

### **Agenda Item 3:**

#### Annual Report on Disposal of Surplus Personal Property

#### **Purpose:**

To update the Board of Directors on OWASA's disposal of surplus personal property. This report is provided for information only and no action is necessary.

#### **Background:**

OWASA's Purchasing and Contracting Policy authorizes the Executive Director to declare as surplus and to sell personal property that is no longer needed or useful in the operation of OWASA's systems. Personal property is broadly defined as fixtures and equipment and excludes land.

The policy is based on state statute and authorizes five methods of personal property disposal: trade-in, public auction, advertisement for bid, direct negotiation and sale, and scrap. Items having no residual value that remain unsold after an auction or other sale procedure, or that pose a potential threat to the public health or safety, may be treated as scrap or trash regardless of their original acquisition cost. Items having no apparent market value after being advertised for sale may be donated to charitable organizations.

The policy requires the Executive Director to report to the Board of Directors annually on the disposal of personal property.

The following surplus personal property was sold during Fiscal Year 2024:

<b>Disposal Method</b>	<b>Items Sold</b>	<b>Proceeds</b>
Web-based public auction	Electronics, service equipment, motor vehicles and computer equipment	\$27,702
Scrap	Metal	3,426
	<b>Total proceeds</b>	<b>\$31,128</b>

#### **Action Needed:**

For the Board's information. No action needed.

September 12, 2024