

**CARMICHAEL RECREATION AND PARK DISTRICT MINUTES:  
ADVISORY BOARD OF DIRECTORS  
November 20, 2025 REGULAR MEETING**

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

**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 Ives.

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

**ROLL CALL:**

Directors Present: Ives, Leavitt, Mattos

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:**

Michelle Dillon, canine development, proposed three additions to the Dog Park. 1) higher fencing around the dog park so more agile dogs can play, 2) add another fenced off training area, and 3) widen walking paths for leashed animals.

**SPECIAL PRESENTATION – ACTION ITEM:**

**1. JAN PARK RENOVATION PRESENTATION (Yankee, Connor Waters)**

A presentation was delivered by Connor Waters, Project Manager with WDSL A, regarding concepts for Jan Park Improvement. This is part of the project funded through the 2022 GO Bond – Series 2025. After receiving the presentation, Chair Ives asked for clarifications on some of the improvements. Directors Mattos and Leavitt discussed the location and functionality of the misting stick.

**Motion 1**

**M: Leavitt S: Mattos – The Advisory Board made a motion to accept the staff recommendation of the WDSL A design for Jan Park improvements. The design was approved and passed by unanimous vote.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

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

**SPECIAL PRESENTATION:**

**2. CUMMING MANAGEMENT GROUP PRESENTATION (Jesse Jones)**

The Board received a presentation on the Bond Measures for 2025 and updates on current projects and scheduling. Chair Ives requested clarification on La Sierra frontage and solar canopies. Chair Ives expressed interest in the future ribbon cuttings.

**ACTION ITEMS:**

**1. ADMINISTRATIVE DIVISION REORGANIZATION PLAN (Yankee, Lemcke)**

A recommendation was presented by District Administrator Yankee to approve a reorganization of the Administrative Services Division of CRPD. This would involve new position titles and redistribution of functions and duties to foster efficiency and specialization. Director Leavitt requested some clarification on the duties and qualifications needed for the Administrative Services Manager position.

**Motion 2**

**M:Mattos S:Leavitt.** The Board made a motion to approve the reorganization as follows:

- 1) Promotion of the HR Section Manager to Administrative Services Manager.**
- 2) Promotion of the Finance Technician to Administrative Analyst.**
- 3) Name change of the Payroll/Finance Clerk to Administrative Services Clerk.**
- 4) Removal of the HR Section Manager and Finance Section Manager positions.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

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

**2. FACILITY RENTALS FEE UPDATE (Lofthus)**

Recreation Services Manager Lofthus presented a regarding a revised 2026 Facility Rental Fee Schedule. This incorporated the structural and rate adjustments necessary to maintain consistency with the 2025 CivicRec-related modifications and the previously approved 2026 rate structure.

**Motion 3**

**M: Leavitt S: Ives – The Advisory Board made a motion to approve the revised 2026 Facility Rental Fee Schedule. The motion was approved unanimously.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

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

**CONSENT MATTERS:**

- 1. MINUTES**
  - a. September 18, 2025 – Regular Meeting
- 2. FINANCIAL STATEMENT**
  - a. August 2025
  - b. September 2025
- 3. ACCOUNTS PAYABLE**
  - a. September 2025
  - b. October 2025
- 4. ACCOUNTS RECEIVABLE**
  - a. October 2025
  - b. November 2025
- 5. 2025 – 2026 WORKPLAN**
  - a. Q1 updates to District Managerial Work Plan
- 6. 2026 PART-TIME SALARY SCHEDULE**
  - a. Update due to minimum wage requirements.

**Motion 4**

**M: Leavitt S: Mattos – The Advisory Board made a motion to accept the Consent Matters. The motion was approved unanimously.**

**Vote:**

**Ayes: Directors: Ives, Leavitt, Mattos**

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

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

**REPORTS:**

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

Report on activities of interest to the District.

*Chair Ives & Director Mattos – Both members of the Board attended and spoke at the Wall of Honor Ceremony. They expressed their appreciation for those that attended and their thanks for those that served the community and country.*

**2. \*STAFF REPORTS (Yankee, Hernandez, Lemcke, Lofthus, and Perry) Reports**  
on current District operations, projects, and events.

