



City of Raymond

WASHINGTON

City Council Regular Meeting Agenda

Date: Monday March 2nd, 2026

Time: 5:00 PM

Location: Raymond City Hall - Council Chambers - 230 Second Street, Raymond, WA

Meeting Link: <https://us02web.zoom.us/j/5780540411?omn=84185595941>

Personal Meeting ID: 578 054 0411

If you would like to be added to our “Speakers List” your request must be received by 4:00 pm on March 2nd, 2026. Your request must include the following: meeting date, your first and last name, city of residence, agenda item(s) that you would like to provide comment on, and the telephone number you will be calling from. Please email this information to clerk@cityofraymond.com. For a list of public meeting guidelines please visit the following link [PUBLIC-COMMENT.pdf \(cityofraymond.com\)](#)

**Please note that the information you provide may be subject to disclosure pursuant to Washington State’s Public Record Act, chapter 42.56 RCW.*

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

- Councilor Worlton
- Councilor Hanson
- Councilor Doyle
- Councilor Jones
- Councilor Halpin
- Councilor Tully
- Councilor Maeda

4. **APPROVAL OF AGENDA**

5. **PUBLIC COMMENT**

- **Kristine Nevitt- Entrepreneurship, environmental literacy, digital literacy, and family led leadership**

Next Regular Scheduled Council Meeting

Monday, March 16th, 2026, at 5:00 PM

The City of Raymond provides access and services to all members of the public. Please notify City Hall at least 48 hours prior to an event if reasonable accommodations are needed.



City of Raymond

WASHINGTON

6. APPROVAL OF CONSENT AGENDA

All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed from the Consent Agenda and considered under "New Business."

A. Approval of Minutes

- Approval of February 17th, 2026, regular City Council meeting minutes.
- Approval of February 25th, 2026, special City Council meeting minutes.

B. Approval of Claims

- Approval of claims check numbers #76322-#76365 in the amount of \$56,353.32
- Approval of payroll check numbers #76366-76372 in the amount of \$301,830.62

7. NEW BUSINESS

- Resolution 2026-02
- 2026 Royal Height Transfer Station MOU
- Theater Positions

8. STAFF REPORTS

- Fire Chief Bill Didion
- Police Chief Pat Matlock
- Public Works Director Eric Weiberg
- Clerk-Treasurer Kayla MacIntosh
- Mayor Dee Roberts

9. COUNCIL REPORTS

10. ADJOURNMENT

Next Regular Scheduled Council Meeting

Monday, March 16th, 2026, at 5:00 PM

The City of Raymond provides access and services to all members of the public. Please notify City Hall at least 48 hours prior to an event if reasonable accommodations are needed.



City of Raymond

WASHINGTON

COUNCIL PROCEEDINGS

Tuesday, February 17th, 2026

CALL TO ORDER

The council meeting was called to order at 5:00 p.m. by Mayor Roberts.

ROLL CALL

Roll was taken and it was determined the meeting was quorate.

- ✓ Heidi Worlton
- ✓ Steven Jones
- ✓ Karen Tully
- ✓ Chris Halpin
- ✓ Kaley Hanson
- ✓ Jared Maeda

APPROVAL OF AGENDA

Prior to approval, Councilor Tully asked to amend item #7 on the agenda to address the *Legal Services Contract* item after discussing the *Purchase and Sales Agreement* item. Mayor Roberts advised that these could be discussed in any order. Councilor Halpin moved to approve the agenda as proposed. Councilor Worlton seconded. Motion passed with one absence.

PUBLIC COMMENT

Citizen Kristine Nevitt introduced herself as just participating in the meeting but had nothing to discuss.

APPROVAL OF THE CONSENT AGENDA

Prior to approval, Councilor Tully requested that the meeting minutes be corrected to reflect that she was in person for February 2nd's meeting and not on zoom. Councilor Jones moved to approve the consent agenda for tonight's meeting, which included approval of the amended meeting minutes of February 2nd, 2026, as well as accounts payable register, payroll register, and January 2026 EFT Register. Councilor Halpin seconded the motion. Motion passed with one absence.

