

CACHE MOSQUITO ABATEMENT DISTRICT SURPLUS PROPERTY SALES POLICIES

Purpose:

This policy states the procedures to be followed for the disposal of unused or surplus property. District-owned personal property shall not be destroyed, sold, transferred, traded-in, traded, discarded, donated or otherwise disposed of without first receiving authorization from the Board of Trustees.

Definition of Surplus Property:

Any personal property owned by CMAD that the Board determines they are no longer using or that technology has rendered obsolete is considered surplus property. Surplus property includes any item regardless of whether or not it has a CMAD inventory number as long as the item(s) are useable or can be made useable with a reasonable amount of effort or expense and/or has a residual value or should be properly recycled.

Options for Proper Handling of Surplus Property:

There are two options for handling surplus property: (1) If the item is being upgraded and can be traded in towards a new item (i.e. vehicles, copiers, etc.), the CMAD Board will carry out an official bid process listing the item as a trade in and allowing competitive bids to be received. (2) Items may be listed and made available to the general public through advertisement in a newspaper or community newsletters, or posting on the CMAD website, a commercial or public website, sealed bid, or other avenue. Items determined to have no substantial resale value will be processed through recycling or destroyed.

Valuation of Surplus items:

All vehicles will be valued using the NADA Official Used Car Guide. An average of the clean trade-in and clean retail is used for setting the minimum bid. All other items will be inspected and evaluated when they are declared surplus by the CMAD Board. Pricing will be done using past sales and current market conditions. Other items that are unique require more effort and communication to determine adequate pricing.

The CMAD Board should estimate the residual value on the disposal record using the best knowledge available to them at the time.

Disposal Record:

A disposal record will be kept for all surplus property offered for sale or deemed to have no resale value and destroyed (Attachment 1).

Who May Purchase Items Declared Surplus:

Items are available to general public with two exceptions: (1) employees of CMAD and (2) members of the CMAD Board of Trustees. Individuals who are included in the two exceptions can only purchase said items if after the public sale has ended the items are still available.

Attachment 1

DISPOSAL RECORD

Item Description (model, year, make, etc.):

Identification (VIN, serial number, property tag):

Date Acquired:

Acquisition Cost:

Current Condition of Item:

Reason for Surplus Declaration:

Estimated Current Value (please list source, if used):

Method of Disposal:

Advertisement: ___ newspaper ___ newsletters

Website: ___ CMAD ___ classifieds

Bid: ___

Recycled ___ Destroyed ___

Reserve price? Yes \$_____ No

Date of Sale or Disposal:

CMAD Financial Officer

Adopted by unanimous vote of the Board of Trustees this 23rd day of June, 2011.

/s/ Darwin Pitcher
Chairman

Attested to by: /s/ Terrie L. Wierenga
Clerk