



MINUTES

SUMMIT COUNTYBoard of HealthQUINN'S BUILDING650 ROUND VALLEY DRIVE, PARK CITY, UT, 84060MONDAY, JUNE 1, 2026

Meeting also conducted via Zoom.

NOTICE is hereby given that the Summit County Board of Health will hold their
monthly
meeting on the above date. The meeting will be held both in person and
electronically, via
Zoom. The physical location for this meeting is the Summit County
Health Department, Quinn's Building 650 Round Valley Drive, Park City, Utah
(All times listed below are general in nature, and are subject to change by the Board
Chair)
To participate and view the Board meeting live, join Zoom Webinar: 934 1635 7784
<https://summitcountyut.zoom.us/j/93416357784>
To listen by phone only dial: 1 (253) 205 0468

Board chair Megan McKenna called the meeting to order at 4:00 PM.

Megan McKenna
Megan Holbrook
Michelle Downard
Ilyssa Golding
Alissa Van Wie
Deepani Jinadasa

Phil Bondurant
Kendra Babitz
Jennifer Morrill
Nathan Brooks
Nancy Porter
Penci Carreno
Derek Moss

Absent: board member Andy Hecht
Board member Megan Holbrook attended via Zoom.
Board member Ilyssa Golding joined via Zoom at 4:30 PM.

Work Session

Board of Health Schedule Discussion – Dr. Phil Bondurant

Attachment: Cover Page

Dr. Bondurant initiated a check-in on the effectiveness of the every-other-month Board of Health meeting schedule after approximately six months. He noted that meetings have become more focused on policy, fees, and board decision-making, with fewer staff report-outs, and invited board feedback on whether to continue the schedule. Board member Michelle Downard shared that the meetings feel action-oriented and efficient, and expressed support for maintaining the current schedule, with flexibility to meet more frequently if needed. Board member Megan Holbrook agreed, stating that meetings are concise and informative, and that she has no concerns with the current format. Board chair Megan McKenna also expressed appreciation for the reduced frequency and concise structure, noting that it works well with her schedule.

Overall, board members indicated support for continuing the every-other-month meeting schedule, with additional meetings to be scheduled as necessary.

PHAB Update – Penci Carreno

Attachment: Cover Page

Penci Carreno, Health Administrative Coordinator, reported that the Public Health Accreditation application was successfully submitted by the deadline. She noted that while the process was challenging, it was completed with strong support from leadership and staff, and she specifically thanked Nancy Porter, Epidemiologist, for significant assistance in finalizing several domains.

Penci Carreno outlined next steps and timelines from PHAB:

- The review process typically takes 3–4 months, though recent examples suggest it may move faster.
- If PHAB requests revisions or additional documentation, the department will have 60 days to respond.
- A site visit would follow, with a tentative timeline of late 2026 to early 2027.

Board chair Megan McKenna congratulated Penci Carreno on the successful submission and acknowledged the accomplishment.

Update on Public Comment Concerning the New Environmental Health Fee for Groundwater Monitoring & Revisions to the Summit County Code of Health, Chapter 6 Food Service Sanitation – Nathan Brooks

Attachment: Cover Page

Nathan Brooks, Environmental Health Director, reported that no public comments or feedback were received regarding the item. He noted that he did not receive any questions or inquiries about the proposed objectives and considered the lack of feedback a positive outcome. Board members had no comments.

Consideration of Approval by the Board

Presentation of and Possible Action to Initiate 30 – Day Comment Period for New Mobile Food Permit & New Fee - Nathan Brooks

Attachment: Cover Page

Attachment: Mobile Food Business Permit Update Letterhead.docx

Nathan Brooks, Environmental Health Director, explained that the proposed changes to mobile food permitting originated from a recent request to permit a food cart, which was not currently included in the fee schedule. He noted that updated codes from around 2022 provided more flexibility for food carts, prompting the department to modernize its approach and align with other districts in the state. He outlined key changes, including the creation of a single mobile food permit category that combined food trucks and food carts, and the implementation of permit fees ranging from \$350 to \$500 based on risk level. Lower fees applied to simpler operations, while higher fees applied to those handling raw animal products. He stated that the fees were intended to cover the time spent on reviews and inspections and were consistent with most other districts. Nathan Brooks emphasized the importance of supporting innovation in mobile food businesses while maintaining compliance with regulations. He also indicated that the proposal would move forward to a 30-day public comment period.

Board member Michelle Downard asked for clarification on how food trucks, trailers, and carts were categorized and how enforcement of tiered permits based on menu complexity would be managed. Nathan Brooks explained that menu reviews were conducted during the application process, and while vendors could potentially change offerings, inspections allowed staff to identify discrepancies and address them as needed. He added that most operators typically remained within their approved scope. He confirmed that the two-tier system was consistent with state code and aligned with other districts. Dr. Bondurant inquired about how food carts or trailers would be received in Park City. Michelle Downard responded that based on her experience with Park City Municipal that food carts were generally not allowed without special approval, while food trucks or trailers were permitted if they complied with local code and location requirements.