NEW BUSINESS

Purchase and Sale Agreement

After much discussion, it was proposed that the council conduct a special meeting at a later date in order to revise the contract and get additional information from the various agencies. Councilor Halpin motioned holding a special meeting on Tuesday February 24th, 2026, at 5PM to re-address the contract. Councilor Worlton seconded the motion. Motion passed with one absence.

Legal Services Contract

Councilor Halpin motioned to approve the contract as proposed. Councilor Worlton seconded the motion. Motion passed with one absence.

2026 Water plan Update Contract

Councilor Worlton motioned to approve the contract as proposed. Councilor Halpin seconded the motion. Motion passed with one absence.

STAFF REPORTS

- Fire Chief Didion had nothing new to report
- Police Chief Pat Matlock advised the council that his department was working with a new partner called Destination Hope and Recovery to provide mental health and substance abuse resources to citizens in crisis.
- Public Work Director Eric Weiberg presented a bid from Rognlin's to repair the emergency sewer line break near the NW Carriage Museum. Councilor motioned to move forward and approve the bid under emergency action due to the nature of the incident.
- Mayor Roberts provided the council with an informational handout about AWC's annual conference and encouraged council members to attend. She also advised the council she would be out of the office February 28th -March 10th.

COUNCIL REPORTS

Councilor Jones asked if the city had a dog catcher. Mayor Roberts advised that the city is still looking at a facility to house animals.

ADJOURNMENT

With no further business to discuss and no objections, the meeting was adjourned by Mayor Roberts at 5:53PM.

ATTEST:

Kayla MacIntosh, Clerk-Treasurer

Dee Roberts, Mayor



City of Raymond

WASHINGTON

Special Meeting Proceedings Tuesday, February 24th, 2026

CALL TO ORDER

The council meeting was called to order at 5:00 p.m. by Mayor Roberts.

ROLL CALL

Roll was taken and it was determined the meeting was quorate.

- ✓ Heidi Worlton
- ✓ Steven Jones
- ✓ Karen Tully
- ✓ Chris Halpin
- ✓ Kaley Hanson

An introduction of all meeting participants was also conducted. Kelly Huo (council for the city) Paul Okner (council for WCDA) Mary May and Ginger Segal (Project managers for American Legion Project) all attended via zoom. Jennifer Robertson (council for the city) also joined via zoom and entered at 5:15PM. Rebecca Chaffee and Bill Dorn represented WCDA in person in the council chambers. WCDA board member Michelle Layman arrived shortly after the meeting began.

APPROVAL OF AGENDA

Councilor Jones moved to approve the agenda as proposed. Councilor Worlton seconded. Motion passed with two absences.

PUBLIC COMMENT

There was none.

NEW BUSINESS

Purchase and Sale Agreement

After questions were addressed and after much discussion, Councilor Worlton motioned to approve the Purchase and Sale Agreement. Councilor Halpin seconded the motion. Motion passed with two absences.

Financing

Councilor Halpin motioned to allow the city to continue pursuing financing for the City Hall portion of the American Legion Project, internally. Councilor Worlton seconded. Motion passed with two absences.

ADJOURNMENT

With no further business to discuss and no objections, the meeting was adjourned by Mayor Roberts at 5:25PM.

ATTEST:

Kayla MacIntosh, Clerk-Treasurer

Dee Roberts, Mayor

A/P Check Register

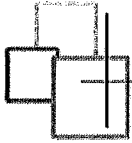
Fiscal : 2026

Period : 2026 - MARCH 2026, 2026 - FEBRUARY 2026

Council Date : 2026 - MARCH 2026 - 1ST COUNCIL , 2026 - FEBRUARY 2026 - HAND PAYS

