



BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON

Wednesday, September 9, 2015
10:00 a.m. - Room 308

BOARD MEETING AGENDA

CALL TO ORDER/FLAG SALUTE

MINUTES:

- Minutes, September 2, 2015 Board meeting;
- Minutes, September 2, 2015 Staff meeting.

VISITOR COMMENTS - 5 MINUTE LIMIT

PUBLIC HEARING:

- 1) Public Hearing to solicit input on the 2015 Northwest Oregon Regional Housing Rehabilitation Project for Columbia, Clatsop and Tillamook Counties.

CONSENT AGENDA:

- (A) Ratify the Select to Pay for week of 9/7/15.
- (B) Appoint John Sides, Karl Webster and Troy Tindall to the Transportation/Road Advisory Committee for a two year term.

AGREEMENTS/CONTRACTS/AMENDMENTS:

- (C) Intergovernmental Agreement #234-15 with the Oregon Department of Administrative Services for Printing and Mailing Services and authorize the Chair to sign.
- (D) Hold Harmless Agreement with the City of St. Helens for the Use of the Courthouse Plaza for 2015 Halloweentown Events and authorize Chair to sign.
- (E) Public Road Event Permit and Indemnity Agreement for the Bridge to Breakers event.

DISCUSSION ITEMS:

- Transit District

COMMISSIONER HEIMULLER COMMENTS:

COMMISSIONER HYDE COMMENTS:

COMMISSIONER FISHER COMMENTS:

EXECUTIVE SESSION:

Pursuant to ORS 192.640(1), the Board of County Commissioners reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.

HOLD HARMLESS AGREEMENT

This agreement is by and between **CITY OF ST. HELENS, OREGON**, hereinafter referred to as "Permittee", and the **COLUMBIA COUNTY**, a political subdivision of the State of Oregon, hereinafter referred to as "County".

In consideration of the permission given by County for Permittee to use the County's facilities located around the County Courthouse, which include: The Plaza in St. Helens, Oregon, beginning October 1, 2015, starting at 8:00 a.m. through the 8th day of November, 2015, at 11:59 p.m. for the purpose of decorating the Plaza and holding holiday and/or public events ("event" or "events"). Permittee agrees to release, defend, indemnify and hold harmless the County, its officers, agents and employees, successors and assigns from all claims, suits, actions, liability, damage, loss, cost or expense, including but not limited to attorneys fees, that the County, its officers, agents and employees, successors and assigns may sustain or incur on account of: (1) any damage to or destruction of any property that the County may own or in which it may have an interest; (2) any damage to or destruction of any property belonging to any other person, firm or corporation; and (3) injury to or death of any person or persons; as a result of any errors or omissions or other negligent, reckless or intentionally wrongful acts of Permittee, its officers, agents and employees, members and/or invited guests arising in any manner out of Permittee's use of such facilities.

In addition, Permittee agrees to provide a certificate of insurance in an amount of not less than \$1,000,000 per occurrence to protect County, its officers, agents and employees. Permittee shall provide County a certificate or certificates of insurance in the amounts described above which names Columbia County, its officers, agents and employees as additional insureds at least 30 days in advance of the event. Such certificate or certificates shall be accompanied by an additional insured endorsement containing the same language. Permittee shall notify County immediately upon notification to Permittee that any insurance coverage required by this paragraph will be canceled, not renewed or modified in any material way.

Permittee agrees to maintain adequate trash and recycling containers. Such containers shall be equipped with fully closeable lids and shall be fully closed, unless being immediately filled or emptied. All trash shall be placed in the approved containers, and the contents shall be prevented from dropping, sifting, leaking, being blown by the wind or otherwise escaping onto County property. Permittee further agrees to remove all equipment, personal property, trash or other debris from County property at the conclusion of the event at its own expense.

PERMITTEE
CITY OF ST. HELENS, OREGON

COUNTY
**BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

By: 
Print name: John Walsh
Title: City Administrator
Date signed: 8/4/15

By: _____
Print name: _____
Title: _____
Date signed: _____

Address: PO Box 278, St. Helens, OR 97051

Address: 230 Strand Street, St. Helens, Oregon

CERTIFICATE OF COVERAGE

Agent
 Hagan Hamilton Insurance, Inc.
 PO Box 847
 McMinnville, OR 97128

This certificate is issued as a matter of information only and confers no rights upon the certificate holder other than those provided in the coverage document. This certificate does not amend, extend or alter the coverage afforded by the coverage documents listed herein.



citycounty insurance services

Named Member or Participant
 City of St. Helens
 P. O. Box 278
 St. Helens, OR 97051

Companies Affording Coverage

COMPANY A - CIS
COMPANY B - National Union Fire Insurance Company of Pitts, PA
COMPANY C - RSUI Indemnity
COMPANY D - Torus National Insurance Company

LINES OF COVERAGE

This is to certify that coverage documents listed herein have been issued to the Named Member herein for the Coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all the terms, conditions and exclusions of such coverage documents.

