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Finance Department
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TO: Chairperson William Siebers and Members of the Finance Committee

FROM: Kelli Rindt, Enterprise Fund Accounting Manager
Chris Shaw, Utilities Director

DATE: November 10, 2021

RE: ***Approve write-off of obsolete and no longer need parts from inventory.***

BACKGROUND:

The Utility Department completed a review of Wastewater inventory items. The review looked at inventory parts within the system that have had no transactions since the end of 2018. Items were reviewed for useable condition. Some items were in useable condition but are no longer needed for maintenance or the operations of the treatment plant.

The Utility Department also reviewed some select items within the Water inventory system that are no longer needed due to changes in lime chemical equipment.

Attached is a listing of items that no longer need to be maintained in the Water and Wastewater inventory systems.

RECOMMENDATION:

Approve inventory write-off \$14,317.12 for wastewater items and \$2,711.97 for water items that are no longer needed. Disposal of these items will follow the Procurement & Contract Management Policy and will include metal recycling, discarding to trash and internet or other selling tools for parts that are still useable condition with value. Should you have any questions regarding this project please contact me at phone: 920 832-6316.