Number	Vendor Name	Account Description	Amount	
76322	CULTURAL RECONNAISSANCE	RCO Pool Grant	\$6,000.00	
		RCO Pump Track Grant	\$6,530.00	
		Check Total:	\$12,530.00	PARKS REPORTS FOR POOL/PUMP TRACK GRANTS
76323	Roberts, Dee	Training/Travel	\$144.71	LEGISLATIVE TRAINING
76324	WEIBERG, ERIC	Training/Travel	\$546.00	PLANNING/BUILDING TRAINING
76325	U.S. Postal Service	Communications	\$3,000.00	W/S/G POSTAGE
76326	PACIFIC COUNTY AUDITOR - RECORDINGS	Abatement/Code Enforcement	\$21.00	CODE ENFORCEMENT LIEN
76327	911 SUPPLY	Office Supplies	\$531.52	POLICE SUPPLIES
76328	A-1 PERFORMANCE INC.	Professional Services-Janitorial	\$1,072.50	LIBRARY CLEANING
76329	Airgas USA, LLC	Operating Supplies	\$12.12	
		Professional Services	\$29.26	
		Check Total:	\$41.38	AMB SUPPLIES
76330	AIRGAS USA, LLC	Operating Supplies	\$12.28	AMB SUPPLIES
76331	AMAZON CAPITAL SERVICES	Concession Supplies	\$20.92	
		Office Supplies	\$11.39	
		Operating Supplies	\$5.69	
		Supplies	\$13.35	
		Check Total:	\$51.35	ALL CITY SUPPLIES
76332	BARNHART HOME CLEANING	Professional Services-Janitorial	\$1,380.00	LIBRARY CLEANING
76333	BORDEN, SHILOH	Personnel Benefits	\$19.34	AMB TRANSPORT MEAL
76334	Bud's Lumber Supply	Distribution Supplies	\$24.98	
		Operating Supplies	\$149.88	
		Check Total:	\$174.86	WATER SUPPLIES
76335	CINTAS FIRE 636525	Professional Services	\$1,844.56	ALL CITY FIRE EXTINGUISHER MAINTENANCE
76336	Coast Controls & Automation, Inc.	Operating Supplies	\$1,298.40	
				WTP SUPPLIES
76337	COMCAST	Communications	\$405.94	ALL CITY PHONES
76338	COMCAST	Communications	\$1,117.95	
		Pool Communications	\$126.21	
		Check Total:	\$1,244.16	ALL CITY INTERNET
76339	Culligan	Rentals & Leases	\$44.44	CITY HALL DRINKING WATER
76340	STIGALL, DEBBIE	Customer Deposits Refunded	\$41.47	W/S/G REFUND
76341	JOHNSON, MARY	Customer Deposits Refunded	\$66.30	W/S/G REFUND
76342	DECH, SHAKIRA-LEANNE	Sewer Service Charges	\$108.54	W/S/G REFUND
76343	Dept. of Enterprise Services	Professional Services	\$400.00	POLICE DUES
76344	Flannery Publications, Inc.	Communications	\$1,408.00	THEATER PUBLICATION
76345	G.H. EMS	Professional Services	\$440.00	AMB SUPPLIES
76346	Henry Schein, Inc.	Operating Supplies	\$4,054.41	AQMB MEDICAL SUPPLIES
76347	INOVALON PROVIDER, INC.	Professional Services	\$206.17	AMB MEDICAL BILLING
76348	ISPYFIRE, INC.	Professional Services	\$1,505.06	FIRE/AMB
76349	LOMELI, DANIELA	Pool Professional Services	\$2,200.00	POOL MANAGER
76350	MB ELECTRIC	Professional Services	\$716.38	SEWER MAINTENANCE
76351	PACIFIC COUNTY JAIL SERVICES	County Jail Services	\$9,202.50	POLICE INMATE SERVICES
76352	PB ELECTRONICS	Police Department - Equipment	\$452.00	POLICE SUPPLIES
76353	Pitney Bowes	Rentals & Leases	\$188.49	ALL CITY POSTAGE MACHINE
76354	Raymond City Treasurer	Customer Deposits Refunded	\$542.23	W/S/G DEPOSITS APPLIED
76355	Raymond City Water Clerk	Carriage Utilities	\$163.80	
		City Utility Billings	\$191.59	
		Commercial St. Restrooms / Commercial	\$250.00	
		Property Utilities		
		Community Center Utilities	\$169.00	
		Pool Utilities	\$0.00	

