

COVER MEMO

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| Briefing Date/Time: | January 12, 2026 |
| Staff Contact/Title: | Alex Smith, (360) 528-8001, alexsmith@portolympia.com |
| Subject: | Resolution 2026-01 Surplus Property Disposal Dollar Limit |
| Purpose: | <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Decision Needed |

Type of Agenda Item:

Action/Other

Background:

RCW 53.08.090 authorizes a Port to sell its surplus property two different ways. The primary determining factor for which method to use is the dollar value threshold of the property to be sold, with higher valued items requiring more individual scrutiny and additional action by the Commission.

The dollar value limit is set on an annual basis by Port Resolution that also authorizes the Executive Director to sell property below that value, after providing the Commission with a list of the items to be sold and certifying that everything on the list is below the value limit.

RCW 53.08.090 set the initial dollar value threshold for individual items and the Department of Revenue adjusts the figure annually based on an inflationary factor. For calendar year 2025, the calculated dollar value threshold as established by the Washington State Department of Revenue is \$23,340.00.

The Port of Olympia's *Surplus Property Policy #125* further restricts the property to be sold under the annual dollar limit value to only *personal* property, specifically excluding *real* property from being disposed of through this annual process.

Staff periodically compiles a list of personal property under the \$22,340.00 value, and presents the list, and the Executive Director's written certification that listed items are no longer needed for Port purposes, to the Commission when needed.

Summary & Financial Impact:

Allows the Port to expeditiously dispose of unproductive property.

Alignment with Vision 2050:

N/A

Environmental Considerations and Review:

N/A

Alternatives Considered:

N/A

Staff Recommendation:

Staff offers a sample motion:

“I move to adopt Resolution 2026-01, Surplus Property Disposal Dollar Limit”

Document(s) Attached:

Resolution 2026-01 Surplus Property Disposal Dollar Limit

PowerPoint Presentation