

June 5, 2025

Board of County Commissioners
Clackamas County

Approval of an Amendment to a Revenue Intergovernmental Agreement with the Oregon Department of Transportation to purchase and install additional detachable ski boxes for the Mt Hood Express. There is no cost associated with this amendment. Agreement Value remains \$32,016 for 2 years. Funding is through the Oregon Department of Transportation. No County General Funds are involved.

Previous Board Action/Review	Original Agreement March 06, 2025, Agenda Item 20250306 III.D.9		
Performance Clackamas	1. This funding aligns with the strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the strategic priority to ensure safe, healthy, and secure communities by addressing the needs of older adults in the community.		
Counsel Review	Yes: Amanda Keller	Procurement Review	No
Contact Person	Tracy Garell	Contact Phone	971 610- 8183

EXECUTIVE SUMMARY: The Social Services Division of the Health, Housing, and Human Services Department requests approval of Amendment #01 to a revenue agreement with the Oregon Department of Transportation, Rail, and Public Transit Division to change the scope of the project. The amendment will increase the number of detachable ski boxes to purchase and install on existing Mt Hood Express vehicles from three to six due to decreased cost estimates. The original agreement provides funding for purchasing and installing two to three detachable ski boxes for Mt Hood Express vehicles.

There is no change to the total agreement value. Amendment #01 changes the scope of the project. No County General Funds are involved.

RECOMMENDATION: Staff respectfully requests that the Board of County Commissioners approve Amendment #1 to the contract (11991) and authorize Chair Roberts or his designee to sign on behalf of Clackamas County.

Respectfully submitted,

Mary Rumbaugh

Mary Rumbaugh
Director of Health, Housing and Human Services

For Filing Use Only

AMENDMENT NUMBER 1
ODOT GRANT AGREEMENT NO. 35678
Clackamas County

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Clackamas County**, hereinafter referred to as **Recipient**, entered into an Agreement on **March 14, 2025**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to revise Exhibit A.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Clackamas County, by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____


By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By  _____
Recipient's Legal Counsel

Date 5/12/2025

Recipient Contact:

Teresa Christopherson
Social Services Department
Oregon City, OR 97045
1 (503) 650-5718
teresachr@co.clackamas.or.us

State Contact:

Jennifer Cooper
355 Capitol St NE, MS43
Salem, OR 97301
1 (971) 446-0225
Jennifer.COOPER@odot.oregon.gov

Signed Agreement Return Address: ODOTPTDReporting@odot.oregon.gov

State of Oregon, by and through its
Department of Transportation

By _____
Suzanne Carlson
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Jennifer Cooper

Date _____ 04/25/2025

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

N/A

Revised Exhibit A
Project Description and Budget

Project Description/Statement of Work

Project Title: 5339(a) Clackamas County 35678

Purchase 6 additional ski boxes for use on the Mt Hood Express.

FTA funding Category B. Project identified not ready to execute. Funds not available until FTA grant execution and subgrant agreement amendment execution to release funds for reimbursement.

	Total	Grant Amount	Local Match	Match Type(s)
P-23-0674-01 Item #1: Miscellaneous Equipment				
	\$40,020.00	\$32,016.00	\$8,004.00	State
Sub Total	\$40,020.00	\$32,016.00	\$8,004.00	
Grand Total	\$40,020.00	\$32,016.00	\$8,004.00	

1. PROJECT DESCRIPTION

This agreement provides funding for the following activities (collectively, the "Project"): Recipient's purchase, building and installation of six (6) ski boxes, including extended warranties purchased as part of the initial procurement (not to exceed the useful life of the equipment), installation costs, hardware, software, and supplies required to put the equipment into service. Capital equipment covered under this Agreement is defined as a tangible item with an aggregated purchase price of \$5,000 or more and with a useful life of at least one year. Detachable ski boxes for seasonal use have a useful life of 10 years.

PROJECT DELIVERABLES, TASKS and SCHEDULE

All purchases and installations must be completed prior to the expiration date of this Agreement.

Recipient's Deliverables/Tasks and Schedule

- Phases - funding should be available for reimbursement by summer 2026.
- Dates for each task
 - o Start Date - January 2, 2025
 - o RFP/IFB Issue Date - January 2, 2025
 - o Contract Award Date - January 16, 2025
 - o Initial Delivery Date - March 1, 2025
 - o Final Delivery Date - July 1, 2025
 - o Contract Completion Date - June 30, 2026

Recipient is required to create and maintain an equipment maintenance plan for equipment valued at \$50,000 or more, including non-rolling stock vehicles and shop equipment. This plan helps ensure that equipment is maintained in a state of good repair utilizing the original manufacturer equipment maintenance intervals and requirements. Recipient shall provide State a copy of the equipment maintenance plan upon request.

2. PROJECT ACCOUNTING and MATCHING FUNDING

Associated costs incurred from the procurement process, delivery charges, and post-delivery inspections are included in the reimbursable expenses associated with this Agreement.

Annual renewals of extended warranties are not eligible as a capital expense after equipment is delivered and accepted by Recipient.

The service provider may use capital equipment funded under USDOT- or State-source

agreements when performing services rendered through a contract or sub-agreement funded by this Agreement. Depreciation of capital equipment funded from USDOT- or State-source grants is not an eligible expense.

Sources of funding that may be used as matching funding for this Agreement include Statewide Transportation Improvement Formula Fund, other local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funding.

State's obligation to reimburse Project costs is contingent upon Recipient first paying or otherwise contributing its minimum match amount set forth in this Exhibit A. Generally accepted accounting principles and Recipient's accounting system determine those costs that are to be accounted for as gross operating expenses.

3. REPORTING and INVOICING REQUIREMENTS

Recipient will provide reporting information as prescribed by State on the equipment as long as it remains in use for public transportation service. All equipment must be in a written inventory and reported to State as a capital asset. All equipment with a value of \$50,000 or more, and all non-revenue vehicles subject to this Agreement, shall be included in Recipient's Transit Asset Management reporting to State.

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of vendor invoices must be provided for all purchases. With the final payment request, Recipient must submit a complete inventory of items purchased under this Agreement.

Accounting/Match/Spending

Vendor invoices must be attached and include the following:

- Be legible*
- Match the amount requested for reimbursement*
- Include a description of the service (hours, rate, quantity of service)*
- Include the date(s) of the service*
- Include the agency providing the service*
- Subrecipients should not attach invoices that are not directly related to the expenses that are requested on the reimbursement request document.*