

Please return to:
Kennewick Irrigation District
2015 S. Ely Street
Kennewick, WA 99337

**KENNEWICK IRRIGATION DISTRICT
RESOLUTION 2021-35**

Declaring Surplus Personal Property

A **RESOLUTION** of the Board of Directors of Kennewick Irrigation District, Benton County, Washington, for the purpose of authorizing the sale of surplus equipment:

WHEREAS, the Board of Directors of Kennewick Irrigation District met in open public session on October 5, 2021, with a quorum present; and,

WHEREAS, the District has certain equipment, as listed in the attached Excess and Surplus Property Disposal Authorization Form, that are no longer usable or needed, and;

WHEREAS, it would be in the best interest of the District that said equipment be declared surplus and sold, and;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the Kennewick Irrigation District that they declare the attached item as excess, and surplus to the needs of the District, and said item shall be sold at the best possible price, as provided by law, at a time and in the manner prescribed by the Secretary/Manager of the District.


Resolution 2021-35 is hereby adopted by the Board of Directors of Kennewick Irrigation District, Benton County, Washington, at an open public meeting thereof this 5th day of October, 2021.


Gene Huffman, President


David McKenzie, Director


Dean Dennis, Director


Kirk Rathbun, Vice President


Arland Ward, Director

EXCESS AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Instructions:

1. Use this form to report all inventoried equipment that is excess to your department's needs (sale, trade or disposal).
2. List all equipment individually and evaluate the working condition of each item.
3. Verify that you have custody of, and KID has title to, each item.
4. Do not sell, trade or dispose of property until you are in receipt of this signed authorization.

Department: Engineering/Operations	Contact: Jason McShane
Form Completed By: Lori Gibson	Date: 9/28/21

The following items are excess to the unit's needs:

Asset Tag #	Equip. #	Description	Condition (E, G, F, R, U)	Location of Equipment	Estimated Value (\$)	Title (✓)
		TOPCON GPS EQUIPMENT <i>(SEE ATTACHED SPREADSHEET)</i>				

Condition Codes: E-Excellent; G-Good; F-Fair; R-Repairable; U-Unusable

Notes (special instructions, identification of an accessory component, comments on repairs needed, etc.):

Approvals:

Current Custodial Department 	Date 10/1/2021	Attachments Please attach appropriate documentation for valuation of property
District Treasurer (\$0 to \$500)	Date	
District Manager (\$501 to \$4,999)	Date	ATTENTION Please refer to P&P 2.23 to determine if public notification is required.
Board President (\$5,000 or greater)	Date	

Finance Department Use Only
 (Review must be completed before property is sold, traded or disposed)

Reviewed by:	Check List			
Date:	Authorized Signatures	<input type="checkbox"/>	Inventorial	<input type="checkbox"/>
Date:	Database/Inventory Update	<input type="checkbox"/>	Attractive Asset	<input type="checkbox"/>