**Park Maintenance Division**

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

**Vandalism/Graffiti:**

Light reporting period in this category some graffiti at the CP picnic shelter and Del Campo.

**Parks:**

- Staff continued work on lifting tree canopies at Carmichael Park.
- Numerous seasonal irrigation adjustments throughout the district along with irrigation repairs at Glancy, Del Campo, Cardinal, Carmichael, and La Sierra.
- Prepping lights and space for Carmichael Park Tree Lighting.

**Facilities:**

- Primarily focused on Measure G project support.

**Equipment:**

- No significant updates.

**Inspections:**

- All fire extinguishers and playgrounds are up to date.

**Significant staff time was spent during this reporting period:**

- Measure G projects:
  - Maintenance staff continue supporting the projects by attending construction meetings, providing site knowledge and support to the contractors and making repairs or adjustments to utilities when necessary or prudent.

**Recreation Division**

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

**Community Events**

- **Movie in the Park – 200 attendees – Wonka –**
  - Thank you to the Carmichael Chamber for their MVP sponsorship for this event!
  - Good attendance and many park visitors stayed and watched the movie including many women and children from our Middle Eastern community who do not normally stay or attend our events.
- **Founders' Harvest Festival – Over 2,000 attendees**
  - Over 35 Vendors through partnership with the Carmichael Chamber
  - Large car show, lots of kids activities including petting zoo, pumpkin patch, inflatables, and arts and crafts.
  - Special thank you to the Sacramento Fine Arts Center and the Folsom City Zoo Sanctuary for joining us this year and providing hands on youth activities.
  - Great presentation by Supervisor Desmond and Matt Ceccato from Representative Bera's office to help celebrate our 80<sup>th</sup> year!
- **Barktober – Approximately 300 attendees**
  - Thank you to the Carmichael Parks Foundation for partnering with the district on this event.
  - Fun custom contest and great way to connect with our animal loving community members.
- **Wall of Honor**
  - Thank you to the Board for helping with this event.

- Thank you also to Representative Bera and Senator Niello for their attendance as well as the Sacramento County Sheriff's Honor Guard for their Flag Presentation and Neil Henderson for his performances on the bagpipe.
  - Additionally we had family members in attendance as well as representatives from Sac Metro Fire, Supervisor Desmond's Office, and residents who took time to honor our local heroes at this event.
- **Next Up – Tree Lighting – Thursday, December 4<sup>th</sup> from 4:30pm – 7:30pm at Carmichael Park.**
    - Tree Lights at 6:15pm

#### **Youth Sports:**

- Middle School Boys Basketball – 97 participants, 94 last year
- Partner with Orangevale Recreation and Park District for league.
- Currently taking registration for Pee Wee and Elementary Basketball Programs.

#### **Indoor Drop-In Pickleball:**

- Program started at the end of October and is average 25 players per day.
- Open Tuesdays and Thursdays from 9am – 12pm at the La Sierra Big Gym

#### **Special Projects:**

- Rec Technologies
  - Launched Tennis and Bocce Ball Court rentals today!
  - Maintenance installed signs and website is live
  - Will be promoting next week on socials
  - Prepared to add Pickleball when courts are ready
- **Thank You Carmichael Park Foundation** – Reimbursing District for portable PA, hay bales, and community garden signage.

#### **Personnel:**

- **District hired Trevor Lewis as the Recreation Coordinator for Sports.**
  - Trevor is a graduate of Long Beach State with a degree in Sports Management.
  - He has experience across a variety of sports ranging from youth programs to the collegiate level.
  - Trevor joined CRPD last year as the Recreation Specialist helping with events and marketing.
  - We are excited to have Trevor join us Full-Time and the new possibilities he brings to our youth and adult sports.

## **Human Resources Division**

*Matt Lemcke, Human Resources Section Manager reported on highlights from the HR Division and Finance Division*

HR:

- Previous Finance Manager left CRPD. Hired a new Recreation Coordinator for Sports (filling a vacant spot from September).
- Worked on a restructuring of the Administrative Services Department, to help better cover the finance needs.
- Updated the copier lease with new copiers and a lower monthly bill
- Completed Open Enrollment for all staff benefits.
- Cleaned up the Community Clubhouse lobby and put up all the major awards and recognitions.