Type of Coverage	Company Letter	Certificate Number	Effective Date	Termination Date	Coverage	Limit
<input type="checkbox"/> General Liability <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Public Officials Liability <input checked="" type="checkbox"/> Employment Practices <input checked="" type="checkbox"/> Occurrence	A	15LSTH	7/1/2015	7/1/2016	General Aggregate: \$30,000,000 Each Occurrence: \$10,000,000	
<input checked="" type="checkbox"/> Auto Liability <input checked="" type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos	A	15LSTH	7/1/2015	7/1/2016	General Aggregate: None Each Occurrence: \$10,000,000	
<input checked="" type="checkbox"/> Auto Physical Damage <input checked="" type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos	A	15APDSTH	7/1/2015	7/1/2016		
<input checked="" type="checkbox"/> Property	A / C	15PSTH	7/1/2015	7/1/2016		Per Filed Values
<input checked="" type="checkbox"/> Boller and Machinery	A	15BSTH	7/1/2015	7/1/2016		Per Filed Values
<input checked="" type="checkbox"/> Excess Liability	D	15ELSTH	7/1/2015	7/1/2016	General Aggregate: \$10,000,000 Each Occurrence: \$10,000,000	
<input checked="" type="checkbox"/> Excess Crime	B	15ECSTH	7/1/2015	7/1/2016	Per Loss:	\$250,000
<input checked="" type="checkbox"/> Excess Earthquake	C	15EQSTH	7/1/2015	7/1/2016	Each Occurrence:	\$5,000,000
<input checked="" type="checkbox"/> Excess Flood	C	15FSTH	7/1/2015	7/1/2016	Each Occurrence:	\$5,000,000
Excess Cyber Liability						
Workers' Compensation						

Description:

Holiday and/or public events held from October 1, 2015 (starting at 8am) through November 8, 2015 (ending at 11:59pm) at Columbia County Facilities, which includes the Plaza, St. Helens, Oregon. Columbia County, its officers, agents and employees are included as an additional member.

Certificate Holder:

Columbia County
 230 Strand Street
 St Helens OR 97051

CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, CIS will provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon CIS, its agents or representatives, or the issuer of this certificate.

By: *Alexis Cole*

Date: *8/3/15*



Oregon

John A. Kitzhaber, MD, Governor

Department of Administrative Services
Enterprise Goods and Services
Publishing & Distribution
550 Airport Road SE
Salem, Oregon 97301-6084
(503) 373-1700
FAX (503) 373-7789

**State of Oregon
Department of Administrative Services (DAS)
Publishing and Distribution (P&D)**

**INTERGOVERNMENTAL AGREEMENT
FOR DOCUMENT PUBLISHING, PROCESSING AND DELIVERY**

USE OF STATE PRINTING AND MAILING SERVICES

Agreement Number 234 -15

This agreement, hereinafter referred to as "Agreement," is made and entered into this 14th day of August, 2015, by and between the State of Oregon, Department of Administrative Services (DAS), Publishing and Distribution (P&D), 550 Airport Road SE, Salem OR 97301-6084, hereinafter referred to as "State, DAS, or P&D" and Columbia County, 230 Strand St, St Helens OR 97051, hereinafter referred to as "Political Subdivision."

1. PURPOSE

The purpose of this agreement is to reduce document publishing and mailing expenses for public agencies in Oregon by providing access to cost effective and efficient print-to-post technologies and services.

2. STATUTORY AUTHORITY

In accordance with and pursuant to the provisions of ORS Chapter 190, entitled "INTERGOVERNMENTAL COOPERATION", the State is authorized to cooperate with and furnish services to a city, county, district, or other municipal corporation, commission, authority, entity or political subdivision organized and existing under statute or city or county charter in Oregon. By execution of this Agreement, Political Subdivision represents that it meets the criteria for cooperation or receipt of services from the State.

In accordance with and pursuant to the provisions of ORS Chapter 283.140, the Department of Administrative Services has authority to operate central mail services for state agencies where it is economical to do so. The agency is also directed to report opportunities for saving (money) through state agency mailroom centralization, consolidation, and automation and through mail route coordination.

