

**CARMICHAEL RECREATION AND PARK DISTRICT MINUTES:  
ADVISORY BOARD OF DIRECTORS  
August 20, 2026 REGULAR MEETING**

**Directors: Ives, Leavitt, Mattos, and Wall**

**CALL TO ORDER:** The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:00 p.m. by Chair Mattos.

**PLEDGE OF ALLEGIANCE:** Pledge led by Chair Mattos.

**ROLL CALL:**

Directors Present: Ives, Mattos, Wall

Director Excused: Leavitt

Staff Present: Yankee, Lemcke, Lofthus, and Perry

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION NOT ON THE AGENDA**

**William Cho** – Discussed his concern with the park special districts not being able to meet as a group. He is an Advisory Board member for Arden Manor RPD and would like to see more regional meetings.

**Vihar Patel** - A skateboarding enthusiast who presented a group he helped found called the Sabre Foundation. He stated they focus on skateboarding and education as a collaboration and hopes to see a skate park return to the Carmichael District.

**CONSENT MATTERS:**

- 1. MINUTES**
  - a. July 16, 2026 – Regular Meeting
  - b. July 31, 2026 – Special Meeting
- 2. FINANCIAL STATEMENT**
  - a. June 2026
- 3. ACCOUNTS PAYABLE**
  - a. July 2026
- 4. ACCOUNTS RECEIVABLE**
  - a. August 2026
- 5. 2026-2027 DISTRICT WORKPLAN**
  - a. Division based workplan for FY 2026-2027
- 6. REQUEST FOR RELIEF OF ACCOUNTABILITY**
  - a. Authorization to surplus an electric cart
- 7. RENTAL FEE SCHEDULE**
  - a. Updates to Sports Field rental rates

**Motion**

**M: Ives S: Wall** – The Advisory Board made a motion to approve the Consent items as presented.

**Vote:**

**Ayes: Directors: Ives, Mattos, Wall**

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Leavitt**

**Recused: Directors: None**

**Vote: 3/0/0/1/0**

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| CRPD provides reasonable disability-related modification or accommodation to a person with a disability in order to participate in the meeting of the Advisory Board of Directors. Please contact our District Office (916) 485-5322 at least 48 hours before the meeting if you require such modification or accommodation. |
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## REPORTS:

### 1. \*ADVISORY BOARD MEMBER REPORTS (Advisory Board Members)

Report on activities of interest to the District

**Director Wall** – Has noticed several owners with off-leash dogs in Jan Park. Requested that there be more attention drawn to the leash laws.

**Director Mattos** – Attended and spoke at the O'Donnell Heritage Park Ribbon Cutting as well as the Carmichael Park Foundation meeting. Would like to remind the public of the upcoming Dinner in the Park.

### 1. \*STAFF REPORT (Yankee, Lemcke, Lofthus, and Perry)

Report on current District operations, projects, and events

#### Park Maintenance Division

*James Perry, Park Services Manager reported on highlights from the Parks Division*

#### Parks:

- Main item in here are some updates to the county park ordinances that were amended and have direct impact to all playfields within CRPD. We will be updating our signage to reflect these amendments in the future.

#### Facilities:

- Main items of focus for this past period are the district-wide HVAC have had their quarterly p/m's completed and ice-machine systems have had semi-annual inspections, cleaning and sanitized.

#### Equipment:

- The district received the new blower to aid in the new ls turf maintenance. This blower has many uses and will be very beneficial in Fall for leaves and again when we have nice, new roadways to help keep them clean. This was a fantastic purchase.

#### Projects:

##### Series 2023

- CP while all construction has been technically wrapped up, there are a couple final inspections to take place along with finalizing the pickleball courts and District staff are working with all concerned parties for a resolution.

- LS CC field: Ribbon-cutting is tomorrow morning, and the soccer groups have been utilizing the fields for a little over a week now. As for the project itself, it has been a bumpy couple of months. In previous reports I mentioned concerns with the maintenance of the new turf and since then, CRPD has parted ways with the landscaping contractor responsible for the 1-year maintenance of the new turf and has assumed that responsibility in-house. CRPD currently has the best mower for maintaining the bulk of the new field and we also have a new piece of equipment coming soon to help in the smaller areas. Overall, the lawn is looking good but will need substantial care soon. The district is in the process of determining how the heavy maintenance will be completed and once all info is compiled, we will bring those findings back through the appropriate channels.

