement's terms and conditions. Here is a link to the Agreement <https://www.dol.wa.gov/external/daps-dias.html> and below are some key points. Please refer to the Agreement for complete requirements:

- Access roles and responsibilities will be:
 - **Administrator** Administrator has the designated authority from your organization to click to agree on the Agreement. They will be the person accountable to the Department of Licensing (DOL) for administering this Agreement and for managing all Manager and User accounts on behalf of the Licensee. The Administrator has the capability to:
 - Perform authorized functions consistent with permissions granted by DOL;
 - Request codes to add Managers and Users;
 - Revoke Manager and User access; and
 - View and search activities performed by all Authorized Users.
 - **Managers** have the capability to:
 - Perform authorized functions consistent with permissions granted by DOL;
 - Request codes to add other Managers and Users;
 - Revoke Manager and User access; and
 - View and search activities performed by all Authorized Users.
 - **Users** have the capability to:
 - Perform authorized functions consistent with permissions granted by DOL; and
 - View and search their activities.
- Each authorized user must have an individual License eXpress account.
- Authorized user must be revoked immediately when it is no longer required for job responsibilities.

Governmental agencies can use the data for performing their job functions, except pursuant to Executive Order 17-01, DOL data may not be used for purposes of investigating, locating, or apprehending individuals for immigration related violations.

- You must proactively ensure that information accessed through DAPS and/or DIAS is only used as allowed by the Agreement and notify DOL immediately of any misuse.
- You must conduct annual assessments for data Privacy and Security Requirements, and internal control requirements of the Agreement and annually attest to DOL that you meet these requirements.

Driver and Plate Search (DAPS) and Driver Information and Adjudication System (DIAS) Agency Access Request

Governmental entities use this form to request access to the DAPS or DIAS systems. A person with authority to commit its organization to contractual obligations must sign this form.

Email the completed application and documentation that identifies the designated Account Administrator as an employee of your agency (examples: employee ID, credentials, badge, etc.) to: DataServices@dol.wa.gov

Online system access (*select all that apply*):

- ☒ DAPS—online driver and vehicle records search for use in investigations
☐ DIAS— online system to view, electronically update, and request driver records and submit vehicle registration holds/releases used by courts, prosecuting attorneys, and government agencies.

Agency name City of Okanogan	
ORI or NCIC number	EIN, TIN, or UBI 91-6001479
Office name and location City Hall, City of Okanogan	
Physical address (<i>Street, Apartment or suite number, City, State, ZIP code</i>) 120 3rd Ave N., Okanogan, WA 98840	
Mailing address (<i>Address or PO Box, City State, ZIP code</i>) PO Box 752, Okanogan, WA 98840	
Account administrator name (person authorized to agree to the click-through contract) Jessica Blake	Title Clerk Treasurer
Email cityclerk@okanogancity.com	10-digit phone number (509) 422-3600
Provide a detailed explanation as to why you need access to these programs. Incomplete information may cause your application to be delayed or rejected. The City needs access to this information to enforce our parking regulations. Our Code Enforcement Officer will be the primary user to access owner information of improperly parked vehicles in order to issue citations or perform towing if necessary.	
Will you disclose the information to third parties? ☒ Yes ☐ No If "Yes," to whom and why? Be specific. The City of Okanogan contracts with Okanogan County for court services. Any citations issued by our Code Enforcement Officer would need to be filed with District Court for enforcement.	
Pursuant to Executive Order 17-01 and RCW 43.17.425, do you understand that your organization must not use DOL data for purposes of investigating, locating, or apprehending individuals for immigration related violations? ☒ Yes ☐ No	
Do you have the authority to delegate the Account Administrator named above to agree to the contract terms and conditions? ☒ Yes ☐ No	

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

02/03/2026, Okanogan, WA

Date and place

X

Signature (Type your name or sign here)

Mayor

Title

INTERAGENCY DATA SHARING AGREEMENT FOR DRIVER AND VEHICLE SYSTEM (DRIVES) ACCESS

The agreed upon Terms and Conditions herein establish a Data Sharing Agreement (hereinafter "Agreement") between the Washington State Department of Licensing (hereinafter "DOL"), and the governmental agency named on DOL's Driver and Vehicle System (DRIVES) Access Account (hereinafter "Licensee"). DOL and Licensee may be individually referred to as "Party", or collectively referred to as "Parties."

Pursuant to the mutual terms and conditions herein, and based upon Licensee agreement hereto by clicking on the "Agree" button, the Parties hereby agree as follows:

1. BACKGROUND AND PURPOSE

In accordance with the Revised Code of Washington (RCW), government agencies may have the right to access and receive specific information maintained by the Department of Licensing as contained in vehicle and/or driver records. This information may be accessed through DRIVES, at DOL's discretion.

