

BEFORE THE BOARD OF HEALTH
SPOKANE REGIONAL HEALTH DISTRICT

RESOLUTION #23-03

RE: ADOPTING AN ASSET DISPOSAL POLICY

WHEREAS, the Spokane Regional Health District Board of Health, pursuant to RCW 70.05, seq. et al, has the care of the Spokane Regional Health District (SRHD) property and the management of SRHD funds and business; and

WHEREAS, the Spokane Regional Health District Board of Health is responsible for protecting and controlling the use of all property, equipment and/or assets of the SRHD; and

WHEREAS, during the ordinary course of business, the need will arise for SRHD to dispose of equipment/assets when such assets/equipment have exhausted their useful life; and

WHEREAS, in such cases when the asset/equipment has exhausted its' useful life to the SRHD, has a value of \$5,000 and above, the SRHD Division Director will present to the SRHD Board of Health a recommendation for approval that the asset be sold or disposed of as set forth in the SRHD Asset Disposal Procedure, and

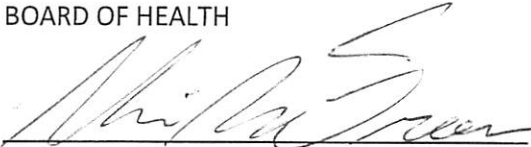
WHEREAS, upon receiving the recommendation from the SRHD Division Director that an asset/equipment valued at \$5,000 and above, which no longer has a useful life to the SRHD, the SRHD Board of Health shall set the appropriate bid price amount; and

WHEREAS, an Asset Disposal Policy will provide guidance and direction to the SRHD staff and the community for the proper disposal of SRHD assets/equipment.

NOW, THEREFORE, BE IT RESOLVED, the Spokane Regional Health District adopts the Asset Disposal Policy as presented in the attached document.

Signed this 28th day of September 2023 in Spokane, Washington.

SPOKANE REGIONAL HEALTH DISTRICT
BOARD OF HEALTH



CHAIR, MAYOR KEVIN FREEMAN



MARY KUNEV, COMMISSIONER

ABSENT

CHARLIE DURANONA, BOARD MEMBER



ALYCIA POLICANI, ND, BOARD MEMBER



VICE CHAIR, COMMISSIONER JOSH KERNS




AMBER WALDREF, COMMISSIONER

Christopher M. Patterson

Christopher M. Patterson (Oct 12, 2023 10:51 PDT)

CHRISTOPHER PATTERSON, BOARD MEMBER

	POLICY: Asset Disposal	NUMBER:
	DATE ENACTED:	REVIEW DUE:
	DIVISION: Administration	APPROVER:

PURPOSE:

To set forth an asset disposal policy to provide guidance to the Spokane Regional Health District (SRHD) staff which will allow for the proper disposal of all the SRHD assets.

SCOPE:

This policy applies to all staff regarding assets, both owned, used, or retained by SRHD.

DEFINITIONS:

Real Property: Assets which are considered “real property” include land and improvements thereon such as buildings, betterments, fixtures, and appurtenances, all as is customarily defined by real estate laws and practices.

Equipment: Any tangible personal property, including information technology systems having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by SRHD for financial statements purposes or \$5,000.

Small and Attractive Assets: Tangible assets which cost less than \$5,000, but more than \$500, which are particularly vulnerable to loss.

Fair Market Value: Fair market value is the price a product would sell for on the open market with each party acting in their own best interests. In determining the fair market value price, SRHD staff may use, but are not limited to, the use of the following resources: Kelley Blue Book, industry appraisals, published price lists, eBay, Craigslist, or other on-line selling sites.

POLICY:

The head (or designee) of each SRHD program has the responsibility for protecting and controlling the use of all “property,” “equipment,” and/or “small and attractive assets” under their respective care and control.

Eventually, the need arises for each SRHD program to dispose of the assets under their respective care and control whenever such assets have exhausted their useful life. In such cases the program manager will make a recommendation that: 1) the particular asset(s) under their care and control be declared to have exhausted its’ useful life or life expectancy; (2) such assets be disposed of in an appropriate manner as recommended by the responsible program manager, and (3) for all assets with a value of \$5,000 and above, the program manager will present the disposal proposal to the division director for approval. The division director will determine whether the disposal proposal should be presented to the SRHD Board of Health for approval and will determine an appropriate bid price amount based on fair market value.