



BLCSD Surplus Asset Disposal Policy

PURPOSE

The Big Lagoon Community Services District (the District) shall establish an administrative policy for the disposition of surplus personal property, equipment, and materials. This policy does not apply to real property and exists to ensure the receipt of all revenues from the disposal of surplus personal property, equipment, and materials.

POLICY

The Chair (or his/her designee) shall develop a "Surplus Supplies and Equipment List" ("personal property" or "property") which is surplus. Prior to disposition, the Board shall be provided with, and approve the "List."

DEFINITIONS

- SURPLUS SUPPLIES AND EQUIPMENT LIST - List of property which has been determined "surplus" by the Chair.
- SURPLUS – Non "real property" has little or no remaining useful life for the District.

MEANS OF PROPERTY DISPOSAL AND ACCOUNTING

The property may be disposed of as follows:

The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the District. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

1. Sale on the open market. The Chair shall cause to be published at least three days before the sale, in a newspaper circulated throughout the District, and/or by posting on any District website, a notice of sale setting forth a general description of the personal property to be sold, and the day, time and location of the sale. The terms of all such sales shall be check or money order in the amount of the full purchase price. The District also may conduct a public auction in this manner. The fees for this sale shall be deducted from the proceeds of the sale..
2. Donation. The Chair may, when in his/her judgment the sale or auction of surplus personal property is infeasible or will result in minimal return to the District, cause such surplus personal property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c) (3) located within Humboldt or Del Norte County or serving the District.
3. Selling for Scrap. Surplus property may be sold as scrap if the Chair deems that the value of its parts exceeds the value of the surplus property as a whole.
5. No Value Item. Where the Chair determines that property is surplus and of minimal or no value to the District or the cost of disposal of such property would exceed the recovery value, the Chair shall dispose of the same in such a manner he or she deems appropriate and in the best interest of the District.

Accounting for the disposition of personal property, equipment, and materials:

When so authorized to sell, donate, recycle, and scrap District property, the person directed to undertake such activity shall:

1. Remit the entire proceeds from any such activity to the BLCSD Treasurer.
2. Complete receipt documentation form for the disposal of surplus personal property, equipment and materials and submit with proceeds, if any, to the BLCSD Treasurer.

The Chair & or Treasurer shall:

1. Make adjustments to the Surplus Supplies and Equipment List
2. Deposit all proceeds from the disposition of surplus personal property, equipment and materials into the General Fund.
3. Authorize the delivery of the surplus property.