The purpose of this Agreement is to provide the terms and conditions for authorizing governmental entities to access DRIVES.

2. LEGAL JUSTIFICATION

The Data shared under this Agreement is permitted pursuant to the following authority: chapters 39.34, 42.56, 46.12, and 46.52 RCW; chapter 308-10 Washington Administrative Code (WAC); and/or the Federal Driver Privacy Protection Act (DPPA) 18 U.S.C. §2721 through §2725.

3. DEFINITIONS

As used throughout this Agreement, the following terms have the meanings set forth below:

"Authorized Users" means those authorized by the Licensee to access Data under this Agreement. Authorized users include Administrators, Managers and Users.

"Confidential Information" means information that may be exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other state or federal statutes and data defined as more sensitive than "public" and requires security protection. Confidential Information includes, but is not limited to, vehicle legal owner, social security numbers, credit card information, driver license numbers, Personal Information, law enforcement records, agency security data, and banking profiles.

"Data" means information obtained from DRIVES and provided to Licensee. This definition inherently includes material that contains Confidential Information.

"Data Security" means defending information from unauthorized access, use, disclosure, disruption, modification, perusal, inspection, recording or destruction. This applies regardless of the form the Data may take (electronic, physical, etc.).

"Data Security Breach" means unauthorized acquisition of Confidential Information that compromises the security, confidentiality, or integrity of Confidential Information maintained by the person or business as defined in RCW 19.255.010.

"Permissible Use" means only those uses authorized in this Agreement and as specifically

defined.

“Personal Information” means information identifiable to any person, including, but not limited to information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses (except 5-digit zip code), telephone numbers, social security numbers, driver license numbers, e-mail addresses, credit card information, law enforcement records or other identifying numbers or Protected Health Information, any financial identifiers, and other information that may be exempt from disclosure to the public or other unauthorized persons under either RCW 42.56.360, chapter 42.56 RCW, or other state and federal statutes.

“Subrecipient” means any secondary or subsequent entity who receives the Data from the Licensee or through a chain of entities originating with the Licensee. Pursuant to RCW 46.52.130, this may include an employer or prospective employer, an insurance carrier; transit authority, or volunteer organization and their respective agents.

SPECIAL TERMS AND CONDITIONS

4. TERM OF AGREEMENT

The term of this Agreement begins on the date Licensee accepts the terms of this Agreement. The initial end term of this Agreement is for five (5) years, however, DOL may extend this Agreement for additional three-year terms simply by allowing the Licensee to maintain its use of this service.

5. GRANT OF LICENSE

Subject to the terms and conditions of this Agreement, DOL hereby grants Licensee with a limited non-transferable license to have access to selected DOL vehicle, vessel, and/or driver Data available through DRIVES.

This grant of access does not provide Licensee with any ownership rights to the Data; at all times DOL remains the sole owner of the Data.

6. ACCESS TO DATA

Each individual who will be accessing Data on behalf of the Licensee through DRIVES must set up an individual License eXpress account. All account transactions will be monitored by DRIVES to identify the information accessed through each of Licensee’s accounts. Licensee must immediately revoke the access of any Authorized User when such access is no longer required.

If a specific User Account is dormant for over a year, DOL has the right to terminate such account. If all User Accounts are dormant for over a year, DOL has the right to terminate this entire Agreement.

Licensee must actively monitor access and use of Data by Authorized Users to ensure Data is accessed or used only for official job responsibilities. Licensee must immediately revoke the access of any Authorized User who accesses or uses Data without a Permissible Use. DOL also reserves the right so suspend or terminate the access of specific users if DOL determines that such user is not maintaining compliance with this Agreement.

Authorized User accounts are not interchangeable and cannot be shared; only the identified established person for any account may use that account. All Authorized Users must have an individual account, which is authorized by an Administrator or Manager.

The use of computerized applications (such as “bots”) to access, retrieve, or store Data is prohibited.

A. ADMINISTRATOR

Licensee first must designate an Administrator. The Administrator will be the person responsible for administering this Agreement, and for managing all Manager and User accounts on behalf of the Licensee. The Administrator has the capability to:

- Perform authorized functions consistent with permissions granted by DOL;
- Add Managers and Users;
- Revoke Manager and User access; and
- View and search activities performed by all Authorized Users.

B. MANAGERS

Managers have the capability to:

- Perform authorized functions consistent with permissions granted by DOL;
- Request codes to add other Managers and Users;
- Revoke Manager and User access; and
- View and search activities performed by all Authorized Users.

C. USERS

Users have the capability to:

- Perform authorized functions consistent with permissions granted by DOL; and
- View and search activities performed for self.

