



## **KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS**

---

### **MEMORANDUM**

**TO:** Board of County Commissioners

**CC:**

**FROM:** Chuck Reed ( Road Foreman )

**DATE:** April -15- 2015

**SUBJECT:** Suncadia multisport summer special event

---

I have reviewed the special permit application from Brian Davis, Organizer of the Suncadia multisport summer festival special event, which is schedule to be held July 24-25-26 2015.

This event crosses multiple jurisdictions, (City of Roslyn. Washington State DOT and Kittitas County). This recommendation is for County roads only and additional permits should be obtained.

I recommend approving this event based on the following criteria.

1. Local advertisement of event in the local papers (NKC Tribune- Daily Record) two weeks in advance to inform the traveling public of the upcoming event.
2. There shall be no detours or closures of County roads.
3. Certified traffic control personnel with the appropriate PPE shall be used.

Chuck Reed  
Road Foreman  
Public Works  
(856-7077)

## Mandy Buchholz

---

**From:** Brenda Larsen  
**Sent:** Monday, April 20, 2015 4:18 PM  
**To:** 'brian@energyevents.com'  
**Cc:** Mandy Buchholz  
**Subject:** Suncadia Brewfest

Hi Brian. I just left you a voicemail but figured I'd email as well.

I was reviewing your special event application and was unable to locate where exactly the Brewfest portion of the event is going to take place. Once I have that information I can finish my review of the special event application and get it submitted to the Board of County Commissioners.

Thanks and take care,

*Brenda Larsen*  
*Fire Marshal*  
*509-962-7000*

---

Notice: All email sent to this address will be received by the Kittitas County email system and may be subject to public disclosure under Chapter 42.56 RCW and to archiving and review.

message id: 38eb45916cdcbdac24bb8719d004a14



# KITTITAS COUNTY FIRE MARSHAL'S OFFICE

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

Office (509) 962-7657 Fax (509) 962-7682

---

April 28, 2015

Board of County Commissioners  
205 W. 5<sup>th</sup> Street  
Ellensburg, WA 98926

Re: Suncadia Brewfest

To Whom it May Concern:

In regard to the above mentioned projects, I have the following comments:

- An event permit is required from the Fire Marshal's Office for this event schedule.
- Please contact the Kittitas County Fire Marshal's Office to obtain a permit application.

The intent of the IFC is to provide a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions. If you have further comments or questions, please do not hesitate to contact me at 509-962-7000.

Sincerely,

Brenda Larsen  
Kittitas County Fire Marshal



GENE DANA, SHERIFF  
**KITTITAS COUNTY SHERIFF'S OFFICE**

307 W. Umptanum Rd ♦ Ellensburg, WA 98926  
(509) 962-7525 ♦ (509) 674-2584  
FAX (509) 962-7599

April 13, 2015

Board of County Commissioners  
Kittitas County Courthouse  
205 West 5<sup>th</sup> Ave., Room 108  
Ellensburg, WA 98926

Re: Special Event Application – Energy Events to host the “Suncadia Multisport Summer Festival”

Dear Board of County Commissioners:

I have reviewed this event applicant and communicated with the organizers regarding the Suncadia Multisport Summer Festival to be held July 24, 25 & 26<sup>th</sup>.

I see little impact or concerns for County law enforcement and the County roads being utilized.

I cannot speak about impacts on the city streets and state highways being utilized. The applicant, as of this date, has not responded to my request to confirm they have any necessary permits from the State DOT or City of Roslyn which will be impacted significantly.

Without permissions from the entities listed above, I do not believe the County should approve this event application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gene Dana".

Gene Dana,  
Sheriff

## Mandy Buchholz

---

**From:** Gene Dana  
**Sent:** Friday, April 03, 2015 10:40 AM  
**To:** 'brian@energyevents.com'  
**Cc:** Mandy Buchholz  
**Subject:** Suncadia Multisport Summer Festival

Hi Brian,

I am going over your event application. Thank you for the detailed maps and traffic control plan. The application states that the event will obstruct, interfere or require the closure of public roads or streets.

