
BOARD OF DIRECTORS SPECIAL MEETING

Tuesday, September 15, 2026 – 4:00 P.M.

If you need accommodation to participate in this meeting, please call (530) 895-4711

Documents produced and distributed less than 72 hours prior to or during
an open session will be made available for public inspection at the meeting.

Notice of this Special Meeting was posted at least 24 hours prior to the meeting, pursuant to Government
Code §54956, on Monday, September 14, 2026

BOARD MEMBERS

Michael McGinnis, Chair
Christopher Norden, Vice Chair
Dave Donnan
Tom Lando
Jason Royce

DISTRICT STAFF

Annabel Grimm, General Manager
Scott Schumann, Assistant General Manager
Phil Aviles, Finance and Human Resources Director
Holli Drobny, Administrative Director
Erin Morrissey, Recreation Director

LEGAL COUNSEL

Jackson Glick, Sac Valley Law

AGENDA

1. CALL TO ORDER

1.1. Roll Call

2. PUBLIC COMMENTS

Members of the public may address the Board of Directors on the item listed on this Special Meeting agenda. Comments are limited to three minutes or as determined by the Chairman of the Board based on the number of speakers. Because this is a Special Meeting, the Board may discuss and act only on the item(s) listed on this agenda, pursuant to Government Code §54954.2.

3. REGULAR AGENDA

3.1. **AQUATIC MANAGER POSITION DISCUSSION** (Staff Report 26-55) – *Action Requested:*
Board discussion and direction on the Aquatic Manager position.

District staff will discuss the current classification and salary range for the Aquatic Manager position, and explore the option of engaging a recruiting firm to conduct the candidate search

4. ADJOURNMENT

Adjourn to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.

STAFF REPORT

DATE: September 15, 2026
TO: Board of Directors
FROM: Annabel Grimm, General Manager
SUBJECT: Aquatic Manager Position Discussion

BACKGROUND

The recruitment for the Aquatics Manager position, conducted ahead of the new Aquatic Center's opening, found that qualified candidates would not accept the District's current Manager-tier salary (\$82,742 – \$105,622).

Two candidates with the required level of experience declined to proceed based on the salary offered. Industry professionals and a follow-up compensation review confirmed the shortfall. The closest peer, La Mirada's Aquatics Center Manager, is compensated at \$109,446 – \$136,227; Ontario, Cosumnes CSD, and South San Francisco data support the same range, near the Director tier (\$106,122 – \$135,450).

Comparable Agency Data

Agency	Title	Facility Scope	Range
City of La Mirada	Aquatics Center Manager	Splash! La Mirada — competitive/instructional pools, water park, spa, food service	\$109,446 – \$136,227
City of Ontario	Sr. Recreation Supervisor	Citywide aquatics	\$102,419 – \$124,467
Cosumnes CSD (Elk Grove)	Recreation Supervisor – Aquatics	50m competition pool, instructional pool, lazy river/slides	\$78,312 – \$110,198
City of South San Francisco	Rec & Community Svcs Supervisor – Aquatics	Orange Memorial Park Aquatic Center (2 pools)	\$117,062 – \$142,272

DISCUSSION

This recruitment has been extremely challenging because the candidate pool is small, candidates are often already employed and hard to reach through standard channels. Staff have engaged three recruitment firms specializing in public agency searches; all three independently confirmed that the District's current salary would not be sufficient to attract qualified candidates for this role. Staff recommend authorization to engage a specialized firm if a future search is needed,

Recruiting at the current range risks a prolonged vacancy going into the Center's opening and a reliance on costlier temporary staffing in the meantime. An off-schedule Senior Aquatics Manager range closes this gap without changing any other Manager-tier classification; a relocation

allowance widens the pool to out-of-area candidates. Pre-authorizing a specialized recruitment firm allows Staff to move quickly if a future search is needed.

RECOMMENDATION

Staff recommends the Board approve an off-schedule Senior Manager, Aquatics, salary range of \$120,000 – \$135,000, a one-time relocation allowance for this hire, and authorization to engage recruitment services if a future search becomes necessary.

Union	Classification	Positions		Step A	Step B	Step C	Step D	Step E	Step F	Step G
Unrepresented	General Manager	General Manager		136,500 - 180,000						
Unrepresented	Director									
		Admin Director	Hourly	50.02	52.52	55.15	57.91	60.80	63.84	
		Parks Director	Monthly	8,670.27	9,103.79	9,558.97	10,036.92	10,538.77	11,065.71	
		Rec Director	Annually	104,043.26	109,245.43	114,707.70	120,443.08	126,465.24	132,788.50	
Unrepresented	Senior Manager									
		Senior Manager, Aquatics	Hourly	57.69	59.13	60.58	62.02	63.46	64.90	
			Monthly	10,000.00	10,250.00	10,500.00	10,750.00	11,000.00	11,250.00	
			Annually	120,000.00	123,000.00	126,000.00	129,000.00	132,000.00	135,000.00	
Unrepresented	Manager									
		Finance Manager	Hourly	39.00	40.96	43.00	45.15	47.41	49.78	
		HR Manager	Monthly	6,760.83	7,098.87	7,453.82	7,826.51	8,217.83	8,628.73	
		Project Manager	Annually	81,129.98	85,186.48	89,445.81	93,918.10	98,614.00	103,544.70	

