

EXPANSION OF EQUIPMENT RENTAL & REVOLVING FUND

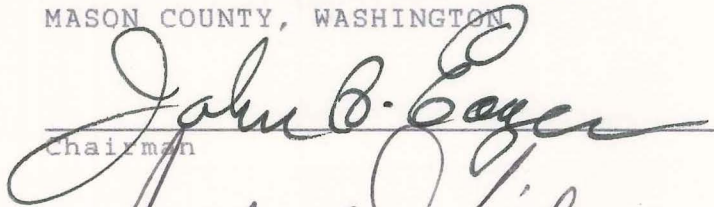
WHEREAS, it is desired to expand the operation of the Equipment Rental and Revolving Fund to include Telephone Equipment and Operations; and,

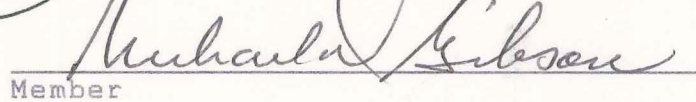
WHEREAS, it is desired to incorporate such expansion effective May 12, 1987.

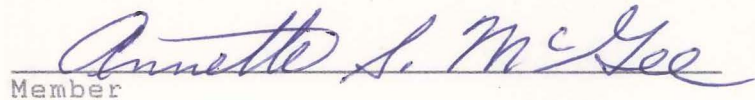
NOW, THEREFORE, BE IT HEREBY RESOLVED that the operation of the Equipment Rental and Revolving Fund be expanded to include Telephone Equipment and Operations effective May 12, 1987. The County Engineer shall continue as Fund Administrator pursuant to RCW 36.33A.030. The Fund is hereby authorized to complete the purchase of the NEAX 2400 System. All telephone equipment purchased under contract with U.S. West Information Systems by contract dated January 27, 1987, is transferred to the E. R. & R. Fund. The inclusion of any other equipment, other than for telephone operations, as expressed herein, is authorized only after such inclusion is approved by motion of the Board of County Commissioners.

ADOPTED this 12th day of May, 1987.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


Chairman


Member


Member

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MASON COUNTY
DEPARTMENT OF PUBLIC WORKS
EQUIPMENT RENTAL & REVOLVING FUND
PBX TELEPHONE OPERATIONS
STANDARD OPERATING PROCEDURE

The Equipment Rental & Revolving Fund (Fund) shall be operated under provisions of RCW 36.33A and the I.G.S. Accounting Manual. All departments whose budgets are approved by the Board of County Commissioners shall utilize the Fund. The Fund shall be managed by the Administrative Engineer (Director), who will report through the County Engineer to the Board in matters pertaining to the Fund.

The Fund Telephone Operations is to include all County Departments for economy and standardization. All telephone and equipment purchasing and service ordering shall be by the Fund. Because some departments may have need of special equipment, the department head or designee will be given the opportunity to participate in writing specifications. The Board shall approve all specifications prior to purchasing.

The replacement of the telephones and/or PBX Telephone System (System) is the responsibility of the Fund. The amortization of the equipment will be based on a ten (10) year cycle. Addition of telephones and/or equipment to the System shall be paid for by the department requesting the addition. All additions and replacements shall be approved by motion of the Board. All such additions and replacements become property of the Fund.

An Annual Rate will be established for each department which shall reflect each department's share of the System cost. This cost will include, but not be limited to, amortization of the equipment, cost of trunk lines, foreign exchange lines, WATS and SCAN basic charges, and maintenance and operation costs. One-twelfth of the Annual Rate will be paid each month. A variable monthly charge will be paid by each department based on the usage of telephones within the department. This charge will include, but not be limited to: Long Distance charges; SCAN call charges; and, WATS call charges.

The charges may include other costs as authorized by motion of the Board.

Monthly reports will be presented to each department and show the charges incurred by each telephone within their department. This report will be in a summary format and not in any detail.

If a detailed report is desired, a written request must be made by the department head and received by the Director prior to the 25th day of the month preceding the month in which the detailed record is to be made. This request is valid for one month only. No request can be honored after the date mentioned above. Detailed reports will be hand delivered to the requesting department head by the Director.

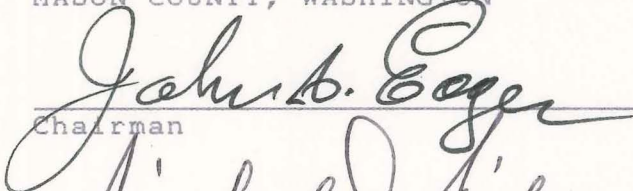
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Payment for the services shall be made to the Equipment Rental and Revolving Fund by the month following date of service.

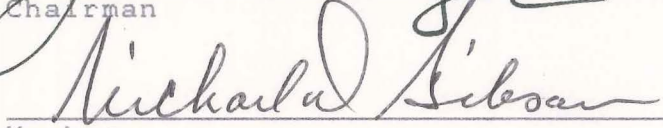
Disciplinary action because of misuse of the telephone system will be the responsibility of the individual department head. Each department is responsible for the security of the telephones within their department. The costs incurred due to theft or abuse must be borne by the department. Normal maintenance shall be the burden of the Fund.

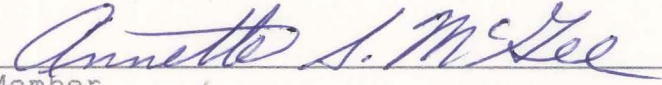
All telephones and equipment attached to the System are the property of the Fund. Specifically excluded from Fund ownership are modems purchased by the departments that are used to interconnect Personal Computers with the System.

DATED this 12th day of May, 1987.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


Chairman


Member


Member