

# JEFFERSON COUNTY BOARD OF COMMISSIONERS

## Agenda Item

FOR THE WEEK OF: February 21, 2011

**I. Description --A brief description of the agenda item.**

This action is the Board's certification of the inventory of capitalized assets of the County on December 31, 2010 to be filed with the County Auditor the first Monday of March.

**II. Issues --A short outline of the major issues or areas that should be given particular attention.**


RCW 36.32.210 and 36.32.213 and County Resolution No. 19-07 require this procedure. Each Department Head and Elected Official has verified the inventory from their Department (signed inventory certifications are included.)

**III. Action -- What is the nature of the action the Board is being asked to take (discussion, approval of a contract, support for a grant, etc.).**

After the "Verification on Oath" is administered sign the Inventory Certification which will then be filed with the Auditor as prescribed by law.

**IV. You may also want to express the department's position or recommendation. Suggested wording for the motion (a motion to approve/adopt/accept and a motion to deny/remand) would help especially if there are specific items or wording that needs to be covered in the motion.**

Recommendation is to certify the County's inventory as of 12/31/10.

  
Philip Morley, County Administrator

2/18/11  
Date

# Inventory Certification

State of Washington )

: ss

County of Jefferson )

**JOHN AUSTIN, PHIL JOHNSON, AND DAVID SULLIVAN, first duly sworn on oath, depose and say: That the following sheets containing the inventory of capitalized assets of the several departments of the County, as certified by each Department Head, are a true and correct inventory of the capitalized assets belonging to Jefferson County on December 31, 2010.**

**BOARD OF COUNTY COMMISSIONERS  
JEFFERSON COUNTY, WASHINGTON**

**John Austin, Chair**

**SEAL:**

**David Sullivan, Commissioner**

**Phil Johnson, Commissioner**

**ATTEST:**

**Lorna Delaney, CMC  
Clerk of the Board**



Donna M. Eldridge  
JEFFERSON COUNTY AUDITOR

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# MEMO

**To:** Lorna Delaney, Clerk of the Board  
**From:** Donna M. Eldridge, Jefferson County Auditor  
**Date:** February 15, 2011  
**Subj:** Jefferson County Equipment Inventory

A handwritten signature in cursive script, reading "Donna M. Eldridge", is written over the "From:" line of the memo header.

I am submitting to you Jefferson County's Equipment Inventory, which includes a listing of Real Property and Roads, Bridges, Buildings, Parks and Trails as of December 31, 2010.

I have divided this inventory into the following sections:

- Section 1 – Equipment Inventory – Listed in AS400
- Section 2 – Equipment Inventory – Listed in GEMS
- Section 3 – Equipment Certification – signed by Elected Officials and Department Heads
- Section 4 – Real Property – Listed in AS400
- Section 5 – Roads, Bridges, Buildings, Parks and Trails – Listed in GEMS

If you have any questions, please contact me.

Thank you.