



**North Santa Clara  
Resource Conservation District (NSCRCD)**  
(formerly the Guadalupe-Coyote RCD)  
*An independent special district of the State of California*

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To: NSCRCD Board of Directors  
From: Stephanie Moreno, Executive Director/District Clerk  
Subject: Item 4.3 Surplus Office Equipment and Supplies  
Date: December 6, 2023

**Recommendation:**

The recommendation is that the Board approve the following motion:

*Adopt the Interim Policy for Disposal of Personal Property and authorize the Executive Director to dispose of surplus office equipment and supplies no longer needed by the District pursuant to the interim policy until such time that a permanent policy is adopted by the Board of Directors.*

**Discussion:**

There are various items that no longer have use or have ceased to be efficient for the District to use in its new office location. These items include a decades-old refrigerator, a standing copy machine, various tables and office chairs, and other office equipment and supplies. It would not be cost-efficient to move these items to the new office pending adoption of a permanent and comprehensive policy. It is therefore recommended to adopt an interim policy giving authority to the Executive Director to make immediate disposal decisions. Attachment A contains a draft interim policy for Board consideration.

**North Santa Clara Resource Conservation District  
Interim Policy for Disposal of Surplus Personal Property  
Effective (TBD)**

1. On an annual basis, or at such other time as the North Santa Clara Resource Conservation District (“District”) Board of Directors (“Board”) may direct, the Executive Director (“ED”) shall determine if the District has surplus personal property. In making the determination, the ED shall analyze if there is any further use of the personal property for the District in the reasonably foreseeable future.
2. If the determination is that the property has no further use for the District and its value is \$1,000 or less, the ED shall have the authority to dispose of the surplus items via public auction; donation to another local or tribal government; donation to a non-discriminatory, tax-exempt non-profit 501(c)(3) organization; by proper trash or recycling disposal of the items; or by other proper method of disposal.
3. If the determination is that the property has no further use for the District and its value is in excess of \$1,000, it shall be presented to the Board for approval of surplus status. Any property in excess of \$1,000 which is deemed by the Board to be surplus shall be sold at a public auction. The ED shall cause notice to be posted at the main office of the District announcing the public auction and said notice shall be posted for at least 15 calendar days prior to the auction.
4. All proceeds from the sale or other disposal of surplus property shall be deposited into the general fund.
5. The ED, members of the Board, and any other employees who have been involved in the decision to designate the property as surplus or have valued the property for purposes for minimum bids, if any, shall not be allowed to participate in the public auction. Under no circumstances shall property be sold to a Board Member or employee that would constitute a violation of Government Code Section 1090 or the District’s Conflict of Interest Code.
6. This policy does not apply to surplus real property which shall be disposed of in accordance with the requirements of the Government Code.