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Memorandum

To: Honorable Chairman, Members of the Board of Trustees
From: Julie Casteen, Assistant Trust Manager
Re: Surplus Items
Date: January 6, 2023

BACKGROUND

Prior to the installation of the Automatic Meter Reading system, staff used handheld devices to manually record water usage. Three of the four original handheld devices are no longer operational, and the other one is in poor condition and has no value.

STAFF RECOMMENDATION

Staff recommends the surplus of four handheld meter reading devices.

ATTACHMENTS

(4) surplus forms.