CARMICHAEL RECREATION AND PARK DISTRICT MINUTES:
ADVISORY BOARD OF DIRECTORS
October 15, 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.

OATH OF OFFICE – Newly appointed Advisory Board Member, Sue Boucher delivered the Oath of Office and was officially accepted onto the Board.

ROLL CALL:

Directors Present: Boucher, 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

Lily Stevens – Ms. Stevens is a resident of the Capra Park area, and boards a horse on the property. With the passing of the caretaker she is concerned about the future of the space. She feels that the neighborhood and herself would want to see the property continue to have a caretaker.

Brenda Griffinott – Also has a horse boarded on the Capra property and is hoping to see the concerns with next steps address prior to the next Board meeting.

CONSENT MATTERS:

1. **MINUTES**
   - **a.** September 17, 2026 – Regular Meeting
2. **FINANCIAL STATEMENT**
   - **a.** August 2026
3. **ACCOUNTS PAYABLE**
   - **a.** September 2026
4. **ACCOUNTS RECEIVABLE**
   - **a.** October 2026
5. **BOND OVERSIGHT COMMITTEE**
   - **a.** FY 2025-2026 Annual Report
6. **2026-2027 DISTRICT WORK PLAN**
   - **a.** Quarter 1 Update

Motion #1
M: Wall S: Boucher – The Advisory Board made a motion to approve the Consent items as presented.
Vote:
Ayes: Directors: Boucher, Ives, Leavitt, Mattos, Wall
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 Wall – Enjoyed attending the Asian-Pacific Islander Food Truck night, noting there were good crowds, and that it proved to be a good idea to move it from the earlier date when it was triple digit weather.

   Director Ives – Attended the Bond Oversight Committee meeting and appreciated that Cumming Group showed up with several upper management employees and presented themselves in a much more professional manner.

   Chair Mattos – Attended the Harvest Festival and observed a very strong turnout, as well as a significant amount of families with children.

   Director Leavitt – Expressed his condolences on the passing of long-term Capra Caretaker Jessie Cromwell.

   Director Boucher – Thanked Rosie Buck and the Carmichael Parks Foundation for an excellent *Dinner in the Park* event, and encouraged all people to come to the *Barktober* event.

2. ***STAFF REPORT (Yankee, Lemcke, Lofthus, and Perry)**
   Report on current District operations, projects, and events
   Proposed: Receive Reports

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

Graffiti/Vandalism:
- At DC- graffiti cleaned off the playground 2x's, broken glass at the playground 2x's. At Patriots- graffiti cleaned off the porta-jon 2x's. At Sutter- staff cleaned up some illegal dumping of vehicle tires and misc. household trash and, at Schweitzer, staff removed one structure of tree branches. Was likely a kids fort but, needed removing to ensure it wasn't a homeless hut and, cleaned graffiti from the north wall of the Villareal gym at LSCC.

Parks:
- Staff replaced both swing seats at Jan park
- Repaired drinking fountain and fence boards at Patriots
- Unclogged DF at O'Donnell
- Rebuilt Irrigation valve at BirdTrack, repaired 2 broken heads at Jensen
- Cleaned up the Jensen/Garfield property in preparation for DITP

Facilities:
- Staff set-up/removed electric boxes and lighting for DITP
- Installed new LSCC complex and sports field signage
- Unclogged floor drain for JSH ice machine, unclogged the sewer line on the old CP OD RR
- At LSCC-Replaced faulty lighting ballasts in rm 435 and FAC.
- Repaired light fixtures near room 330,635,and 200
- Replaced faulty 3-way light switch at the Garfield house.
- Installed new door kickplates on the new CP restroom doors
- Repaired broken door latch on 300 wing girls RR

- Repaired Bball safety strap in small gym
- Rebuilt toilet flush valve in gibbons RR

Inspections:
- All fire extinguisher and facility inspections are complete

Equipment:
- We received the new, small rotary mower for maintaining the new field at LSCC
- Woodchipper had the clutch replaced and engine serviced
- CP 328 mower had throttle valve replaced

Projects:
- LSCC field: CRPD is still waiting for final closeout of this project. Staff are also working with the contractor, architect and a product vendor rep to determine the cause of numerous irrigation waterbeds continuing to surface on the new sports field
- CP: A few minor items are yet to be finalized, and we hope to fully close this project out soon.
- Cardinal: While this project is technically a couple weeks behind schedule, it is progressing well. Trees are planted, playground surfacing complete, frontage concrete work taking place next week and parking lot asphalt the first week of November. Project completion is expected mid-November.
- Jan Park: Project is complete, and the ribbon-cutting is tomorrow morning. Official completion should take place in the next 30-45 days.
- O'Donnell: Retention was released for this project, and the NOC will be submitted to the County tomorrow. This project will officially be complete by next month's Board meeting.
- 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: 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.

