

**RESOLUTION NO. 02-2023
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE RIVER PINES PUBLIC UTILITY DISTRICT
ADOPTING SURPLUS PERSONAL PROPERTY POLICY**

WHEREAS, the River Pines Public Utility District (the "District") desires to establish a surplus property policy.

NOW, THEREFORE, the Board of Directors of the District (the "Board") hereby approves the following surplus property policy:

Determination of Surplus Property

The term "surplus property" shall mean any property other than real property that is no longer needed or usable by the District. The General Manager shall annually review the District's equipment and inventory and complete a surplus property form for each item deemed surplus. The General Manager shall present a list of surplus property to the Board for its review and approval prior to disposition of the property.

Methods of Disposition

The General Manager is responsible for the disposition of District surplus property. Once the Board has approved the list of surplus property, the General Manager shall determine which of the following methods of disposition to use; the priority for disposition shall be in the order listed below:

1. Trade In – Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property. All trade-in offers will be submitted for the review and approval of the General Manager.
2. Return to Manufacturer – Surplus property may, when possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.
3. Sale – The District may offer surplus property for sale. All surplus property is for sale "as-is" and "where-is" with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility, or usability of the property offered for sale.
Appropriate methods of sale are as follows:
 - a. Public Auction – Surplus property may be sold at public auction. The District may contract with a professional auctioneer.
 - b. Sealed Bids – Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsive bidder.
 - c. Negotiated Sale – Surplus property may be sold directly to a purchaser if it is determined that only one known buyer is available or interested in acquiring the property.
 - d. Selling for Scrap – Surplus property with a minimal fair market value may be sold as scrap.

4. Donation or Disposal – If the District is unable to sell surplus property after using the methods provided in sections 1 through 3, above, or if the cost of locating a buyer exceeds the estimated sale price of surplus property, the property may be donated to a charitable organization, recycled, destroyed, or disposed of as junk.

Proceeds

All sales of surplus property shall be paid to the District by certified check, money order, or in a manner agreeable to the General Manager. The General Manager shall be authorized to sign bills of sale and any other documents evidencing the transfer of title to such surplus property by and on behalf of the District.

District Employees and Officers

District employees, directors and officers are prohibited from purchasing surplus property offered for sale by the District.

PASSED AND ADOPTED this 16th day of August 2023, by the following vote of the Board of Directors of the River Pines Public Utility District:

AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer

NOES: none

ABSTAINED: none

ABSENT: none

By: Rocky Raymond
Rocky Raymond, Board President

ATTEST:

Gisele Wurzbarger
Gisele Wurzbarger, Board Secretary