



MEMORANDUM

TO: Clackamas County Board of County Commissioners
Sitting/Acting as the Extension and 4-H Service District Board of Directors

FROM: Nancy Bush, County Operating Officer

RE: Memorandum of Understanding (MOU) with Clackamas Community College (CCC) regarding a new Extension Services facility

DATE: August 12, 2025

REQUEST: Staff is requesting Board approval of the attached Memorandum of Understanding (MOU) with Clackamas Community College (CCC) for a new Extension Services facility.

BACKGROUND: Under Board direction, County Administration has been collaborating with representatives of Clackamas Community College (CCC) and Oregon State University (OSU) to seek a new facility to provide Extension Services at the CCC-Oregon City campus.

CCC has initiated design work of the new Extension Education Center. In order to continue this work, CCC is requesting the attached MOU to establish a partnership. If approved, the interested parties, which are the District, CCC and OSU, will design a facility that co-locates CCC programming and OSU Extension Services programming. Further details of the arrangement such as, usage and costs associated with utilities, parking, shared spaces, maintenance, etc will all be outlined in a future lease agreement.

RECOMMENDATION: The attached Memorandum of Understanding is a draft. Staff recommends the Board authorize the County Administrator to sign the MOU on behalf of the Board with Clackamas County College when it is finalized and to continue the work on the new facility.

Attachment: Extension District CCC MOU_Draft 8.11.25

**MEMORANDUM OF UNDERSTANDING
BETWEEN CLACKAMAS COUNTY EXTENSION SERVICE AND 4-H DISTRICT
AND CLACKAMAS COMMUNITY COLLEGE**

This MEMORANDUM OF UNDERSTANDING ("MOU") is between the CLACKAMAS COUNTY EXTENSION SERVICE AND 4-H DISTRICT ("District") and CLACKAMAS COMMUNITY COLLEGE ("CCC"), collectively referred to as the "Parties" and each a "Party." This MOU constitutes only a general expression of the parties' intent to provide the voluntary services described below. This MOU is not intended to be a binding and enforceable agreement.

The Parties desire to collaborate with respect to an Extension Education Center (the "Center") to be constructed on CCC's Oregon City Campus and to be shared by CCC and the Oregon State University ("OSU") Extension Service for Clackamas County.

I. The Parties intend as follows:

1. District shall contribute Eleven Million Five Hundred Thousand Dollars (\$11,500,000.00) toward the construction of the Center.
2. CCC shall determine the final design elements and timeline for construction of the Center. However, the Center shall include:
 - i. A commercial kitchen that may be shared by CCC and the OSU Extension Service;
 - ii. Separate entrances for CCC and the OSU Extension Service;
 - iii. Storage areas in or near the Center; and
 - iv. A loading zone in the Center.
3. CCC shall own the Center once constructed. However, CCC shall lease a portion of the Center to the OSU Extension Service for a minimum of 50 years. CCC shall lease a portion of the Center for additional years if the parties enter into a shared major maintenance agreement.
4. The OSU Extension Service's annual operating lease shall:
 - i. Begin on the day of move-in; and
 - ii. Require payment to CCC of all general costs of operating the Center, including but not limited to utilities, grounds/landscaping, janitorial service, insurance, and security, which shall be allocated pro rata based on the portion of the Center used by the OSU Extension Service.
5. CCC shall provide signage for the OSU Extension Service on its Oregon City Campus.

II. This MOU shall be effective upon signature of both Parties and shall expire on March 31, 2026, unless earlier terminated or amended.

- III. This MOU may be terminated by either Party upon 30 days prior written notice to the other, and may be amended at any time, in writing, signed by both Parties.
- IV. CCC liaison is Jeff Shaffer, (503) 594-3101, jeff.shaffer@clackamas.edu. District liaison is Nancy Bush, (503) 655-8893, nbush@clackamas.us.

IN WITNESS WHEREOF, the Parties have caused this MOU to be executed by their duly authorized officers.

CLACKAMAS COMMUNITY COLLEGE

**CLACKAMAS COUNTY EXTENSION SERVICE
AND 4-H DISTRICT**

Authorized Signatory

Authorized Signatory

Date

Date