Resolution No. 2022-23-03: 1 - PUBLIC CONTRACTING RULES (December 2022)

**A. Disposal of Surplus Property.**

1) "Surplus Property" is defined as any personal property of the District that has been determined by the District Manager or designee as being of no use or value to the District.

2) Surplus property shall be disposed of as follows:

   a) For surplus property with an estimated resale value of less than $1,000, the District Manager or designee may dispose of the property in the way deemed most advantageous to the District or the community at large.

   b) For surplus property with an estimated resale value of $1,000 or more, the District Manager shall submit a request to the Board of Trustees for a declaration that certain property is of no further use or value to the District.

      If the Board of Trustees declares such property "surplus" it shall authorize the District Manager to dispose of the property in one of the following ways:

      (1) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for the property.

      (2) Advertised Sale. Surplus property may be sold by classified ad in any appropriate publication, or by any electronic means likely to obtain a fair and reasonable price for the property, such as Craigslist, eBay, or other on-line sites for the sale of used property.

      (3) Donation or Cooperative Agreement. Surplus property may be donated, sold, or disposed of by agreement to any nonprofit organization, any other local government, or any state or federal program created to dispose of surplus property.

      (4) Disposal. Surplus property determined to be of insufficient value or otherwise impractical to auction or donate may be disposed of in any appropriate manner.

   c) The Board of Trustees may require the District Manager to obtain an appraisal of the property prior to disposition.