CARMICHAEL RECREATION AND PARK DISTRICT MINUTES:
ADVISORY BOARD OF DIRECTORS
September 17, 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, Leavitt, Mattos, Wall
Director Excused: None
Staff Present: Yankee, Lemcke, Lofthus, and Perry

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

Bob Kerr – Mr. Kerr spoke about the "Cotton Jam" in Corcoran that supported skateboarding and would like to see folks show up. He is working to try and partner with a non-profit to raise funds for a skatepark in Carmichael Park.

SPECIAL PRESENTATION:

1. **2022 GO BOND PROJECT MANAGEMENT OPERATIONAL EXPENSES UPDATES (Yankee, Jorge Rojas)**

   Jorge Rojas and Anthony Sanchez of Cumming Group presented on the current status of expenses for project management and oversight of the 2022 GO Bond, including current paid expenses for Series 2023 & 2025, as well as estimated future costs to complete Series 2023, Series 2025, and future Series.

   They addressed some of the concerns with why the bills from Cumming Group have already exceeded their estimates. The Board questioned their ability to meet the demands of the project and if they would finish the projects as contracted. They affirmed that they would. The District staff expressed that while they were ultimately dissatisfied with the reasoning behind the large bills, they would support continuing to work with Cumming Group, provided that they do not exceed their original contract budget.

ACTION ITEM:

1. **WALL OF HONOR NOMINEE (Lofthus)**

   Recreation Services Manager Lofthus present a recommendation to approve Warrant Officer Daniel E. Bishop, who was killed in action during the Vietnam War, for induction to the Wall of Honor at Patriots' Park.

Motion #1

M: Wall S: Ives – The Advisory Board made a motion to approve the induction of Warrant Officer Daniel E. Bishop to the Wall of Honor at Patriots Park.

Vote:

Ayes: Directors: Ives, Leavitt, Mattos, Wall

Noes: Directors: None

Abstain: Directors: None
Absent: Directors: None
Recused: Directors: None
Vote: 4/0/0/0/0

CONSENT MATTERS:

1. **MINUTES**
   - **a.** August 20, 2026 – Regular Meeting
2. **FINANCIAL STATEMENT**
   - **a.** July 2026
3. **ACCOUNTS PAYABLE**
   - **a.** August 2026
4. **ACCOUNTS RECEIVABLE**
   - **a.** September 2026
5. **RECORDS AND RETENTION POLICY**
   - **a.** Retention management policy for Districtwide records

Motion #2

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

Vote:
Ayes: Directors: Ives, Leavitt, Mattos, Wall
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: None
Recused: Directors: None
Vote: 4/0/0/0/0

REPORTS:

1. ***ADVISORY BOARD MEMBER REPORTS (Advisory Board Members)**
   Report on activities of interest to the District

   Ives – Enjoyed riding bike son the new O'Donnell Heritage path and commented that others expressed a similar appreciation. Noted that 15 years ago today was the Jan Park kickoff.

2. ***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

Graffiti/Vandalism: Staff cleaned up broken glass 8 different times at CP, DC and, BirdTrack. Cleaned graffiti 2x's at DC old restroom and 1x on the playground. Graffiti at Patriots restroom. Staff also cleaned up after someone relieved themselves on the Borman bench at Sutter/Jensen

Parks:
- Lots of irrigation adjustments and repairs throughout the District. Overall irrigation amounts are being reduced due to shorter days and cooler temps.
- Staff cleared clogged drinking fountains at CP, DC, Patriots, LSCC and Glancy
- Repaired 3 damaged boards on a bench at BirdTrack
- Tree work at CP, Jensen cleaning up downed limbs
- Repaired CP picnic shelter bbq

*Denotes that there is no written report (applies to Reports, Action, and Presentation Items)

Facilities:
- Repaired two faucets at the new CP restroom
- Multiple repairs at LSCC/CMP area resulting from annual inspection. Repaired two-leaking toilets, multiple trip hazards in walkways, loose ceiling tiles and a hanging thermostat wire
- Staff replaced faulty fuse on Chautauqua HVAC
- Repaired and recharged refrigerant for room 330 hvac
- Tested and repaired burnt contactor wire for room 255 hvac
- Replaced 3- canopy lights at LSCC
- Tested all electrical for DITP

Inspections:
- All fire extinguisher and facility inspections are complete

Equipment:
- Staff repaired a leaking hydraulic line on the CP 4000D mower

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.
- LSCC field: CRPD is still waiting for final documents to close this project out.
  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: Progressing nicely. Playground is installed and the rubber-surface gets installed next week. Nearly all concrete is complete. Work has commenced in the parking lot with asphalt coming in the next few weeks and, the lighting issue has been resolved. Light poles have been ordered, footings will be going in next week and, we anticipate this project completing near the end of October to early November

Series 2025
- Jan Park: Project is nearly complete with a final walk taking place Monday. We expect closeout soon.
- O'Donnell: Final landscape maintenance walk is next Friday and we expect to be able to close this project out.
- 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 La Sierra Multi-Use Soccer Field –** Thank you Chair Mattos for emceeing the event. Great turnout from dignitaries, stakeholders and members of the general public.

