

**CARMICHAEL RECREATION AND PARK DISTRICT MINUTES:
ADVISORY BOARD OF DIRECTORS
September 18, 2025 REGULAR MEETING**

Directors: Ives, Leavitt, Levine, Mattos, and Ross

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, Levine, Mattos, Ross

Director Excused:

Staff Present: Yankee, Hernandez, Lemcke, Lofthus, and Salas

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

No comments from the public on this date.

ACTION ITEMS:

1. POOL FEASIBILITY STUDY (Yankee, Hernandez)

District Administrator Yankee presented the proposals from Councilman-Hunsaker and the Cumming Group for a Pool Feasibility Study at Carmichael Park.

Motion 1

M: Levine S: Mattos – The Advisory Board made a motion to:

-authorize the District Administrator or designee to receive the \$40,000 in donated funds for the study

-authorize a budget adjustment of the funds to be dispersed for the study

-authorize staff time to be used for completion of the study to include Adhoc meetings, consultant meetings, research, community engagement and management of the consultants

-accept the bids from Councilman-Hunsaker and the Cumming Group, approve the intent to award, and authorize the District Administrator or designee to execute a contract for Councilman-Hunsaker in the amount of \$26,750, execute an amendment to the current contract with Cumming Group in the amount \$12,740 to manage the feasibility study, and authorize \$150 for the District for mailing/printing costs.

-all authorizations are contingent upon the receipt of the \$40,000 donation being received.

The motion was passed unanimously.

Vote:

Ayes: Directors: Ives, Leavitt, Levine, Mattos, Ross

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

2. RECREATION ACTIVITY AND FACILITY RENTAL REFUNDS (Lofthus)

Recreation Services Manager Lofthus presented a recommendation of a revision of the Recreation Activity Refund Policy and Facility Rental Policy, to clarify that the credit card processing fees would not be returned in the case of a refund request. The original agenda stated there may be an adjustment to returned check fees, however, upon review it was determined by District staff that this would not be necessary.

Motion 2

M: Leavitt S: Ross – The Advisory Board made a motion to accept the recommendation to update the Recreation Activity Refund Policy and the Facility Rental Policy. The motion was approved unanimously.

Vote:

Ayes: Directors: Ives, Leavitt, Levine, Mattos, Ross

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

CONSENT MATTERS:

1. MINUTES

- a. August 21, 2025 – Regular Meeting

2. FINANCIAL STATEMENT

- a. July 2025

3. ACCOUNTS PAYABLE

- a. August 2025

4. ACCOUNTS RECEIVABLE

- a. September 2025

Motion 3

M: Ross S: Levine – The Advisory Board made a motion to accept the Consent Matters. The motion was approved unanimously.

Vote:

Ayes: Directors: Ives, Leavitt, Levine, Mattos, Ross

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

REPORTS:

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

Report on activities of interest to the District.

Director Levine – Attended the Dinner in the Park event held by the Carmichael Park Foundation.

Confirmed that the event ran smoothly, had good attendance, and a positive fund-a-need. Felt that the event presented the park well to the public.

Chair Ives – Attended and spoke at the groundbreaking ceremony for Carmichael Park's Phase I projects with Measure G. Observed that there was a large amount of support from the community as well as local elected officials. Also, gave a thank you on behalf of the Board and District to Director Ross for his service and commitment to the community.

Director Ross – Shared that this was his final meeting as a Board Member and thanked the Board, District staff, and Carmichael community for the opportunity to participate.

Director Mattos – Attended the Facilities meeting to approve the updated 50th Anniversary banner for the Chautauqua Theatre at Las Sierra Community Center. Was impressed with the amount of attendance that CMP was supporting, and the work by the District staff to maintain the grounds.

2. *STAFF REPORTS (Yankee, Hernandez, Lemcke, Lofthus, and Salas)

Reports on current District operations, projects, and events.

Park Maintenance Division

Clinton Salas, Lead Worker reported on highlights from the Parks Division

Vandalism/Graffiti:

Another fairly light reporting period in this category with a broken window at the water building, some graffiti at the CP picnic shelter, broken glass at Patriots and light graffiti at Del Campo.

Parks:

- A windstorm or downburst traveled through town on September 2 and caused some issues throughout the District. The hardest hit was Del Campo where we received over \$75,000 in tree damage and clean-up. Our tree contractor is still working through the site cleaning up and removing 19 trees. They should be completed in a couple of weeks. A few other sites, CP, LSCC and Jensen/Garfield experienced some small limbs down and tree debris, and staff were able to clean this up over a few days' time.
- Staff worked on lifting tree canopies at Carmichael Park.
- Repaired damaged split-rail fencing at Jensen
- Numerous seasonal irrigation adjustments throughout the district along with irrigation repairs at Glancy, Del Campo, Cardinal, Carmichael, and La Sierra.