7. DATA SECURITY AND SAFEGUARDING

Data provided pursuant to this Agreement may include public, Personal and Confidential Information. Licensee acknowledges and agrees that it has a continuing obligation to comply with all federal and state laws, regulations, and security standards as enacted or revised over time, regarding Data Security, electronic data interchange and restricted uses of such information. Licensee further agrees that it has and shall maintain a privacy policy that has practices and procedures complying with these standards.

Licensee shall further protect and safeguard all Confidential Information against any and all unauthorized disclosure, use, or loss as set forth in Attachment A - *Data Security Requirements*.

At no time shall the Licensee or its employee or agent use, divulge, disclose, release, or communicate any Confidential Information to any individuals or entities, or for any purposes, outside the scope of specific Permissible Uses allowed by this Agreement.

8. SECURITY BREACH NOTIFICATION

Licensee shall comply with all applicable laws that require the notification of individuals in the event of unauthorized release of Data or other event requiring notification. In the event of a breach of any of Licensee's security obligations, or other event requiring notification under applicable law, Licensee must perform the following:

- a) Notify DOL by telephone and e-mail of such an event within 24 hours of discovery:
DOL Help Desk, phone: (360) 902-0111,
DOL Help Desk, email: hlbhelp@dol.wa.gov
- b) Cooperate and facilitate with the notification of all necessary individuals. At DOL's discretion, Licensee may be required to directly perform notification requirements, or if DOL elects to perform the notifications, Licensee may have to reimburse DOL for all costs associated with the notification.

9. PERMISSIBLE USE

Data may only be used for lawful actions related to the Licensee's functions as a governmental agency, and as directly related to the purposes set forth in Licensee's application, and as approved by DOL. All other use of Data is strictly prohibited. DOL further retains the right to re-determine its approval for permitted uses and may cancel or restrict such uses at a later date if such uses do not comply with state law or DOL policy. If any purposes noted in the application are otherwise restricted by any terms of this Agreement, then the restrictions herein are controlling. This prohibition on certain uses includes, without limitation, the use of Data for purposes of investigating, locating, or apprehending individuals for immigration related violations.

In addition to maintaining the Permissible Uses herein, Licensee shall also comply with all requirements set forth on Attachment B – *Permissible Use Requirements*.

10. SUBRECIPIENTS

Licensee may not provide Data containing Personal Information to any additional entities (Subrecipients) without first obtaining written permission by DOL. If any Personal Information is provided to a Subrecipient, the Licensee must forward all terms and conditions herein onto the Subrecipient. Licensee will remain responsible for the Subrecipient's full compliance with all terms and conditions herein.

11. INTERNAL CONTROLS

Licensee is responsible for ensuring that Authorized Users fully understand and abide by all terms and conditions of this Agreement; inherent in this requirement is that Licensee must institute proper training and disciplinary measures.

Licensee is strictly responsible for all actions of its Authorized Users, employees and agents in connection with the accessing of Personal Information under this Agreement.

If Licensee determines that an Authorized User has accessed or used Data for any purpose beyond what is authorized in this Agreement, pursuant to Attachment B – *Permissible Use Requirements*. DOL may deny access to any Authorized User who violates any provision of this Agreement.

12. ANNUAL SELF-ASSESSMENT

Licensee shall self-assess its own entity to determine whether it is properly complying with the Data Security, Permissible Use and Internal Control requirements of this Agreement. At a minimum, the assessment must including the following:

- a) A yearly evaluation to determine if Licensee is in compliance with the Data Security Requirements as set forth in Attachment A – *Data Security Requirements*;
- b) A yearly evaluation to determine if Licensee is compliance with the Permissible Use Requirements set forth in Attachment B – *Permissible Use Requirements*;
- c) All Authorized User accesses have been revoked immediately when such access is no longer required;
- d) All Data Security Breaches and Permissible Use violations have been made known to DOL in a timely manner; and
- e) All Data has been disposed of in a timely manner and as set forth in Attachment A – *Data Security Requirements*.

Upon request by DOL, Licensee must provide DOL with a written certification acknowledging the completion of an assessment.

If the assessment determines that Licensee is meeting all requirements outlined above, then Licensee's certification may simply note that the assessment was completed and no deficiencies were found. However, if deficiencies are discovered, Licensee must disclose all deficiencies by submitting a completed form, which will be provided by DOL. DOL and Licensee will then work together to determine the final actions needed in order to correct all deficiencies.

Failure to submit the certification upon DOL's request or failure to correct deficiencies may result in DOL terminating this Agreement.

The written certification must be executed by a manager, director, or officer of Licensee who has the expressed signatory authority to make such a certification on behalf of Licensee.

