

SANTA YNEZ COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Jose Acosta, General Manager
DATE: July 21, 2021
SUBJECT: Discussion and Review of District Surplus Personal Property

Recommendation

Review, discuss and authorize General Manager to sell or dispose of District surplus personal property as deemed appropriate.

Policy Implications

Per District Resolution No. 06-15, on an annual basis District staff shall inventory all equipment and materials for their usefulness and benefit for the district. Staff shall compile a list to present to the Board for review and approval to sell or dispose of said surplus.

Fiscal Implications

The district will realize and income from sale of equipment and materials. This amount can vary, based on amounts received from the sale.

Alternatives Considered

The alternatives available for surplus property are listed in the resolution, which is attached for Board review.

Discussion

Per District Resolution No. 06-15 surplus property is referred to as any property that no longer has a useful life or deemed unusable for District use. On an annual basis staff will review and inventory all district equipment and property to compile a listing of property, for presentation to the Board, as surplus property. The listing of surplus property will be reviewed, and direction provide to authorize the General Manager to dispose of the property.

The General Manager will review the listing and its estimated value to select in which method to dispose of the surplus equipment. Methods available for disposition are:

1. Trade-in- Attempt to get some monetary discount or monies for property by trading in with purchase of replacement property.
2. Return to Manufacturer- Return to manufacturer if purchasing equipment from the same company for credit towards new property.
3. Sale- Select the best and most efficient method for posting the property for sale to the public. Sale will be “as-is” and final.

4. Donation or disposal- If property is deemed to have no value based on methods 1-3, property may be donated or disposed of.

All proceeds of sales will be paid to the district in the form of certified check or money order. The General Manager will be authorized to sign any bill of sales and any other documents finalizing the sale. District employees, directors and officers are prohibited from purchasing surplus property.

The district surplus property policy is attached for Board review and discussion. Staff is asking the Board to review the proposed listing of surplus property and authorize the General Manager to dispose of the property in the most efficient and greatest benefit for the district.

Attachments:

July 2021 Surplus List

Resolution 06-15 Adopting Surplus Property Policy

District Surplus Property for Sale or Disposal July 2021			
Property	District Use	Estimated Value	Notes
Office Furniture	Old furniture used in the General Managers office	>\$500	
Office Furniture	Old furniture used for Board Secretary and front office area	>\$500	
Office Chairs	Used office chairs	>\$50	
3" Homelite Trash Pump	Used for transporting wastewater from tanks, purchased in 1998, unit is in need of repairs. A replacement has been purchased.	\$0	
Briggs & Stratton Portable Gas Generator	Used to power the air compressor, purchased in 1999, at a yard sale, unit is in need of repairs. A replacement has been purchased.	\$25	
Cambell Hausfeld 2.5 hp Air Compressor	Used for pneumatic air tool set to descale manhole ring and covers, purchased in 2000. A replacement has been purchased.	\$50	

RESOLUTION NO. 06-15

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ COMMUNITY SERVICES DISTRICT ADOPTING SURPLUS PERSONAL PROPERTY POLICY

WHEREAS, the Santa Ynez Community Services 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 useable 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 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 20th day of December, 2006, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES: MALER, MOEHLE, BEATTIE, SEYMOUR, HIGGINS

NOES:

ABSTAINED:

ABSENT:

By: 
Carl Maler, Board President

ATTEST:


Michelle McIntosh, Board Secretary

SANTA YNEZ COMMUNITY SERVICES DISTRICT

SURPLUS EQUIPMENT SALE

The Santa Ynez Community Services District (District) is accepting bids on equipment that has been determined to be surplus and must be sold to the highest responsive bidder. The sale of the equipment is subject to the following terms and conditions:

1. All items are sold “as is” and “where is”, and the Buyer must sign a District “as is” condition affidavit prior to taking ownership of the equipment.
2. All sales are final and payment shall be made, in full, within ten days after notification and before taking ownership. Cash or certified check in the name of the Santa Ynez Community Services District is the only acceptable form of payment. Government agencies may use an authorized purchase order, but full payment must be made within thirty days and prior to receiving the equipment.
3. Potential bidders may examine the equipment at the Santa Ynez Community Services District office, 1070 Faraday, Monday-Friday, 8:30 a.m. – noon and 1:30 - 4:00 p.m. Call Wendy Berry at (805) 688-3008 to arrange a time.
4. All bids must be submitted on the formal bid sheet.
5. All bids must be received by the District no later than 4:00 p.m. on August 6, 2021.
6. The District reserves the right to accept or reject some or all of the bids if it is determined that they are not in the best interest of the District.

SANTA YNEZ COMMUNITY SERVICES DISTRICT

**SURPLUS EQUIPMENT SALE
BID FORM**

Date: _____

Bidder Name/Organization: _____

Bidder Address: _____

Telephone No.: _____

Lot No: _____ Lot Description: _____

Bid Price:\$ _____

Lot No: _____ Lot Description: _____

Bid Price:\$ _____

Printed Name

Signature

Date

All bids should be addressed to Santa Ynez Community Services District, P.O. Box 667, Santa Ynez, CA 93460, in an envelope plainly marked "**BIDS FOR SURPLUS PROPERTY, (Name of Item)**".

***NOTICE OF SALE
OF SURPLUS PROPERTY OF THE
SANTA YNEZ COMMUNITY SERVICES DISTRICT***

The Santa Ynez Community Services District, California, proposes to sell certain surplus property no longer necessary or convenient for the District. Sealed bids will be received until _____, at which hour they will be publicly opened and read at 1070 Faraday, Santa Ynez, CA. Items to be sold include

A list of items may be requested by calling the District at (805) 688-3008 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. All items may be inspected at the address shown above, and during the hours previously stated. Successful bidders will be required to take delivery of property purchased and pay for same within 10 days after being notified that their bids have been accepted.