In accordance with and pursuant to the provisions of ORS Chapter 282.020 and 282.050(2), "The Director of the Oregon Department of Administrative Services **or the Director's Designee** shall control and manage the state printing section and all state printing. (b) Control all state printing purchases, including those outside of the **Oregon Department of Administrative Services**; and any printing conducted outside of the **department** on behalf of state government may be conducted only through authority of the **Director or the Director's Designee.**" "The Oregon Department of Administrative Services shall control and regulate the performance and production of all multiple duplication work required by state agencies and the purchase and use of multiple duplicating equipment, including but not limited to xerographic or other copying devices. The department shall itself perform, through the state printing plant, such duplication services for the state agencies as may practicably and economically be performed centrally, and for those purposes require that duplicating equipment possessed by any agency be transferred to the state printing section."

3. SERVICES TO BE PROVIDED

a) Upon Political Subdivision's written order, State will provide to Political Subdivision for the term of this Agreement, and in return for payment, document publishing, processing and mailing services which include but are not limited to: printing, duplicating, binding, folding, tabbing, inserting, metering, addressing, bulking, sorting and mailing.

b) Orders cannot be canceled by Political Subdivision except on terms that will compensate State against loss incurred in reliance on the order.

c) Title for finished work shall pass to Political Subdivision upon delivery to common carrier at shipping point or upon delivery to Political Subdivision, whichever occurs first. State's responsibility for the shipment ceases with delivery to the carrier and claims for loss or damage must be presented to the carrier.

d) (For printing orders) Upon Political Subdivision's request, proof will be furnished by State to Political Subdivision and promptly read, corrected (if necessary) and returned by Political Subdivision to State. State warrants that finished work will conform to corrected proof. State is not responsible for any errors evident in the proof if Political Subdivision does not review or correct the proof.

4. TERM

This Agreement is effective, and considered fully executed, upon signature by both parties. The initial term of this Agreement is one year from effective date of this Agreement. The term of this Agreement may be extended if it is mutually agreeable to do so. Such extension shall be in writing.

5. CONSIDERATION

Political Subdivision shall pay State in accordance with the rates and charges set forth in Exhibit B Rate Schedule.

6. INVOICING

Upon submission of job, Political Subdivision will provide DAS with an account number assigned to it by the State Financial Management System (SFMS). In the month following job completion, DAS will mail Political Subdivision an invoice for services and postage. The invoice will be mailed to the address associated with the account number assigned to political subdivisions in the SFMS.

7. PAYMENT PROVISIONS

Payment is due no later than 30 days after you receive the invoice.

8. CANCELLATION

Either party may terminate this agreement without liability or penalty, upon thirty (30) days written notice to the other party. No such termination shall prejudice any obligations or liabilities of either party already accrued prior to the effective date of termination.

9. RESPONSIBILITIES OF THE POLITICAL SUBDIVISION

a) It is understood that using the services authorized by this agreement is elective on the part of the Political Subdivision.

b) The Political Subdivision is responsible for providing the State with the necessary information and/or files necessary to publish and mail in a cost effective and timely manner.

10. LIABILITIES

State Liability

a) State agrees to perform the work in a good and workmanlike manner consistent with the customs and practices of the industry. State expressly excludes all other guarantees, warranties or representations. State will not be liable for any indirect or consequential damages, with State's sole liability being limited to the repair and reasonable costs of correcting any errors that are attributable to State.

b) State shall not be responsible for delays beyond the control of State such as labor stoppage, equipment breakdown, strikes, delays of suppliers, contractors or carriers, fire, or acts of God.

11. LIMITATION OF LIABILITY

The Political Subdivision agrees that the State shall not be subject to any claim, action, or liability arising in any manner whatsoever out of any act or omission, interruption, or cessation of service under this Agreement. The State shall not be liable or responsible for any direct, indirect, special, or consequential damages sustained by the Political Subdivision, including, but not limited to, delay, interruption of business of service.

12. INDEMNITY

If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim. With respect to a Third Party Claim for which the State is jointly liable with the County (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the County in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the County on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of the County on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

With respect to a Third Party Claim for which the County is jointly liable with the State (or would be if joined in the Third Party Claim), the County shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the County on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the County on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The County's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

Alternative Dispute Resolution

The parties should attempt in good faith to resolve any dispute arising out of this agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

13. DISCLAIMER

THE FOREGOING UNDERTAKING IS IN LIEU OF ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. STATE MAKES NO REPRESENTATION OR WARRANTY AS TO WHETHER THE PRINT SERVICES ARE USABLE FOR A PARTICULAR PURPOSE, WHETHER OR NOT STATE HAS BEEN INFORMED OF THE NATURE OF ANY SUCH PURPOSE OR HAS OFFERED AN OPINION AS TO THE USE OF THE STATE PRINT SERVICES FOR SUCH A PURPOSE.

Signatures of Approval

When the parties sign this IGA, it will become approved and operational.