13. AUDITS

DOL may request information and perform random audits on Licensee to verify its full compliance with the terms and conditions of this Agreement, and further to verify the accuracy of Licensee's self-assessment. Inherent in this right, DOL may review any independent, third-party Data Security or Permissible Use audit performed on the Licensee within the last three years as it pertains to Data accessed from DOL. Based on assessment findings, and on additional information gained by DOL, DOL may request that Licensee obtain further independent audits, and/or engage in specific corrective action to cure deficiencies.

If Licensee believes that any information given to DOL for these purposes is confidential or privileged information, Licensee may mark such information accordingly. Subject to the provisions of chapter 42.56 RCW (Public Records Act), which applies to all state and local agencies, DOL will maintain the confidentiality of such information, and will provide Licensee with all notifications and protection rights afforded by the Public Records Act.

Licensee is responsible for all costs related to audits and corrective actions.

GENERAL TERMS AND CONDITIONS

14. ALTERATIONS AND AMENDMENTS

This Agreement may only be amended by further mutual agreement of the Parties. Such amendments will be posted in DRIVES by DOL, and Licensee's Administrator will approve such amendment through electronic verification.

15. COMPENSATION

This is a non-financial Contract and there are no costs to be charged to Licensee.

16. CONTRACT COMMUNICATIONS AND NOTICES

The Administrator is responsible for all general communications and notices pertaining to this Agreement on behalf of Licensee. Additional personnel may be identified for established specific purposes. If no additional people are named, then the Administrator will be the default reference person for all communications.

The use of email to the most current email address of the Administrator is an acceptable form of providing communication and notice for all purposes in this Agreement.

Licensee is responsible to notify DOL in writing of any changes concerning the Administrator's name, phone number, or email address. Licensee may contact DOL contract manager at DataServices@dol.wa.gov.

17. CONTRACT DISPUTE RESOLUTION

The Parties agree that time is of the essence when initiating the contract dispute resolution process. All disputes should be first resolved at the managerial level between the two entities. If internal management and or executive leadership cannot resolve the dispute, then the Parties agree to use the alternative dispute resolution process as follows:

The Dispute Resolution Process will be initiated as follows:

- Be in writing;
- State the disputed issues;
- State the relative positions of the Parties;
- Be mailed to other Party's contract manager within three (3) business days after the Parties agree that they cannot resolve the dispute.

During the resolution process the Parties agree that:

- If the subject of the discourse is the payment DOL will continue performance and Licensee will pay the amount that it in good faith believes to be due and payable.
- If the subject of the discourse is not the payment due, DOL will continue performance of work under this Agreement that is not affected by the dispute.

The responding Party shall have ten (10) business days to respond in writing to the requesting Party's statement.

The initiating Party shall then review the written statements of the responding Party and reply in writing within ten (10) business days

Final determination of the Dispute will be done by the DOL Contracts Office, and will be final and conclusive unless, within five (5) business days from the date the Party receives such determination that Party requests a dispute panel in writing.

If a dispute panel is requested, DOL and Licensee will each appoint a member to the dispute panel within five (5) business days. DOL and Licensee will jointly appoint a third member to the dispute panel, within the next five (5) business days.

The dispute panel will review the written descriptions of the dispute, gather additional information as needed, and make a decision on the dispute in twenty (20) calendar days. The majority decision will prevail. The Parties agree that the decision of the dispute panel will be final and binding.

18. GOVERNANCE

This Agreement is governed by the laws of the state of Washington and any applicable federal laws. Venue for any legal action arising out of this Agreement is the Thurston County Superior Court.

In the event of an inconsistency in terms of this Agreement, or between the terms and any applicable statute or rule, the inconsistency will be resolved by giving precedence in the following order:

1. Applicable federal and Washington State laws, and regulations;
2. Specific Terms and conditions of this Agreement;

3. General Terms and conditions of this Agreement;
4. Attachments to this Agreement in sequential order; and
5. Any other documents and agreements incorporated herein.

19. INDEPENDENT CAPACITY

The scope of this Agreement maintains each Party's independent status as a self-governed entity, and nothing herein may be deemed as allowing any employee or agent of one Party to be considered as the employee or agent of the other Party.

20. INTEGRITY OF DATA

DOL compiles its Data based in part on the reporting of information from outside individuals and entities; as such, DOL may not be held liable for any errors which occur in compilation of Data. DOL may not be held liable for any delays in furnishing amended Data. DOL will make best efforts to ensure DRIVES is available. However, DOL makes no guarantee of system availability, accuracy of data, or that the Data will meet the Licensee's needs. DOL may make changes to DRIVES at any time to suit its business needs, without notification to Licensee.

