

RESOLUTION 2024-20
A RESOLUTION OF THE RAINBOW WATER DISTRICT
ADOPTING A DISPOSAL OF SURPLUS PROPERTY POLICY

WHEREAS, Rainbow Water District (District) is a domestic water supply district organized under Oregon Revised Statutes (ORS) Chapter 264 and ORS 264.410 provides that “the power and authority given to districts is vested in and shall be exercised by a board of five commissioners, each of whom shall be an elector of the district”, and the Rainbow Water District Board of Commissioners also serves as the Local Contract Review Board, and

WHEREAS, Under ORS 279A.185, local contracting agencies may sell, transfer or dispose of personal property in accordance with rules adopted under ORS 279A.070 and the District desires to adopt rules for the disposition of personal property that is considered surplus as detailed in Exhibit A, and

NOW, THEREFORE, BE IT RESOLVED by the Rainbow Water District Local Contract Review Board and Board of Commissioners that the *Disposal of Surplus Property Policy* attached as Exhibit A is hereby adopted.

Effective Date: This Resolution and the referenced policy shall be effective upon its approval and adoption.

ADOPTED by a vote of _____ Yes votes and _____ No votes this 11th day of December 2024.

President
Board of Commissioners and Local Contract Review Board

Attest:

Secretary-Treasurer
Board of Commissioners and Local Contract Review Board

EXHIBIT A

RAINBOW WATER DISTRICT DISPOSAL OF SURPLUS PROPERTY POLICY

The District may recycle or otherwise dispose of property when it has determined the value and condition of the property does not warrant the cost of sale. Section 1 procedures apply to all office supplies and furniture and other property with examples listed below with a current value of \$250 or less AND an original purchase price of less than \$1,000. Section 2 procedures apply to items with a value of more than \$250.

SECTION 1

The District Superintendent or designee shall make the determination as to whether or not surplus items have a current value of less than \$250. The quantity of items shall be considered when making this determination (i.e., individual items are less than \$250 but a lot of like items may be worth more than \$250). The District should also consider the cost of transport and disposal fees when placing a value on items.

Examples of items that commonly sell for \$250 or less:

- Office furniture including desks, chairs, tables, file cabinets, bookshelves, and map cabinets, even when sold as lots.
- Miscellaneous office supplies including binders, inboxes, supplies, file folders, fans, heaters, staplers, or paper cutters, even when sold as lots.
- Damaged or non-working power tools.
- Office equipment including paper shredders, letter openers, postage machines.
- Appliances including stoves, microwaves, washers, dryers, coffee makers. (Exceptions might be large appliances that are less than 4 years old or commercial grade.) Refrigerators and freezers with regulated refrigerants may require disposal fees.
- Tires.

Track and record disposition in audit trails. Disposal methods in order of preference are:

1. Reuse the item elsewhere in the District.
2. Sell and transfer the item to another local government or non-profit entity.
3. Donate and transfer the item to another local government or non-profit entity.
4. Recycle the item in accordance with state and local laws.
5. Dispose of the item in accordance with state and local laws.

SECTION 2

For items determined to have a value of \$250 or more, the Superintendent or designee may dispose of surplus property as follows: The Superintendent will submit a request to the Board of Commissioners for a declaration that certain property is of no further use or value to the District. The Board of Commissioners shall, by resolution, declare such property "surplus" and authorize the means by which the Superintendent or designee may dispose of the property, including granting the Superintendent or designee discretion to dispose of the property in any appropriate manner. The Board of Commissioners may require the Superintendent to obtain an appraisal of the property prior to disposition.

Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large, including, but not limited to, the following:

- A. 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.
- B. Donation. Surplus property may be donated or sold to any nonprofit organization, and any other local government, or any state or federal program created to dispose of surplus property.
- C. Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner. (While items disposed of under Section 2 are already determined to have a value over \$250, if attempts to dispose of certain items fail to find a buyer or even a party interested in receiving the item as a donation, the value may drop below \$250. An example might be a vehicle involved in a collision that requires transport and hazardous material disposal fees.)