Further discussion was held regarding permitting, enforcement, and how these updates would function within local jurisdictions.

Alissa Van Wie made a motion to approve Presentation of and Possible Action to Initiate 30 – Day Comment Period for New Mobile Food Permit & New Fee. Michelle Downard seconded, and all voted in favor, (5-0). Absent: Ilyssa Golding, Andy Hecht.

Consideration and Possible Approval of the New Summit County Environmental Health Fee for Groundwater Monitoring – Board of Health

Attachment: Cover Page

Attachment: Ground Water Monitoring Fee.pdf

Michelle Downard made a motion to approve Consideration and Possible Approval of the New Summit County Environmental Health Fee for Groundwater Monitoring. Alissa Van Wie seconded, and all voted in favor, (5-0). Absent: Ilyssa Golding, Andy Hecht.

Nathan Brooks, Environmental Health Director, stated that no public comments had been received. He explained that the proposed fee related to staff conducting percolation (perc) tests for septic system permitting. He noted that many easily buildable lots were already developed, leaving more complex sites that often required additional evaluation. He described how newer technology allowed testing closer to groundwater and surface water, and that staff could monitor groundwater conditions over extended periods when encountered during testing. This sometimes required multiple site visits over time, depending on site conditions. Nathan Brooks indicated that the fee was intended to help recover staff time spent on these extended and sometimes repeated field efforts. He added that several other districts in the state had implemented similar fees to offset these costs

Public Comment for the Summit County New Environmental Health Fee for Groundwater Monitoring & Revisions to the Summit County Code of Health, Chapter 6: Food Services Sanitation

Board chair Megan McKenna opened public comment at 4:21 PM.

No public comment was offered.

Board chair closed public comment at 4:22 PM.

Consideration and Possible Approval of the Revisions of Summit County Code of Health, Chapter. 6 Food Service Sanitation – Board of Health

Attachment: Cover Page

Attachment: Ch. 6 Food Service Sanitation Edits 3.18.26.pdf

Michelle Downard made a motion to approve Consideration and Possible Approval of the Revisions of Summit County Code of Health, Chapter. 6 Food Service Sanitation. Alissa Van Wie seconded, and all voted in favor, (5-0). Absent: Ilyssa Golding, Andy Hecht.

Approval of April 06, 2026, Board of Health Meeting Minutes – Board of Health

Attachment: Cover Page

Attachment: Board of Health 04-06-26 MM Draft.pdf

Alissa Van Wie made a motion to approve Approval of April 06, 2026, Board of Health Meeting Minutes. Michelle Downard seconded, and all voted in favor, (5-0). Absent: Ilyssa Golding, Andy Hecht.

Director and Board Final Comments

Health Department Director's Comments

Dr. Bondurant initiated a discussion about providing Board of Health members with branded apparel ("swag") to wear at community events, following a conversation at the Utah Association of Local Boards of Health (UALBO) conference. Board members expressed general support, with suggestions including items such as polos, hoodies, and name tags, and agreed that options could be gathered through a follow-up email. Dr. Bondurant also reported that planning had begun for the fall "Vax and Go" vaccination clinics, scheduled for October 6–8 in Kamas, Coalville, and Park City, with outreach to follow. He shared that a presentation proposal on the connection between public health and sustainability had been submitted and was pending response. Finally, he noted that the recent speaker series event was highly successful, receiving strong positive feedback from the community, and that another event was being planned for the fall.

Board Member Comments

Board members had no comments.

Board Chairman Comments

Board chair Megan Mckenna shared that she and Kendra Babitz, Deputy Health Director, had attended the Park City Leadership "city tour," which took participants to Vail and Breckenridge, Colorado. She noted that it was highly regarded and one of the best tours she had experienced. Kendra added that while the sessions were not explicitly focused on public health, topics such as housing, affordability, access, and equity closely aligned with public health priorities and Community Health Improvement Plan (CHIP) efforts. Megan Mckenna also noted that she, along with Nancy Porter, Epidemiologist, and Kendra Babitz, Deputy Director, would attend the upcoming Council of Governments (COG) meeting in Coalville, where the Community Health Assessment (CHA) and CHIP would be presented to local elected officials. She

announced an upcoming Summit County Housing Authority speaker series event on June 22 at Mountain Regional Water, focused on housing and open space, highlighting its relevance to social determinants of health. Additionally, Board member Michelle Downard, spoke about the recognition of Dr. Bondurant for receiving the Outstanding Public Health Professional Award from the Utah Association of Public Health Boards (UALBO), commending his leadership and the department's contributions statewide.

Public Comment on non-Agenda Items

Board chair Megan Mckenna opened public comment at 4:50 PM.

No public comment was offered.

Board chair closed public comment at 4:50 PM.

Meeting Adjournment

Alissa Van Wie made a motion to approve Meeting Adjournment. Michelle Downard seconded, and all voted in favor, (6-0). Absent: Andy Hecht.

Meeting minutes and recordings appear at summitcountyutah.gov/meetings. When in the electronic version of the minutes, clicking on the hyperlinked times takes you to that spot in the meeting recording.