21. INTERIM DISPOSAL OF DATA CONTAINING PERSONAL INFORMATION

Notwithstanding any permanent Data Disposal requirements set forth in Attachment A - *Data Security Requirements*, Licensee shall intermittently dispose of any Data containing Confidential Information at any time when Licensee's immediate use of that Data is no longer needed. Licensee is a government agency, and the Parties have mutually determined that the Licensee shall adhere to its required retention schedule.

22. RECORD MAINTENANCE

The Parties shall maintain all records relating to this Agreement, including all service and account records. All records and other material must be retained for six (6) years after expiration or termination of this Agreement.

If any litigation, claim, or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved including any appeals and remands.

23. RECORDS ACCESS AND INSPECTIONS

Licensee, at the request of DOL, must provide access to all records retained in connection with the receipt of Confidential Information under this Agreement. Upon request, such records must be made available for inspection, review, and/or copying at no additional cost to DOL.

24. RECORDS REQUEST – PUBLIC RECORDS ACT

Both Parties to this Agreement are subject to the chapter 46.52 RCW (Public Records Act). If Licensee believes that any information it gives to DOL is confidential or privileged in nature, then Licensee may mark such information accordingly. Subject to the provisions of the Public Records Act, DOL will maintain the confidentiality of such information, and will provide Licensee with all notifications and protection rights afforded by the Act.

If Licensee receives a public records request relating to any Confidential Information accessed under this Agreement, Licensee will maintain the full confidential nature of such information to

the greatest extent allowed by law. Licensee will further provide notice to DOL consistent with the requirements of the Public Records Act, and will fully support DOL in maintaining the confidential nature of such information.

25. HOLD HARMLESS

Licensee shall hold DOL harmless for any damages or claims arising from its own acts and/or omissions, which includes those acts or omissions of its Authorized Users, employees or agents.

26. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

27. TERMINATION

Termination of this Agreement may be as set forth below. All termination matters may be applied as a suspension instead of a full termination, except that any suspension lasting longer than ninety (90) days will automatically terminate this Agreement.

A. Unilateral Termination by Licensee

Licensee may terminate this Agreement at any time and for any reason upon providing written notice to DOL.

B. Administrative Terminations

If DOL's authority to actively engage in this Agreement is suspended or terminated, whether by lack of funding, or by any other governmental issue, including internal changes in policy, that causes the disruption of authority to engage in the required activity, such a termination or suspension of authority will automatically cause a termination or suspension of this Agreement. DOL also retains the right to terminate this Agreement for convenience. DOL is to provide as much notice as possible when such termination or suspension appears eminent. This involuntary termination is without cause.

C. Termination for Cause

DOL's may terminate this Agreement, or any access privileges under this Agreement, for the violation of a material term or condition of this Agreement. DOL has sole discretion on whether such non-compliance is cause for immediate termination of the entire Agreement, whether it should suspend or terminate an Authorized User's access, or whether Licensee should be granted a cure process to correct any non-compliance without further actions.

28. WAIVER

The omission of either Party to exercise its rights under this Agreement does not preclude that Party from subsequent exercising of such rights and does not constitute a waiver of any rights under this Agreement, unless stated as such in writing, and signed by an authorized representative of the Party.

Attachment A

Data Security Requirements

1. DATA CLASSIFICATION

The classification of the Data shared under this Agreement includes:

- ☐ Category 1 – Public Information
- ☐ Category 2 – Sensitive Information
- ☒ Category 3 – Confidential Information (includes Personal Information)
- ☒ Category 4 – Confidential Information Requiring Special Handling (if Social Security Numbers, or medical information are provided)

For all Confidential Data that is electronically stored, processed, or transmitted, Licensee shall apply the following requirements:

2. DATA SECURITY

Licensee must protect the confidentiality, integrity and availability of Data with administrative, technical and physical measures that meet generally recognized industry standards and best practices or standards established by the Washington State Office of the Chief Information Officer (OCIO).

Examples of industry standards and best practices include any of the following:

- a) [ISO 27002](#)
- b) [PCI DSS](#)
- c) [NIST 800 series](#)
- d) OCIO 141.10 (<https://ocio.wa.gov/policies/141-securing-information-technology-assets/14110-securing-information-technology-assets>)

NOTE: DOL has the right to implement security measures that may exceed OCIO or industry standards and best practices; if any security measures of this Agreement exceed OCIO or industry standards and best practices, then the higher DOL measures will apply. However, if any security measures of this Agreement fall below OCIO standards, then OCIO standards will apply.

3. NETWORK SECURITY

Licensee's network security must include the following:

- a) Network firewall provisioning
- b) Intrusion detection
- c) Quarterly vulnerability assessments
- d) Annual penetration tests.