- 1) Can you verify that you will or won't be closing roads? If yes, where?
- 2) Where is the brew fest taking place?

Looks like a great event. Please let me know about the above.

**Kittitas County Sheriff Gene Dana**  
**307 W. Umptanum**  
**Ellensburg, WA. 98926**

**509-962-7615**

**The information transmitted is intended only for the person or entity to which it was originally addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.**

---

Notice: All email sent to this address will be received by the Kittitas County email system and may be subject to public disclosure under Chapter 42.56 RCW and to archiving and review.

message id: 38eb45916c6dcdbdac24bb8719d004a14

## Mandy Buchholz

---

**From:** Brian Davis <brian@energyevents.com>  
**Sent:** Friday, April 03, 2015 10:45 AM  
**To:** Gene Dana  
**Cc:** Mandy Buchholz; Richard Jessup  
**Subject:** Re: Suncadia Multisport Summer Festival

*Thanks Gene,*

*I am ccing Richard Jessup our Course Manager. He can answer these questions, and he will be the point of contact for course maps and permits for this event*

*Richard Jessup  
[Richard@energyevents.com](mailto:Richard@energyevents.com)  
360.241.8037*

*Thank you!*

*B*

On Fri, Apr 3, 2015 at 10:40 AM, Gene Dana <[gene.dana@co.kittitas.wa.us](mailto:gene.dana@co.kittitas.wa.us)> wrote:

Hi Brian,

I am going over your event application. Thank you for the detailed maps and traffic control plan. The application states that the event will obstruct, interfere or require the closure of public roads or streets.

1) Can you verify that you will or won't be closing roads? If yes, where?

2) Where is the brew fest taking place?

Looks like a great event. Please let me know about the above.

**Kittitas County Sheriff Gene Dana**

**307 W. Umptanum**

**Ellensburg, WA. 98926**

**509-962-7615**

## Mandy Buchholz

---

**From:** Gene Dana  
**Sent:** Tuesday, April 07, 2015 12:20 PM  
**To:** 'Richard Jessup'  
**Cc:** Brian Davis; Mandy Buchholz  
**Subject:** RE: Suncadia Multisport Summer Festival

Mr. Jessup,  
Can you confirm you have the necessary permissions from State DOT for the state highway use and the city of Roslyn for the impacts on that city?  
Sheriff Dana

**From:** Richard Jessup [mailto:richard@energyevents.com]  
**Sent:** Friday, April 03, 2015 4:35 PM  
**To:** Gene Dana  
**Cc:** Brian Davis  
**Subject:** Re: Suncadia Multisport Summer Festival

Hello Gene,

Thank you for taking the time to review our Traffic Control Plan and Course Maps. As far as closing streets, we will not be closing any streets. We are planning to control traffic with certified flaggers at points along the course.

We are planning to have our Summer Brewfest take place at the Nelson Dairy Farm located on Suncadia property. The Nelson Dairy Farm is also the location of our Start & Finish Line.

I am hoping to meet in the with you in person to go over our event and traffic control plan in detail. I plan on making a trip to Cle Elum in the beginning of May, it would be great to meet with you then. I haven't confirmed any particular date in May so, if you have a specific date that works better for you I can work around it. Let me know.

Thank you.

Sincerely,

Richard Jessup  
Course Manager  
Energy Events  
360.241.8037

On Fri, Apr 3, 2015 at 10:45 AM, Brian Davis <[brian@energyevents.com](mailto:brian@energyevents.com)> wrote:  
*Thanks Gene,*

*I am ccing Richard Jessup our Course Manager. He can answer these questions, and he will be the point of contact for course maps and permits for this event*

*Richard Jessup*  
*Richard@energyevents.com*  
*360.241.8037*

*Thank you!*

*B*

On Fri, Apr 3, 2015 at 10:40 AM, Gene Dana <[gene.dana@co.kittitas.wa.us](mailto:gene.dana@co.kittitas.wa.us)> wrote:

Hi Brian,

I am going over your event application. Thank you for the detailed maps and traffic control plan. The application states that the event will obstruct, interfere or require the closure of public roads or streets.

- 1) Can you verify that you will or won't be closing roads? If yes, where?
- 2) Where is the brew fest taking place?

Looks like a great event. Please let me know about the above.

**Kittitas County Sheriff Gene Dana**

**307 W. Umptanum**

**Ellensburg, WA. 98926**

**509-962-7615**

**The information transmitted is intended only for the person or entity to which it was originally addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.**

---

Notice: All email sent to this address will be received by the Kittitas County email system and may be subject to public disclosure under Chapter 42.56 RCW and to archiving and review.

message id: 38eb45916c6dcdbdac24bb8719d004a14



## Mandy Buchholz

---

**From:** Gene Dana  
**Sent:** Wednesday, April 08, 2015 2:56 PM  
**To:** Mandy Buchholz  
**Cc:** Clayton Myers; Kim Dawson  
**Subject:** RE: Energy Events- Suncadia Multisport Summer Festival-Special Event Application

Hi Mandy,

I have no issues with the race impacts on county roads and beer fest at SunCadia. I am holding my recommendation pending confirmation that they have necessary permissions from the State DOT and City of Roslyn who will be impacted BIG TIME. I reached out to the organizers and will keep you posted. I don't believe we as a County should to approve the application until those details are confirmed.

Gene

---

**From:** Mandy Buchholz  
**Sent:** Thursday, April 02, 2015 4:42 PM  
**To:** Kathy Jurgens; Chuck Reed; Jim Goeben; Brenda Larsen; Patti Johnson; Reno Allphin; Robin Read; Holly Myers; Gene Dana; Clayton Myers; Darren Higashiyama  
**Cc:** Gary Berndt; Obie OBrien; Paul Jewell; Julie Kjorsvik; Neil Caulkins  
**Subject:** Energy Events- Suncadia Multisport Summer Festival-Special Event Application

Good Afternoon,

Our office received a Special Event application from Brian Davis with Energy Events to host the Suncadia Multisport Summer Festival to be held July 24, 25 & 26.

I will be placing this request on the May 5, 2015 Commissioner Agenda for the Board's consideration. Please submit your departments recommendation to me no later than April 29, 2015 by noon. If there are still outstanding issues, please indicate those in writing as well. For specific questions regarding the event I would ask that you contact the applicant directly.

Thank you!

*Mandy Buchholz*  
*Deputy Clerk of the Board*

Kittitas County Commissioners Office  
205 West Fifth Street Suite #108  
Ellensburg, WA 98926  
509-962-7508 Phone  
509-962-7679 Fax  
[mandy.buchholz@co.kittitas.wa.us](mailto:mandy.buchholz@co.kittitas.wa.us)  
<http://www.co.kittitas.wa.us/>

"Do not go where the path may lead, go instead where there is no path and leave a trail." Ralph Waldo Emerson



## Kittitas County Solid Waste Programs

925 Industrial Way, Ellensburg, WA 98926

Telephone: (509) 962-7542

Fax: (509) 962-7087

April 8, 2015

Kittitas County Board of Commissioners  
205 W 5<sup>th</sup> Ave Suite 103  
Ellensburg, WA 98926

Subject: Special Event Application

Dear Board of County Commissioners,

Kittitas County Solid Waste has reviewed the Special Event application for the Suncadia Multisport Summer Festival event. The event staff has a recycling and garbage plan that meets our satisfaction.

Please contact me at [509] 962-7577 if you have any questions.

Thank you.

Cordially,

A handwritten signature in blue ink, appearing to read "Reno L. Allphin", is written over a light blue horizontal line.

