

**CARMICHAEL RECREATION AND PARK DISTRICT MINUTES:
ADVISORY BOARD OF DIRECTORS
January 15, 2026 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:

Bob Kerr inquired about skate park updates. Jon Drenth introduced himself to the board. He operates a non-profit called Sac Area VIP Games. They focus on games for athletes with developmental disabilities.

SPECIAL PRESENTATION – ACTION ITEM:

1. O'DONNELL HERITAGE PARK RENOVATION PRESENTATION (Yankee, Henry Yuson)

Presentation by Henry Yuson, Project Manager with MTWGroup, regarding concepts for O'Donnell Heritage Park Improvement. Project funded through the 2022 GO Bond – Series 2025. The Board asked for clarity on sidewalk materials. They also wanted to know if the basketball court could be widened. Finally, the board commented that flower beds need updating and refreshing.

Motion 1

M: Leavitt S: Mattos – The Advisory Board made a motion to accept the staff recommendation of the concepts for O'Donnell Heritage Park Improvement. 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: 3/0/0/0/0

ACTION ITEMS:

1. Common Kettle Contract (Yankee, Lofthus)

Renewal contract with Common Kettle to host a Farmers' Market on a weekly basis in Carmichael Park. Stacey clarified the new pay schedule and points about the length of the contract.

Motion 2

M:Mattos S:Leavitt. The Board made a motion to renew the contract with Common Kettle. 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

2. SITE LOGIQ CONTRACT (Yankee, Perry)

A recommendation was presented by District Administrator Yankee to the Board for a contract with SitelogIQ to perform a Solar Feasibility Study for the La Sierra Community Center as part of the 2022 GO Bond – Series 2025. Yankee stressed how costs would be applied. What does feasibility mean? It must fully cover the costs.

Motion 3

M: Leavitt S: Mattos – The Board made a motion to approve the contract with SitelogIQ to perform a Solar Feasibility Study. 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. November 20, 2025 – Regular Meeting
- 2. FINANCIAL STATEMENT**
 - a. October 2025
 - b. November 2025
- 3. ACCOUNTS PAYABLE**
 - a. November 2025
 - b. December 2025
- 4. ACCOUNTS RECEIVABLE**
 - a. December 2025
 - b. January 2026
- 5. CARMICHAEL GIRLS' SOFTBALL**
 - a. 2026 Facilities Use Agreement
- 6. FOOD IN THE HOOD**
 - a. 2026 Contract
- 7. GEOCON**
 - a. Contract amendment
- 8. 2025 – 2026 WORK PLAN**
 - a. Quarter 2 Staff updates

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

REPORTS:

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

Report on activities of interest to the District.

Chair Ives – Offered his congratulations on all the great work on the Tree Lighting and Staff Event.

2. *STAFF REPORTS (Yankee, 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:

Fairly quiet for this past period. Graffiti was found three times at Del Campo restroom and teepee structures were knocked down at Schweitzer Grove twice.

Parks:

- Tree work at Carmichael, Bird Track, and Sutter Park.
- Maintenance set-up, supported and tore-down of the tree lighting event. This event took 3-4 days for maintenance staff each for set-up and tear-down. Prepped lights and space for Carmichael Park Tree Lighting.

Facilities:

- Primarily focused on Measure G project support.
- Staff worked to move Montessori classes back into the 600 Wing after the roofing/HVAC work were completed. Cypress room and Suite 825 are clean and ready for use. Room 800 still must be painted, and the floor waxed prior to rentals. Room 800 will be open by 2/11/26.
- Staff replaced a faulty thermostat for East John Smith Hall HVAC unit.
- Replaced bad inducer motor and capacitor for room 530.
- Replacement bleachers for the La Sierra tee-ball fields were ordered, delivered and are being assembled. They will be completed in time for the Spring tee-ball season.
- Maintenance replaced 15 light bulbs that were out in the LSCC wings night-light system.
- Villareal gymnasium basket safety strap repaired.

Vehicles/Equipment:

- All District trucks/vans have had their semi-annual safety inspections and annual services completed.
- Three District turf carts have returned to service.
- Large 4000D Carmichael Park mower returned to service.

Inspections:

- All fire extinguishers and facility inspections are up to date.
- The annual fire system inspection for LSCC was completed and submitted to Sac Metro Fire.

Significant staff time was spent during this reporting period:

- Measure G projects:
 - Maintenance staff continue supporting the Measure G projects: reviewing project plans, working with contractors on irrigation, moving tenants around, building bleachers and attending project meetings. While the Measure G program is extremely valuable to the District and we are all very thankful for it. The measure has required a fair amount of support from District staff.

Recreation Division

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

Tree Lighting –

- Attendance was over 1,000 people.
- Location changed to new roadway – good feedback from participants, vendors, and staff
- New PA system, purchased by funds approved by the Carmichael Parks Foundation. The new PA worked great for the countdown along with the lights and snow. As a result, the lighting was coordinated perfectly.

