

COMMISSION AGENDA

Item No: 4D

Meeting: 3/17/22

DATE: March 17, 2022
TO: Port Commission
CC: Eric D. Johnson, Executive Director
SPONSOR: Erin Galeno, Chief Financial and Administrative Officer
FROM: Rick Atkinson, Assistant Director, Equipment Maintenance
Alex Compton, Manager, Contracts and Purchasing
SUBJECT: Port of Tacoma Surplus February 2022

A. BRIEFING

The Port of Tacoma (Port), pursuant to RCW 53.08.090 (Sale of personal property) staff is informing the Commissioners of its intent to dispose of the below items deemed surplus to the Port's needs. The estimated value of each item is less than \$10,000.00; therefore, the property will be disposed of under the Port's Master Policy (section V, sub paragraph F.).

Port ID# / Item #	Description (make & model)	Quantity	Est. Value
3404	1999 CG31503 Chevy Box Van	1	\$500
10260	2005 Prius Hybrid Sedan	1	\$500
1175	1977 Hyster H60HP 6,000 lb Forklift	1	\$500
3400	1998 Dodge 3/4 Ton Pick Up	1	\$500
1178	1977 Hyster H60HP 6,000 lb Forklift	1	\$500
1206	1979 Cat V80D 8,000 lb Forklift	1	\$700
1235	1981 Cat V150 15,000 lb Forklift	1	\$700
3425	2002 GMC Sonoma Pick Up	1	\$500
No ID	Demag Overhead 10 Ton Crane	1	\$500
No ID	Van Cantilever Tommy Gate	1	\$200
No ID	1998 120 gal 230V Air Compressor	1	\$500
		TOTAL	\$5,600

B. BACKGROUND

The Port of Tacoma and the Northwest Seaport Alliance (NWSA) will retain and maintain only those assets that are necessary for the conduct of Port of Tacoma and NWSA business. An asset will be declared surplus when the Port of Tacoma or NWSA determines it is no longer of use and the Manager of Contracts and Purchasing will take steps to dispose of such assets.

"Surplus personal property" means that personal property (tangible property, other than real) which is determined to be obsolete, outmoded, or no longer usable by the Port of Tacoma or NWSA, or property for which future needs do not justify the cost of maintenance and/or storage. Since this property is not contiguous to other Port property and does not impact the usability of Port properties or operations, staff recommends declaring this property as surplus to allow for disposal and sale.

Finance has determined that the above listed items have zero net book value. Property was not purchased with Grant funding, and therefore does not have to abide by a Grantor's disposal requirements.

C. CURRENT STATUS

RCW 53.08.090 allows the Commission to delegate to the Executive Director the authority to surplus property valued less than \$10,000. Here, although the estimated value of the real Property proposed to be declared surplus is less than \$10,000, the Port's Master Policy Resolution 2021-08-PT states that the Executive Director will itemize the property to be sold and will certify that such property is no longer needed for Port District purposes and seek Commission authorization.

To the extent possible, staff will maximize the value received from surplus personal property, whether through a sale of the property, salvage, recycling, or trade-in. Staff will be mindful of the environmental impact relating to surplus versus scrapping of items.

D. NEXT STEPS

The sale of surplus personal property to Port of Tacoma and NWSA officials or employees will be restricted to public auctions, or consignment for bid, where the process is managed by a third-party vendor and all interested parties have equal opportunity in the bidding process.

Staff will adjust the Port of Tacoma and NWSA's inventory and/or fixed asset records as surplus disposal occurs.