Facilities:

- Staff repaired the a/c on room 420- bad capacitor
- Repaired the a/c on room 415- low refrigerant charge
- Repaired room 625 a/c- bad capacitor
- Repaired the exterior lighting of Kids hang out
- Rebuilt the flush valve for the urinal in suite 170
- Replaced two faulty wax rings on the CP Clubhouse restrooms.

- District-wide HVAC preventative maintenance has been completed.

Equipment:

- Staff repaired an oil leak on our old 4000D mower. This poor thing is about on its last leg but, we'll use it until it has nothing left.
- 2022 F-250 went to the body shop for some accident damage repairs, and we have received that back. It then went out for new tires, alignment, and an oil change.
- 2019 F-250 was sent to Future Ford with engine starting/running issues.
- On a better note, we received the new reel mower that was ordered for mowing the new hybrid-Bermuda turf being installed at the La Sierra Community Center.

Inspections:

- All fire extinguishers and playgrounds are up to date.

Significant staff time was spent during this reporting period:

- prepping and supporting the Dinner in the Park Event which sounds like it was a wonderful and successful evening. Maintenance staff had over 100 hours towards the event from cleaning the park, trimming trees/suckers, spreading bark, pressure washing the walk path, setting up electrical, loading/unloading the truck, etc.
- 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

The following are highlights from the Recreation Division for this reporting period:

Youth Development

- Kids Hangout is average 53 children per week

Youth Sports:

- Middle School Volleyball – 81 same as last year
- Elementary Volleyball – 47 same as last year

Classes:

- B Street – 10
- STEM – 18 at Rogers, 24 at Barrett
- Tai Chi for Seniors – 16

Adult Sports:

- 50 adult sports teams in fall leagues (volleyball, basketball, and softball)

Special Projects:

- Rec Technologies
 - New site is being built, signage is ordered, and training will occur later this month.
 - On track to launch prior to, or when the pickleball courts open
- Measure g updates
 - Maps/social media/website
 - Groundbreaking Ceremony
 - The District had the groundbreaking event at Carmichael Park. Thank you to Chair Ives for Emceeding and speaking at the events.

- Next up...hopefully some Ribbon Cutting Ceremonies!
- 80th Anniversary
 - Social media campaign launching tomorrow and will continue throughout the remainder of the year.

Personnel:

- We have a Full-Time position recently became vacant in our division and will be advertising for a Recreation Coordinator focused on sports.
- We hope to have the position filled by November

Events Coming up next month:

- Movie in the Park
 - **Saturday, September 27th**
 - Showing Wonka
 - Event 6:30pm – 9:30pm – Movie starts at 7:30pm
- Founders Harvest Festival
 - Saturday, October 11th
 - Carmichael Park – 10am – 2pm

Human Resources Division

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

Hiring

- Opening recruitment for Recreation Coordinator – Sports

Training

- Met with County to discuss upcoming Open Enrollment for 2026

Other

- Working on creating badges to wear while on construction sites, or District business.
- Secured the ca.gov site, next steps are to develop a plan to roll out to the district.
- Held the quarterly Safety meeting; overall the district is showing fewer incidents.

Finance Division

Anthony Hernandez, Finance Section Manager reported on highlights from the Finance Division

The financial statement in consent items represents roughly the first month of the fiscal year. A few refunds and credits posted before regular activity, and some larger annual bills were paid up front, so a few lines appear temporarily uneven. This is normal timing and should level out as routine billings and revenues post in the next cycle. Overall, spending is tracking appropriately for this stage.

Trainings & Onboarding

In my first month, I focused on getting up to speed through structured training and day-to-day work. I completed an in-person training on our finance system, COMPASS, and I'm progressing through the remaining online courses. I've been meeting with Stacey and Ty (Finance Assistant) and attending meetings to get fully up to speed. I'm also organizing responsibilities to clarify handoffs and workflows. This mix of formal training and practical experience is helping establish a solid foundation for the role.

Contract Management

I've begun taking on contract creation and administration. Since the last meeting, I've advanced one

amendment with MTW, two security contracts with Guardian and Sacramento Protective Services, and three park contracts for Jan Park, O'Donnell, and La Sierra. The focus is converting drafts into executable agreements while aligning scopes, timelines, and insurance and compliance requirements. All items are currently under legal review, and I'm balancing this work with onboarding to keep them moving toward execution.

