

1 **Jefferson Transit Authority**

2 **Resolution No. 20-20**

3 **To Approve the Amended Policy for the Disposition of Surplus Property**

4
5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public
6 Transportation Benefit Area, hereinafter called the "Authority," to set criteria for the
7 Disposition of Surplus Property

8 **WHEREAS**, Jefferson Transit Authority developed a Policy for the Disposition of
9 Surplus Property on July 21, 2015.

10 **WHEREAS**, Jefferson Transit Authority has amended the attached Policy for the
11 Disposition of Surplus Property

12
13 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority Board
14 hereby approves the policy for the Disposition of Surplus Property.

15
16
17 **CERTIFICATION**

18 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
19 County Public Transportation Benefit Area, certifies that the foregoing is a true and
20 correct copy of a resolution adopted at a legally convened meeting of the Jefferson
21 Transit Authority Board held on October 20, 2020




Chair




Member



Member



Vice Chair



Member

Attest:


Clerk of the Board

Title: Policy for the Disposition of Surplus Property	Resolution 15-11 Amended Resolution 20-20
Author: Sara Crouch, Finance Manager	Effective Date: July 21, 2015 Amended October 20, 2020



Jefferson Transit Authority

Policy for Disposition of Surplus Property

Effective July 21, 2015
Amended October 20, 2020

POLICY FOR THE DISPOSITION OF SURPLUS PROPERTY

It shall be the policy of Jefferson Transit Authority (JTA) that whenever possible surplus property will be disposed of in a competitive manner to ensure a fair procedure and gain the greatest value. Any sale, loss or other transfer of property shall be reported to the JTA Board.

1. JTA Disposes of surplus property for the following reasons:

- Property is not needed now or in the foreseeable future
- Asset no longer meets agency standards
- Obsolescence
- Cost to maintain or refurbish exceeds the cost to replace
- Does not comply with health or safety standards

2. Staff use their best judgement to determine when to dispose of property based on criteria listed above.

3. JTA Logos are removed prior to disposal.

4. Staff chooses appropriate disposal method.

Disposal method is based on fair market value, location, transportation requirements, cost to dispose, regulations, and environmental impact. Items that are broken, unusable or have no commercial or salvage value may be declared as "trash" and efficiently and safely disposed of as such utilizing the appropriate disposal documentation.

5. The sale of property valued over \$50,000 requires a public hearing.

6. Real property must be disposed of according to Washington State and FTA rules.

JTA will manage real estate sales through a competitive process. A licensed real estate firm may facilitate the sale or JTA may advertise a competitive bid process. FTA will have final approval of any real estate sale.

7. The Authority Board must approve disposals of all rolling stock, real estate, and any property exceeding \$5000 current fair market value.

The General Manager or designees approves all other disposals.

8. Disposal of grant funded property must comply with FTA Circular 5010.

- The sale of a grant funded asset for more than \$5000
- A sale before the end of asset's useful life
- A like-kind exchange

9. JTA employees may not purchase surplus property directly from JTA.

Purchase at public auction is allowed.

10. JTA Transfers the property title after purchase price has been paid in full.

11. Disposal documentation must include the appropriate disposal form (see attached forms) and include the following information:

- Reason(s) for disposal
- Fair market value determination
- Determination of the method of disposal
- Approval by General Manager
- Disposal details (buyer, purchase price, date)

REVISED FORM



Updated 9/18/2020

Inventory Disposal Form

Item purchase price \$5,000 or More

1) Requester – Fill this section in for Request

Department: _____ Employee Requesting Disposal: _____ Date: _____
 How was Current Market Value established? _____ Attach Documentation as to how fair market value was determined.
 This meets JTA's Property Surplus Requirement (Check One): Not needed now or in foreseeable future No longer meets agency standards
 Obsolescence Cost to maintain or refurbish exceeds cost to replace Does not comply with health or safety standards
 How did you determine this? _____

Department Supervisor Approval: _____ Date: _____

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (if applicable)	Asset Tag ID# (if applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method

2) Finance Manager - Fill out this section for Approval

Was the item purchased with Federal funds? Yes No Unknown Is the item fully depreciated? Yes No Unknown
 (Please note equipment purchased with federal funds and sold at auction for <\$5K must be remitted to FTA per FTA Circular 5010.1E)

General Manager Approval: _____ Date: _____
 Give to the Clerk of the Board to put in Board Packet for approval. Date of Board Approval: _____

3) Disposal by Approved Disposal Method - Filled out by Department Supervisor from section 1

How was item disposed of: Public Surplus Metal Recycle Garbage Bin Other _____
 If sold, what was the selling price: \$ _____ Date of Sale or Disposal: _____
 Return to Finance Manager with all relevant paperwork: Pictures of Pickup or Disposal Receipts Other _____

4) Finance Manger

Was sale over \$5000: Yes No If Yes, give to G&P to pull grant information and contact FTA/WSDOT to return funds.
 Public Surplus - Print Report and email to AR Metal Recycle send info to AR Send copy of Disposal Form to AR
 Update Capital Asset and Depreciation Schedule

5) AR

Bill Public Surplus for Sell Price or Metal Recycle for one cent to track receipt of payment Update Asset Spreadsheet



Updated 9/18/2020

REVISED FORM

Inventory Disposal Form

Item purchase price **UP To \$5,000**

1) Requester – Fill this section in for Request

Department: _____ Employee Requesting Disposal: _____ Date: _____
 How was Current Market Value established? _____ Attach Documentation as to how fair market value was determined.
 This meets JTA's Property Surplus Requirement (Check One): Not needed now or in foreseeable future No longer meets agency standards
 Obsolescence Cost to maintain or refurbish exceeds cost to replace Does not comply with health or safety standards
 How did you determine this? _____
 Department Supervisor Approval: _____ Date: _____

Item Description	Date of Purchase (If known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method

2) Finance Manager - Fill out this section for Approval

Was the item purchased with Federal funds? Yes No Unknown Is the item fully depreciated? Yes No Unknown

General Manager Approval: _____ Date: _____

Give to the Clerk of the Board to put in the Board Packet (informational - approval not needed)

3) Disposal by Approved Disposal Method - Filled out by Department Supervisor from section 1

How was item disposed of: Public Surplus Metal Recycle Garbage Bin Other _____
 If sold, what was the selling price: \$ _____ Date of Sale or Disposal: _____

Return to Finance Manager with all relevant paperwork: Pictures of Pickup or Disposal Receipts Other _____

4) Finance Manger

Public Surplus – Print Report and email to AR Metal Recycle send info to AR Send copy of Disposal Form to AR
 Update Capital Asset and Depreciation Schedule

5) AR

Bill Public Surplus for Sell Price or Metal Recycle for one cent to track receipt of payment Update Asset Spreadsheet