

DISCOVERY CLEAN WATER ALLIANCE	PROCEDURE #001-2020	SURPLUS PROPERTY
		OTHER:

The Administrative Lead for the Alliance will oversee the surplus property process for the Alliance.

The Contract Operator of the Alliance Regional Asset (treatment plant, pump station) where the surplus property is identified will document on the *Asset Sale or Disposal Form* all relevant information – item description, make/model, serial number, condition, location and estimated market value of all assets considered no longer needed now or in the foreseeable future. Items that are broken, unusable or have no market value may be declared as “trash” and properly disposed.

The completed *Asset Sale and Disposal Form*, including photos (if available) will be submitted to the Administrative Lead. The form will be signed by the Operator’s manager or designee and the Administrative Lead will attest to the estimated value of the assets being declared as surplus property. If it is determined that the assets were purchased with grant money, the Administrative Lead will review the grant agreement and follow the prescribed procedures for disposition.

Sale of Surplus Items

The Administrative Lead may declare assets with an estimated value of less than \$5,000 surplus and work with the Operator to determine the appropriate method of sale or disposal as documented on the asset or disposal form.

The Board of Directors must approve the sale or disposal of any surplus property asset with an estimated value of \$5,000 or more by Board Resolution. The Senior Administrative Assistant will prepare a memo that includes a listing of proposed surplus items with an item description, estimated value, reasonable minimum bid amounts, and method of sale for Board approval.

A notice of intent to sell the surplus property with an estimated value of \$5,000 or greater shall be published once a week for two consecutive weeks in a newspaper of general circulation in the District (*The Columbian*). The notice shall:

- Describe the item(s)
- State the date, time and place at which it will be sold or offered for sale
- List the terms of the sale
- State whether the surplus property is to be sold at public or private sale, and
- If at public sale, the notice shall call for bids, fix the conditions of the bids and reserve the right to reject any and all bids for good cause.

To give the public the required notice prior to the sale by auction and meet *The Columbian’s* publication timelines, the notice should be prepared well in advance. The sale will be advertised as a legal notice. *The Columbian* advertises legal notices Monday through Friday and requires that the notice be received by noon three business days in advance of the print date. Information should be submitted as a MS Word document in memo format and emailed to *The Columbian* at legals@columbian.com. Questions can be directed to the Legals Department at 360.735.4588.

Additionally, Administrative Lead staff will provide the legal notice to the Washington Association of Sewer and Water Districts, who will then broadcast the notice to all members. Requests will be submitted, including a description and any related documents or photos, to staff@waswd.org.

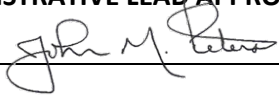
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The asset sale and disposal form along with any proceeds from the sale will be remitted to the Alliance Treasurer.

Disposal of surplus items

Surplus property approved for disposal will be disposed through salvage contracts or other cost effective and efficient means.

The Contract Operator responsible for overseeing the asset shall have two individuals complete and sign the *Asset Sale and Disposal Form*, attesting to the disposal of listed items. The completed form will be forwarded to the Board Clerk for the Alliance.

PREPARED BY: Ken Andrews, Alliance Treasurer	REVIEWED BY: Alliance Finance Advisory Committee	ADMINISTRATIVE LEAD APPROVAL: 
EFFECTIVE:		January 1, 2020
REVIEW DATE:		