



## **SAN JUAN COUNTY COMMISSION**

Silvia Stubbs	Chair
Lori Maughan	Vice-Chair
Jamie Harvey	Commissioner
Mack McDonald	Administrator

### **Memorandum of Understanding (MOU) San Juan County Rural County Grant Program**

This MOU outlines the shared understanding between San Juan County, through its Community Economic Development (CED) Board, and Comb Ridge Coffee LLC regarding the implementation of a Tier 3 grant award through the Rural County Grant Program.

This MOU is intended to confirm funding, timelines, and expectations for collaboration in support of a successful project that aligns with the goals of economic development and community benefit in San Juan County.

The project must be completed no later than April 28, 2026, which is one year from the date of award.

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#### **Project Scope of Work**

Comb Ridge Coffee LLC agrees to complete the following project:

Comb Ridge Coffee LLC (operating locally as Willow Street Cottages) plans to activate an underutilized parking lot adjacent to Highway 191 in Bluff, Utah, by installing a small, self-serve food stand. This stand will offer regionally sourced baked goods, packaged meats, compliant prepared foods, and locally made artwork, creating a new revenue stream for the business and a fresh, convenient retail experience for both visitors and residents.

The grant will fund the purchase and installation of a 9'x6' prefabricated shed/greenhouse structure, which will serve as the food stand, as well as a point-of-sale system that includes an iPad and credit card processing setup. These investments will enable the business to begin selling products immediately during Bluff's peak tourist season. The stand will be self-serve and cashless, monitored and restocked by a part-time staff member who lives or works on the property.

The project is shovel-ready and expected to begin within two weeks of funding. Sales activity is expected to begin within one month of funding, with tax-generating transactions processed through the installed point-of-sale system. Providing a quick return on investment and a sustainable new business model with low overhead and high community value.

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#### **Project Timeline**

Comb Ridge Coffee LLC agrees to complete the following project:

The installation and activation of the food stand will be completed within a two-month timeline. Below is a breakdown of key tasks, organized by phase:

##### **Month 1: Planning, Procurement, and Initial Setup**

- Order the 9'x6' prefabricated shed/greenhouse structure from an online vendor.
- Install ground anchors and erect the structure on-site.
- Purchase essential food stand equipment, including food trays and a compact refrigerator/freezer.
- Establish vendor relationships with local food producers, artists, and vendors to coordinate product sourcing.
- Apply for a Food Manager's Certification and Cottage Food Establishment License through the

## **Month 2: Licensing, Compliance, and Operations Launch**

- Finalize regulatory compliance with the San Juan County Health Department and the Utah Department of Agriculture and Food.
- Stock the stand with locally produced goods and prepare for launch.
- Begin sales and operations using a self-serve, cashless point-of-sale system.

### **Ongoing:**

- Sales and revenue will be tracked through digital reports generated by the credit card processing system.
- The food stand will be monitored and restocked by an onsite part-time employee.

The project must be completed no later than April 28, 2026, which is one year from the date of award.

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## **Funding Structure**

The approved budget is primarily focused on equipment purchases, including a prefabricated food stand and point-of-sale system. Because these purchases can be verified through receipts, 100% of the award will be disbursed up front upon execution of this MOU to support timely implementation.

The business agrees to submit all itemized receipts and supporting documentation for the purchases to San Juan County within 45 days of expenditure, or no later than the project completion deadline (April 28, 2026).

Comb Ridge Coffee LLC has met the required 10% match (\$245) through a cash match fund. The total match contribution is \$1,741.00, which exceeds the minimum requirement and reflects strong business investment in the project.

Comb Ridge Coffee LLC will be responsible for any costs exceeding the award amount. All funds must be used for eligible activities as outlined in the approved application.

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## **Use of Funds and Retention Requirements**

To ensure that the impact of grant funding remains within San Juan County, the following conditions apply:

### **Equipment Retention:**

Any equipment purchased with grant funds must be retained and used for its intended business purpose for a minimum of three (3) years from the date of purchase. Equipment may not be sold, transferred, or repurposed during this period without written approval from San Juan County.

### **Business Ownership:**

The recipient agrees not to sell, transfer, or dissolve the business receiving grant funds for at least three (3) years following receipt of the award, unless authorized in writing by San Juan County.

In the event of unforeseen circumstances — such as involuntary business closure, sale due to health reasons or death, or other events outside the business owner's control — the County may, at its sole discretion, waive or modify the retention requirements.

The recipient or their representative must notify San Juan County in writing as soon as reasonably possible, including any documentation that supports the request for exception. Each case will be reviewed individually.

These requirements are in place to protect the integrity of the grant program and ensure long-term benefit to the community.

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### Reporting Requirements

Ongoing reporting will be required throughout the project period to ensure transparency and alignment with program goals. All reports will be submitted to:

#### Talia Hansen

Economic Development Manager

Email: [thansen@sanjuancountyut.gov](mailto:thansen@sanjuancountyut.gov)

### Key Reporting Expectations:

- **Quarterly Reports:**

Submitted using a provided template and include:

- Updates on project development
- Business status and challenges
- Grant-related expenses aligned with the application

- **Project Documentation:**

Businesses must maintain:

- Photos documenting key phases of the project
- Organized receipts and invoices for all eligible purchases

- **Final Report & CED Board Presentation:**

Due upon completion or by April 28, 2026, whichever comes first. The final report must include:

- Full project summary
- Number of jobs created
- Financial reconciliation and documentation
- Impact statement

Awardees will be scheduled to present their final project to the CED Board. A board meeting schedule will be provided.

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### Reporting Timeline

#### Quarterly

Report Type	Reporting Period	Due Date
Q3 2025 Report	April 28 – July 31, 2025	August 5, 2025
Q4 2025 Report	August 1 – October 31, 2025	November 5, 2025
Q1 2026 Report	November 1, 2025 – January 31, 2026	February 5, 2026
Q2 2026 Report	February 1 – April 27, 2026	May 5, 2026

#### Final Report

<b>Final Report</b>	Full project summary and presentation	<b>Due by April 28, 2026</b> or earlier if completed before that date
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**Verification & Compliance**

By signing this MOU, the grant recipient agrees to the following:

I authorize the San Juan County CED Board to verify the information provided in this application and accompanying documentation. I agree to provide any necessary information or records upon request to confirm compliance with the grant requirements. If awarded, I understand I will receive a 1099 from San Juan County for funding received and agree to retain documentation related to this application and any use of grant funds for at least five (5) years.

By signing below, both parties acknowledge and agree to the shared understanding outlined in this MOU regarding project scope, funding structure, and reporting responsibilities.

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Silvia Stubbs  
Commission Chair

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Andrea J Martin  
Manager/Owner, Comb Ridge Coffee LLC

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Date

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Date

## **Attachment A - Budget**



# Rural County Grant Program Budget

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**U**

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**A**



	A	B	C	D	
1	San Juan County Rural County Grant Program Budget				
2					
3	Project Title:	Food Stand at Willow Street Cottages			
4	Grant Tier:	3			
5					
6	Economic Development Project or Activity	Total Estimated Cost		Matching Funds	
7	structure	\$ 3,000.00		\$ 1,000.00	
8	concrete anchors	\$ 140.00		\$ 140.00	
9	Labor	\$ 200.00		\$ 200.00	
10	mini fridge and freezer	\$ 500.00		\$ 50.00	
11	Market Trays	\$ 120.00		\$ 120.00	
12	Signage	\$ 200.00		\$ 200.00	
13					
14					
15					
16					
17		\$ 4,160.00		\$ 1,710.00	
18					
19	Total Funding Requested	\$ 2,450.00			
20					
21					
22					