- Cardinal: While there are some issues and delays with the new park lighting, we are working through those, and This project is making great some progress. Many areas of turf are being re-established, substantial amounts of new concrete are completed, the playground equipment is on-site, and nearly all the mountain of dirt has been removed. Playground installation will begin next week along with the parking lot is expected to start making real progress.

## **Series 2025**

- Jan Park: The contractor has received all the new amenities and will be back on-site Monday morning to finish this project. The remaining items are: finishing the walkway and concrete pads, installation of the new misting stick, drinking fountain and third swing. The contractor anticipates finishing within two weeks.
- O'Donnell: Ribbon cutting was last week, and this project is in the final stages of true "completion"
- CP Series II: Project is still moving through County permitting and planning. CRPD anticipates putting this out to bid in February 2026 with construction starting as soon as weather permits
- LS Series II: Final concept was approved, construction docs are being completed and, CRPD anticipates putting this out to bid in February 2026 with construction taking place over the Summer of 2026 to limit the impacts to our main tenant.

## **Recreation Division**

*Alaina Lofthus, Recreation Services Manager reported on highlights from the Recreation Division*

### **Community Events**

- Ribbon Cutting Ceremony for O'Donnell Heritage Park last Friday – Thank you Chair Mattos for emceeding the event. Great turnout from dignitaries, stakeholders and members of the general public.
- Next Ribbon Cutting Ceremony – Tomorrow at 9am at La Sierra Community Center for the Multi-Use Soccer Field
- September Events
  - o Movie in the Park – Friday, September 18th at 7pm – Jumanji – original – movie starts at 7:30pm
  - o Food Truck Night – Asian Pacific-Islander Fusion Face Off – Thursday, September 24th, 5pm – 8pm
  - o Reminder – Carmichael Parks Foundation Annual Dinner in the Park Fundraiser for the district – September 19th

### **Youth Development:**

- Summer Camp
  - o Averaged 82 children a week – 8 weeks of camp, compared to 87 children per week last summer
- KHO – Currently have 45 participants registered, compared to 40 at the end of last year. Still looking to fill vans at Deterding Elementary School, Barrett Middle School, and Churchill Middle School
- Tiny Tots Preschool – New school year started with 7 students and likely 3 additional for September. Consistent with our start last year and a trend since elementary schools have transitional kindergarten classes.

### **Sports:**

- Youth Basketball Summer camps had 46 participants, compared to 32 last summer
- Youth Volleyball Camp had 25 participants, compared to 13 last summer
- Adult Basketball Leagues on Monday and Thursday nights starting at the end of this month are filled
  - o Monday night league filled in 1-minute – added the Thursday league to accommodate need

### **Special Project:**

- Activity Guide
  - o Staff designed the Fall/Winter guide in-house for the first time
  - o This guide has over 35 new classes and programs with the opportunity to still add more.
  - o Guide is digital only and has links to the district website to allow for easy registration.
- **Hardship Youth Scholarship**
  - o New scholarship program designed to provide temporary financial assistance to families experiencing significant life events that have created financial hardship. For example, recent loss of employment, reduced hours, unexpected medical expenses, divorce, separation or a significant change in family circumstances, homelessness or housing instability, and more.

## **Administrative Division**

*Matt Lemcke, Administrative Services Manager reported on highlights from the HR and Finance Divisions*

- Time has been spent working with multiple vendors on improving their partnerships with the District.
- Summer Seasonal staff completed their work and were offboarded or moved to other programs.
- Multiple policies are in review, mostly for 2026 updates and standardization of language.
- The costs and budget for the Cumming Group is being reviewed heavily, with updates to be presented in September.
- With the increase in usage of our facilities by both continuing partnerships and new partnerships, the District will be keeping the Board informed of agreements through the report from the Recreation Division. In keeping in line with previously approved delegation of authority when it comes to Expenses, District staff will bring Revenue contracts in excess of \$200K to the Board for approval prior to execution of the contract. These would include facility use agreements and leases.

## **District Administrator Overview**

*District Administrator Stacey Yankee reported on District highlights*

### **1. Community and Partner Meetings**

Attended monthly meetings with Carmichael Parks Foundation, the Carmichael Improvement District, Kiwanis, and Inside Carmichael with the Chamber.

