

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA REQUEST**

**TO: Board of County Commissioners  
Philip Morley, County Administrator**

**FROM: Leslie Locke, Deputy Clerk of the Board**

**DATE: February 27, 2012**

**SUBJECT: CERTIFICATION of Annual Inventory of the Capitalized Assets As of December 31,  
2011**

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**STATEMENT OF ISSUE:**

This action is the Board's certification of the inventory of capitalized assets of the County on December 31, 2011 to be filed with the County Auditor the first Monday of March.

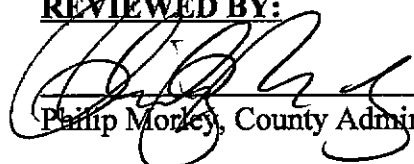
RCW 36.32.210 and 36.32.213 and County Resolution No. 19-07 require this procedure. Each Department Head and Elected Official has verified the inventory from their Department (signed inventory certifications are included.)

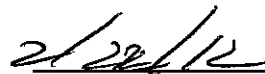
After the "Verification on Oath" is administered sign the Inventory Certification which will then be filed with the Auditor as prescribed by law.

**RECOMMENDATION:**

Recommendation is to certify the County's inventory as of 12/31/11.

**REVIEWED BY:**

  
Philip Morley, County Administrator

  
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, is a true and correct inventory of the capitalized assets belonging to Jefferson County on December 31, 2011.**

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

**John Austin, Chair**

**SEAL:**

**Phil Johnson, Commissioner**

**David Sullivan, Commissioner**

**ATTEST:**

**Raina Randall,  
Deputy Clerk of the Board**

## **VERIFICATION ON OATH**

I, John Austin, state under oath that the statements I am making in the Inventory Certification are true.

\_\_\_\_\_  
John Austin

State of Washington  
County of Jefferson County

Signed and sworn to before me on February 27, 2012 by Phil Johnson.

\_\_\_\_\_  
Erin Lundgren, Notary  
My Appointment Expires:

## **VERIFICATION ON OATH**

I, David Sullivan, state under oath that the statements I am making in the Inventory Certification are true.

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David Sullivan

State of Washington  
County of Jefferson County

Signed and sworn to before me on February 27, 2012 by Phil Johnson.

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Erin Lundgren, Notary  
My Appointment Expires:

## **VERIFICATION ON OATH**

I, Phil Johnson, state under oath that the statements I am making in the Inventory Certification are true.

\_\_\_\_\_  
Phil Johnson

State of Washington  
County of Jefferson County

Signed and sworn to before me on February 27, 2012 by Phil Johnson.

\_\_\_\_\_  
Erin Lundgren, Notary  
My Appointment Expires:



Donna M. Eldridge  
JEFFERSON COUNTY AUDITOR

P.O. BOX 563, PORT TOWNSEND, WA 98368  
E-MAIL: deldridge@co.jefferson.wa.us

(360) 385-9118

# MEMO

**To:** Raina Randall, Deputy Clerk of the Board  
**From:** Donna M. Eldridge, Jefferson County Auditor  
**Date:** February 15, 2012  
**Subj:** Jefferson County Equipment Inventory

A handwritten signature in black ink, appearing to read "Donna M. Eldridge", is written over the "From:" and "Date:" fields 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, 2011.

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 - JeffCom
- Section 4 – Equipment Certification – signed by Elected Officials and Department Heads
- Section 5 – Real Property – Listed in AS400
- Section 6 – Roads, Bridges, Buildings, Parks and Trails – Listed in GEMS

If you have any questions, please contact me.

Thank you.

See Clerk For Original Copy

# **Jefferson County Equipment Inventory**

**Includes Listing of Real Property and  
Roads, Bridges, Buildings, Parks and Trails**

as of

**December 31, 2011**