- **Next Up –**
 - **Ribbon Cutting Ceremonies**
 - **La Sierra Community Center – HVAC and Roofing Projects – Wednesday 1/22 at 11am**
 - **Glancy Oaks Park – Wednesday, 1/28 at 11am**
- **Senior Valentine’s Concert** – Friday, February 13th from 1:30pm – 3:30pm at the John Smith Hall at the La Sierra Community Center.
- **Red, White, and Blue** – Staff have met with contractors, project managers, and members of the management team to discuss the field project timeline. It has been decided that the new grass will not be ready in time for a large-scale event to occur on it this summer. Staff have developed a Communication Plan for partners and general community notifications.

KHO:

- Program continues to average around 47 children each week.
- Winter Break Camps (2 weeks) had 46 children in week 1 and 42 in week 2.

Youth Sports:

- Pee Wee and Elementary Basketball has started with over 200 children in both programs combined.

Adult Sports

- Winter leagues have started with 27 adult volleyball teams and 18 adult basketball teams.

Special Projects:

- CivicRec
 - Current Transaction data
 - 1546 total transactions totaling approximately \$433,000 in Civic Rec with:
 - 3% Cash Transactions
 - 29% Check Transactions
 - 68% Credit Card Transactions

Personnel:

- Recreation Supervisor, Erin Moreno, resigned from her position in December
 - Recruitment started soon after her resignation.
 - Interviews are to occur next week with the hope of filling the position by the end of next month.

Administrative Division

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

HR:

- Updated wages for Seasonal and Regular Part-Time
- Updated all benefits for 2026 for FT & RPT
- Holiday Celebration for CRPD Team
- Working on training Admin Clerk on hiring processes, including lots of coaches
- Hired a new Finance Technician to start in February
- Working on hiring a Rec Supervisor – Events & Marketing.

Finance:

- Budget – Nothing of note, utilities are up across the board. January AR includes rent increases. Working on the mid-year to present in February with updates on overall status.
- Meetings – met with County Finance downtown to get clarification on a few reports, and working on getting revenue numbers for FY 26-27.
- Councilman-Hunsaker – Contract is fully executed and discussions regarding the pool feasibility will begin in February 2026.
- Common-Kettle – New contract was issued with additional language to support the restroom usage and defined areas.
- Geo-Con – Updated PO to include additional scope of services.
- SitelogIQ – executed and ready for them to look at the area. Significant work from our Administrative Analyst on preparing documents surrounding utility costs.
- Girls' Softball – Updated Facility Use Agreement, adjusted some language to better meet with legal standards through the County.
- Food in the Hood – First Amendment to allow for continued usage of contractor.
- Chautauqua – Met today to extend the contract out for two more years. They have a good lineup ahead of them of shows, and expanded summer stock.
- American Global Security – fully executed as of 11/24/25, already in action.
- Cardinal Oaks – prepared a sample contract and review of RFP prior to release by Cummings Group

District Administrator Overview

District Administrator Stacey Yankee reported on District highlights.

Advisory Board Meeting Report, January 2026

District Administrator

Thank you Chair and Members of the Board:

1. Community and Partner Meetings

- Attended monthly meetings with Carmichael Parks Foundation, Kiwanis, the Carmichael Improvement District Board Meeting, and the Carmichael Improvement Security Meeting.
- Attended CARPD GM roundtable meeting.
- Attended a CPRS Administrators Roundtable event at the indoor sports complex in Folsom.
- Attended a District Park Directors Roundtable with Supervisor Desmond's Office.
- Attended local government affairs meeting for Carmichael.
- Met with California Montessori Project executive staff.
- Met with Chautauqua Playhouse staff.
- Met with Carmichael Chamber President.

2. Training Newly promoted Administrative Services Manager

Been training the newly promoted Administrative Services Manager focusing on new and renewing contracts, lease agreements, and amendments. He is learning the budget and bonds, meeting contacts in county Finance, and working through the audit. He is learning quickly!

3. Advisory Board Retreat in February

Meeting with staff to discuss the agenda and presentation items for upcoming Advisory Board Retreat on February 7, 2026 9am-noon

4. Insurance Claims

Still working on insurance claim with CAPRI and adjuster for water damage to the 800 Wing at La Sierra.

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

February 10 Director ?
March 10 Director ?

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

TIME AND PLACE OF NEXT MEETING:

1. ***2026 Advisory Board Retreat-**
Proposed: The 2026 Advisory Board Retreat is scheduled for Saturday February 7th, 2026, at 9:00 am, at the Garfield House, Jensen Botanical Garden, 8520 Fair Oaks Blvd, in person only.
2. ***Regular Meeting –**
Proposed: The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, February 19, 2026, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – Meeting was adjourned at 7:25 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