Department of Administrative Services

Columbia County

By: _____ Date: _____

By: _____ Date: _____

Customer Relations Manager

Title: _____

Publishing & Distribution

By: _____ Date: _____

By: _____ Date: _____

Contracts Manager

Title: _____

DAS Operations

EXHIBIT A
STATEMENT OF WORK

1. Political Subdivision shall:

- a) Make all arrangements necessary to procure and deliver preprinted Property Tax Statement stock to DAS Publishing & Distribution at 550 Airport Road SE, Salem, Oregon. It is understood that no printing can commence until said stock is delivered.
- b) Order and arrange for all envelopes needed for mailing be delivered to DAS, no **earlier** than August 8, 2015, and not later than September 5, 2015.
- c) Provide files for inserts to DAS as mutually agreed upon between Political Subdivision and DAS project coordinator.
- d) Provide DAS project coordinator the projected date when live files are expected to be delivered to DAS no later than August 21, 2015.
- e) Use secure file transfer protocol (SFTP) to timely transfer files to DAS for printing and mailing.
- f) Ensure documents contain sequential numbers to aid in audit control.
- g) Bear the costs for overtime accrued as a result of the Political Subdivision's failure to meet agreed upon submission time.
- h) Bear the responsibility for any errors or omissions made according to the responsibilities set forth above, and shall in no way hold DAS financially responsible for the correction of these errors or omissions.
- i) Bear the costs for pre-paying postage required by the United States Postal Service for mailings. Check must be received seven (7) working days prior to mailing. Please make checks payable to Pitney Bowes Reserve Account. Detailed instructions provided by P&D Customer Relations Management representative (CRM).
- j) Provide completed data sheet five (5) calendar days prior to live printing. See example Attachment 1
- k) Testing shall be completed by September 18, 2015. NOTE: If lock box testing is required, testing must commence by August 17, 2015.

2. DAS shall provide the following services:

a) Printing

- i) DAS shall print property tax statements using the data files and property tax statement stock provided by Political Subdivision.
- ii) DAS shall store and secure tax statement stock during the printing process.
- iii) DAS shall print other materials as requested by Political Subdivision in accordance with established state printing standards and prices.

b) Processing:

- i) DAS shall fold and insert tax statements, and corresponding inserts, so that the address is clearly visible inside the envelope window.
- ii) To obtain the lowest possible discounted postage rate and in accordance with the USPS rules for automated first class bar-coded mailings, DAS will pre-sort up to two ounce mail pieces processed under this agreement.

iii) Additional Processing as indicated by checked boxes.

Political Subdivision to check all boxes that apply and complete requested information.

Yes No Lock box testing required. Send lock box test to: _____.

Yes No DAS will hold approximately 500 pre-specified statements for pickup by Political

Subdivision.

Yes No DAS will use automated inserting equipment to insert approximately 24,000 single-page tax statements into windowed envelopes.

Yes No DAS will use automated "smart" inserting equipment to insert multiple tax statements into #10 business envelope with expansion scored flap.

Yes No DAS will hand-insert approximately 5,400 multiple tax statements into appropriate sized mailing containers.

Political Subdivision to choose only one:

DAS will run all one and two ounce mail pieces through address update software to obtain discounted postage rates.

DAS will not run presort mail through address correction software and will not print "Return Service Requested" on presort mail because Political Subdivision has envelopes pre-printed with the appropriate address update endorsement.

DAS does not mail.

b) Mailing

- i) Non-letter size mail pieces will be metered and mailed as single piece.
- ii) DAS will store and secure all finished tax statements until the mutually agreed upon mailing date.
- iii) DAS shall ensure the mailing is delivered to United States Postal Service.
- iv) All mailing must be completed on or before October 23, 2015.
- v) Any errors or omissions which are made according to the responsibilities set forth above shall become the responsibility of DAS and DAS shall in no way hold the Political Subdivision financially responsible for the correction of these errors or omissions.

7. Deliverables:

- i) DAS shall ensure that the Political Subdivisions' requirements are met as set forth in the Statement of Work with a completion date of no later than October 23, 2015.
- ii) DAS shall provide the Political Subdivision with invoices that reflect services and material charges for the tax bill printing and mailing project at rates set forth below.

