



November 13, 2025

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Sitting/Acting as Clackamas County Extension and 4H District

**Approval of an Amendment to a Memorandum of Understanding with Clackamas Community College to increase funding to the Extension Education Center. Amendment Value is \$3,600,000 with no time increase. Total Agreement Value is \$15,100,000 for 3 years. Funding is through Clackamas County Extension and 4H District Funds. No County General Funds are involved.**

|                                     |                             |                           |              |
|-------------------------------------|-----------------------------|---------------------------|--------------|
| <b>Previous Board Action/Review</b> | BCC Issues, August 12, 2025 |                           |              |
| <b>Performance Clackamas</b>        | N/A                         |                           |              |
| <b>Counsel Review</b>               | Yes                         | <b>Procurement Review</b> | No           |
| <b>Contact Person</b>               | Nancy Bush                  | <b>Contact Phone</b>      | 503-655-8893 |

**EXECUTIVE SUMMARY:** On August 12, 2025 the Board of County Commissioners acting as the governing body of the Clackamas County Extension and 4H District (the District) approved a Memorandum of Understanding (MOU) with Clackamas Community College (CCC). This MOU outlines the conditions in which the District and CCC will design and build a shared Extension Education Center on the CCC campus.

Design and planning has continued over the last several months and costs have been refined. Amendment #1 reflects a proportional increase of the District's contribution to this project, adding \$3.6 million to the original \$11.5 million contribution. The District's total share is approximately 36%. There is adequate dollars available in the District's budget to accommodate this increase.

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.

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**RECOMMENDATION:** Staff recommends the Board approve Amendment #1 of the MOU between Clackamas Community College and the Clackamas Extension and 4H District.

Respectfully submitted,

Nancy Bush,  
County Operating Officer

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

This MEMORANDUM OF UNDERSTANDING ("MOU") is between the CLACKAMAS COUNTY EXTENSION SERVICE AND 4-H DISTRICT ("District"), CLACKAMAS COUNTY ("County") 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.

On February 3, 2022, the District, the County, and Oregon State University, through its Clackamas County Extension Service ("OSU Extension Service"), entered into an intergovernmental agreement regarding the provision of extension services within Clackamas County ("Agreement"). Under the responsibilities identified in the Agreement, the County is required to provide a space for OSU Extension Service programs, the District provides funding for the program, and OSU Extension Service provides the staffing and programming.

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 OSU Extension Service.

I. The Parties intend as follows:

1. District shall contribute up to 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 for the OSU Extension Service that may or may not be shared by CCC;
  - ii. Separate entrances for CCC and the OSU Extension Service;
  - iii. Storage areas in or near the Center;
  - iv. A loading zone in the Center;
  - v. Office space sufficient to accommodate up to thirty (30) OSU Extension Service employees, including individual and/or shared offices, workstations, and necessary support areas (e.g., reception, mail, and copy areas), assuming fund contribution in I.1. is sufficient to do so; and

- vi. Meeting and program rooms of varying sizes, including at least one large multipurpose room capable of hosting community events, workshops, trainings, and educational programs.
- 3. CCC shall own the Center once constructed. However, CCC shall lease a portion of the Center to the County 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 County's annual operating lease shall:
  - i. Begin on the day of move-in;
  - 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 County; and
  - iii. Require all uses in building and surrounding campus space comply with CCC's Board of Education campus policies.
- 5. CCC shall provide signage for the OSU Extension Service on its Oregon City Campus at all wayfinding signage locations, and prominent signage to the OSU Extension Service entrance portion of the Center.
- 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](mailto:jeff.shaffer@clackamas.edu). District liaison is Nancy Bush, (503) 655-8893, [nbush@clackamas.us](mailto:nbush@clackamas.us).

**Signature Page Follows**

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

**CLACKAMAS COMMUNITY COLLEGE**

Digitally signed by Jeff  
Shaffer  
Date: 2025.08.18 18:07:08  
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**Jeff Shaffer**

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Authorized Signatory

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Date

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



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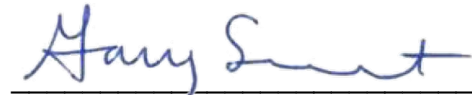
Authorized Signatory

8/19/2025

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Date

**CLACKAMAS COUNTY**



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Authorized Signatory

8/19/2025

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Date



**AMENDMENT #1**  
**TO THE MEMORANDUM OF UNDERSTANDING**

This Amendment #1 (Amendment) is entered into between **CLACKAMAS COMMUNITY COLLEGE, CLACKAMAS COUNTY, and CLACKAMAS COUNTY EXTENSION SERVICE AND 4-H DISTRICT** and relates to the Memorandum of Understanding (Agreement) dated August 18, 2025. This Amendment shall become effective on the date fully executed by all parties. Language to be deleted or replaced is ~~struck through~~; **new language is underlined and bold**.

The parties agree to modify the Agreement as stated below:

1. Section I.1:  
~~District shall contribute up to Eleven Million Five Hundred Thousand Dollars (\$11,500,000.00)~~ **District shall contribute up to Fifteen Million One Hundred Thousand Dollars (\$15,100,000.00) as allocated in Exhibit 1.**
2. Section I.4:  
**iv. Allow for OSU Extension Service to reserve larger event rental spaces up to 10 times annually at the CCC sponsorship rate instead of retail rate.**
3. Section I:  
**6. The first invoice for construction will be issued once CCC has expended 50% of the Guaranteed Maximum Price (GMP). The invoice will reflect 36% of the total costs incurred to date, including both hard and soft costs. A second and final invoice will be issued after the contractor has reconciled all final project costs, with appropriate allocations made to reflect OSU Extension Service's proportional share.**

Except as specifically amended here, all other terms and provisions of the contract remain in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Amendment #1 to be executed by their duly authorized officers.