- **September Events**
  - Movie in the Park – Tomorrow at 7pm – Jumanji – original – movie starts at 7:30pm

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- Food Truck Night – Asian Pacific-Islander Fusion Face Off – Thursday, September 24th, 5pm – 8pm

- **October Events**
  - Founders Harvest Festival – Saturday, October 10th from 10am – 2pm at Carmichael Park
  - Barktober – Saturday, October 17th from 10am to 1pm at Carmichael Park

Youth Development & Classes:

- KHO – Currently averaging 43 participants each week
- Tiny Tots Preschool – Currently have 7 participants
- STEM Middle School Programs will start next week at Barrett and Will Rogers Middle Schools. Program is funded by the Carmichael Parks Foundation and currently has 38 students registered.
- Early Explorers and Music Movers at the Jensen Botanical Garden is back with 12 participants
- Tai Chi continues to be popular as is full at 16 participants
- Karate Class has 5 participants
- Kidz Love Soccer starts next month and currently has 14 participants

Sports:

- Fall seasons are all starting
  - Elementary Volleyball – 41 participants
  - Middle School Volleyball - 70
  - 3 on 3 Basketball – 9 teams
  - 5 on 5 basketball – 16 teams
  - Adult Volleyball – 23 teams

Facility Rentals: August 2026

Facility	Number of Rentals	Revenue
Clubhouse	14	$3,469
Picnic Shelter	3	$432
Veterans Hall	7	$1,245.50
Cypress Room	1	$467.50
John Smith Hall	2	$1,840
Johnson (Big) Gym	2	$324
Multi-Use Field	3	$270
Room 800	3	$360
Sierra Room	4	$360
Villareal (Small) Gym	23	$2,557
Pickleball Courts	17	$351.90
Tennis Courts	1	$60
Totals	**80**	**$11,736.90**

Administrative Division

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

- Primarily focused on reviewing Cumming Group invoices, preparing spreadsheets, and meeting with management and upper management of CG to resolve issues.
- Attended an in-person seminar on Bond Management
- Working on updating policies: Personnel, Facility Usage, Records Management
- Deep dives into how Operating funds are being expended, especially at LSCC.

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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, and Inside Carmichael with the Chamber.
- Met with CMP to discuss operations amongst our organizations and their proposal for a camera installation.
- Met with CLL to discuss questions regarding the fields at LSCC.
- Met with rep from San Juan Unified to discuss their insight on deferred maintenance and facilities.

2. Dinner in the Park
I want to thank the Carmichael Parks Foundation for all their work for the upcoming Dinner in the Park fundraising event happening this Saturday at 5pm at Jensen Botanical Garden. This is a major fundraising event for the Foundation for the district, and I want to commend them for all their efforts.

3. Look Ahead- Board Directors participation with Carmichael Parks Foundation Meetings (2nd Tuesday of the month at 12:30pm)

October 13	Director Mattos
November 10	Director Mattos
December 8	Director Wall

PRESENTATION ITEM:

1. ***BOND FUND DISCUSSION (Yankee)**
   Discussion on the 2022 GO Bond activities.

1. Meetings

- The district continued with meetings and correspondence with Cumming Group to discuss the review of CG's construction management fees/budget for the bond series projects. The focus of the meetings was the discrepancy in the remaining funds left to support Series 2023, 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 leadership and team met with CRPD staff, and they shared their commitment to continue to provide the same level of service for the rest of the series of bond projects for the base contract amount without the use of the contingency funds. This was in the presentation from CG tonight.
- Cumming Group is scheduled to present the same presentation the AB saw tonight to the BOC on 9/29/26.

2. Ribbon Cutting for La Sierra Muti-use Field on August 21
3. Bond Series 2023 Projects
Covered by JP in his report.
4. Bond Series 2025
Covered by JP in his report.

2. **FACILITY USAGE BY ELECTION CANDIDATES (Lemcke)**
   Administrative Services Manager Matt Lemcke held a discussion on how CRPD facilities may be used by candidates who are running for office and Political Action Committees. This discussion was also a chance to show the Board and Community the new Facility Usage by Election Candidates policy.

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UPCOMING PROGRAM AND EVENTS: *Please visit: www.carmichaelpark.com*

TIME AND PLACE OF NEXT MEETING:

1. ***Regular Meeting –**
   The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, October 15, 2026, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – The meeting was adjourned by Chair Mattos at 7:50 PM

Respectfully submitted by:

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

APPROVED BY:	ATTESTED BY:
_____	_____
LISA MATTOS CHAIR OF THE BOARD	Matt Lemcke, Administrative Services Manager for Clerk of the Advisory Board of Directors

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