CRPD staff met with the Friends of Jensen Botanical Garden to go over a transition in their leadership and discuss ongoing collaboration, projects, and funding for the garden.

CRPD staff met with leadership at CMP to discuss usage of the new multi-use field at La Sierra and other projects.

I had an introduction meeting with the new District Administrator for Fair Oaks Recreation and Park District.

### **2. SMUD Shine Grant**

The CID applied for a SMUD Shine Grant for funds to be used for a cooperative program called "Light up Carmichael" part of which would include the 2027 Tree Lighting Event in Carmichael Park.

### **3. Pool Feasibility Study**

Councilman Hunsaker, Cumming Group, CRPD staff and the Waterpark Adhoc Committee had a final meeting for the Pool Feasibility Study. The final written report was given to the Adhoc Committee and the district and was reviewed at the meeting.

### **4. Cordova Recreation and Park District**

I was asked by Cordova Recreation and Park District to sit on the interview committee for their new Parks and Recreation Director.

### **5. Look Ahead- Board Directors participation with Carmichael Parks Foundation Meetings (2nd**

Tuesday of the month at 12:30pm)

September 8                      Director Ives

October 13                        Director ?

November 10                     Director ?

### **PRESENTATION ITEM:**

#### **1. \*BOND FUND DISCUSSION (Yankee)**

Discussion on the 2022 GO Bond activities.

#### **1. Meetings**

- August 10 meeting with Cumming Group to discuss a review of CG's construction management fees/budget for the bond series projects. The focus of the meeting was the discrepancy in the remaining funds left to support Series 2025 and the third series of Bonds verses the actual amount of their contract

and the schedule of fees that they provided the District.

CG's Executive VP Anthony Sanchez met with CRPD staff and shared that he needed three weeks to analyze the invoices against work performed and their contract amount. He shared that his intent is to come back to the district with a plan to perform the remaining construction management services for the rest of the series of bond projects. His goal is to only use the remaining funds left within their contract which is currently approximately \$90,000 and not use any of the contingency funds.

- Cumming Group was scheduled to come and present to the AB tonight about their schedule of fees and invoices in relation to their contracted amount with the district. As a result of the Aug 10 meeting, and their request to have three weeks to analyze the records, they are not here tonight and are planning to present to the AB on September 17 instead.

- This delay of CG's budget presentation to the AB will potentially delay the BOC meeting that is currently scheduled on Sept. 1 until early Oct. Therefore, the BOC annual report will potentially be delayed to the AB.

## **2. Ribbon Cutting for O'Donnel Heritage Park on August 14**

**UPCOMING PROGRAM AND EVENTS:** Please visit: [www.carmichaelpark.com](http://www.carmichaelpark.com)

### **TIME AND PLACE OF NEXT MEETING:**

#### **1. \*Regular Meeting –**

Proposed: The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, September 17, 2026, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

**MEMORIUM** – Before adjourning Chair Mattos read a statement in memory of a previous Board Member:

In Memory of Mike Koerner

Before we conclude tonight's meeting, I would like to take a moment to recognize the life and service of Mike Koerner, who recently passed away.

Mike was a longtime member of the Carmichael community and served for nine years on the Carmichael Recreation and Park District Advisory Board, including as the Chair. He brought his time, experience, and thoughtful perspective to the Board, helping guide and strengthen the District's parks and recreation programs. He then continued that commitment through his service on the Carmichael Parks Foundation Board.

Mike understood that a strong community is built by people who are willing to give their time and experience to make a difference. His service was a reflection of that belief, and his contributions will continue to be part of the community he cared so much about.

On behalf of the Carmichael Recreation and Park District Advisory Board, we extend our deepest condolences to Mike's family and loved ones. We are grateful for the years he gave to Carmichael and for the lasting impact of his service.

In recognition of Mike Koerner and his many years of service to our community, I ask that we adjourn tonight's meeting in his memory.

**ADJOURNMENT – The meeting was adjourned by Chair Mattos at 6:56.**

Respectfully submitted by:

Matt Lemcke, Administrative Services Manager for: Clerk of the Advisory Board of Directors

APPROVED BY:

ATTESTED BY:

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LISA MATTOS  
CHAIR OF THE BOARD

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Matt Lemcke, Administrative Services Manager  
for Clerk of the Advisory Board of Directors