

## Westgrove PACK Board Meeting 5/20/2021

In attendance: Melissa Pandin, Jeff Pandin, Hanna Beard, Emma McAlary, Liz Yap, Anne Street, Mike Bober and Megan Kesling with special guests Yvonne Kincaid and Scott Erb.

Meeting started at: 7:05pm

### Agenda

#### 1. Welcome

Melissa opens the meeting with a greeting and thank you.

#### II. North End Improvement Plan -

Melissa introduces Scott and Yvonne. Scott passes out the drawing for the future plan for the north side of the park. There would be an all-brick path from the entrance to the water feature with a bridge over the swale. The bridge would rise about 2-3 inches for water to go under it. The idea for the cement pool has changed from a round to square shape and it would gradually go about 6 inches deep from the sides to the middle like an inverted pyramid. It would also have a spigot near it that people could turn on to fill up the pool. It would have a feature that could turn the water off after a certain amount of time if someone forgot to turn it off. There will also be a drain buried underground that would drain automatically and slowly so that the water would never get too dirty in the pool. There would never be standing water. That water would be directed out to the storm drain beyond the gate. There would have to be a drain under the spigot too. Again, the goal is no standing water. The spigot would also be a human drinking fountain with wheel chair accessibility. It is not too much extra money to add the human drinking part. We discuss how to make it wheel chair accessible.

In the future this paved path from the gate to the cement pond would extend around the north end to the back corner in order to access a future shade structure. It will be 6 feet wide in order to be ADA compliant. The path will be flush with the ground so that heavy equipment can access the park through the vehicle gate when necessary. This would prevent damage to the bricks.

If the north end is graded correctly the swale would be completely grassed in with no gravel in it. The area after the swale leaves the fence and empties to the storm drain also needs to be regraded.

We discuss the possibility of people not wanting their dog to go into the cement pool. Ultimately, they should have control over their dog, but if it becomes an issue they can close the center gate between the north and south sides of the park. We also discuss how the cement pool is usually empty and someone has to physically come fill it up. It consistently drains and that is a HUGE part to market/explain to people. For example, "It takes this many minutes to fill and this many minutes to drain with this many gallons, etc."

We discuss how to keep the drain from clogging with dog hair and other matter. We can clean it out once a month or so. It would be turned off in the winter and we can control the shut off. Scott will research drain clog-gage further.

We also discuss the surface of the concrete. Will it be rough or smooth? Scott describes a coating that makes it anti-bacterial and not too slippery. He explains that rough concrete would absorb some mold. Would it tear up the dogs' paws? Whatever we coat it with needs to be

good for dogs. We also ask how much it would cost for all of this and how often we would need to re-coat it. Scott will do more research about this too.

### III. Old Business

#### a. Turf Update -

The new grass looks great! The landscapers will come tomorrow morning to mow and the park can be opened anytime after that. The landscapers have been having one problem—when they get there between 5am and 6am they can't mow because people are already in the park and they don't feel comfortable asking people to leave. The solution would be to go over there tonight and lock the gates and re-open them for the landscapers in the morning. At 7am it would be ready for the park users. This all depends on the weather.

We go on to discuss the users who break the rules and come earlier than 7am when the park opens. Should we send out an email and post it on Facebook? We discuss that these are the people who break the rules anyway so they probably won't respond to this communication. We decided to send out the information anyway and continue to discuss how to inform the users to not use the park before 7am (especially on Fridays when the mowers come).

We can also make signs that say "Please leash your dogs when the mowers are here." Megan will post on Facebook and website. Jeff and Melissa will go down and post the signs. We decide to unofficially open the south end for Hot Dog Friday Night. It will officially be open on Saturday.

#### b. Meeting with the county -

Anne and Melissa will meet with the county to discuss the drainage improvement plan and the new cement pool/pathway. Hopefully, this will happen before the next board meeting. Anne will call and set it up and Scott will go with them.

#### c. Barry's Plaque -

We decide to install the plaque on the agility equipment in conjunction with Hot Dog Friday Night. We will do it next Friday on Memorial Day weekend when Anne is available.

#### d. Lucky Dog adoption events —

Lucky dog will be using the north end of the park on 6/27 and 7/25 from 12-2pm. We will do anything we can to support them. Melissa will ask if the covid restrictions will be lifted for the event so that our park users can show up without an appointment. We will also need one of the board members to attend, but we can decide who it will be close to the dates.

### IV. Approve minutes -

Melissa moves to approve minutes. Mike seconds the motion and everyone agrees.

### V. Treasurer's Report

We have a total of \$15,586.64.

The breakdown:

Burke and Herbert: \$14,066.72

PayPal: \$1,474.92

Venmo: \$45.00

Of that balance we have \$3834.69 encumbered to cover the remaining budget. We have \$3270 reserved for the bricks and we have a \$5000 cash reserve that we do not use for anything. Which means we have \$3481.69 unencumbered. We are in good shape!

## VI. New Business

### a. Caretaker Saturday -

We decide to hold Caretaker Saturday on Saturday May, 29th (Memorial Day weekend) because more board members will be available.

### b. Memorial Bricks -

We have sold 42 bricks so far with a goal of 100. We discuss ending the campaign and decide June 30th is a good date. We will try to sell more bricks by talking them up at HDFN/Caretaker Saturdays. We believe that having the shelter collection day on Caretaker Saturday will help get users to the park and then they can see we are also selling bricks. We discuss if this will bring on donor fatigue, but we don't think so because selling bricks is after the fact. The shelter day is the hook. Shelter collection day is discussed below.

### c. Collecting for the shelter -

On Caretaker Saturday we will collect goods for the Fairfax Animal Shelter. We will send out an email and post on Facebook announcing this with a link to the shelter's Amazon wishlist. We will load up Jeff's pick-up and he will drop it off.

We decide to let people know if they can't drop it off on Memorial Day weekend we can arrange for someone to be at the park another day. They just have to email or message us on Facebook.

We decide we don't want to do shelter collections every Saturday because we don't want to drive to the shelter to drop off donations every Saturday. It is kind of far.

### d. Communications Review -

We decide that Emma, our secretary will still disseminate information to the board members and make sure someone is getting the information out to our park members via the appropriate channels. We still need someone to be in charge of our social media channels and make campaigns. We table the latter issue for the next board meeting.

### e. General Meeting -

We decide to hold the general meeting at the park on Sunday June 27th at 3:30pm. We will make sure to announce it 30 days prior through all of our communications channels. Will we talk about the completed projects, upcoming projects like the cement pool, board membership, etc.

f. Water rules sign -

Liz will make a new banner with the water rules.

g. Park Grants -

Mike will craft the application for the Bark in the Park Grant and the Mastebrook grant. He says the pitch is easy. We just need to submit our new master drawing that Scott has created.

We also agree to submit our volunteer hours to Mike so he can complete the Capacity Building Fund grant.

## VII. Other Business -

We discuss putting the sandwich board back in the park. We decide Hanna will repaint it and put the general meeting announcement on it.

In preparation for the general meeting Mike will clean-up the caretaker list. Mike says he has shelved the AMS for now. We are too small to use most of what is out there. We talk about the caretaker updated excel sheet. Mike will clean-up. Streamline.

Mike also brings up that last fall we started to interact with Woof Bowl a food truck company that makes food solely for dogs. Mike will reach back out to them to coordinate a possible fundraising event. He will check if they are Fairfax County approved. If so, we can have them at the park in conjunction with HDFN. We just have to make sure any food DOES NOT GO IN THE PARK!

Meeting ended at 8:34pm.