		Public Market Utilities	\$2.14	
		PUD Utilities	\$391.85	
		PUD Utilities	\$287.50	
		Seaport Utilities	\$163.80	
		Utilities	\$2,522.10	
		Utility Services	\$169.00	
		Check Total:	\$4,310.78	ALL CITY W/S/G
76356	Ricoh USA, Inc	Rentals & Leases	\$7.92	POLICE COPIES
76357	Ricoh USA, Inc	Rentals & Leases	\$35.66	AMB/FIRE COPIES
76358	Standard Insurance Co	Parks Personnel Benefits	\$23.55	
		Personnel Benefits	\$266.90	
		Streets Personnel Benefits	\$12.04	
		Volunteer Benefits	\$234.36	
		Water Treatment Personnel Benefits	\$31.31	
		Check Total:	\$568.16	ALL CITY INSURANCE
76359	SWARTZ, GENA	Professional Services	\$500.00	CH/POLICE JANITORIAL
76360	SYSTEMS DESIGN WEST LLC	Professional Services	\$2,602.30	FIRE/AMB BILLING
76361	Turner, Michael S.	Abatement/Code Enforcement	\$100.00	CODE ENFORCEMENT MODERATOR
76362	WA ST Auditor's Office	Professional Services	\$211.65	ALL CITY FINANCIAL AUDIT
76363	WA ST DEPT OF TRANSPORTATION	Fuel Consumed	\$2,035.20	POLICE/FIRE/AMB FUEL
76364	WA ST TREASURY	Building Permit - State Fee	\$13.00	BUILDING - STATE FEES FOR PERMITS
76365	Willapa Printing	Office Supplies	\$74.66	POLICE BUSINESS CARDS
	Grand Total		\$56,353.32	
	Total Accounts Payable for Checks #76322 Through #76365			



Register

Number	Name	Fiscal Period	Class	Amount
<u>76366</u>	City of Raymond	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$319.41
<u>76367</u>	IAFF MERP Trust Office c/o Benefit Programs Administration (BPA)	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$1,100.00
<u>76368</u>	OREGON DEPT. OF JUSTICE	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$339.00
<u>76369</u>	TEAMSTERS Local #252	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$507.00
<u>76370</u>	THORBECKES FITNESS	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$398.86
<u>76371</u>	Hunter A Irwin	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$613.05
<u>76372</u>	Aiden Young	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$1,349.03
<u>DEF COMP FEB 2ND PAYROLL 2026</u>	WA St Treasurer - Def Comp	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$5,305.91
<u>DRS FEB 2ND PAYROLL 2026</u>	Dept of Retirement Systems	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$44,186.93
<u>FEB 2ND PAYROLL 2026</u>	Payroll Vendor	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$135,342.35
<u>IRS TAXES FEB 2ND PAYROLL 2026</u>	Raymond City Treasurer- Taxes	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$53,614.98
<u>NATIONWIDE FEB 2ND PAYROLL 2026</u>	Nationwide Retirement Solutions	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$75.00
<u>NW ADMIN FEB 2ND PAYROLL 2026</u>	Northwest Administrators	2026 - FEBRUARY 2026 - 2ND COUNCIL		\$58,679.10
				\$301,830.62

CITY OF RAYMOND

RESOLUTION NO. 2026-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RAYMOND,
WASHINGTON, ESTABLISHING A HIRING BONUS PROGRAM FOR ENTRY-LEVEL
AND LATERAL PARAMEDICS**

WHEREAS,

The City of Raymond operates fire and emergency medical services essential to the health, safety, and welfare of the community; and

The City Council finds that recruitment and retention of qualified paramedics has become increasingly competitive statewide and regionally; and

The City desires to establish a structured hiring bonus program to attract qualified Entry-Level and Lateral Paramedics; and

The City Council finds that establishing clear payment and repayment terms protects the City's financial interests while supporting workforce stability;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RAYMOND,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. Establishment of Hiring Bonus Program

The City hereby establishes a Paramedic Hiring Bonus Program for Entry-Level and Lateral Paramedics employed by the City of Raymond.