Policy & Procedure Development

Drawing on prior experience, I'm developing procedures to strengthen consistency and compliance. A cash handling policy is in draft and is being cross-referenced with Sacramento County's policy, along with state and federal requirements, to ensure alignment. I'm also creating a donation handling procedure with the necessary forms and routing steps for accepting donations. The goal is clear documentation that supports accountability without adding unnecessary complexity.

Audit & Compliance Focus

Past audits—both favorable and challenging—show the importance of traceability. I met with our auditor, together with Stacey and Ty, to prepare for the upcoming October audit. I'm prioritizing easy access to records, clear tracking of transactions, and standardized documentation so materials can be compiled quickly when needed. This includes setting up simple folder structures, approval checkpoints, and naming conventions that make reviews straightforward and defensible.

District Administrator Overview

District Administrator Stacey Yankee reported on District highlights.

1. Finance Manager Position

Onboarding and training Anthony in his new position.

2. Pool Feasibility Study

Received and reviewed RFP bid submittals. Reviewed an updated CRPD donation procedure created by Anthony and have been corresponding with the donor. Prepared Memo/Action item for presentation tonight.

3. Community & CID Meetings

Attended monthly meetings with Carmichael Parks Foundation, Kiwanis, the Carmichael Improvement District Board Meeting, the Carmichael Improvement Security Meeting and a special community event with the CID and Chamber for the month of August.

4. Security Services

Worked with Anthony on creating the two security contracts, including Guardian and Sacramento Protective Services. Both contracts are currently being reviewed by legal. The goal is to have both contracts start on October 1, if possible.

5. Budget

Held a Budget Committee meeting on August 1 to review our 2025-2026 adjusted recommended budget. Held our Special Advisory Board Meeting on August 7 where the board approved our 2025-2026 adjusted recommended budget for submission to Sacramento County Board of Supervisors.

Our 2025-2026 adjusted recommended budget was approved by Sacramento Board of Supervisors on September 3, and Anthony and I are working on updating our internal documents.

6. Chautauqua Playhouse

Meeting to discuss a request to place a banner near the front of the playhouse to celebrate the 50th anniversary of Chautauqua. The Facilities Committee recently met and approved their request for the banner as well.

7. Public Records Act Request

Received a public records act request for complaints in the dog park concerning the RC Car being used around the dog park. I complied with the request and submitted the requested information to the requestor.

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

October 14 Director Levine

PRESENTATION ITEM:

1. *BOND FUND DISCUSSION (Yankee)

Discussion on the 2022 GO Bond activities.

1. General Bond Information Updates

Biweekly meetings have continued with Cumming Group and Landscape Architects to work through bond projects.

Multiple meetings helping to bring our new contractor Jesse Jones with Cumming Group up to speed since he started on our projects when Sarah Ho left on August 29.

Met with Cumming Group to demo an invoicing system to help improve efficiency with how paperwork has been handled between contractors, Cumming Group and CRPD. We are hopeful this new process will be implemented soon.

2. Bond Series 2023 Projects

Carmichael Park's groundbreaking event took place on September 9, thank you to those of you who attended.

Cardinal Oaks is still in the permit process with Sacramento County.

Series 2023 bond projects at Carmichael Park, Glancy Oaks Park and La Sierra Community Center (HVAC/Roofing and Field) are in active construction and are requiring a lot of additional staff time from James and his team to troubleshoot situations. I want to commend the maintenance team for all of their hard work on these projects in addition to their normal workloads.

3. Bond Series 2025

Training Anthony on creating contracts for the Measure G Projects for La Sierra Community Center, Jan Park and O'Donnell Park, along with amendment for Carmichael Park.

The amendment with MTW for Carmichael Park Series 2025 has been signed by both parties.

The three contracts for Series 2025 including La Sierra Community Center and O'Donnell Park with MTW, and Jan Park with WDSL A are currently being reviewed by legal and then will be ready for signatures.

4. Bond Oversight Committee

Held a bond oversight committee meeting on August 5, where I provided updated financials and Cumming Group presented updates on the various projects for Series 2023 and 2025.

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

RECESSED TO CLOSED SESSION at 7:19pm

1. *Appeal Hearing Requested - Pursuant to Employee Handbook regulations under Section 27.

RECONVENED TO OPEN SESSION at 7:48pm

The Board determined two possible dates for the appeal hearing, as well as agreed with the appellant that a recording via Zoom with a transcript would be acceptable.

TIME AND PLACE OF NEXT MEETING:

1. *Regular Meeting –

The next regular meeting of the Advisory Board of Directors, normally scheduled for Thursday, October 16, 2025, is cancelled. The next regular meeting will be held on November 20th, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – Meeting was adjourned at 7:49 PM

Respectfully submitted by:

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

APPROVED BY:

ATTESTED BY:

**CHRIS IVES
CHAIR OF THE BOARD**

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