



Agenda Date: 10/19/2016  
Agenda Placement: 7E

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors  
**FROM:** Jeff Tucker - Director of Administrative Services/CFO  
NS-Administration  
**REPORT BY:** WILLIAM MCWHIRT, SAFETY TRAINING & FLEET MAINT OFFICER - 258-6000 ext520  
**SUBJECT:** Authorize Disposal of Modular Office Building

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### **RECOMMENDATION**

Authorize disposal of 24 ft. x 10 ft. modular office building used in Reclamation, through sale at auction.

### **EXECUTIVE SUMMARY**

Over the past 15 years the exterior siding on the modular office building used by Reclamation has deteriorated, allowing mold to infest the walls. Mold abatement and replacement of the building walls and exterior siding are beyond economic repair. The building is critical to Reclamation Department operations and is scheduled for replacement in accordance with the District Capital Improvement Plan (CIP #17731).

The auction company will remove and transport the modular building to their auction site, to be sold in "AS-IS" condition to the highest bidder. The removal of the old building will be delayed until a replacement building is ready to be delivered. The replacement modular building will be a used building. Project budget is \$25,000.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes  
Is it currently budgeted?            Yes

Where is it budgeted?	Budgeted in the Capital Projects Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The modular office has reached the end of its useful life and is beyond economic repair. A replacement for this unit is in the approved Capital Improvement Plan.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	Potential for employees to operate in an unhealthful environment (mold).
Additional Information:	None.

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

None.

**SUPPORTING DOCUMENTS**

A . Surplus Property Disposal Authorization for 24X10 Modular Office

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker