

**INTERCITY TRANSIT
RESOLUTION NO. 04-2020
ESTABLISHING PROCEDURES FOR THE SURPLUS AND DISPOSITION OF SURPLUS
INTERCITY TRANSIT PROPERTY**

WHEREAS, Intercity Transit has had procedures in place governing the disposition of agency surplus property since 1981; and

WHEREAS, procedures are periodically reviewed for conformance with agency policies, current laws and best practices; and

WHEREAS, Intercity Transit desires to modify the surplus property processes to allow for efficient disposal of low value items in accordance with industry practices and standards; and

WHEREAS, the updated procedures set forth promotes the fair, impartial, responsible and practical disposition of Intercity Transit surplus property including as required under RCW 39.33.020; and

WHEREAS, the Authority has determined that such policies will ensure that the public shall receive the greatest possible value for such items;

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:

Section 1. Policy

It shall be the policy of the Authority to dispose of surplus property in accordance with applicable state and federal requirements and in an ethical manner using procedures and practices that exemplify sound stewardship.

Section 2. Exceptions

The disposal of surplus property shall not be governed by this resolution in the following circumstances:

- a) When the subject property may be used as trade-in upon the purchase of a like article or credit;
- b) When the General Manager or designee has determined the item(s) is considered scrap or has been valued at less than \$10.00 per item.
- c) For real property (land and improvements) owned by Intercity Transit.

Section 3. Disposition of Surplus Property valued at \$5,000 or less

Except for surplus vehicles, the General Manager is hereby delegated authority to declare property with an estimated fair market value of \$5,000 or less as surplus and then dispose of the item in accordance with informal procedures and in a manner that is in the best interest of Intercity Transit.

Section 4. Property valued over \$5,000

The Authority shall declare property valued over \$5,000 as surplus by listing said items and noticing them to a regular meeting agenda indicating intent to surplus by action of the Authority, either by

Motion or Resolution. Upon approval, unless otherwise directed by the Intercity Transit Authority, The General Manager shall then dispose of the surplus property in accordance with agency disposition processes.

Section 5. Intergovernmental Transfers of Property valued in excess of \$50,000

In addition to the requirements of Section 4, for any transfer of surplus property to the state or any municipality or any political subdivision thereof, or the federal government, or a federally recognized Indian tribe, the Authority shall not declare property having an estimated value over \$50,000 as surplus until first holding a public hearing in accordance with RCW 39.33.020. The form and content of the public hearing notice shall conform to the requirements set forth under [RCW39.33.020](#).

Section 6. Supplemental procedures allowed.

Nothing shall prevent the Authority from enacting a procedure for disposition of surplus property (such as sealed bids), provided that the process and procedures for such exceptions shall be set forth prior to disposal separately, by Resolution, in accordance with Authority bylaws and agency procedures.

Section 7. Ethics

Employees of Intercity Transit shall only be eligible to purchase surplus property at a public auction or other public event so as not to give the appearance of a conflict of interest or favoritism.

Section 8. Repeal of Resolution No. 23-81

Upon adoption of Resolution 04-2020, Resolution No. 23-81 is hereby repealed in its entirety. All references to Resolution No. 23-81 are hereby referenced to Resolution No. 04-2020.

ADOPTED: This 15th day of July, 2020

INTERCITY TRANSIT AUTHORITY



Ryan Warner, Chair

ATTEST:

Patricia Messmer

Pat Messmer
Executive Assistant/
Clerk of the Board

APPROVED AS TO FORM

Jeff Myers

Jeffrey S. Myers
Legal Counsel