

## Westgrove Pack General Meeting Minutes 8/6/2019

Facebook Live reference Link: <https://www.facebook.com/melissa.pandin/videos/10219184064375741/>

### Agenda

#### 1. Ratification of the interim board members

Interim Chair- Melissa Pandin (Her dog is Porthos)  
Interim Vice Chair - Anne Street (Her dog is Eli)  
Interim Director of Operations- Kathy Seikel (Her dog is Pippa)  
Interim At-Large - Liz Yap (Her dogs are Lila and Mango)  
Interim At-Large - Patrick Atagi (His dog is Taro)

Kathy's term would be up in Oct 2020 and the other members would be up at Oct 2019.

Melissa calls for any other PACK members to stand up if they would like to be considered for the open positions. No one stands up. Melissa calls for the vote. Jeff moves that we approve for the entire slate by acclamation and multiple people second the motion. Everyone agrees.

All Interim positions are now official.

#### 2. October Elections

Melissa talks briefly about the October elections. Positions open:

Chair  
Vice Chair  
Three At-Large Members  
Membership and Fundraising

Melissa tells the members that if they know of anyone that is interested please send them to any of the board members and we can explain what the position entails.

#### 3. Treasurer's Report

The Treasurer's Report is attached to the end of this document as Exhibit A.

Jeff briefly explains that the documents reflects our year to date from the beginning of Jan to the end of July.

We have raised \$6,824.59. We have spent \$10,145.42

He explains that at first glance it looks concerning, but we are trying to draw down the bank balance through projects because the balance has gotten so high.

We currently have in our various accounts: \$21,685.24

He explains that according to our budget we have plenty of money left for operations and administration/fundraising.

We pretty much spent what we budgeted for the ADA project. The extra we had left over from the ADA project we used to make some repairs to the area under the canopy.

At the last general meeting we budgeted \$3200 for water in the south end (larger side), but that project has been put on hold until we know exactly what is going on with the drainage project in the north end (smaller side) . We can't close both ends of the park at the same time. We pretty much have things in hand when we are ready to go on the water project. We still have to get county approval, but they have not made any objections yet when we've talked about our plans.

The other project we budgeted for at the last meeting was for benches around the new trees. That should be starting soon now that we have the signed MOU.

Based on this budget and this cash on hand we are \$869.34 short, but at the rate the caretaker money is coming in we will have enough by the end of the year. We are in good shape.

### 3. MOU

The MOU has been signed!!!

Melissa says she wants to be clear that it was through the help of many people. Barry Spangler did the majority of the heavy lifting and Mark Thomsen put in some time on it too. She is grateful to both of them.

### 4. North End Drainage

It has been a mess. Melissa says the county intends to alleviate the mud situation by building a swale (a shallow wide ditch). She doesn't have specifications yet, but when she gets them she will share them. They will build it through the middle of the north end. Essentially, it is a French drain. The county wants to use products that are not aesthetically pleasing. At some point we will ask the users to donate money to put in something nicer—like river rock. They were talking about using stone dust. We are assuming (like the pavers) that if we pay the difference they will not mind. She will find out closer to when they start the project.

Liz says that sometimes with stone dust people find bits of glass and metal shards. Melissa says we will pass this information along to the county, but if they ultimately want to use stone dust and we can't talk them out of it, then they will use stone dust.

Melissa explains that the county has been very accommodating so far. They will certainly listen and if we can get another product that they like then they might go for it.

Carol asks if the swale will be the only area that has stone dust or river rock. Melissa says yes, but we might have a bigger area of stone dust/river rock around the water pump. We are looking at things to alleviate that swamp.

Carol asks if there has been talk about adding another gate so that we don't have to walk through the swamp in the winter. Melissa says another gate has been approved and the county

said they would do the work. However, a new gate would have to be ADA accessible which means more money. The location of the gate wouldn't be great either. If curious, one can see it on the parkitect drawing online or in the kiosk. Melissa says that if it is something the members would like to see happen we can put it on the agenda for the Oct general meeting.

Barry says that one of the problems is that we won't be able to park near that gate. We would have to use the existing parking spots.

Melissa says that we are hoping the swale will alleviate the swamp situation near the existing gate.

Melissa explains that we would like to hardscape the other gates at some point.

Jeff says that we don't expect to close the south end like we did this year. Last year, we had seeded in the Fall, but we aren't planning to seed until Spring. As long as the south end doesn't get muddy we won't close it in the winter. We will probably close it in the Spring for 8 weeks for seeding.

Barry asks about where the swale will drain, but Melissa says we don't have that information yet. As soon as we get it we will pass it along to our members. The idea is to get it outside the fence.

