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**crestline village**



***Memo***

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To: Board of Directors  
From: Thomas Weddle, General Manager  
Date: June 12, 2024  
Subject: Declare Vehicle as Surplus Equipment

At the District we have many vehicles to use daily and have not had a need for the below referenced vehicle. We will drive this vehicle periodically only to keep it from sitting too long.

We would like to declare the 2013 Ford Explorer as surplus property. Once this vehicle is declared surplus, we would like to start with internal bidding for full-time employees only. The vehicle to be declared surplus at this time is:

- 2013 Ford Explorer (098007)

Once the vehicle is declared surplus and ready to be sold, we will establish a minimum bid amount of \$10,500. In the past we have established the minimum bid amount as the amount halfway between the Kelley Blue Book Trade-in Value and Private Party Value. Since we want to open bidding for employees only, we are setting the bid in the mid-range of the Private Party Value. The bids will be brought back to the Board for final approval. However, if after a reasonable time we receive no bids for the vehicle, then a minimum bid between Kelley Blue Book Trade-In Value and Private Party Value will be set for public bids for said vehicle.

**Recommendation:**

It is requested that the Board of Directors declare the above vehicle as surplus district property and authorize staff to proceed with the sale of the vehicle.