**Exhibit B
Rate Schedule**

Area	Description	Rate	Unit	Notes
Print	Printing on Provided Stock	\$ 0.025	Impression	
Print	Variable data piece tracking	\$ 0.010	Record	
Mail	Insert and Meter	\$ 0.088	Mail Piece	Up to 5 inserts
Mail	OCR Barcode and Pre-Sort	\$ 0.033	Mail Piece	USPS Requirement to obtain the best available postage rate
Mail	Fast-forward address correction	\$ 0.110	Per corrected address	USPS Requirement to obtain the best available postage rate. Average 10% of total mail pieces
Mail	1-2 oz. First Class discount postage	\$ 0.391	Mail Piece	** Current US Postal Service rate (subject to change)
	Other Services			
Pre Production	Template Design	\$ 79.000	Hour	Only charged for non print ready files
Pre Production	Programming	\$ 79.000	Hour	Only charged for non print ready files
Mail	Metering for letters	\$ 0.098	Mail Piece	For Non Automated inserted letters
Mail	Metering for Flats	\$ 0.152	Mail Piece	For Non Automated inserted flats
Other	Hand Work	\$ 65.000	Hour	Hand Folding and inserting (as and if needed)
Other	Overtime	\$ 60.000	Hour	If print ready files are not received by the mutually agreed upon day and time, Publishing & Distribution may need to recover overtime necessary to complete the job on due date.

Tax Insert Price Metric

TAX INSERTS 2015

Insert Group 1

1 sided / folded – 8.5 x 11 and 8.5 x 14 Black ink on colored paper.

1-24,999 copies	\$.0360 per insert*
25,000-49999 copies	\$.0335 per insert*
50,000-99,999 copies	\$.0318 per insert*
100,000 + copies	\$.0314 per insert*

1 sided / folded – 8.5 x 11 and 8.5 x 14 Black ink on white paper.

1-24,999 copies	\$.0273 per insert*
25,000-49999 copies	\$.0249 per insert*
50,000-99,999 copies	\$.0233 per insert*
100,000 + copies	\$.0230 per insert*

1 sided / folded – 8.5 x 11 and 8.5 x 14 Black + 1 pms ink on colored paper.

1-24,999 copies	\$.0427 per insert*
25,000-49999 copies	\$.0379 per insert*
50,000-99,999 copies	\$.0347 per insert*
100,000 + copies	\$.0341 per insert*

1 sided / folded – 8.5 x 11 and 8.5 x 14 Black + 1 pms ink on white paper.

1-24,999 copies	\$.0341 per insert*
25,000-49999 copies	\$.0293 per insert*
50,000-99,999 copies	\$.0262 per insert*
100,000 + copies	\$.0253 per insert*

Insert Group 2

2 sided / folded – 8.5 x 11 and 8.5 x 14 Black ink on colored paper.

1-24,999 copies	\$.0390 per insert*
25,000-49999 copies	\$.0355 per insert*
50,000-99,999 copies	\$.0333 per insert*
100,000 + copies	\$.0313 per insert*

2 sided / folded – 8.5 x 11 and 8.5 x 14 Black ink on white paper.

1-24,999 copies	\$.0300 per insert*
25,000-49999 copies	\$.0269 per insert*
50,000-99,999 copies	\$.0248 per insert*
100,000 + copies	\$.0244 per insert*

Insert Group 2 continued

2 sided / folded – 8.5 x 11 and 8.5 x 14 Black + 1 pms ink on colored paper.

1-24,999 copies	\$.0470 per insert*
25,000-49999 copies	\$.0419 per insert*
50,000-99,999 copies	\$.0386 per insert*
100,000 + copies	\$.0379 per insert*

2 sided / folded – 8.5 x 11 and 8.5 x 14 Black + 1 pms ink on white paper.

1-24,999 copies	\$.0394 per insert*
25,000-49999 copies	\$.0343 per insert*
50,000-99,999 copies	\$.0301 per insert*
100,000 + copies	\$.0303 per insert*

Insert Group 3

1 sided – 1/3 sht Black ink on colored paper.

1-24,999 copies	\$.0145 per insert**
25,000-49999 copies	\$.0115 per insert**
50,000-99,999 copies	\$.0099 per insert**
100,000 + copies	\$.0097 per insert**

1 sided – 1/3 sht Black ink on white paper.

1-24,999 copies	\$.0111 per insert**
25,000-49999 copies	\$.0084 per insert**
50,000-99,999 copies	\$.0069 per insert**
100,000 + copies	\$.0067 per insert**

1 sided – 1/3 sht Black ink +1 pms on colored paper.

1-24,999 copies	\$.0206 per insert**
25,000-49999 copies	\$.0147 per insert**
50,000-99,999 copies	\$.0117 per insert**
100,000 + copies	\$.0112 per insert**

1 sided – 1/3 sht Black + 1 pms ink on white paper.

1-24,999 copies	\$.0171 per insert**
25,000-49999 copies	\$.0115 per insert**
50,000-99,999 copies	\$.0087 per insert**
100,000 + copies	\$.0082 per insert**

Insert Group 4

2 sided – 1/3 sht Black ink on colored paper.

