

AGENDA ITEM 1 D  
Consent Item

**MEMORANDUM**

**DATE:** October 7, 2010  
**TO:** El Dorado County Transit Authority  
**FROM:** Mindy Jackson, Executive Director  
**SUBJECT:** Surplus Property Designation and Consider Donation One Asset (Small Bus) to the El Dorado County Sheriff's Office

**REQUESTED ACTION:**  
**BY MOTION,**

1. Approve Designation of Surplus Property Per Itemized Property Inventory List
2. Authorize the Executive Director to execute all documents and agreements required to facilitate the donation of one (1) small bus to the El Dorado County Sheriff's Office

**BACKGROUND**

Property identified as surplus requires approved designation by the El Dorado County Transit Authority (El Dorado Transit) Board of Directors per El Dorado Transit Purchasing Procedures Section 3.12.150. Upon approval of designation, the sale of surplus property is managed per section 3.12.150 as noted below:

**“3.12.150 Surplus Property Sale.** In the sale of any personal property belonging to the EDCTA and found by the board not to be required for public use, as authorized in subsection B of Section 3.12.050, the purchasing agent shall, after determination of surplus of items by the board observe the publication method set out in subsection A of Section 3.12.130 and further shall post notices of sale of surplus property for not less than five business days preceding the day of sale in the county office center or courthouse and in the office of the purchasing agent.”

**DISCUSSION**

The Executive Director has determined that El Dorado Transit owns personal property that is no longer required for public use. Property recommended for surplus designation listed on the attached Itemized Surplus Property Inventory is recorded with a zero value on the El Dorado Transit depreciation schedule.

El Dorado Transit received the attached correspondence from the El Dorado County Sheriff's Office stating an interest in a donated surplus vehicle for prison transportation. As noted, the vehicle would be used to transport inmates to and from court. The Executive Director spoke with a member of the El Dorado County Sheriff's Office on September 22, 2010 who confirmed that they are still interested in receiving a surplus bus.

Adopted El Dorado Transit purchasing procedure section 3.12.90 noted below, allows the board to authorize the Executive Director to sell or donate surplus items directly.

**“3.12.190 Compliance with Policies of the El Dorado County Transit Authority Board.** Purchasing policy statements issued by the Board will be adhered to whenever relevant to EDCTA purchasing activities, unless the Board directs the EDCTA purchasing agent to do otherwise”

The requested action will result in the surplus designation of four (4) buses and computer equipment and allow the Executive Director to execute a vehicle donation to the El Dorado County Sheriff's Office.

**FISCAL IMPACT**

None

EL DORADO COUNTY TRANSIT AUTHORITY  
ITEMIZED SURPLUS PROPERTY INVENTORY  
October 7, 2010

Quantity	Description	EDCTA Inventory Number
18	Intel(R) Pentium(R) 4 CPU 3.20GHz HP Desktop Computers	MXL532014F MXL532014M MXL532014S MXL532016M MXL532018T MXL53201BF MXL6130P6W MXL53201C1 MXL53201C2 MXL5330P6W MXL6130P5Y MXL53406W6 MXL53406WC MXL53406WR MXL53406Y3 MXL5340714 MXL5340723 MXL532016Y
1	Intel(R) Pentium(R) Core 2 Due E8500 3.20GHz HP Desktop Computer	2UA9430DW5
4	Intel(R) Pentium(R) M processor 1.70GHz Laptop Computer	L3-KXHL8 L3-KXHM1 L3-KXHM4 NXP11X20022P5CA
1	2001 Ford E450 Cut-A-Way Bus VIN #: 1FDXE45S21HA74150 Miles: 318,520 License #: 1096110	0103
1	2001 Ford E450 Cut-A-Way Bus VIN #: 1FDXE45S41HA74151 Miles: 342,448 License #: 1096112	0105
1	2001 Ford E450 Cut-A-Way Bus VIN #: 1FDXE45S21HA74147 Miles: 303,760 License #: 1096111	0106

1	2001 Ford E450 Cut-A-Way Bus	0104
	VIN #: 1FDXE45S41HA74148	
	Miles: 297,065	
	License #: 1101407	