

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Disposal of Surplus Equipment/Property  
**POLICY NUMBER:** 3085  
**ADOPTED:** October 28, 2002  
**REVIEWED:** July 12, 2016, March 11, 2020  
**REVISED:** December 9, 2013, March 23, 2020

**3085.10** Sale of Surplus Equipment

**3085.11** Board of Directors takes action to declare equipment surplus.

**3085.12** Item is advertised for sale locally with notation of location/hours/days it can be seen and deadline date for submission of sealed bids (advertisement also notes that District reserves the right to reject any or all bids. Equipment is sold AS IS.)

**3085.13** Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

**3085.14** Bidders are notified of Board's action.

**3085.15** If no bids are accepted locally surplus equipment will be sent to auction for the highest bid.

**3085.16** Salvage Certificates are obtained for vehicles that cannot pass a smog test without significant repairs.

**3085.20** Sale of Real Estate

**3085.21** Board takes action to declare property surplus and authorizes District Staff to obtain a current appraisal.

**3085.22** Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

**3085.23** If property is not purchased by a public agencies pursuant to Assembly Bill AB1486 - Disposing of Special District Land, it is advertised in the newspaper and on the internet for a minimum of two weeks with a request that sealed bids be submitted to the District.

**3085.24** Board takes action at the next regular board meeting to accept or reject highest bid.

**3085.25** Bidders are notified of the Board's action.