Reno L Allphin  
Solid Waste Specialist  
Kittitas County Solid Waste



## Memo

**To:** Kittitas County Board of County Commissioners

**From:** Kittitas County Public Health Department, Holly Myers, Environmental Health Supervisor

**Date:** April 14, 2015

**RE:** Suncadia Multisport Summer Festival

---

If the information stated in the application by the organization for the “Suncadia Multisport Summer Festival” event is true, accurate, and there is stewardship in following through with such statements then the applicant, Brian Davis, has at this time met all the requirements of the Kittitas County Public Health Department including:

- Food Safety and Service
- Bathroom Facilities
- Garbage Disposal

Please feel free to contact me if you have any questions or concerns.

CC: Kittitas County Board of Commissioners

Julie Kjorsvik, Kittitas County Board of Commissioners Clerk

Mandy Buchholz, Kittitas County Board of Commissioners Deputy Clerk

## Mandy Buchholz

---

**From:** no-reply\_ServiceRequests@co.kittitas.wa.us  
**Sent:** Monday, April 27, 2015 10:36 AM  
**To:** Mandy Buchholz  
**Subject:** Prosecutor Service Request | 29676 | Review Ins

Mandy Buchholz,

We have made an update to your service request.

A copy is displayed below. As we continue to work on your request you will receive additional notifications.

**Please review the issue fields as they may contain a request for something necessary to continue working on the request.**

Note: This email was sent from an unmonitored account. Please do not reply to this email. To respond, please update your service request on CAMAS using the link below.

---

### Request #29676 - Review Ins

**Initial request:**

New Special Event Application W/Draft proposal of Ins.

**Latest update:**

Neil Caulkins 4/27/2015 10:36:02 AM

**Resolution:**

insurance does not list Kittitas County as additional insured.

**Status:**

Open

**Assigned to:**

Neil Caulkins

**Priority:**

Soon

**Due date:**

4/29/2015 5:00:00 PM

[Update or cancel your request](#)

---

Notice: All email sent to this address will be received by the Kittitas County email system and may be subject to public disclosure under Chapter 42.56 RCW and to archiving and review.

message id: 38eb45916c6dcdbdac24bb8719d004a14



Kittitas County Office Of The Treasurer  
Brett Wachsmith, Treasurer  
205 W 5th Avenue, Suite 102  
Ellensburg, Wa 98926  
Phone (509) 962-7535 Fax (509) 933-8212

Cash Receipts

Receipt Number: 2015-2453 Date: 04/02/2015

Received From: MANDY BUCHHOLZ-DEPUTY CLERK OF THE BOARD-MA

Check Amount: \$200.00

Cash Amount: \$0.00

Eft Amount: \$0.00

Total Amount: \$200.00

Deputy: ANGELAM Receipt Type: CHK

Template:

Comments:

CSR 2015-1719

SPECIAL EVENT APPLICATION FEE FOR THE SUNCADIA MULTISPORT SUMMER FESTIVAL 7-24 - 7-26

<u>FundCode</u>	<u>GlCode</u>	<u>Description</u>	<u>Amount</u>
001	1632171	SPECIAL EVENTS FEE	\$200.00
Total Amount:			\$200.00

Kittitas County Treasurer's Office

Submitted By: ANGELA MCFADDEN



Kittitas County, Washington  
**BOARD OF COUNTY COMMISSIONERS**

District One  
Paul Jewell

District Two  
Gary Berndt

District Three  
Obie O'Brien

April 6, 2015

Energy Events  
C/O Brian Davis  
PO Box 70068  
Vancouver, WA 98685

*Re: Event Application – Suncadia Multisport Summer Festival July 24, 25 & 26, 2015.*

Dear Mr. Davis,

Thank you for your Event Application and permit fee for the Suncadia Multisport Summer Festival to be held on July 24, 25 & 26, 2015.

I will be placing your Event Application on the May 5, 2015 Commissioners Agenda for the Board's consideration. However, I would ask that either you or a member of your business be in attendance at the **Commissioners Agenda Study Session on Monday May 4, 2015 at 10:30 a.m.** in the Commissioners Auditorium (Room 109 – Kittitas County Courthouse) to answer any questions the Board may have.

In the meantime, if you have any questions please feel free to contact our office at your convenience. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Mandy Buchholz".

Mandy Buchholz  
Deputy Clerk of the Board