



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT BOARD REPORT



SUBJECT: Declare Items as Surplus

EXHIBIT: F-8, 1 Page

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MEETING DATE: July 29, 2025

RECOMMENDED ACTION: Declare items identified by staff as surplus equipment and authorize staff to conduct a sale, donate and/or dispose of the items.

BACKGROUND: The District seeks the Board's approval to declare specific office furniture as surplus and authorize its disposition. The furniture in question is no longer needed or usable by the District due to upgrades, space reductions, or exceeding its useful life.

The items include:

- Wood "U-Shaped" Desk
- Small Cabinet/Console
- Outdated Organization Tools
- FlexiSpot Standing Desk Riser
- Three (3) Computer Monitors
- Sound System
- Miscellaneous Electronic Items: Cords, One Set of Speakers, Multiple Keyboards/Mice, Router

In accordance with District code, these assets must be declared surplus by the Board before they can be liquidated in any way. Once deemed surplus, the District will attempt to sell the items; if unsuccessful, they will be offered as donations. If the item(s) cannot be sold or donated, they will be disposed.

FISCAL/RESOURCE IMPACTS: The disposal of surplus office equipment is expected to have minimal fiscal impact. Funds received from the surplus sale will be credited against the appropriate asset replacement fund accounts.

ATTACHMENTS: None

DATE PREPARED: July 24, 2025