

*Please Return To:*

***Kennewick Irrigation District  
2015 South Ely Street  
Kennewick, WA 99337***

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## **KENNEWICK IRRIGATION DISTRICT RESOLUTION 2025-17**

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### ***AUTHORIZATION TO DECLARE SURPLUS OF PERSONAL PROPERTY***

**A RESOLUTION** of the Board of Directors of Kennewick Irrigation District (KID), Benton County, Washington, for the purpose of authorizing the sale of Surplus Equipment

#### **Section 1. RECITALS AND FINDINGS.**

**1.1** The Board of Directors of Kennewick Irrigation District met in a open public session on May 20th, 2025, with a quorum present.

**1.2** KID Policy and Procedure 2.23 allows for the disposition of KID surplus personal property

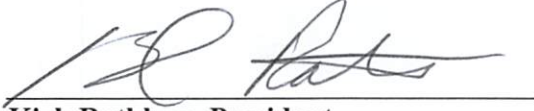
#### **Section 2. SURPLUS PERSONAL PROPERTY**

**2.1** KID has certain equipment, materials and tools as listed in the attached Excess and Surplus Property Disposal Authorization Form & Spreadsheet (Form), which are no longer usable or necessary for operations.

**2.2** It is in the best interest of KID that said equipment and materials listed in the attached Form be declared as excess and surplus to the needs of KID, and sold at the best possible price, as provided by law, at a time and in the manner prescribed by the KID District Manager.

**Section 3. IMPLEMENTATION** The KID District Manager is hereby authorized and directed to take such action as appropriate and necessary to administer and enforce this resolution.

**RESOLUTION 2025-17 IS HEREBY ADOPTED** by the Board of Directors of KID, Benton County, Washington, at a regularly scheduled open public meeting with a quorum present thereof this 20th day of May, 2025

  
Kirk Rathbun, President

  
Gene Huffman, Vice President

  
Griffin Hanberg, Director

  
David McKenzie, Director

**ABSENT**

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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: <div style="text-align: center; font-weight: bold;">Operations</div>	Contact: <div style="text-align: center; font-weight: bold;">Olivia Willoughby</div>
Form Completed By: <div style="text-align: center; font-weight: bold;">Olivia Willoughby</div>	Date: <div style="text-align: center; font-weight: bold;">5/14/2025</div>

**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 (✓)
		See Attached				

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.):**

See Attached
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**Approvals:**

Current Custodial Department <div style="text-align: center; font-weight: bold;">B. W. M.</div>	Date <div style="text-align: center; font-weight: bold;">5/20/25</div>	<b>Attachments</b>  Please attach appropriate documentation for valuation of property
District Treasurer (\$0 to \$500) <div style="text-align: center; font-weight: bold;">[Signature]</div>	Date <div style="text-align: center; font-weight: bold;">5/20/2025</div>	
District Manager (\$501 to \$4,999) <div style="text-align: center; font-weight: bold;">[Signature]</div>	Date <div style="text-align: center; font-weight: bold;">5/20/25</div>	<b>ATTENTION</b>  Please refer to P&P 2.23 to determine if public notification is required.
Board President (\$5,000 or greater) <div style="text-align: center; font-weight: bold;">[Signature]</div>	Date <div style="text-align: center; font-weight: bold;">5-20-2025</div>	

**Finance Department Use Only**

(Review must be completed before property is sold, traded or disposed)

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