



**HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**  
**Regional Transportation Planning Agency**  
**Humboldt County Local Transportation Authority**  
**Service Authority for Freeway Emergencies**  
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**AGENDA ITEM 10b**  
**HCAOG Board Meeting**  
**September 17, 2026**

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DATE: September 9, 2026  
TO: HCAOG Board of Directors  
FROM: Rob Holmlund, Executive Director  
SUBJECT: **Draft Surplus Property Disposal Policy**

### **STAFF REPORT**

#### **Contents:**

- Staff's Recommended Action
- Staff Summary
- Draft Surplus Property Disposal Policy

#### **Staff's Recommended Action:**

Motion to be approved by consent:

"I move that the Board adopt the HCAOG Surplus Property Disposal Policy"

#### **Staff Summary:**

HCAOG owns furniture, computers, office equipment, electronics, and other property used in its day-to-day operations. Over time, some of these items become obsolete, damaged, replaced, or otherwise no longer useful to the agency. HCAOG does not currently have a policy establishing how surplus property should be disposed of.

Staff developed the proposed Surplus Property Disposal Policy to establish a consistent process for determining when property is surplus and how it may be sold, donated, recycled, or otherwise disposed of. The policy is intended to provide enough flexibility to dispose of low-value items efficiently while maintaining appropriate oversight and documentation for property with greater value. The primary objective of the policy is to ensure that HCAOG disposes of equipment in a manner that is efficient, economical, transparent, and in the public interest.

Under the proposed policy, the Executive Director may determine that property is surplus and select an appropriate method of disposition. Property valued at \$1,000 or less may be donated, recycled, or otherwise disposed of when the anticipated proceeds from a sale would not justify the administrative cost of conducting one. Property valued above \$1,000 would ordinarily be

offered for sale through a method that provides reasonable competition, and disposition of property valued above \$25,000 would require prior Board approval.

The policy also establishes additional requirements for property purchased with grant or other restricted funds. Before disposing of this property, staff must determine whether the applicable funding source requires continued use, transfer, sale, reimbursement, crediting of proceeds, funding-agency approval, or another specific disposition process.

To provide ongoing transparency, HCAOG will maintain records of surplus-property dispositions. In any fiscal year in which dispositions collectively exceed \$1,000, staff will provide a report to the Board, typically as a consent item.

The proposed policy supplements HCAOG's existing Procurement Policies and Procedures Manual and does not supersede applicable federal or state law, grant requirements, funding agreements, HCAOG's Joint Powers Agreement, or other HCAOG policies. No direct financial impact is anticipated from adoption of the policy. The policy may reduce staff time and storage costs associated with property that is no longer needed and provides for proceeds from property sales to be deposited into the appropriate HCAOG fund.