**CLACKAMAS COMMUNITY COLLEGE**

Digitally signed by Jeff Shaffer  
Date: 2025.10.30 18:56:06 -07'00'

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Authorized Signatory

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

**CLACKAMAS COUNTY**

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

Exhibit 1 - Allocation Model for Construction

| Main Building OSU / CCC SqFt Comparison |            |                      |           |                    |           | Site Components               |           |                         |           |         |         |       |
|-----------------------------------------|------------|----------------------|-----------|--------------------|-----------|-------------------------------|-----------|-------------------------|-----------|---------|---------|-------|
| CCC Dedicated Space                     | SqFt       | OSU Dedicated Space  | SqFt      | Shared Space       | SqFt      | Site Structures / Yards CCC   | Cost      | Shared Outdoor Features | CCC       | OSU     | Split   |       |
| Clean Lab                               | 1,500      | Teaching Space       | 1,200     | Lobby              | 500       | Green Houses / Head House     | 4,212,000 | Sidewalks/pathways      | 162,125   | 104,272 | 57,853  | 64/36 |
| Mixed Lab                               | 1,500      | Teaching Kitchen     | 1,200     | Classroom          | 900       | Brown Shed / WFC / Equip Work | 700,000   | Site Improvements       | 750,000   | 482,368 | 267,632 | 64/36 |
| Dirty Lab                               | 1,500      | Library              | 400       | Conference         | 300       | Hoop / Shade House/ Out Class | 600,000   | Parking / Roads         | 1,500,000 | 964,737 | 535,263 | 64/36 |
| Computer                                | 1,100      | Storage              | 1,000     | Student Break Room | 400       | Planting Beds                 | 250,000   | Total                   | 1,551,377 | 860,748 |         |       |
| Classroom                               | 1,100      | Reception            | 300       | Showers            | 350       | Work area/work yard           | 924,375   |                         |           |         |         |       |
| Tree Climbing                           | 3,750      | FO Offices           | 865       | Mud                | 100       | Organic Farm                  | 857,500   |                         |           |         |         |       |
| Wildland Sand Table                     | 1,100      | Laundry              | 80        | Lactation          | 80        | Total Cost                    | 7,543,875 |                         |           |         |         |       |
| Resource                                | 1,050      | Copy                 | 300       | Quiet              | 100       |                               |           |                         |           |         |         |       |
| Storage                                 | 750        | Conference Rooms (2) | 200       | Staff Break        | 300       |                               |           |                         |           |         |         |       |
| WET Lab                                 | 1,000      | FNR Offices          | 575       | Sub Total          | 3,030     |                               |           |                         |           |         |         |       |
| Private Office                          | 600        | Juntos Office        | 290       | Grossing ( 35%)    | 1,061     |                               |           |                         |           |         |         |       |
| Shared Office                           | 600        | MG Help              | 480       | Total              | 4,091     |                               |           |                         |           |         |         |       |
| Copy                                    | 200        | 4h Offices           | 670       | Dollars / SqFt     | 800       |                               |           |                         |           |         |         |       |
| Misc                                    | 300        | SM Farms             | 385       | Cost               | 3,272,400 |                               |           |                         |           |         |         |       |
| Sub Total                               | 16,050     | FCH Offices          | 575       |                    |           |                               |           |                         |           |         |         |       |
| Grossing ( 35%)                         | 5,618      | HC Offices           | 385       | Allocation %:      |           |                               |           |                         |           |         |         |       |
| Total                                   | 21,668     | Sub Total            | 8,905     | CCC (21,668)       | 64%       |                               |           |                         |           |         |         |       |
| Dollars / SqFt                          | 800        | Grossing ( 35%)      | 3,117     | OSU Ext. (12,022)  | 36%       |                               |           |                         |           |         |         |       |
| Cost                                    | 17,334,000 | Total                | 12,022    | Total Programmed   | 33,689    |                               |           |                         |           |         |         |       |
|                                         |            | Dollars / SqFt       | 800       |                    |           |                               |           |                         |           |         |         |       |
|                                         |            | Cost                 | 9,617,400 |                    |           |                               |           |                         |           |         |         |       |

| Summary                           |               |                                   |               |
|-----------------------------------|---------------|-----------------------------------|---------------|
| CCC Dedicated Space               | 17,334,000    | OSU Dedicated Space               | 9,617,400     |
| CCC Shared Space (64%)            | 2,104,669     | OSU Shared Space                  | 1,167,731     |
| CCC Shared Outdoor Features (64%) | 1,551,377     | OSU Shared Outdoor Features (36%) | 860,748       |
| CCC Outdoor Structures/Yards      | 7,543,875     |                                   |               |
| Total                             | 28,533,921    | Total                             | 11,645,879    |
| With Soft Cost (30%)              | 37,094,097.21 | With Soft Cost (30%)              | 15,139,642.79 |

Note - Allocation methodolgy is to determine allocation percentages of shared building spaces as a pro-rata share of specifically programmed spaces (IE - 64%/36% in initial plan). Then this allocation is used for all soft costs (permitting, achitects, etc.), grossing factors (restrooms, elevators, etc.), shared program spaces (break room, main conference room, shared classroom, etc.), and outdoor shared areas (parking lots, sidewalks, site improvements, utilities, etc.). Specific programmed outdoor spaces will be charged to specific entities seperately.

COMPILED

Combined Institutional Programs

