



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

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

Jericho Underhill Park District---Minutes: September 2, 2026

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

Absent: none

Public Present: Michael Miller (via Zoom)

1. JUPD Board Meeting Call to Order

Meeting opened by Vice Chair Dave Williamson at 7:02pm

Adjustments to Agenda: none

Public Comments: None

2. Business Meeting

Review of 08/05/26 minutes:

Paula has two corrections: one related to ash tree discussion and one related to digital mapping.
Bruce will make the necessary corrections and re-submit the 8/05 minutes at the next board meeting.

Review of 8/19/26 minutes:

No board comments or corrections noted.

Motion: by Paula, seconded by Chris to accept the 8/19 minutes as presented. Passed unanimously.

3. Monthly Reports

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

	<u>2026</u>	<u>2025</u>
Bridge:	7521	7404
Main Connector:	1568	1333
Off Leash:	3610	3559

-Financial Report given by Donna.

Donna reviewed the reports: Budget vs Actual; the Statement of Net Position (balance sheet); Statement of Cash Flow; A/P Aging; G/L.

Donna reviewed an extensive report illustrating the work she has been doing to transition our accounting from a Full-Accrual Basis to a Modified Cash Basis. Donna supports moving to the Modified Cash Basis effective immediately and cited the benefits of simplifying the accounting for future financial secretaries. Donna cites the VLCT supporting very small entities-such as the JUPD-transitioning to the Modified Cash Basis.

The Modified Cash Basis is a non-GAAP framework. JUPD's annual financial reports must explicitly state: "These financial statements are prepared on a modified cash basis of accounting, which is a comprehensive basis of accounting other than GAAP."

Motion: by Donna, seconded by Paula to adopt the resolution as presented to the board to transition the JUPD financial reporting to a Modified Cash Basis. Passed unanimously.

3. Park Management

-ADA trail project: Donna cited several suitable grants that the board could submit to help finance future trail project and suggested the board's members consider these grant writing projects. Deadlines to file are approaching.

-Ash Trees – Paula discussed her observations of dead/dying ash trees on the Fieldstone West trail and supplied photos and notes. Bruce will review and re-walk the trail and remove ribbons on any trailside ash trees that do not exhibit signs of decay or die-off. Bruce will add in some additional ash trees identified by Paula. Bruce will also add to the list a few non-ash trees that are problematic and should be pro-actively cut.

Bruce to report back to the board with an update.

-Elm Trees: Livy reports having met with Teacher's Tree Service and that they recommend a treatment of deep root fertilization, plus a fungicide inoculation that will last three years.

Motion: by Livy, seconded by Donna to hire Teacher's Tree Service to do the treatments at a cost of \$725. Passed unanimously.

-Snow Removal: Dave will contact Chris Poley at TerrainTek to discuss this season's plowing needs.

-Pooling water at the fence posts next to the portalets: Dave will talk to Chris Poley about applying Surepak or a similar material to improve the grading and eliminating the pooling.

-Pavilion Electrical Box: Dave contacted electrician Cody Davis to discuss upgrading the circuit breakers and box. Would also stall GFI electrical outlets.

-Fall Work Day: Livy seeks the board's input on an October date. Settled on October 31.

-MMU X-C Meet: Paula reports the event is scheduled for October 9, from 9am to noon, and the school will pay for an additional portalet.

--Interpretive Garden Signage: Paula, Dave and Livy will be meeting on September 4.
--LWCF Stewardship Site Inspection: Dave did his final walk-through and submitted his report. The project is considered complete. Next report will be in five years.

-QuickBooks backup process: Donna sent out her update to the board. Will review again once the updated financial policies and procedures are completed.

-Venmo signage: Chris reports done.

-Front Lawn Shrubbery: Livy reports that The Farm Upstream will come out at the end of October to plant the shrubs along the swale.

-Harvest Market: Paula reports the event is September 26 and 27. The annual race at MRP will be September 26. Dave reports that the United Church of Underhill will again be borrowing some of the park's picnic tables on September 24.

-Park Resource Inventory Assessment: Chris reports as done. The report will be submitted to the board.

-Rock Wall Maintenance: Dave has contacted Rob Schantz of Creative Landscaping to review the repair needs and Rob will work up a proposal or refer us to another suitable contractor.

-Main Connector Trail: Bruce has worked up a draft RFP and reviewed potential dates with the board. After discussion,, it was recommended to push out the "received by" date and the "award by" date in order to facilitate site visits and to give bidders more time to respond to the RFP. RFP to be revised accordingly and submitted for posting later this week.

-Boy Scout Eagle Project: Bruce reports a meeting scheduled with Thomas Bovard and his mentors on Thursday at 5pm at the newly constructed bridge. Thomas says the project is completed and only requires the JUPD sign-off at this point.

-ADA Picnic Tables: Dave is planning to construct a second table for the pavilion that is designed to ensure suitable access to visitors with disabilities or restricted mobility.

-Alice Siegrist Bench: Livy reports that a new bench is being requested and the Siegrist's will pay for it. The Siegrist family will create a new plaque for the bench. The Siegrist family will donate a \$2000 endowment to the JUPD, without restriction as to how the money will be used.

-Boundary Signs: Kim reports that the lower boundaries still need signage. She has plenty of signs available. No date yet.

-Shed Repair: Dave has no update.

-Trail Maps: Bruce has communicated with Hope Rowan, recommended by the Upper Valley Trails Association as having experience developing digital maps. She suggests a Zoom meeting

soon to discuss what we want by way of physical signs for kiosks and for trails. Bruce and Livy to attend. Date not fixed yet.

-Building Communities Grant: Livy

-Watering Duties: Donna reports the late summer has been challenging due to lack of rain.

-Commercial Licensed Contractors: Paula has no update.

-Capital Plan: Donna will update when discussing year-end financials.

-Athletic Fields: Dave has no update.

-Park Reservations: Paula reviewed the park's busy September and October schedule.

4. Adjourn meeting

Motion: to adjourn at approximately 8:47pm by Livy and seconded by Dave, 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>