

Agenda Item: 9.

MEMORANDUM

TO: Programs, Projects & Operations Subcommittee

FROM: Heather Borkowski, Purchasing Agent

DATE: January 21, 2015

RE: Sale of District Surplus Equipment

In the past, the Board identified surplus equipment in our offices. The auctioning of surplus items has come to a total of \$14,369.25 received by the District. With the needs of the District changing, more equipment was identified in our annual equipment inventory at the Walthill office that is no longer useful to the District's needs. Management has declared the following items of District personal property to be surplus to the needs of the District:

<u>Item</u>	<u>Reasoning</u>	<u>Estimated Book Value</u>
8AE10 NRD Built Grass Drill Trailer	Trailer for 9GD08	\$0
9GD07 John Deere 12' Grass Drill	Decrease in need	\$0
9GD08 1990 Truax 812 Grass Drill	Decrease in need	\$0
9JS10 Bush Hog Mower	Decrease in need	\$0
9KE04 60 Gallon Sprayer	Decrease in need	\$0
9KP03 Tree Planter	Decrease in need	\$0

According to Policy 16.2 District Property – Surplus Property, Management is authorized to declare any item of District personal property, with an estimated fair market value of \$5,000 or less, as surplus to the needs of the District, and is authorized to sell such item for the highest price obtainable after receiving oral bids from at least two persons known or believed to be potential purchasers of such items, or after publishing a newspaper advertisement for the sale of such item. The above estimated book value was determined based on the NRD Equipment Depreciation Schedule.

With Board approval, Management would direct staff to take the above items of surplus property to the Lee Valley Consignment Auction in Tekamah, Nebraska, on February 19, 2015. Management feels this would be a fair way to dispose of surplus equipment and is advertised by Lee Valley, Inc.

Management recommends that the Subcommittee recommend to the Board of Directors that the identified Walthill surplus equipment be taken to the February 19, 2015, Lee Valley Consignment Auction in Tekamah, Nebraska, to be sold as surplus equipment.