



Jericho Underhill Park District P. O. Box 164 Underhill, VT 05489 802-899-1141

www.millsriversidepark.org

JUPDistrict@gmail.com

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

Jericho Underhill Park District---Minutes: August 05, 2026

Present: Chris Greenwood, Dave Williamson, Paula VanDeventer, Donna Pratt,
Bruce Blokland, Livy Strong

Absent: Kim Spaulding

Public Present: Michael Miller, via Zoom

1. JUPD Board Meeting Call to Order

Meeting opened by Chair Livy Strong at 7:01pm

Adjustments to Agenda: Bruce requested time to discuss the park's Main Connector trail conditions

Public Comments: None

2. Business Meeting

Review of 06/17/26 minutes: Paula had minor adjustments to the minutes.

Motion: by Paula to accept the 06/17/26 with the noted corrections made, seconded by Chris.
Approved unanimously

3. Monthly Reports

-Paula reviewed the visitor counts for July and compared 2025 to 2026.

	<u>2026</u>	<u>2025</u>
Bridge:	9677	10208
Main Connector:	1331	968
Off Leash:	3543	3593

Paula reported that there was minor damage to the counter at the bridge, which has been repaired. The TRAFx counter is again fully functional.

-Financial Report given by Donna.

Motion: by Donna, seconded by Chris, to authorize the transfer of \$27,580.99 from Capital Project Reserves to the General Operating Fund, consisting of \$26,295.29 from the Trails Reserve account and \$1285.70 from the JUPD Sponsored Event Reserve account, as reimbursement for FY2026 capital expenditures incurred in accordance with the approved FY2026 budget. This transfer will satisfy the accrued revenue recorded as of June 30, 2026. Passed unanimously.

Motion: by Donna, seconded by Chris, to authorize the transfer of \$13,765 of available Capital Project Equity that were budgeted to complete FY26 capital projects but were not completed by June 30, 2026 as follows: EAB Reserve: \$5270; Buildings & Structure Reserve: \$3950; and Trails Reserve \$4545. Passed Unanimously.

Donna reviewed the Transaction List by Customer report; and the Budget vs Actual report; the Statement of Net Position (balance sheet).

3. Park Management

-Pond Infrastructure: Donna and Bob Pratt unplugged the exit pipe from the pond, which had clogged with organic materials. The pond level has since dropped to its normal level. Board should add inspection of the exit pipe to the list of annual maintenance items.

-ADA trail project: Tina Heath has submitted her wetland findings to Bruce and Donna and we are OK with our trail plans as long as we maintain the 50-foot buffer along the south side of the trail. Bruce will now begin to prepare an RFP for the phase 1A section of trail – parking lot to pavilion. We will plan this trail work for spring/summer 2027.

-Elm Trees: Livy reports that the elms look stressed; one more than the other. She will contact a tree expert to evaluate the trees and determine what steps are necessary to care for the elms.

-Summer Concerts: Livy related the problems encountered this year- no electricity for one concert; two rain-outs that contributed to lower revenues. Some suggestions were proposed to consider for next season: to advertise via the electronic billboard at Browns Trace, and to bring in a food truck.

-Front Lawn: Livy proposed that we consider planting some shrubbery this fall to delineate the swale and prevent vehicles from driving on it. Will get more info on costs and report back at a future meeting.

-Fieldstone East Trail Repairs: Bruce reports the project is complete. Donna and Bruce to do a final walk/inspection of the trail on 9/16 in order for Donna to complete a report and submit for the grant monies to be released to JUPD.

-Fieldstone West Trail Repairs: Bruce reports that when Rabbit Track Trail Works was on site, Bruce requested that Greg Fatigate make some ad hoc repairs to sections of the Fieldstone West Trail where the geo-grid was exposed and creating an unsafe walking tread.

Motion: By Bruce, seconded by Chris, to approve the Rabbit Track Trail Works invoice in the amount of \$1445 for the repairs done on Fieldstone West. Passed unanimously.

-Main Connector Trail: Bruce reports that there is significant and worsening erosion on the Main Connector from the intersection with South Hill East Trail and continuing down to the upper kiosk. Rabbit Track Trail Works estimated \$7260 to make repairs to this section. Bruce will prepare an RFP for this project this fall, planning to complete this project in the spring/summer of 2027.

-Venmo signage: Chris reports that the Venmo QRs do work and will deploy for summer concerts.

-LWCF Site Stewardship Inspection: Dave is working on finishing the inventory, hopes to complete by end of the month. Suggests we brainstorm next meeting to ensure inventory is complete and accurate.

-Picnic Table Replacements: Dave plans to make a couple of tables that will be ADA compliant for the pavilion.

-Ash Tree inventory: Bruce will identify the dead/dying trees and any ash trees adjacent to trails that we might want to cut preemptively and complete inventory by the end of August.

-Main Bridge contingency plan: No update.

-Shed Repair: Dave thinks might return to this project at the end of August.

-Trail Map for Kiosks: No update

-Electronic Trail Map: No update.

-Security Cameras: Paula has researched permissibility and legality of deploying cameras at the park and reports that using cameras does not trigger any privacy violation issues. Discussion related to deploying cameras at Eagles Meadow and at the portalets. Concerns voiced related to battery power, ease of deployment, ease of retrieval of camera files, and how the info will be used when trespassers are discovered. Paula to research cameras and report back.

-Interpretive Garden signage: Paula showed the board examples of texts and graphics. Livy reports getting closer to signing off on our park's text and graphics and moving towards pricing and ordering phase.

-Outdoor Classroom: Paula reports talking to a teacher who proposes developing a curriculum for middle-school students, utilizing resources developed by the park.

-Watering Schedule: Donna needs help from 8/14 to 8/17; and 8/26 to 9/1. Dave and Paula will share these watering duties.

-Electronic submission of bids: Paula and Livy are working on plans to embed an email address in our RFP template so that bidders can elect to submit bids electronically.

-Capital Plan: no update

-QuickBooks backup process: no update

-Park Reservations: Paula reviewed upcoming facilities reservations.

4. Adjourn meeting

Motion: to adjourn at approximately 9:27pm by Livy and seconded by Paula, and 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>