SURPLUS PROPERTY DISPOSAL AUTHORIZATION

Disposal of all Districts surplus and/or other property requires prior written authorization from the Director of Administrative Services as signified by his/her signature below. Disposal of fixed assets require that the Board of Directors declare the item(s) surplus prior to their disposal. Small, miscellaneous, useless, and valueless items do not require approval.

FIXED ASSET: (Check one) **Yes** **No**

DESCRIPTION OF PROPERTY:

Modular Office Building (24 X 10)
District Use: Office space for Recycle Department Manager at Jamison Ranch.

EXPLANATION JUSTIFYING SURPLUS STATUS:

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

ESTIMATE OF SURPLUS VALUE AND METHOD USED TO DETERMINE:

Considering the condition of the building and the costs associated with any attempted refurbishment (mold abatement and structural repair) the trailer has no discernable economic value. However, the trailer will be offered at auction "As is" to the highest bidder, in accordance with NSD policy.

William T McWhirt 14-Sep-2016
Employee Completing Form – Sign, Print Name, Date

Approved by:

9/16/16
DAS/CFO **Date**

If fixed asset, approved by:

Board Chair **Date**