1-24,999 copies	\$.0169 per insert**
25,000-49999 copies	\$.0128 per insert**
50,000-99,999 copies	\$.0107 per insert**
100,000 + copies	\$.0105 per insert**

2 sided – 1/3 sht Black ink on white paper.

1-24,999 copies	\$.0134 per insert**
25,000-49999 copies	\$.0097 per insert**
50,000-99,999 copies	\$.0077 per insert**
100,000 + copies	\$.0075 per insert**

2 sided – 1/3 sht Black ink +1 pms on colored paper.

1-24,999 copies	\$.0214 per insert**
25,000-49999 copies	\$.0164 per insert**
50,000-99,999 copies	\$.0133 per insert**
100,000 + copies	\$.0127 per insert**

2 sided – 1/3 sht Black + 1 pms ink on white paper.

1-24,999 copies	\$.0176 per insert**
25,000-49999 copies	\$.0131 per insert**
50,000-99,999 copies	\$.0102 per insert**
100,000 + copies	\$.0096 per insert**

Specifications:

OCE reserves the right to review annually documentation of its expenses for utilities, materials and supplies, equipment, and personnel to determine if a price adjustment is necessary to maintain the service provided in this agreement.

Rush charges (20%) will be assessed on any order with less than six full production days from the proof approval date to delivery request date to cover additional production costs and overtime.

*Stocks quoted in this estimate are on a #20 basis.

**Stocks quoted in this estimate are on a #70 basis

Colored paper refers to choices supplied by OCE through the Earthchoice line.

Printing process uses Soy Ink, Recycled stocks and chemical free printing plate process.

Property Tax Statements - Detail Sheet Tax Year (YYYY)

Date
 County Name
 Address

 Contact
 Phone
 Agency #
 Fast Forward OK
 Main Mailing Envelope #
 Number of Print Files

Order Number
 Test Order Number
 Total Number of inserts
 Insert # 1
 Insert # 2
 Insert # 3
 Print File Transmit Date
 Mail Date
 Okay to Mail Sooner
 Pick up Date

Sample Detail Sheet

Batch (file) Name	File Number	Record Qty	Size	Mail/Deliver	Mail, Ship, Package or Delivery Instructions	Control #	Seq Begin	Seq End	Cntrl Begin	Cntrl End
7000571 Columbia_TS_Fish and Wildlife_23.pdf	774	23	Green - 11"	Deliver	Leave FLAT - Ship UPS Overnight to County	000001	000001	000023		
7000571 Columbia_TS_Foreclosure_74.pdf	773	74	Green - 11"	Deliver	Leave FLAT - Ship UPS Overnight to County	000001	000001	000074		
7000571 Columbia_TS_Green_1_5000.pdf	780	5,000	Green - 11"	Mail	Insert #9 green envelope	000001	005000	005000		
7000571 Columbia_TS_Green_5001_10000.pdf	780	5,000	Green - 11"	Mail	Insert #9 green envelope	005001	010000	010000		
7000571 Columbia_TS_Green_10001_15000.pdf	780	5,000	Green - 11"	Mail	Insert #9 green envelope	010001	015000	015000		
7000571 Columbia_TS_Green_15001_16155.pdf	780	1,155	Green - 11"	Mail	Insert #9 green envelope	015001	016155	016155		
7000571 Columbia_TS_Yellow_1_5000.pdf	779	5,000	Yellow - 11"	Mail		000001	005000	005000		
7000571 Columbia_TS_Yellow_5001_7724.pdf	779	2,724	Yellow - 11"	Mail		005001	007724	007724		
Total Print Qty		23,976								

Return to County	xxxx
Mail	xxxx
Green Form	xxxx
Yellow Form	xxxx

* Form Color Options: Green, Yellow, Green/Black or Yellow/Black
 * Form Size Options: 11" or 14"

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Columbia County Road Department

1054 Oregon Street, St. Helens, OR 97051

Transportation Planner

Phone (503) 366-3963

Fax 397-7215

lonny.welter@co.columbia.or.us

August 31, 2015

TO: Columbia County Board of Commissioners

FROM: Lonny Welter, Transportation Planner

REF: The Bridge to Breakers, 2015, Public Road Event Permit Application

Columbia County received the attached application for a Public Road Event Permit for the Bridge to Breakers event, 2015, to be conducted September 19, 2015. They are expecting 200-250 bicyclists and will be using County and State roads. The event will enter Columbia County using Hwy 30 at about 7:30 AM on the 19th, and will use the following roads: Hwy 30, Scappoose Vernonia Road, Hwy 47,, and Hwy 202. They will be leaving the County about 12:00 PM on the 19th. There will be about 23 volunteers, and 5-6 support vehicles assisting.

Applicable Criteria

The Columbia County Public Road Event Ordinance (Ordinance No. 2008-1, as amended) requires Board approval of public road events involving more than 25 vehicles, 50 bicycles, or 100 pedestrian participants. As this bike event is expected to have more than 50 bicycles, Board approval is required.

Section 5 of the Ordinance provides, in part:

“A. Standards for Issuance. The Administrator or, in the event of a large event, the Board of County Commissioners, shall issue a permit conditioned upon the applicant’s written agreement to comply with the terms of such permit **unless** the Administrator or Board of County Commissioners finds that:

1. The time, route and size of the public road event will disrupt to an unreasonable extent the movement of other traffic or will endanger the safety of participants or citizens, or cause a safety hazard other than traffic.
2. The public road event is of a size or nature that requires the diversion of too many law enforcement officers, public works

employees or other personnel to properly control the public road event or that allowing the public road event would deny reasonable law enforcement or other emergency service protection to citizens of the County.

3. Such public road event will interfere with another public road event for which a permit has been issued.
4. The County Public Works Director determines the public road event would damage public roads.”

Staff notified affected agencies and received the following comments:

- **County Sheriff's Office**, Jeff Dickerson - No Issues.
- **Scappoose Police**, Norman Miller - No Issues.
- **State Police**, LT Merila - No issues or anticipated expenses.
- **Scappoose Fire**, Michael Greisen - No Issues
- **Mist Birkenfeld Fire**, Joe Kaczinski - No Issues
- **ODOT**, Mark Buffinton - ODOT does not write a permit for this since it is not a race, but rather a ride. We expect them to follow the rules of road as any other vehicle. Our only comment would be that we do not allow them to put any signage on the state highways.
- **Columbia County Emergency Management**, Vincent Aarts - No Issues

Due to concerns of the route being used, this will be the last year the event will be approved for the Scappoose Vernonia Road section.

RECOMMENDED MOTIONS:

- Motion 1: Approve the public road event permit for the Bridge to Breakers Event.
- Motion 2: Approve the Indemnity Agreement with the Bridge to Breakers Event and authorize the Chair to sign.

Attachments:

- Permit Application
- Indemnity Agreement
- Certificate of Liability Insurance
- Additional Insurance
- Route Description

Columbia County



PUBLIC ROAD EVENT

PERMIT

Date: September 2, 2015

Name of Event: Bridge to Breakers

Date of Event: September 19, 2015 Type of Event: Recreational Bicycle Ride

Sponsor: Harrington Family Foundation

Assembly Area: St. Johns, Portland Number of Participants: 250

Assembly Start Time: 6:00 AM Event Start Time: 7:00 AM Ending Time: 4:00 PM

Minimum Speed: NA Maximum Speed: NA

Route of Event: *See Attached Map.*

Portion of Road which may be occupied by Event: right lane or road shoulder

Number of Persons Required to Monitor the Event: 25 assisting

Number and Type of Vehicles: 6 private vehicles

Other Requirements: Posting of road signage advising motorists of bicyclist in road way on September 19, 2015. Placement of port-a-potties and trash receptacles at the Chapman Rest Stop locaiton.

Amount of Required Deposit: \$ 100

Paid on: August 19, 2015

ALL PARTICIPANTS IN THE PERMITTED EVENT MUST BE ADVISED BY WRITTEN NOTICE OF THE TERMS AND CONDITIONS OF THIS PERMIT PRIOR TO THE COMMENCEMENT OF SUCH EVENT.

Issued by:
Transportation Planner

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Lonny R. Welter

By: _____
Henry Heimuller, Chair

Date: _____, 2015

Date: _____, 2015

Columbia County



PUBLIC ROAD EVENT PERMIT APPLICATION

(Please type or print clearly and submit with application fee of \$100 for small events, \$300 for large events [more than 300 participants])

Date: 7/16/15

Name of Event: BRIDGES TO BREAKERS
 Sponsor: HARRINGTON FAMILY FOUNDATION
 Type of Event: RECREATIONAL BIKE RIDE
 Purpose of Event: _____
 Date of Event: 9-19-15 Beginning Time: 7 AM.
 Expected Number of Participants: 200-250 Ending Time: 4PM IN GEARHART
 Location of Assembly Area(s): ST. JOHN'S, PORTLAND
 Assembly Beginning Time: 6 AM
 Number of Volunteers: 20-25 Number/Type of Support Vehicles: 5-6

Route: Submit a map with the route clearly drawn. Indicate starting point, direction and ending point. Also include plans for rest stops, first aid stations, support vehicles, etc.

