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Jericho Underhill Park District
MEETING MINUTES- **DRAFT**

Jericho Underhill Park District---Minutes: December 3, 2025

Present: Chris Greenwood, Dave Williamson, Paula vanDeventer, Kim Spaulding, Bruce Blokland, Livy Strong

Absent: Donna Pratt

Public Present: none

1. Meeting called to order Livy Strong at 7:02pm

2. Adjustments to Agenda: none

3. Public Comments: none

4. Review of 11/19 minutes:

Motion: by Livy, seconded by Dave: To amend 11/05 minutes to reflect Paula's and Donna's request for clarification on public access to ancillary meeting documents. Meeting information packets will be made available to the public upon request. Meeting financial reports will be available from the MRP website. The period of retention of the financial reports will be one year. After one year, the meeting financial reports will be housed in the JUPD document repository. Approved unanimously.

5. Park Management:

-Website Improvements – Paula informed the board that EcoPixel has recently upgraded our site to version 12. Paula's slides outlined new features that would be available to improve administrator support, park calendar management, offer a module to support a digital park map, enable email notifications via Mailchimp, park operational forms, enhanced social networking, a link to iNaturalist, potential improvements to handling donations. Some of these features would require costs to the JUPD.

Donna asked via email that her feedback on the Website Project be included in the minutes:

- what is the ROI of doing these upgrades
- what are the traffic numbers of visitors accessing the website today
- If additional functionality is approved, what is the plan to drive traffic to the website in the future?

No action was taken by the board at this time.

6. Informational Topics

-Livy discussed the board's need to plan for Election of Officers in 2026. Potentially at the first board meeting in February, which follows the JUPD annual meeting in January. Livy asks the members to speak up and announce their interest in serving in one of the Officer's roles in 2026. Paula asked if the board will discuss the Rolls and Responsibilities document at the 12/17 meeting.

-Boundary Signs: Kim reports the signs are ordered and paid for, but have not yet shipped.

-Winter Tasks: Bruce will get the XC signs up soon. One at the main kiosk, one near the upper kiosk. Paula will look for the Winter Trail Etiquette document and post it to the web.

-TRAFx People Counter: Paula emailed November's visitor's numbers:
Bridge: 4236; Main Connector Trail: 1040; Off Leash Area: 2000

-Holiday Decorations: Paula reports that decorations are now in place at the park. Livy indicates that the final costs will be around \$200.

Motion: by Dave and seconded by Chris, to authorize, each year, to spend up to \$300 annually for holiday decorations. Passed unanimously.

Donna's emailed comments: Holiday decorations and annual planting budget - a total of \$2,000 has been allocated to the JUPD budget. It is part of the Maintenance - Grounds budget which needs to be managed by the Grounds lead or delegated person.

-Park Donation via Stripe payment app:

Donna reports via email: The Chair and the Treasurer received emails regarding a Stripe donation. I have it in the Treasurer transition document to add the Assist. Treasurer so please do not make any changes at this time.

The donation of \$1,000 translates to \$960.68 in actual donation dollars to JUPD. The difference goes to platform fees for Stripe and Ecopixel.

I just received notification of the bank deposit and I asked Chris to make the update to QB for the actual deposit not donation amount.

We store the receipt from Stripe in the QB entry so we have record of the actual donation amount.

-Venmo:

Donna reports via email: The plan is to transfer this account and the phone to Chris sometime in 1Q26. At that time we will recreate the QR code.

Also, Venmo is similar to Stripe in that we do not receive 100% of the payment since there is a platform fee here as well. In 1Q26 we are hoping to understand and document this process such that we are able to reconcile the bank accounts. We will then update the financial process documents.

So- I do not want to use the Venmo QR code at this time except at the holiday event on Saturday.

-Poster Sales: Chris and Livy will be at the JCC from 9:30 to 3:00 pm on Saturday, December 6th selling our posters. Chris confirms that Venmo will work at the Center.

-Annual Meeting: Livy reminds the board that we need to publish a 30 day warning of our meeting. She will manage this.

-Trail Accessibility Project: Bruce reports no update.

-Riparian Buffer Project: Livy reports the grant has been filed. Also reports that the bird signage developed by Mylinh Delepa can possibly be installed in the next two weeks, as long as the ground is not frozen.

-Interpretive Signage Project: Livy reports no update.

-Assistant Treasurer: Chris reports making progress in QB training.

-2026 Meeting Calendar: Paula reports the board meeting dates are posted to the calendar and ready to start posting reservations and events.

-Summer Concerts: Livy has one band already committed to July's concert series. Asks the board to spread the word and try to solicit other bands.

Motion: to adjourn at approximately 8:10pm by Dave, seconded by Chris. Approved unanimously

Respectfully submitted,
Bruce Blokland

Meeting Recordings

Use the link below to access meeting recordings.

Note: Recordings are posted once the minutes have been approved and are available for 30 days.

<https://drive.google.com/drive/folders/1VDckTyvioosbWqEacYly9pgrzYdM8mzi>