Section 2. Eligibility and Bonus Amounts

A. Entry-Level Paramedic

Employees hired as Entry-Level Paramedics shall be eligible for a hiring bonus of up to Seven Thousand Five Hundred Dollars (\$7,500.00).

B. Lateral Paramedic

Employees hired as Lateral Paramedics shall be eligible for a hiring bonus of up to Fifteen Thousand Dollars (\$15,000.00).

Classification as Entry-Level or Lateral shall be determined by the City at the time of hire based upon qualifications and prior experience.

Participation in the program is voluntary and is not a condition of employment.

Section 3. Payment Schedule

The hiring bonus shall be paid in four (4) installments as follows:

Entry-Level Paramedic – \$7,500.00 Total

1. \$1,875.00 on the first regular paycheck following date of hire
2. \$1,875.00 following successful completion of six (6) months of continuous employment
3. \$1,875.00 following successful completion of twelve (12) months of continuous employment
4. \$1,875.00 following successful completion of eighteen (18) months of continuous employment

Lateral Paramedic – \$15,000.00 Total

1. \$3,750.00 on the first regular paycheck following date of hire
2. \$3,750.00 following successful completion of six (6) months of continuous employment
3. \$3,750.00 following successful completion of twelve (12) months of continuous employment
4. \$3,750.00 following successful completion of eighteen (18) months of continuous employment

For purposes of this Resolution, “successful completion” means the employee remains employed in good standing and has not been terminated for cause.

Section 4. Service Commitment and Repayment

Receipt of the hiring bonus is conditioned upon completion of three (3) full years of continuous employment from the employee’s date of hire.

If an employee voluntarily resigns or is terminated for cause prior to completing three (3) full years of employment, the employee shall repay the bonus according to the following schedule:

Length of Service at Separation	Repayment Obligation
Less than 1 year	100% of total bonus received
At least 1 year but less than 2 years	67% of total bonus received
At least 2 years but less than 3 years	33% of total bonus received
3 years or more	No repayment required

Repayment shall be due within ninety (90) days of separation unless otherwise approved by the City in writing. The City may deduct any legally recoverable amount from final wages to the extent permitted by law.

Section 5. Discretionary Waiver

If separation occurs due to circumstances beyond the employee's reasonable control, including but not limited to serious illness or injury, the City may waive all or part of the repayment obligation. Any waiver must be approved in writing by the Fire Chief, Clerk/Treasurer, and Mayor.

Section 6. Tax Treatment

All bonus payments shall be subject to applicable federal and state tax withholdings and shall be reported as taxable income in accordance with law.

Section 7. Administration

The Mayor or designee is authorized to implement this Resolution and to require employees receiving a hiring bonus to sign an individual repayment agreement consistent with this Resolution.

Section 8. Severability

If any provision of this Resolution is found invalid, such invalidity shall not affect the remaining provisions.

Section 9. Effective Date

This Resolution shall take effect immediately upon adoption.

PASSED by the City Council of the City of Raymond, signed by the Mayor and attested by the City Clerk in authentication of such passage on this 2nd day of March, 2026.

Dee Roberts, Mayor

ATTEST:

Kayla McIntosh
City Clerk/Treasurer

CITY OF RAYMOND

Individual Paramedic Hiring Bonus Repayment Agreement

This Individual Hiring Bonus Repayment Agreement ("Agreement") is executed pursuant to City of Raymond Resolution establishing the Paramedic Hiring Bonus Program. Employee acknowledges that receipt of the hiring bonus is voluntary and conditioned upon completion of three (3) full years of continuous employment with the City.

Classification (Select One):

Entry-Level Paramedic – \$7,500.00 Total Bonus

Lateral Paramedic – \$15,000 Total Bonus

Payment Schedule

Entry-Level: \$1,875 at hire; \$1,875 at 6 months; \$1,875 at 12 months; \$1,875 at 18 months.

Lateral: \$3,750 at hire; \$3,750 at 6 months; \$3,750 at 12 months; \$3,750 at 18 months.