Capra:
- The district's longtime caretaker of Capra recently passed away after a very short battle with cancer. CRPD will be working on the next steps for the 6.7 acres and what's best for the District and Community.

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

Community Events
- Food truck night wrapped up highlighting Asian Pacific Islander food.
  - Great partnership with the Carmichael chamber and look forward to bring it back next spring
- Founders Harvest Festival – Saturday, October 10th
  - Great turnout of roughly 2,000 people, mostly families with young children.
  - Thank you the Chamber of Commerce for their MVP sponsorship and helping recruit and organize the vendor area
  - Thank you to the Carmichael Parks Foundation for supporting the cost of the face-painter (our new art instructor Autumn) and the supplies. She was stationed at their booth providing free face painting for children.
  - Other partners include – Sac Fine Arts, Capaccino Cruisers, Kiwanis Club of Carmichael, Folsom Zoo, Library, Water District
    - Thank you also to Mission Oaks Recreation and Park District for sponsoring the Petting Zoo
    - Great community event that takes an entire team of community leaders to make it happen!
    - Special acknowledgement to Tori Weber

- Upcoming Events
  - **Barktober** – Saturday, October 17th from 10am to 1pm at Carmichael Park. This is a partnered event with the Carmichael Parks Foundation
  - **Jan Park Ribbon Cutting Ceremony –** Tomorrow, Friday, October 16th at 9am.

- **Wall of Honor –** Saturday, November 7th at 10am at Patriots Park.
  - Thank you Chair Mattos and Director Ives for speaking at this event, as well as Rosie Buck who will be the representative from the Wall of Honor Committee.
- **Tree Lighting**
  - It's never too early to make sure this is on your calendar! Thursday, December 3rd 4:30 – 7:30pm
  - Tree lights a little after 6pm
  - A special thank you to the Carmichael Improvement District for their snow sponsorship and our Herc Rentals for their lift and lights in-kind partnership for this event.

Youth Development & Classes:

- KHO – Currently averaging 42 participants each week
- Tiny Tots Preschool – Currently have 7 participants
- Kidz Love Soccer Class – 21 participants
- Karate Class has 7 participants

Sports:

- Youth volleyball season in high gear- M-Friday programming
- Now taking registration for middle school boys basketball
- Pee Wee and Elementary Basketball registration starts November 2nd

Facility Rentals: September 2026

Facility	Number of Rentals	Revenue
Clubhouse	12	$2,265
Picnic Shelter	3	$533
Veterans Hall	14	$2,679.50
Cypress Room	4	$2,387.50
John Smith Hall	5	$5,095
Johnson (Big) Gym	2	$456
Multi-Use Field	41	$3,528
Room 800	2	$196
Sierra Room	0	$0
Villareal (Small) Gym	22	$4,247
Garfield House	1	$1,645
Pickleball Courts	19	$380
Tennis Courts	13	$260
Totals	**138**	**$23,672**

Administrative Division

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

- Held an all-staff Open Enrollment meeting to discuss benefits, and the budget.
- Started the 2026 Audit, mostly focused on sending over reports and information. Will be gin in person review on 10/21/2026.
- Continued work on re-lining the Personnel Policy as well as general cleanup of files.
- Current budget is doing well and in line with expectations.

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, Security and Safety Meeting, and Inside Carmichael with the Chamber. GM Meeting with CARPD

2. Dinner in the Park
I want to thank the Carmichael Parks Foundation for a beautiful Dinner in the Park fundraising event that took place on September 19, 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 hard work.

3. La Sierra Community Center Assessment
Staff are continuing to pull information regarding the utilities, water and other various costs/expenditures for La Sierra Community Center to be evaluated.

4. Next Steps with Capra Park
Staff are working through next steps with Capra Park after the passing of Jessie Crowell, the long-time caretaker of the property. We are working with his family and the boarders of horses on the property.

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

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's Executive leadership to discuss the commitment letter from CG based on the remaining funds for their construction management fees/budget for the bond series projects. The District did receive the commitment letter from CG and was able to present it to the BOC on September 29.
   - Cumming Group presented the same presentation the AB saw last month to the BOC on September 29 and the BOC received their commitment letter. The BOC drafted their annual report which was presented to the AB tonight which included CG's commitment letter as well.
   - Jorge Rojas has also been removed from our project.

   2. Upcoming Ribbon Cutting for Jan Park tomorrow morning, Friday, October 16 at 9am

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, November 19, 2026, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

ADJOURNMENT – The meeting was adjourned by Chair Mattos at 6:45 PM

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

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