Finance:

- First Quarter 25-26 is on track with roughly 25% spent in all divisions.
- Received and processed the \$40K donation for the pool feasibility study.
- Updated the Impact Fee Report and the Fixed Assets reports with County of Sacramento.
- Working primarily on multiple new contracts for the GO Bond, and amendments to existing County contracts for Calendar year 2026.
- Well into the regular Audit, with most documentation sent, and currently handling sample requests.

## **District Administrator Overview**

*District Administrator Stacey Yankee reported on District highlights.*

### **1. Administrative Division Reorganization and Personnel Committee Meeting**

### **2. Pool Feasibility Study**

Donation funds have been received and processed for the pool feasibility study. County Counsel has reviewed contract for Councilman-Hunsaker and staff are in the process of making recommended changes to the contract.

### **3. Community & CID Meetings**

Attended monthly meetings with Carmichael Parks Foundation, Kiwanis, the Carmichael Improvement District Board Meeting, the Carmichael Improvement Security Meeting. Also met with new President for Carmichael Little League. Attended a celebration at Mission Oaks Rec and Park District for their 50<sup>th</sup> Year where they presented CRPD with an outstanding community partner award. Attended a CPRS Administrators Roundtable Event at the new Performing Arts Center in Fair Oaks. Sat on panel for Government Affairs Meeting for Carmichael. I was the presenter at the Carmichael Chamber Luncheon for September.

### **4. Security Services**

Two contracts have been completed for security services in the district. Sacramento Protective Services started their contract on October 1 for all security services within the district except for rentals. American Global Security just signed their contract with CRPD this week to begin unarmed security services for rentals.

### **5. Public Records Act Request**

Received two more public records act requests for complaints in the dog park concerning the RC Car being used around the dog park. I am working through these requests.

### **6. Look Ahead- Board Directors participation with Carmichael Parks Foundation Meetings (2<sup>nd</sup> Tuesday of the month at 12:30pm)**

December 9 Director Mattos

January 13 Director Leavitt

### **7. Bond Oversight Meeting**

On December 2 at 6pm in Clubhouse

### **8. Advisory Board Retreat in February**

Usually held at Garfield House, looking to confirm with Board a date of February 7, 14 or 21

### **9. Ribbon Cuttings in January**

Will be coordinating schedules for Measure G Projects for LS HVAC/Roofing and Glancy Oaks Ribbon cuttings for January.

### **10. Staff Acknowledgements**

I want to commend Maintenance staff on all the extra effort put in for all the Measure G projects and special events, Recreation staff for all the wonderful special events, and Admin staff for extra work being out-of-class while we have been down positions.

### **11. Dinner in the Park**

I want to thank the Carmichael Park Foundation for such a beautiful event at Dinner in the Park and all their effort for fundraising for the park district.

### **12. Best of Carmichael**

CRPD won a record breaking 6 awards! Three in Recreation and Three in Parks.

Best Recreation, Best Youth Camp or Seasonal Program for Kid's Hangout and Kids Camps, Best Event of the Year for Concert's in the Park

Best Park in Carmichael for Carmichael Park, Best Pollinator Friendly Spot for Jensen Botanical Garden and Best Hidden Gem for Jensen Botanical Garden

Carmichael Parks Foundation and Kiwanis tied for winning best Non-profit.

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

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

#### **1. \*Regular Meeting –**

The next regular meeting of the Advisory Board of Directors, normally scheduled for Thursday, December 18, 2025, is cancelled. The next regular meeting will be held on January 15<sup>th</sup> 2026, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

**ADJOURNMENT – Meeting was adjourned at 7:48 PM**

**Respectfully submitted by:**

**Matt Lemcke, Human Resources Section Manager for: Clerk  
of the Advisory Board of Directors**

**APPROVED BY:**

**ATTESTED BY:**

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**CHRIS IVES  
CHAIR OF THE BOARD**

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**Matt Lemcke, HR Section Manager  
for Clerk of the Advisory Board of Directors**