4. ACCESS SECURITY

Licensee shall restrict Authorized User access to the Data by requiring a login using a unique user ID and complex password or other authentication mechanism which provides equal or greater security. Passwords must be changed on a periodic basis at least quarterly. The sharing of user ID and passwords is strictly prohibited. Licensee is solely responsible for protection of all of its user IDs and passwords, and is responsible for all breaches caused through the use of its user IDs and passwords.

5. APPLICATION SECURITY

Licensee shall maintain and support its software and subsequent upgrades, updates, patches, and bug fixes such that the software is, and remains secure from known vulnerabilities. Licensee must secure web applications that minimally meet all the security controls as generally described in either:

- a) The Open Web Application Security Project Top Ten (OWASP Top 10), or
- b) The CWE/SANS TOP 25 Most Dangerous Software Errors

6. COMPUTER SECURITY

Licensee shall maintain computers that access Data by ensuring the operating system and software are updated and patched monthly, such that they remain secure from known vulnerabilities. Licensee computer device(s) must also be installed with an Anti-Malware solution and signatures updated no less than monthly.

7. DATA STORAGE

Licensee shall designate and be able to identify all computing equipment, on which Licensee stores, processes, and maintains Data. No Data at any time may be processed on or transferred to any portable storage medium. Laptop/tablet computing devices are not considered portable storage medium in this context provided it is installed with end-point encryption.

8. ELECTRONIC DATA TRANSMISSION

Licensee shall maintain secure means (e.g., HTTPS or SFTP) for the electronic transmission or exchange of system and application data with DOL or any other authorized Licensee.

9. DATA ENCRYPTION

Licensee shall encrypt all Data, whether in transit or at rest, by using only NIST or ISO approved encryption algorithms; this includes all back-up copies of Data. Licensee further must install any laptop/notebook computing device, processing Data, with end-point encryption (i.e., full disk encryption).

10. DISTRIBUTION OF DATA

Licensee may only use and exchange Confidential Information for the purposes as expressly described and allowed in this Agreement. In addition to any other restrictions on Permissible Use, Confidential Information may not be distributed, repurposed or shared across other applications, environments, or business units of Licensee. Licensee must assure that no Confidential Information of any kind is transmitted, exchanged or otherwise passed to other contractors/vendors or interested parties except Licensee and/or Subrecipients who have an authorized legal Permissible Use according to this Agreement, and who are under contract with Licensee.

11. DATA DISPOSAL

Unless a more immediate disposal requirement is set forth in this Agreement, Licensee, upon termination of this Agreement, shall erase, destroy, and render unrecoverable all DOL Confidential Data and certify in writing that these actions have been completed within thirty (30) days of the termination of this Agreement. At a minimum, media sanitization is to be performed according to the standards enumerated by NIST SP 800-88r1 Guidelines for Media Sanitization.

12. OFFSHORING - ELECTRONIC

Licensee must maintain the primary, backup, disaster recovery and other sites for storage of Confidential Data only from locations in the United States.

Licensee may not commit the following unless it has advance written approval from DOL:

- a) Directly or indirectly (including through Subrecipients) transmit any Confidential Data outside the United States; or
- b) Allow any Confidential Data to be accessed by Subrecipients from locations outside of

the United States.

For all Confidential Data that is physically stored, processed, or distributed in a hardcopy format, Licensee shall apply the following requirements:

13. HARDCOPY STORAGE

To prevent unauthorized access to printed Confidential Information obtained under this Agreement, and loss of, or unauthorized access to this Confidential Information, printed copies must be stored in locked containers or storage areas, e.g. cabinets or vaults. Hard copy documents must never be unattended or in areas accessible to the public, especially after business hours.

14. HARDCOPY TRANSPORTATION

If hard copy documents containing Confidential Information are taken outside a secure area, those documents must be physically kept in possession of an authorized person, or a trusted courier providing tracking services. Records must be maintained for all transported hardcopies showing the person(s)/courier(s) responsible for such transportation, including the receiving party.

15. OFFSHORING - HARDCOPY

Licensee must maintain all hardcopies containing Confidential Information at locations in the United States.

Licensee may not directly or indirectly (including through Subrecipients) transport any Confidential Information outside the United States unless it has advance written approval from DOL.

Attachment B

Permissible Use Requirements

1. DATA USE

Licensee must institute and maintain written policies and procedures to ensure Data is only used as authorized herein. At a minimum the policies and procedures will include, training requirements for all personnel with access to Confidential Information on the Permissible Use(s) of Data. Licensee must be capable of demonstrating the training and education was delivered to all applicable personnel who have are an Authorized User, employees and agents.