## 5. Survey

The first survey we did had to do with surface in the dog park. The second survey was going to deal with the surface in the park with greater detail, but the county already agreed that we'd maintain a turf park.

Instead the second survey that went out in July had only two questions. The results are Exhibit B attached to the end of this document.

## 6. ADA Compliance

Melissa thanks the caretakers for letting us spend a little bit more money to put in the good looking pavers. She also commended the county on a job well done. Now that we are designated an ADA dog park by the county she suspects that we will see more people with disabilities because they can use our park more easily.

## 7. Water in the South End

It will happen, but we are constrained while the county works on the north end. The MOU says we can't have both sides closed at the same time.

Liz asks what it entails to get water to the south end.

Jeff says that the water line needs to be extended along the fence to the south side. The water fixture would be somewhere roughly near the canopy. We don't want it too close because we don't want to have a traffic jam. We need to have some kind of drainage system to get the overflow water back out. The plan is to have one ditch with two pipes— an incoming pipe and then a

bigger drainage pipe. We don't have to take it all the way to the sewer, because it's not a huge amount. It involves digging a ditch and then closing it in so the south end will have to be closed for a few days. We have the money. It is just a matter of coordinating it with the drainage project in the north end.

Liz asks if there will be a final vote on what the water fixture looks like. Melissa says that will happen.

Jeff says it will not have a human drinking fountain. If we do that then the water fixture has to be ADA compliant with a sidewalk that goes to it and that is not in the budget.

Liz and Jeff discuss that the water is the same water that comes out of people's home faucets. It is safe for both dogs and people to drink.

#### 8. Tree Benches

We budgeted for benches around the new trees at the last general meeting. Melissa explains that they are there for comfort, but also to keep the dogs from peeing on them. One of the trees is sick and the expert at the nursery suspects it is from dog pee.

Melissa is just waiting for written approval from the county to start the project. We already have verbal approval.

#### 9. Handicap Accessible Port-a-potty in the park.

The county has already leveled the place where it will go if we choose to have one. It would be between the shed and the mulberry tree.

Melissa says that at some point we can build a privacy fence.

The quote for this with service every week:

Port-a-potty: ADA with damage waiver and hand sanitizer

First month (includes deliver and pickup): \$230.86

Subsequent 202.13

Nov-Apr +10.95

Total for 12 months: \$2,454.29

Nancy brings up the location. She thinks it's sketchy and she asks if there is anywhere else they can put it.

Marissa explains that due to the grading of the park there is no where else on the south side to put it. You have to be able to make a connection from the ADA parking spot to the port-a-potty.

Kathy says it is worth holding off. We have to be careful about making decisions about a few people making remarks. We should hold off to see if there is a significant demand. She also does not like the location.

Melissa says we don't have a choice. She wishes we did. Again, it is about the level grading. If we put it on the other side of the road then there would need to be a regrading.

Barry suggests that we only have it in the summer to keep the costs low.

A discussion of the survey ensues. Carol suggests we take another vote with the budget attached and see what the results are.

Nancy suggests a petition.

The county will not pay for a port-a-potty. Barry explains that they only do it for athletic fields.

Melissa says we can have a petition at Caretaker Saturdays and Hot Dog Friday Nights. We will ask them if they are caretakers or not in the petition. She suggests we revisit the results in October after we collect more data.

10. Poop! (based on survey)

What would it cost to hire someone to pick up poop?

Poop quote: 2x/week

\$87.50 ea, \$9,100/yr

The alternative would be volunteers to go out once a week or to continue to do nothing.

Kathy suggests that we should see if there are enough people willing to do a periodic poop pick before we hire someone.

Yvonne thinks that if we hire someone then the park users will not want to pick it up because they know someone else will. Barry agrees.

A lot of poop discussion ensues.

Marissa asks about the bell we had discussed at a board meeting. Basically, if someone sees a dog pooping and no one going to pick it up the person can ring the bell to alert the park users. Hopefully, everyone looks up and the owner of the dog that is pooping sees it and moves to pick it up.

Melissa acknowledges that she has heard from the discussion that many think \$87.50 a pick up is too much. She says we can try a bell. She thinks that we should not hesitate to call someone out of their dog pooping.

Liz brings up a Facebook comment about the West Potomac senior's idea of putting new poop bags near the gates. Melissa says that is being taken care of.

Liz thinks we should set up an education campaign about the dangers of poop.

Melissa says she will work with Kathy to put a sign up sheet out and try the bell. We will see how effective this is in Oct. Maybe we will be revisiting paying someone.

Patrick says he would like to try Kathy's idea of a collection box for hiring someone. He also says that he will put the money up front if we can raise the money over time. We would not use caretaker funds—it would be privately funded. Melissa says she is not opposed and willing to talk about it in October.

