



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

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Jericho Underhill Park District MEETING MINUTES

Jericho Underhill Park District---Minutes: March, 5, 2025

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

Absent: none

Public Present: none

Meeting called to order by Livy Strong, at 7pm.

1. Public Comment: none

2. Review of Draft 02/19/25 Minutes

It was noted that the draft minutes were amended at the requests of Paula and Livy.

Motion: Dave moved to approve the minutes as corrected; Livy seconded. motion passed unanimously

3. Financial Report: submitted by Donna:

ASSETS

Current Assets

Bank Accounts

31 NEFCU - JUPD Power 101,330.58

33 UB - JUPD Muni checking 23,584.71

Total Bank Accounts \$124,915.29

Accounts Receivable

11000 Accounts Receivable 0.00

Total Accounts Receivable \$0.00

Total Current Assets \$124,915.29

TOTAL ASSETS \$124,915.29

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable 0.00

Total Accounts Payable \$0.00

Other Current Liabilities

46433 Security Deposit/Refund 0.00

Total Other Current Liabilities \$0.00

Total Current Liabilities \$0.00

Total Liabilities \$0.00

Equity

30000 Opening Balance Equity 0.00

32000 Unrestricted Net Assets 25,348.65
34000 Capital Projects
34001 Cash 30,401.98
34002 Bridge Reconstruction 35,407.00
34003 Trails 30,000.00
34005 JUPD2020 4,191.00
34007 Parking & Drive 0.00
Total 34000 Capital Projects 99,999.98
Net Revenue -433.34
Total Equity \$124,915.29
TOTAL LIABILITIES AND EQUITY \$124,915.29

4. Park Management:

-Bike Policy: Livy asked by VLCT clarification on definition of natural trail. Waiting to hear back. Board unanimously reaffirmed support for current Bicycle Policy.

-Project Template: Donna developed the template to add critical project info. to Trello so that the board can view projects, refer to in the future, and so that Finance can more easily track contractor invoicing and better manage disbursements. The board is urged to begin using the project templates.

-Google Calendar for MRP events: Paula reviewed, illustrating that this calendar is more robust than the public website calendar as it is more detailed. Will provide board access to this calendar. Paula stated that this Google calendar is only visible to Board members. It makes it easy for Board members to look at the actual reservation form associated with a date so they'll know who reserved it, which facilities, etc. It's for internal use by the Board.

5. Informational Topics:

-Officer roles and responsibilities: An operations team, consisting of Livy, Donna and Paula, will document roles and provide feedback at the next meeting

-People Counters: count for February using the bridge counter was 74 visitors per day and that count may be low due to counter batteries not functioning reliably in very low temperatures. It's been discovered that there is a count discrepancy between our bridge counter and the off leash counter. It was discussed whether we should replace the bridge counter with one of the two extras that we now possess.

Bruce and Livy identified potential sites along the Main Connector trail and the Secondary Connector trail to deploy the people counters to collect data on upper trail usage.

-Park Signage: Livy and Paula inventoried our signs to build an inventory of signs and identify what needs to be changed. Livy suggests we prioritize updating the sign at the bridge. She has an estimate of approximately \$180. to replace the large white sign, just before the bridge.

-Interpretive Signs: no update

-Spring Maintenance: Paula is creating a template for the park's maintenance tasks and has listed the board members assigned to tasks, and identified a lead-person on each task. If maintenance task will require cash outlay, lead-person to prepare a project template and

communicate with Finance. Per Paula: The project template is only required if the maintenance task will cost > \$1,000 or involve a 3rd party vendor. We would need to obtain Board permission for any task involving expense of > \$50, but it would not require a project template.

-Bridge Repair: Bruce is working on an RFP to share at next meeting.

-Summer Concerts: no update

-25th Anniversary Celebration: no update

-Trail Maps: no update.

-Riparian Buffer: UVM students have created a timeline for their spring work at MRP, which includes grant-writing, field observations at the park and potentially a management plan for the riparian zone.

-Phone Number: no update

-Venmo: no update

-Bridge Long-Range Plan: Donna suggested we consider an RFP for a pedestrian bridge in the event of catastrophic bridge damage. Bruce to begin looking into bridge replacement costs and logistics. Paula has put out 3 inquiries to investigate catastrophic insurance for our bridge.

- Website Update: Paula reports that Ecopixel has repeatedly delayed this work. Until the backend updates are completed, Ecopixel is unable to assist us with any website improvements, like integrating our Social Media feeds into the website, or implementing new features like the Meeting Management module. There are features we cannot enable without their involvement. It looks like he's had some staffing issues which he now expects will be improved. Our "Website Phase 2" project remains on hold.

-Community Photos: Paula reports having posted visitor-generated photos to the MRP website.

-1999 Donor Boards: Paula reports having taken photos of the donor boards and has pulled in the names as text in order to build a web page to document this part of the Park's history.

-Mowing: Livy reports RFP has been published and also sent to eight prospective bidders. Bids close on 3/14 and the board's decision will be made at the 3/19 meeting.

-Interpretive Garden: Dave reports that he's communicated with three potential bidders for this project.

-Ash Tree EAB Management: no update

-Fieldstone East trail grant: no update

-Wetland Permit: no update

6. Other Business:

-Building groups of teams in Trello to associate to our projects, ideally two people or more per project. See Document Repository for spreadsheet.

-Board is preparing for board officer elections. Will have a Rolls and Responsibilities discussion prior to elections.

-Port-o-lets: The vendor for the 2025 season has already been contracted. If any vendors wish to be considered for 2026, they must contact the board in January 2026.

Motion to adjourn by Dave, seconded by Kim. Approved unanimously at approximately 8:30pm

Respectfully submitted,
Bruce Blokland

Meeting Recordings

Use the link below to access meeting recordings.

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

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