Repayment Obligation

If Employee voluntarily resigns or is terminated for cause prior to three (3) full years of service:

- Less than 1 year: 100% of total bonus received
- At least 1 year but less than 2 years: 67% of total bonus received
- At least 2 years but less than 3 years: 33% of total bonus received
- 3 years or more: No repayment required

Payroll Deduction Authorization (Washington Law)

Pursuant to RCW 49.48.200–49.48.210 and RCW 49.52.060, Employee expressly authorizes the City to deduct any legally recoverable repayment amount from final wages, accrued leave cash-out, or other compensation due at separation, to the extent permitted by law. Any remaining balance shall be repaid within ninety (90) days.

Tax Treatment

Bonus payments are supplemental wages subject to federal and state withholding and will be reported as taxable income. Repayment does not automatically entitle Employee to tax reimbursement.

Employee Name: _____ **Date of Hire:** _____

Total Bonus Amount: _____

Employee Signature: _____ **Date:** _____

Fire Chief Signature: _____ **Date:** _____



Pacific County
DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING • ENVIRONMENTAL HEALTH • PLANNING

Date: February 20, 2026

To: Larry Bale, Royal Heights Transfer Station
Mayor Dee Williams, City of Raymond
Mayor Bethany Barnard, City of South Bend

From: Shawn Humphreys, Director

Subject: Memorandum of Understanding – Adjusted Rate to the Transfer Station Agreement

The Transfer Station Agreement with Royal Heights stipulates that the parties associated with the agreement are required to sign a Memorandum of Understanding (MOU) prior to July 15th of each year regarding the adjusted rate changes. These rate changes are based on the changes in the CPI for the year prior as dictated by the agreement. I would like to be able to present a signed copy of this MOU to the Board at their meeting on April 14, 2026, if possible. The rate changes will take effect on August 1st, 2026.

Please sign and return both copies of the attached MOU.

Please call me at 360.875.9356 if you have any questions regarding this matter.

Thank you

MEMORANDUM OF UNDERSTANDING

Amendment #17

Between

Pacific County,

City of Raymond, City of South Bend,
and Royal Heights Transfer Station

This Memorandum of Understanding amends the August 1, 2025 – July 31, 2026 adjusted rate per the Transfer Station and Disposal Agreement between Pacific County, the Cities of South Bend, and Raymond, and Royal Heights Transfer Station dated January 1, 2010.

Annual Dec 2024-Dec 2025 CPI Change = 2.34%

	Current	CPI	New
Transportation	\$58.87	85%	\$60.25
Oregon CAT	\$0.18	Actual	\$0.18
Disposal/DEQ Fee	\$28.95	85%	\$29.63
Royal Heights TS	\$43.89	85%	\$44.92
Admin Royal Heights TS	\$0.10	frozen	\$0.10
Pacific County Fees:			
Solid Waste Mgmt	\$5.69	85%	\$5.82
Post-Closure	\$6.93	85%	\$7.09
Moderate Risk Waste	\$2.30	frozen	\$2.30
Fuel Surcharge	\$7.63	Avg Price	\$7.58
Tech. Fee (New fee charged by Wasco County Landfill)	\$0.00	Actual	\$0.08
Contract Rate	\$154.54		\$158.67

The adjusted rate for the Special Handling Fee for self-haulers continues to be:

	Current	CPI	New
Special Handling Fee	<u>\$23.75</u>	frozen	<u>\$23.75</u>
	\$178.29		\$182.42

This agreement shall become effective the 1st of August, 2026. All other terms, agreements and conditions of the original agreement remain in effect.

Signature block on next page.

Entered into and agreed upon by the following signatories to this Memorandum of Agreement on this _____ day of _____, 2026

THE CITY OF RAYMOND, WASHINGTON

BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Dee Roberts, Mayor

Jerry Doyle, Chair

THE CITY OF SOUTH BEND, WASHINGTON

Bethany Barnard, Mayor

ROYAL HEIGHTS TRANSFER STATION, INC.

