



TAMALPAIS COMMUNITY SERVICES DISTRICT

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RESOLUTION NO. 2022-34

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING A SURPLUS PERSONAL POLICY

WHEREAS, the Tamalpais Community Services District (TCSD) wants to adopt Surplus Personal Property Policy (Policy); and

WHEREAS, the purpose of the Policy is to provide staff direction on the disposal of personal property owned by TCSD; and

WHEREAS, "Surplus Personal Property" means any personal property or equipment owned by the TCSD which the General Manager determines is no longer needed or used for District purposes or which has become obsolete, worn out or past its useful life and does not include real property, surplus land, or vehicles owned by the District; and

WHEREAS, it is a best practice for public agencies to have such a Policy.

THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District adopts the Surplus Personal Property Policy, attached as Exhibit A, and incorporated herein by reference and the General Manager is authorized to do everything necessary and appropriate to implement the Policy.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14th day of December 2022 by the following vote:

AYES: *STEVE LEJWE, JEFF BROWN, MATT McMAHON, JIM JACOBS, STEFFEN BARTSCHAT*

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District

SURPLUS PERSONAL PROPERTY POLICY

PURPOSE

The purpose of the Surplus Personal Property Policy (Policy) is to provide Tamalpais Community Services District (District/TCSD) staff direction on the disposal of personal property owned by the District as defined below.

I. DEFINITION OF SURPLUS PERSONAL PROPERTY

For purposes of this section, "Property" shall mean any personal property or equipment owned by the TCSD which the General Manager determines is no longer needed or used for District purposes or which has become obsolete, worn out or past its useful life ("Surplus"). "General Manager" shall mean the General Manager or his/her designee. "Surplus Personal Property" does not include real property or surplus land. Sale or other disposal of real property or surplus land owned by the District which may be declared surplus must comply with the procedures set forth in Government Code Sections 54220 et seq. All vehicles, regardless of value, must be declared surplus by the Board.

II. DEFINITION OF MARKET VALUE

"Market value" is the value estimated by the General Manager at which the Property would sell if offered at auction, other open competitive bid sale, thrift store value, used sale price on a website, or other method deemed appropriate by the General Manager.

III. GENERAL MANAGER'S AUTHORITY

The General Manager may dispose of Property per the applicable policies below, without Board approval, if the General Manager makes the following two findings: (1) the Property, in the General Manager's discretion, is found to be obsolete, non-functional, or no longer necessary for District purposes declaring the Property as surplus, and (2) the Property, in the General Manager's reasonable discretion, has a Market value of \$2,000 or less.

If these two findings are met, the General Manager may dispose of the Property \$2,000 or less pursuant to this Policy.

IV. DISPOSITION OF PROPERTY \$2,000 or less

A. Property Valued At Less Than a \$1,000

The General Manager may dispose of Property, without Board approval, by using any other reasonable method, which in the discretion of the General Manager is the most efficient method of disposition and/or provides a reasonable value to the District. Members of the Board and the General Manager are prohibited from acquiring any Property valued at more than \$100, unless otherwise authorized by the Board.

B. Property Valued Between \$1,000- \$2,000

The General Manager may dispose of the Property, without Board approval, but must do so by employee bid or sealed bid in accordance with the procedures/policies stated below, or by using any other reasonable method as described in this Policy, which in the discretion of the General Manager is the most efficient method of disposition and provides the best value to the District.

C. Property Valued Above \$2,000

The General Manager may dispose of the Property, subject to the Board declaring the Property Surplus, but must do so by employee bid, sealed bid, or auction house in accordance with this Policy, or by using any other reasonable method as described in this Policy, which in the discretion of the General Manager is the most efficient method of disposition and provides the best value to the District.

V. PROCEDURES FOR DISPOSAL OF PERSONAL PROPERTY

A. Computer Equipment; Sensitive Data

Prior to disposal or liquidation of surplus computer equipment, regardless of the estimated value thereof, the General Manager must ensure that data residing on such equipment shall be securely erased by the District's approved IT Specialist

B. Employee Bids

The General Manager may allow District employees to bid on certain items of property, as the General Manager shall determine. Using forms provided by the District, an employee may submit a written bid for each item in which the employee is interested. The General Manager shall establish the procedures/policies for the employee bid process. Members of the Board and the General Manager are prohibited from bidding on surplus property, unless otherwise authorized by the Board.

C. Sealed Bid or Public Auction.

In cases where a sealed bid or public auction is required or selected for the sale of surplus property, reasonable notice to prospective bidders of such sale by sealed bid or public auction shall be given, as determined by the General Manager or his/her designee, taking into account the circumstances and the item(s) to be sold. The General Manager shall also establish the procedures/policies for sealed bid.

D. Vehicles

Vehicles that have been declared surplus by the Board under this policy may be disposed of by the General Manager through the use of a reputable and experienced professional auctioning service. If this arrangement for disposition is selected by the General Manager, the assets shall be picked up from the District by the auctioning service for sale at a public auction location. For certain vehicles, the General Manager may find it more cost efficient and effective to trade-in, sell the vehicle directly to other public entity or person/entities out-of-state, or scrap the vehicle.

E. Donation to Public, Non-Profit Entity, or Other

If in the General Manager's discretion, the foregoing methods of disposal are not feasible, unacceptable to the public, or are not in the public's best interest, then the Property may be donated to a charitable organization, to another public or non-profit agency or local school, or disposed of as waste or other in compliance with applicable regulations.

F. Recycled or Scrap

Periodically surplus metal that has no further operational value to the District, but which may be recycled or sold for scrap may be disposed of as determined by the General Manager.

G. Record of Disposition of Property.

The General Manager shall document the value, method of valuation, and the disposal of the surplus personal property.