

VENTURA PORT DISTRICT
SURPLUS PROPERTY POLICY

A. Definition of Property

As used in this policy, "Property" refers to items of personal property owned by the District, not real property or surplus land. Sale or other disposal of real property or surplus land owned by the District which may be declared surplus must comply with the procedures set forth in Government Code Sections 54220 et seq.

B. Disposition of Property Valued at \$5,000 or Less

The General Manager may dispose of Property, without Board approval, if the General Manager makes the following two findings: (1) the Property, in the General Manager's discretion, is found to be obsolete, non-functional, or no longer necessary for District purposes, and (2) the Property, in the General Manager's reasonable discretion, has an estimated present value of \$5,000 or less. If these two findings are met, the General Manager may dispose of the Property without Board approval, but must do so by employee bid or sealed bid in accordance with the Guidelines for Disposal of Property below, or by using any other reasonable method, which in the discretion of the General Manager is the most efficient method of disposition and provides the best value to the District.

C. Disposition of Property Valued at \$5,000 or More

In cases in which Property in the General Manager's reasonable discretion has an estimated present value of more than \$5,000, the District Board must declare the Property surplus before the General Manager may dispose of it. In addition, for Property governed by this paragraph found to be obsolete, non-functional, or no longer necessary for District purposes, the General Manager shall advise the Board of the Property, its condition, and the intent to dispose of it. The Board must then find and declare the Property surplus to the needs of the District and then the General Manager may dispose of the Property by employee bid, sealed bid, or use of an auctioning service, in accordance with the Guidelines for Disposal of Property set forth below. In all instances and in his or her discretion, the General Manager shall dispose of Property in the most efficient manner which provides the best value to the District.

D. Guidelines For Disposal of Property

Computer Equipment; Sensitive Data: Prior to disposal or liquidation of surplus computer equipment, regardless of the estimated value thereof, the General Manager must ensure that data residing on such equipment shall be securely erased and hard drive removed by the District's approved IT Specialist.

Employee Bids: The General Manager may allow District employees to bid on certain items of Property, including District vehicles, as the General Manager shall determine. Using forms provided by the District, an employee may submit a written bid for each item in which the

employee is interested. Completed bids shall be submitted prior to the deadline established by the General Manager. In the event of a tie (that is, two or more employees submit bids in the same amount), the bidders that submitted the tying bids will be required to rebid on that particular item. Members of the Board, the General Manager, the Deputy General Manager, and the Business Operations Manager are prohibited from bidding on surplus Property.

Sealed Bids: The General Manager may decide to dispose of Property, including District vehicles, that has been declared surplus under this policy by advertising for one day in a newspaper of general circulation and posting a notice on District premises inviting sealed bids. Such advertisement and posting shall occur at least seven (7) days, but not more than twenty-one (21) days, in advance of the day established to open the sealed bids. The General Manager may set minimum bids for individual items.

1. Presentation of Bids: All bids shall be presented under sealed cover on forms provided by the District.
2. Opening of Bids: At the time and place set forth in the Notice Inviting Bids, the bids shall be opened in public.
3. Acceptance or Rejection of Bids: The General Manager may reject any and all bids if the General Manager deems it to be for the public good. Alternatively, the Property may be awarded to the highest bidder. All Property shall be sold "as is" and with no guarantees or warranties. Payment shall be in cash or by certified check. Any required transfer fees shall be paid by the buyer and the Property shall be transferred only into the name of the successful bidder.

Auctioning Service: Property that has been declared surplus by the Board under this policy and is estimated to be worth more than \$5,000, including District vehicles, may be disposed of by the General Manager through the use of a reputable and experienced professional auctioning service. If this arrangement for disposition is selected by the General Manager, the assets shall be picked up from the District by the auctioning service for sale at a public auction location.

Donation to Public or Non-Profit Entity: If in the General Manager's discretion the foregoing methods of disposal are not feasible or are not in the public's best interest, then the Property may be donated to a charitable organization, to another public or non-profit agency or local school, or disposed of as waste in compliance with applicable regulations.