	<p>Title: Surplus Disposal Policy</p> <p>Number: POL-408</p> <p>Effective: October 15, 2019</p> <p>Cancels: Resolution 2000-04</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2019-26</p>
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POL-408 Surplus Disposal Policy

This policy applies to all Mason Transit Authority (MTA) employees and board members.

1.0 Purpose

The purpose is to establish policy for disposition of personal and real property which is surplus to the needs of MTA. The intention of this policy is to define what surplus property is and what actions need to be taken to determine its value and the steps necessary to maintain, track, and dispose of it as well as ensuring the fair, impartial, responsible and practical disposition of surplus property.

2.0 Definitions

Surplus – Defined as any tangible property owned by MTA, which is not needed at present, or for the foreseeable future, or that is no longer of value or use to MTA.

Personal property – Defined as a class of property that is movable; it isn’t fixed permanently to a location (vehicles, furniture, computers, phones, etc.).

Real property is land and the structures that are directly attached to it (land, buildings, roads, etc.).

Determination of Value – The method used to determine a reasonable market value.

Eligible Purchaser – Any public entity, non-profit organization, private organization or member of the general public that has capacity to purchase authorized surplus.


Procurement Department (Procurement) – The department assigned by the General Manager to be responsible for tracking surplus items.

Storage media – Any electronic storage device that stores electronic files. Some examples are hard drives, flash drives, smart phones, CDs, etc.

3.0 Policy

3.1 Determination of Value

A department wishing to dispose of a single item or a group of surplus items, shall make an estimate of the reasonable market value in “as is, where is” condition. This can be determined through an estimate, an official appraisal, an offer from another agency, Kelly Blue Book value, e-bay or other sources available to the responsible department. If the department cannot make the estimate, the manager shall determine the reasonable market value.

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3.2 Methods of Disposal


- Primary methods of disposal to the general public are recognized as sealed bid, trade in, auction or intergovernmental disposition. Other methods of disposal to the general public must be clearly detailed in writing and must have the consent of the General Manager.
- Individual pieces of personal property valued less than \$10, or items considered scrap that no longer have intrinsic value to the agency or general public, may be designated surplus and authorized for disposal by the department manager of that surplus property and disposed of in the most cost-effective way.
- The General Manager is authorized to dispose of individual personal property deemed to be excess to the future needs of the agency with a value not exceeding \$500.
- For personal property valued over \$500 determined to be surplus, Mason Transit will formally declare as such by resolution and the General Manager shall recommend the method of disposal that will lead to the largest participation and/or proceeds.
- If the value of the surplus is greater than \$50,000 a public hearing will be held in accordance with procedures set forth in RCW 39.33.020. When the sale or transfer is to a 501(c)(3) organization the requirements within this paragraph are not required. The requirements of this paragraph are also not required when the sale or transfer is to a state or any municipality outlined in RCW 39.33.010.

3.3 Storage Media

- Disposal of storage media will be done in accordance with the Washington State’s Office of Chief Information Officer Stand 141 Section 8.3 Media Handling and Disposal in addition to the policy outlined herein. All information related to MTA must be removed prior to surplus of such.

3.4 Inventoried Items

- Inventoried items determined to be scrapped, surplus, or traded in will be approved by the department manager and removed from the department asset tracking list.

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Individuals responsible for discarding, scrapping or transferring the item shall sign attesting to the manner of disposition and must obtain the signature of the individual or party receiving the item and forward the documentation to the Administrative Services Department.

3.5 Final Determination of Value

When disposal is made to the general public through sealed bid or auction, final determination of value shall be the highest responsible bid or offer.

3.6 Responsible Party

The Administrative Services Department or assigned department will maintain a surplus property listing and will be responsible for tracking surplus property when its designated as such, when it is disposed, and how it is disposed (sold, transferred, salvaged, donated, etc.)

3.7 Employee Responsibility

- Employees and board members of Mason Transit are ineligible to purchase surplus property except at a public auction or publicly advertised sealed bid.
- Employees shall not directly, or indirectly, use, take, or dispose of property outside of their assigned official duties as outlined in RCW 63.21.070.

3.8 Real Property

By resolution, real property will be surplus in accordance as set forth in RCW 39.33.020. The General Manager shall disclose the following information:

1. Location and description of the property; and
2. Recommended method of disposition.