## 11. Pavers

When we paid for pavers for the ADA walk we had to buy a pallet. We have extra pavers. What are we going to do? Melissa explains that we want to put them under the double benches. The county will not pay for that.

Jeff says the cost of us providing the pavers and having the labor done would be: \$2,324

Everyone thinks this sounds great.

Melissa says this requires a budget amendment.

Jeff moves that we approve \$2,324 to install the pavers under the double pavers. Nancy seconds it. Everyone agrees.

Nancy asks if there is any way we can do that for the benches in the smaller end. Melissa says yes, but first we have to see how the county is handling the swale and drainage.

Jeff explains the long term plan is to have another shade structure and pavement in the smaller end.

## 12. Invasive Species Project

Anne explains that we met with the county's director of invasive species to come out and look at what we can do with the area that is overgrown on the east side of the park. We cannot do what we want to. We have to do what the county approves.

The first thing we have to do is clear the invasive species vines. Then we can plant native species in the area. In order to do any of this we have to be educated. Anne, Kathy and Emma will take the education class from the county on managing volunteers and identifying invasive species. Once we've done that we can organize an event with volunteers. The encouraging thing about this is that the invasive species person has a list of 2,500 volunteers to do projects at the parks. Most of them are high school students who need volunteer hours. She will supply labor and tools. We put the invasive species in bags and Phil will pick them up.

She explains that it will be a multi-year project. More discussion ensues about the timeline.

It would be no cost to us.

### 13. Fall Festival

October 5th is the annual fall festival. More information will be coming out in the next few weeks. We will be looking for volunteers to help set-up, tear down, etc.

There will be a chili cook-off, a costume contest and a raffle.

### 14. Fundraising Jars

Anne says she is investing in a large number of mason jars of two sizes. She numbered them. Any family interested can take a jar and fill it up with their spare change. Once the jar is filled the family can bring it to any board member and Anne will take it a deposit in the PACK's bank account. It will be another fundraising source for the park.

Just a note: Don't take them into the park because they are glass.

### 15. Luck Dog Event

The county has partnered with Lucky Dog adoption and because we are part of the county the county would like us to partner with Lucky dog too. They want to have another adoption event in the park and Melissa suggests that we do it in tandem with the Fall Festival. Since we close the north end anyway they can use it. At some point we will have more info to pass on about the event.

Exhibit A:

Treasurer's Report  
Westgrove P.A.C.K  
Statement of Income and Expenses  
January-July 2019

Income:

Dues Received	\$	600.00
General Donations		285.95
Sustaining Caretakers		4,410.00
Caretaker Weekend Donations		311.13
Hot Dog Friday		1,142.00
Amazon Smile Commissions		<u>75.51</u>

Total Income: \$6,824.59

Expenses:

Projects:

ADA Improvements	6,753.00
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Operations:

Waste Bags	\$685.71
Portable Restroom	567.08
Straw	70.00
Turf Management	1,430.00
Survey Monkey	148.00
Tarp Straps	26.27

Total Operations: 2,927.06

Administration:

P.O. Box Rental	140.00
Registraton Fees	50.00
Webpage	99.00



Paypal Fees	<u>176.36</u>
Total Administration:	<u>465.36</u>
Total Expenses:	<u>\$10,145.42</u>
Net Income (Loss):	(\$3,320.83)

Breakdown of Expenses:

Projects:	67%
Operations:	29%
Fundraising:	0%
Administration:	4%

Balance Sheet  
7/31/19

Assets:

Burke & Herbert Checking	\$5,292.81
Paypal	14,788.93
Held in trust by FCPF	<u>1,603.50</u>
Total Assets:	\$21,685.24
Total Liabilities:	<u>0.00</u>
Net worth	\$21,685.24

Budget Performance Report  
Through 7/31/19

	<b>Budget</b>	<b>Expended</b>	<b>Remaining</b>
<b>Operations</b>	7,800.00	2,927.06	4,872.94
<b>Administration</b>	1,600.00	465.36	1,134.64
<b>Fundraising</b>	1,500.00	0.00	1,500.00
<b>Projects:</b>	6,900.00	6,753.00	147.00
<b>ADA</b>	13,000.00	0.00	13,000.00
<b>Water in So.</b>	2,600.00	0.00	2,600.00
<b>End</b>			
<b>Tree Benches</b>			

Funds budgeted, not yet raised: \$1,569.34

Exhibit B:

Survey Results:

Survey #2:

141 sent

46 received

Q1: Do you want a portapotty in the park?

Yes, all year 22%

Yes, May-Nov 28%

No 50%

Q2: Would you be willing to participate in a weekly dog poop patrol?

Yes 38%

No, hire someone 36%

Neither 27%

Nag 4

I do 2

People need to be responsible 3