

	Northwestern Band of the Shoshone Nation Housing Services	
	Policy & Procedures Manual Disposition Policy	
	Revision Number & Date Revision Number 2 – 9 April 2024	Document Control Number NWBSN HS-PM-D-002

Disposition Policy

Purpose

Personal Property shall not be sold or exchanged for less than its fair value. Personal property with a value of \$1,000 or more, which is to be sold to other than a public body for a public use, shall be at public sale.

Sales of excess personal property shall be made in the following manner:

1. If the estimated sales value of the personal property offered for sale is less than \$500.00 the Housing Director may negotiate a sale in the open market after such informal inquiry as he/she considers necessary to ensure a fair return to Housing Services. The sale shall be documented by an appropriate bill of sale.
2. For sales from \$500 to \$1,000 the Housing Director shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale.
3. Sales of \$1,000 or more and the award of such contract shall be made only after advertising for formal bids. Such advertising shall be at least 15 days prior to award of the sales contract and shall be by advertisement in newspapers, circular letters, and/or online to all prospective purchasers. In addition, notices shall be posted in public places both physical and online. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as a part of the permanent record. The award shall be made to the highest bidder as to price.
4. The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the Board. The transfer shall be documented by an appropriate bill of sale.

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	<h2 style="margin: 0;">Policy & Procedures Manual</h2> <h3 style="margin: 0;">Disposition Policy</h3>	
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5. Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Housing Board. The Housing Director shall make every effort to

dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, a statement shall be prepared by the Housing Director listing the prospective bidders solicited and all other efforts made to sell the property together with recommendations as to the manner of disposition. This statement shall be referred to the Housing Board for its approval. A copy of the Housing Board of Commissioners' approval, together with the complete documentation in support of the destruction, abandonment, or donation, shall be retained as a part of the permanent records.

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REVISION HISTORY

The **Disposition Policy** was **ADOPTED** by the Northwestern Band of the Shoshone Nation Housing Authority Board of Commissioners on **29 November 1997**. Motion was made by **Jon Warner** and seconded by **Lila Jones**.

- Motion carried by 3 YES and 0 NO, and 2 ABSTENTIONS (absent).

The **Disposition Policy** was **UPDATED** by the Northwestern Band of the Shoshone Nation Housing Services Board of Commissioners on **9 April 2024**. Motion was made by **Tara Hawks** and seconded by **Mason Shepherd**.

- Motion carried by 5 YES and 0 NO, and 0 ABSTENTION (absent).

 Director – Housing Services	<u>4-9-24</u> Date	 Housing Board Member	<u>4/9/24</u> Date
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The **Disposition Policy** was further formalized by Resolution **4-19-2024-02** of the Northwestern Band of the Shoshone Nation Tribal Council on **19 April 2024**. Motion was made by **Shane Warner** and seconded by **Cale Worley**.

- Motion carried by 7 YES, and 0 NO, and 0 ABSTENTION and 0 ABSENT.



Dennis A. Alex
Chairman

Bradley J. Parry
Vice Chairman

NORTHWESTERN BAND OF THE SHOSHONE NATION
2575 Commerce Way
Ogden, Utah 84401

**RESOLUTION OF
THE NORTHWESTERN BAND OF THE SHOSHONE NATION
HOUSING SERVICES Resolution Number 04-19-2024-02**

Approving a Disposition Policy UPDATE for the NWBSN Housing Services.

At a duly called meeting of the Tribal Council of the Northwestern Band of the Shoshone Nation on **19 April 2024**, the following resolution was presented:

WHEREAS: The Tribal Council is the governing body of the NWBSNHS with the authority to adopt laws and rules to govern Housing Services; and

WHEREAS: The NWBSN Housing Services is a Tribal Program authorized to manage homeownership and rental housing programs and such management requires the adherence to Policies and Procedures set forth by The Department of Housing and Urban Development; and

WHEREAS: The Housing Services Board of Commissioners has received and reviewed an updated Disposition Policy at a duly called meeting on 9 April 2024 as prepared by the Housing Services Director and has been approved by vote of a quorum of the Housing Services Board of Commissioners.

Vote of 5 in favor, 0 opposed, 0 abstentions and 0 absent on 9 April 2024.

NOW THEREFORE, BE IT RESOLVED that the NWBSN Tribal Council hereby approves the Disposition Policy as reviewed and corrected. (See Attached)



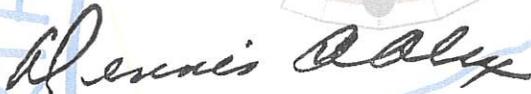
Dennis A. Alex
Chairman

Bradley J. Parry
Vice Chairman

NORTHWESTERN BAND OF THE SHOSHONE NATION
2575 Commerce Way
Ogden, Utah 84401

Authority for this resolution was duly adopted by the Tribal Council of the Northwestern Band of the Shoshone Nation at a duly called meeting on **19 April 2024**, by a vote of 7 in favor (DA, BP, AM, KH, JW, SW, CW), 0 Opposed, 0 Absent, 0 Abstain; pursuant to the authority contained under Article VI, Section 1 & 2 and Article XI, Section 2 of the Tribal Constitution and By-laws approved August 24, 1987; Tribal Housing Ordinance, ORD-95-001, Amended 09 April 1996.

DATED: 19 April 2024



DENNIS A. ALEX, CHAIRMAN
CERTIFICATION:

I HEREBY CERTIFY that the foregoing resolution was passed while a quorum of the Tribal Council was present by a vote of 7 in favor, 0 opposed, 0 abstentions on the date this bears.



Alicia Martinez, Secretary