Laurence G. Bale, President

ATTEST:

Amanda Bennett, Clerk of the Board

MEMORANDUM OF UNDERSTANDING

Amendment #17

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THE CITY OF RAYMOND, WASHINGTON

BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Dee Roberts, Mayor

Jerry Doyle, Chair

THE CITY OF SOUTH BEND, WASHINGTON

Bethany Barnard, Mayor

ROYAL HEIGHTS TRANSFER STATION, INC.

Laurence G. Bale, President

ATTEST:

Amanda Bennett, Clerk of the Board

Theater Manager

Position Type: Commission + Monthly Stipend (\$500/month)

Reports To: Clerk-Treasurer

Position Summary

The Theater Manager provides strategic oversight and operational leadership for the Raymond Theatre. This position ensures the theater operates as a sustainable, revenue-generating, community-focused venue, while supervising and supporting the Events Coordinator. The Theater Manager oversees financial performance, booking approvals, contract management, and long-term event strategy.

Essential Duties and Responsibilities

- Develop annual programming goals and booking strategy.
- Approve performance and rental contracts.
- Oversee event revenue, expenditures, and financial reporting.
- Supervise and support the Events Coordinator in booking and event execution.
- Build partnerships with local, regional, and touring artists or promoters.
- Ensure compliance with City policies, safety regulations, and risk management requirements.
- Maintain documentation and reporting for City oversight.

Booking & Commission Responsibilities

- May book events, either independently or collaboratively with the Events Coordinator.
- Eligible for commission on Net Event Revenue (12% of net revenue allocated to commission pool).
- Commission split for solo bookings: 70% Theater Manager / 30% Events Coordinator.
- Commission split for collaborative bookings: 50% / 50%.
- Commission paid monthly after event settlement.

Desired Qualifications

- Experience in theater management, arts administration, or venue operations.
- Strong financial and contract oversight experience.
- Leadership and strategic planning ability.
- Knowledge of ticketing systems and event marketing.
- Experience working with municipal or public-sector environments preferred.
- Ability to work evenings and weekends as required.

Events Coordinator

Position Type: Commission + Monthly Stipend (\$300/month)

Reports To: Theater Manager

Position Summary

The Events Coordinator is responsible for booking performances and coordinating the execution of events at the Raymond Theatre. This position ensures events run smoothly while generating revenue for the theater and supporting the Theater Manager in operational and strategic tasks.

Essential Duties and Responsibilities

- Identify and secure performances, tours, rentals, and community events.
- Negotiate booking terms and maintain communication with artists, promoters, and renters.
- Coordinate event logistics including scheduling, technical needs, setup, and breakdown.
- Serve as on-site event lead for all performances and rentals.
- Maintain the master event calendar, contracts, insurance, and documentation.
- Support marketing and ticketing efforts.
- Ensure compliance with City policies, safety regulations, and building requirements.

Booking & Commission Responsibilities

- Actively book shows independently or collaboratively with the Theater Manager.
- Eligible for commission on Net Event Revenue (12% of net revenue allocated to commission pool).
- Commission split for solo bookings: 70% Events Coordinator / 30% Theater Manager.
- Commission split for collaborative bookings: 50% / 50%.
- Commission paid monthly after event settlement.

Desired Qualifications

- Experience in event booking, entertainment, or live performance coordination.
- Strong negotiation and relationship-building skills.
- Excellent organizational and multitasking abilities.
- Customer-service oriented and solution-driven.
- Ability to work evenings and weekends as required.

Raymond Theatre – Compensation Overview

Position	Monthly Stipend	Commission Split – Solo Booking	Commission Split – Collaborative Booking
Theater Manager	\$500	70% (Originator) / 30% (Support)	50% / 50%
Events Coordinator	\$300	70% (Originator) / 30% (Support)	50% / 50%

Notes & Guidelines

1. Net Event Revenue = Gross Ticket Sales + Sponsorship + Rental Fees – Direct Event Expenses
2. Commission paid after final settlement of event revenue.
3. No commission paid on events operating at a loss.
4. Documentation of booking credit required for commission allocation.
5. City reserves the right to designate strategic events as non-commissionable.