

## Gull Lake Sewer & Water Authority

7722 N. 37th Street  
Richland, Michigan 49083  
Phone: (269) 731-4595  
Fax: (269) 731-2596  
www.glswa.org

June 3, 2020

Re: Capital Asset Retirement Procedure

The Authority has need for a procedure to properly retire capital assets at the conclusion of the asset's service life. The intent of the procedure is to detail the retirement process in a manner that addresses the timely sale or disposal of the assets for the best possible financial return.

1. The Authority Board will set the Fair Market Value of the capital asset(s) at the time of retirement.
2. A list of the capital asset(s) that are ready for retirement will be posted at the Authority office, on the Authority's website, and posted at the supporting townships, including those entities for which the Authority has contractual obligations for providing service. This posting will include the capital asset(s) description and fair market value. Duration of the posting will be 2 weeks.
3. The capital asset(s) ready for retirement will be available for inspection during the posting period at the Authority Board's office.
4. Any person or party with interest in purchasing of the capital asset(s) at the set fair market value will need to provide written notification to the Authority's director within the 2 week posting period.
5. If written notification of interest exceeds a single person or party, closed bids will then be accepted in a sealed envelope. Closed bids are due within 3 days of removal of the posting. Bids would then be opened on the third day at 4:00 PM at the Authority in the public meeting room. The highest bidder shall be awarded the purchase. Payment is due within 7 days along with removal of the retired capital asset(s).
6. With no formal written interest in capital assets for retirement, the Authority Board will choose either public auction or disposal as the method of retirement for the listed capital asset(s).

The goal of Gull Lake Sewer & Water Authority is to be responsible by administering a fair process through the retirement procedure.

Respectfully,



John Crumb  
Executive Director  
Gull Lake Sewer & Water Authority