2. APPROPRIATE USE DECLARATION

Licensee must require all Authorized Users to sign an Appropriate Use Declaration prior to accessing DRIVES. The Declaration must include a statement that the Authorized User understands and acknowledges:

1. His/her obligations and responsibility to use Confidential Information only to accomplish his/her official job duties;
2. He/she will maintain the confidentiality and privacy of the information accessed;
3. He/she will not share Confidential Information with unauthorized persons;
4. He/she will not use Data access for personal reasons or benefit; and
5. Misuse of any Confidential Information may be considered a felony and may be punishable by fine or imprisonment.

Licensee must maintain the signed declaration. Licensee must provide copies of signed Appropriate Use Declaration upon request by DOL.

3. PERMISSIBLE USE EVALUATIONS

At least annually, Licensee must conduct a review of all Authorized Users' access and use of Confidential Information to ensure that such access and use is within official job duties.

4. SECURE USE

Licensee must maintain and support administrative, technical or physical methods used to monitor compliance with the Permissible Use(s) authorized in this Agreement across all Licensee business practices. Methods may include any of the following:

- a) View only access to Data
- b) System limitations or controls
- c) Confidentiality agreements

5. NON-CONFORMING PERMISSIBLE USE NOTIFICATION

Licensee shall notify DOL personnel in the event of confirmed unauthorized use of Data. Licensee must perform the following:

- a) Notify the DOL by e-mail at DataServices@dol.wa.gov of such an event within 24 hours of discovery
Identify the Data and non-conforming use of the Data.
- b) If the misuse is a criminal offense requiring notification to individuals, cooperate and facilitate with the notification of all affected individuals. At DOL's discretion, Licensee may be required to directly perform notification requirements, or if DOL elects to perform the notifications, Licensee may have to reimburse DOL for all costs associated with the notification.

RESOLUTION No. 2026-2

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OKANOGAN WASHINGTON ADOPTING A POLICY FOR PERMISSIBLE USE OF THE DRIVER AND VEHICLE SYSTEM ACCESS (DRIVES)

WHEREAS, the City of Okanogan has authorized use of the Driver and Vehicle System (DRIVES) provided by the Department of Licensing; and

WHEREAS, the Interagency Agreement requires the city to maintain written policies and procedures to ensure data is only used as authorized; and

WHEREAS, city staff have created a policy to comply with the terms and conditions of the Interagency Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Okanogan that the following document titled “DRIVES Permissible Use Policy” is hereby adopted.

PASSED AND APPROVED this ____ day of _____, 2026.

APPROVED:

Wayne L. Turner, Mayor

ATTEST:

Jessica Blake, City Clerk

Resolution 2026-2
CITY OF OKANOGAN
DRIVES Permissible Use Policy

I. Policy

It is the policy of the city to maintain accountability and to ensure proper control of confidential information obtained through the Department of Licensing Driver and Vehicle System (DRIVES).

II. Purpose

The primary goal of this policy is to ensure proper use of confidential information and establish guidelines for City staff to follow.

III. PROCEDURES

- A.** The Administrator of the DRIVES account will be the Clerk Treasurer, who is responsible for ensuring authorized users are properly trained on the permissible uses of confidential data.
- B.** Authorized users of the system are required to complete an Appropriate Use Declaration. The Declaration must include that the authorized user understands and acknowledges:
- Their obligations and responsibilities to use confidential information only to accomplish their official job duties;
 - They will maintain the confidentiality and privacy of the information accessed;
 - They will not share confidential information with unauthorized persons;
 - They will not use data access for personal reasons or benefit; and
 - Misuse of any confidential information may be considered a felony and may be punishable by fine or imprisonment.
- C.** At least annually, the Administrator will conduct a review of all authorized users' access and use of Confidential Information to ensure such use is within official job duties.
- D.** Any misuse of confidential information will result in reasonable disciplinary actions.

Approved this _____ day of _____, 2026

By _____
Wayne L. Turner, Mayor

Attest: _____
Jessica Blake, Clerk Treasurer

**CITY OF OKANOGAN
COUNCIL MINUTES
January 20, 2026**

CALL TO ORDER

The Regular Meeting of the Okanogan City Council was called to order by Mayor Pro tem Bauer at 7:00 p.m. and those present stood for the Pledge of Allegiance.

The following were:

Present: Mayor Pro tem Lisa Bauer Councilmembers: Greg Oyler, Eric Lind Sr., John Lyles, Robert Gillespie, Steve Streeter, and Denise Varner. Mayor Wayne Turner through zoom.

Also Present: Clerk-Treasurer Jessica Blake, Deputy Clerk-Treasurer Susan Stewart, Public Works Director Shawn Davisson, and Code Enforcement Officer Craig Caswell.