Name of Applicant: METROPOLITAN PRODUCTIONS, INC.
 Address: 3466 S STREET WASHOUGAL, WA. 98671
 Work Phone: 360 210 5275 Home Phone: _____ E-mail: SEAN@MMP.COMCAST.NET
 Contact Person (other than applicant): SEAN GUARD
 Address: _____
 Work Phone: _____ Home Phone: _____ E-mail: _____
 Chair/Race Director (for athletic events): NANCY MARSHALL
 Address: 1355 NE 13TH AVE. PORTLAND, OR. 97209
 Work Phone: 503-929-9405 Home Phone: _____ E-mail: NANCY@HARRINGTONFAMILYFOUNDATION.ORG.
 Previous Experience: 2012-2014 BRIDGES TO BREAKERS

By signing this application, Sponsor agrees to all terms and conditions set forth in the Public Road Event Ordinance, and any special conditions listed in the Permit, if this application is accepted and a Permit is issued by the County.

RETURN TO:

Natural Resources Administrator
 Columbia County Courthouse
 230 Strand, Room 318
 St. Helens, Oregon 97051
 503.397.3839 (O)
 503.366.3925 (Fax)
cynthia.zemaitis@co.columbia.or.us

HARRINGTON FAMILY FOUNDATION
(Name of Sponsor)

By: [Signature] SEAN GUARD
(Signature of Authorized Agent)

For Use By County:

Application Received _____
 Application Fee Paid \$ _____
 Permit Issued _____

Insurance Certificate Received _____
 Indemnity Agreement Signed _____
 Deposit Received: \$ _____



Oregon

INDEMNITY AGREEMENT

Natural Resources Administrator
Columbia County Courthouse
230 Strand, Room 318
St. Helens, Oregon 97051
503.397.3839

Board of County Commissioners
Columbia County Courthouse
230 Strand, Room 331
St. Helens, Oregon 97051
503.397.4322

In consideration of the issuance of a permit by Columbia County for the Public Road Event known as BRIDGES TO BEGA KVES, to be held on 9-19-15, ~~2013~~, the undersigned sponsor/applicant for the event hereby agrees to defend, indemnify and hold Columbia County and other affected public agencies, the Board of County Commissioners and the boards of other affected public agencies, their officers, agents and employees (the "indemnitees") harmless from:

1. All liability, damage, loss, cost or expense, including but not limited to attorneys' fees, that the indemnitees may sustain or incur on account of any damage to or destruction of any property that the county may own or in which it may have an interest;
2. All liability, damage loss, cost or expense, including but not limited to attorneys' fees, on account of any damage resulting from injury to or death of any person or persons resulting from or in any way connected with the use by the sponsor/applicant, its agents or employees, of the road, site, area or facility to which the permit pertains.

HARRINGTON FAMILY FOUNDATION

(Name of Sponsor)

By: [Signature] SEAN GUARD
(Signature of Authorized Agent)

Dated: 7/16/15

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Henry Heimuller, Chair

Dated: _____

RETURN TO:
Natural Resources Administrator
Columbia County Courthouse
230 Strand, Room 318
St. Helens, Oregon 97051
503.397.3839 (O)
503.366.3925 (Fax)
cynthia.zemaitis@co.columbia.or.us

POLICY NUMBER: 1000107297

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

Columbia County, its officers, agents and employees
230 Strand Street
St. Helens, OR 97051

Re: Harrington Family Foundation event

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

Bridges to Breakers

Route

Start out at McMenamín's, St. John's.

Turn **LEFT** out of the parking lot onto Ivanhoe.

Veer **LEFT** to go onto the St. John's Bridge (Philadelphia) (.1 miles)

Turn **RIGHT** at the end of the bridge onto Bridge Avenue (.9)

Veer **LEFT** onto Hwy. 30 (1.3)

Turn **LEFT** onto Scappoose-Vernonia Rd. (15.23)

Road follows past and over Scappoose Creek and Nahalem River)

REST STOP just short of Chapman Road (22.03), on left.

Turn **RIGHT** onto Ore. Hwy. 47 towards Mist (35.36)

HWY. 47 intersects with Ore. Hwy 202 (MP 46.83)

LUNCH STOP at Birkenfield Country Store (52.03)

Continue **WEST** on Hwy. 202, passing North Fork of Klaskanine River

REST STOP at Sigfidson County Park (80.97)

LEFT on Olney Road (81.88)

LEFT on Young's River Road (82.71)

LEFT on Tucker Creek Lane (89.58)

LEFT on Logan Road (91.31)

Veer **LEFT** to continue on Lewis & Clark Road (993.81)

Turn **RIGHT** onto Ore. Hwy. 101 (100.83)

LEFT on Pacific (102.13)

RIGHT on Marion (102.23)

END at Gearhart Golf Club (102.43)

Number in parenthesis indicates mileage from the starting point