



## **SURPLUS POLICY**

**(January 6, 2023)**

It is the policy of Manson Park and Recreation District (MPRD or “District”) to surplus District-owned items that have exceeded their useful life or are no longer of use to the District. Per RCW 36.69.130, the district may dispose of real and personal property only by unanimous vote of the District Commissioners. The following shall be considered when making decisions pertaining to the disposal, sale, or transfer of unnecessary District-owned property:

### **Funding of Original Purchase**

The first step of the surplus process is to determine how the item was originally funded. If it was purchased with grant dollars, refer to the grant contract for guidance before commencing.

### **Determine the Fair Market Value**

Before declaring an item surplus, the District shall use due diligence to determine the item’s value. This includes, but is not limited to, researching recent sales of similar items, utilizing resources such as Kelley Blue Book, County assessment records, and other means. Typically, items of higher value should be appraised by more formal means. Determining the value of an item is very important to avoid violation of the Washington State Constitution’s “gift of public funds clause” (Article VIII, Sec. 7).

### **Determine the Appropriate Method of Disposal**

The type of item or property may determine the method of disposal. Refer to local and State regulations to determine appropriate procedures for the disposal of Real Property (land and buildings). Options may include sale (advertised, bid, or auction), proper disposal, or transfer.

### **Consider Conflicts of Interest**

Throughout the surplus process, the District shall be responsible for identifying conflicts of interest. When obtaining appraisals, the services shall be performed by an impartial, independent third party. Individuals or entities with interest in purchasing the property shall not be involved in the valuation of said property. District officials and employees involved in the decision to surplus the property shall not purchase the surplus property.

### **Resolution**

Once the necessary information has been collected, a resolution must be approved by a unanimous vote of the Board. This resolution shall include the following information:

- Identifying information of the item(s) including model numbers, serial numbers, vehicle identification numbers, mileage, condition, location, color, etc.
- Estimated fair market value or appraisal information
- Method of surplus (sale, disposal, transfer)

PO Box 590/ 142 Pedoi Street, Manson WA 98831

509-687-9635

[www.mansonparks.com](http://www.mansonparks.com)

[info@mansonparks.com](mailto:info@mansonparks.com)