Proposed



August 20, 2026

Erin Morrissey
Recreation Director
CARD
545 Vallombrosa Ave.
Chico, CA 95926

Via PDF/Email to njones@chicorec.gov and emorrissey@chicorec.gov

Dear Erin,

Thank you for considering Peckham & McKenney to recruit an Aquatics Manager for CARD. I understand the importance of finding the right person at this exciting time in CARD's evolution, someone who will launch and oversee CARD's new regional aquatics facility and related programs, and shape safe, inclusive, and sustainable aquatic services for the Chico community for years to come. Based on our familiarity with executive- and management-level municipal recruitment, thorough methodology, and track record of successful processes and placements, we believe Peckham & McKenney is an excellent resource for you.

As a boutique firm with over 20 years of experience specializing in recruitment for small- and medium-sized cities, counties, and special districts on the West Coast, Peckham & McKenney is known for achieving successful, long-term placements. Among *many* strong attributes, these are four key reasons counties and municipalities choose us:

- We limit the number of concurrent searches to focus on serving our clients.
- Using our extensive personal and corporate network and advanced research tools, we proactively and personally identify and pursue candidates throughout California and nationwide.
- We prioritize a respectful, thorough, responsive, communicative process, keep everyone informed, and make the recruitment a positive experience.
- Your recruiter is directly responsible for all aspects of the process and is your one point of contact.

The Peckham & McKenney team of retired municipal managers and directors knows what it's like to lead an organization, is passionate about the success of the public sector, and has a deep and unwavering dedication to finding the right candidates for each client. Specifically, I bring more than 25 years of public-sector leadership experience, including service as Deputy City Manager for the City of Santa Monica, as well as Acting Director and Assistant Director of the Housing and Human Services Department (previously Community and Cultural Services Department) which included the City's recreational facilities (fields, courts, and aquatics), parks, human services, cultural programming, and affordable housing endeavors.

We have filled a variety of executive and management positions using a strategic, thoughtful, and comprehensive methodology to executive recruitment, demonstrate a commitment to transparency and honesty, and hold a record of successful placements. We don't just fill positions – we help our clients build leadership teams. Our services include:

1. **Position needs assessment and recruitment strategy**

We begin by organizing the project and meeting with key stakeholders to confirm the timeline, process, expectations, and ideal candidate attributes. These discussions guide the candidate profile, recruitment strategy, advertising plan, and outreach list.

2. **Recruitment brochure or position profile**

We prepare tailored recruitment materials—including a candidate brochure, advertisements, and social media content—that highlight CARD's strengths, position priorities, and desired candidate qualifications.

3. **Targeted advertising and proactive outreach**

I create customized lists of potential passive candidates using personal networks, the firm's database, and research tools; conduct direct outreach; and speak with interested individuals, while advertising through municipal job boards, our website, newsletter, personal and the firm's social media, and relevant professional or diversity-focused organizations.

4. **Candidate receipt, screening, and evaluation**

We acknowledge applications, screen materials, request supplemental questionnaires, conduct preliminary research and phone interviews, and evaluate candidates against the approved profile.

5. **Written report on candidate pool and recommendations**

I provide a written process summary, materials for recommended candidates, draft interview questions, and a verbal overview of candidate qualifications for consideration.

6. **Interview coordination and strategy**

I coordinate candidate notifications and scheduling; facilitate the initial panel interview process; provide orientation, debriefs, interview tools, and recommendations; and support CARD's second interview process as needed. *We do not coordinate panel members or community forums.*

7. **Reference checks, background checks, credential verification, and public records review**

I conduct reference checks for the selected finalist and engage a third party for a comprehensive background check. The fee includes internet research on recommended candidates and a full background check for the finalist.

8. **Negotiations and offer preparation**

I support offer development and negotiation to help ensure a successful appointment.

9. **Post-placement guarantee**

Peckham & McKenney provides follow-up at six months and one year and may conduct a second search under the placement guarantee terms.

Peckham & McKenney charges a fixed, all-inclusive fee for recruitment services, administrative support, and travel expenses. The proposed cost for securing an Aquatics Manager for CARD is \$28,000.

Thank you for the opportunity to partner with you to find your new team member, someone aligned with CARD's mission and who can build something that lasts. I would be happy to discuss our approach.

Sincerely,



Executive Recruiter

danielle@peckhamandmckenney.com (805) 836 – 0036

Enclosure: Proposal: CARD Aquatics Manager