APPROVAL OF AGENDA AND CONSENT AGENDA

Mayor Pro tem Bauer asked if there were any alterations to the Agenda or Consent Agenda. Varner moved, seconded by Lyles to approve the Agenda and Consent Agenda as presented. Mayor Pro tem Bauer 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 January 06, 2026 were approved with passage of the Consent Agenda.

APPROVAL OF VOUCHERS

Claims Vouchers numbered 56949 through 56962 dated December 31, 2025 in the amount of \$ 164,269.91, and Claims Vouchers numbered 56963 through 56978 dated January 20, 2026 in the amount of \$ 91,892.00, and Debit Transactions dated October 31, 2025 through January 09, 2026 in the amount of \$2281.62 were approved with the Consent Agenda.

PUBLIC COMMENT

Mayor Pro tem Bauer opened the floor and invited Public Comment.

Angie Morgan Chilmonik of Epley Road inquired about the City of Okanogan's participation in the North Central Washington Narcotics Task Force in 2026.

Susan Brown of Mock Road spoke in support of Methow Arts setting up their satellite office in Okanogan.

Dan Brown of Mock Road and retired Okanogan High School Art Teacher voiced his support of Methow Arts, their mission and setting up their satellite office in Okanogan.

Jim Anderson of 1st Ave, South expressed his support of Methow Arts coming to Okanogan to set up a satellite office to service this area of the County.

Crystal Hamilton of 3rd Ave, North pointed out that the City of Okanogan had conducted a Revitalization Study in the past and would like to assist in the continuing support of pursuing how to revitalize Okanogan and creating more retail stores.

Megan Azzano of Crestview communicated her support of Methow Arts and how their presence in Okanogan could benefit the community.

Jessica Richardson of Crafted expressed her support of Methow Arts coming to Okanogan and the enrichment it would bring to the community.

DEPARTMENT HEAD REPORTS

Director of Public Works Davisson submitted a written report and had nothing further to add.

Fire Chief Armstrong submitted a written report and was excused from the meeting.

Code Enforcement/Assistant Permit Administrator Craig Caswell submitted a written report, reviewed the information in his report, and answered questions.

Building Official Bryan Forbus did not submit a written report and was excused from the meeting.

Clerk's Office submitted a written report and had nothing additional to share.

Sheriff's Office submitted a written report and was not present at the meeting.

COMMITTEE REPORTS

CQC Scholarship Committee

Varner announced the Scholarship Committee met and reviewed the 8 applications received and recommended Finlay Weston as the City of Okanogan's top applicant. Varner continued by saying Mr. Weston has been accepted by Gonzaga University and plans to pursue an Aerospace Engineering, specifically aeronautics degree.

UNFINISHED BUSINESS

There was no Unfinished Business on the Agenda.

NEW BUSINESS

Methow Arts Alliance Presentation – Sarah Jo Lightner, Executive Director

Mayor Pro tem Bauer introduced Sarah Jo Lightner, Executive Director.

Ms. Lightner provided an overview of Methow Arts Alliance mission who have been enriching the community through the arts for 38 years. She continued by stating their expertise spans communications, operations, education, and event coordination to promote and integrate the arts in Okanogan County. In addition, they strive to oversee arts education programs to curate public art and manage performances and events.

Ms. Lightner expressed the Alliance's desire to expand their presence in the Okanogan/Omak area of the County through a satellite office in addition to the main office in Twisp.

Firefly Master Service Agreement

Clerk-Treasurer Blake introduced Firefly Master Service Agreement.

Gillespie moved, seconded by Lind, Sr. approve the Master Service Agreement with Firefly and authorize Mayor Turner sign the Firefly Master Service Agreement.

There was a brief discussion.

Vote on the motion.

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

Noes: None

Motion carried: 7 Ayes: 0 Noes

PUBLIC COMMENT

Mayor Pro tem Bauer opened the floor and invited Public Comment

Phoebe Swiss of Epley Road stated Methow Arts would benefit our children and the community.

COUNCILMEMBER'S COMMENT

Varner announced Wednesday, February 4th, 2026 will be the Okanogan Chamber Winter Warmer Awards Banquet and Auction at the Okanogan Grange Hall and will be catered by The Red Light Bar & Grill, Social Hour at 5:30 pm. In addition, she announced award recipients will be Greg Hamilton Citizen of the Year and Body Kneads Healing Center Business of the Year 2025.

MAYOR'S REPORT

Mayor Turner announced he is attending AWC City Action Days this week.

ADJOURNMENT

There being no further business before the Council, the Meeting was adjourned at 7:31 p.m.

Minutes taken and prepared by Deputy Clerk-Treasurer Susan Stewart

APPROVED:

Lisa Bauer, Mayor Pro tem

ATTEST:

Jessica Blake, Clerk Treasurer