

OFFICE OF THE HEARING EXAMINER PRO TEM

THURSTON COUNTY

REPORT AND DECISION

PROJECT NO.: 2015104301, Littlerock Elementary School

FOLDER NO.: 15 116515 ZM

LOCATION: 12710 Littlerock Road S.W., Olympia

TAX PARCEL NO.: 46703200500

APPLICANT: Tumwater School District
Attn: Mel Murray
621 Linwood Avenue S.W.
Tumwater, WA 98512

REPRESENTATIVE: AHBL, Inc.
Attn: Lisa Klein
2215 North 30th Street, Suite 300
Tacoma, WA 98403

PLANNER: Robert Smith, Senior Planner

SUMMARY OF REQUEST:

Special Use Permit approval to reconstruct and modernize the Littlerock Elementary School. The total size of structures will increase from 43,413 square feet to 60,000 square feet, but the current maximum capacity of the school at 423 students will not change. The school is located at 12710 Littlerock Road S.W., Olympia.

SUMMARY OF DECISION: Request granted, subject to conditions.

DATE OF DECISION: January 13, 2016

PUBLIC HEARING:

After reviewing the Staff Report and examining available information on file with the application, the Examiner conducted a public hearing on the request as follows:

The hearing was opened on December 21, 2015, at 10:00 a.m.

Parties wishing to testify were sworn in by the Examiner.

The following exhibits were submitted and made a part of the record as follows:

- EXHIBIT "1" - Resource Stewardship Planning and Environmental Section Report with Attachments**
- EXHIBIT "2" - SCJ Alliance Consulting Services Traffic Impact Analysis**
- EXHIBIT "3" - Landau Associates Geotechnical Report**
- EXHIBIT "4" - Habitat Technologies Critical Areas Report**
- EXHIBIT "5" - AHBL Preliminary Drainage Report**
- EXHIBIT "6" - Preliminary Site Plan**
- EXHIBIT "7" - SCJ Alliance Letter dated October 21, 2015**
- EXHIBIT "8" - Photograph of Posted Notice**
- EXHIBIT "9" - Power Point Presentation**

The Minutes of the Public Hearing set forth below are not the official record and are provided for the convenience of the parties. The official record is the recording of the hearing that can be transcribed for purposes of appeal.

ROBERT SMITH appeared, presented the Planning and Environmental Section Staff Report, and introduced Exhibits 1-6. The applicant submitted a site circulation assessment that will relocate the parent dropoff/pickup area from the bus stop area. The applicant also performed a queuing capacity that he introduced as Exhibit 7. The school has existed at the present site for many years and the remodel will allow removal of all portable classrooms. The bus stop will remain in its present location and they will have a new parent pickup loop. A Group A public water system serves the school. The site is located in the R-1/20 zone classification that allows schools subject to a special use permit. The proposed building meets all bulk regulations to include height and setbacks, and the site also provides adequate parking. All reviewing staff recommend approval.

MEL MURRAY appeared on behalf of the applicant and testified that the voters approved the school remodeling in 2014 by passing a bond. The Tumwater School District was formed in 1861 and the present school was established on the site in 1894. They propose a single building that will include new programs such as special education and Title 1. They propose a single building with six points of entry and more technology within the building itself to include a computer lab.

LISA KLEIN appeared on behalf of the request and introduced Exhibit 9, a power point presentation. The district rebuilt the school in 1957 and owns the Group A water system and operates its own septic system. The school presently provides no stormwater treatment. The site has high groundwater and is above a Category I aquifer. They found no evidence of gophers inhabiting the site. The school houses 332 students at present

and the district anticipates enrollment will stay the same and could decrease. Buses presently access the site on Maytown Road and that access will remain. Parents will access the site from Littlerock Road. The reserve drainfield is located at the intersection and the primary drainfield is located north of the school building. They will provide landscaping around the track and the 58 parking spaces. They have reduced the amount of impervious coverage and are improving the existing conditions of the site.

No one spoke further in this matter and the Hearing Examiner took the matter under advisement. The hearing was concluded at 10:20 a.m.

NOTE: A complete record of this hearing is available in the office of the Thurston County Resource Stewardship Department.

FINDINGS, CONCLUSIONS, AND DECISION:

FINDINGS:

1. The Hearing Examiner has admitted documentary evidence into the record, heard testimony, and taken this matter under advisement.
2. The Tumwater School District assumed Lead Agency status for State Environmental Policy Act (SEPA) review. Based on such review, the School District Responsible Official issued a Determination of Nonsignificance (DNS) on November 24, 2015 (Attachment j), and no appeals were filed.
3. Written notice of the public hearing was sent to all parties of record on December 7, 2015. Notice of the public hearing was published in The Olympian on December 11, 2015, at least ten (10) days prior to the hearing. Notice was posted on site on December 10, 2015.
4. The applicant, Tumwater School District, has a possessory ownership interest in an irregularly shaped, 11.42 acre parcel of property located at the northeast quadrant of the intersection of Olympia Street/Littlerock Road S.W. and Maytown Road S.W. (SR-121) in unincorporated Thurston County. The parcel abuts Maytown Road for 807 linear feet, Olympia Street for 177 feet, and Littlerock Road for 521 feet. The parcel extends east from Littlerock Road a distance of 334 feet.
5. The Tumwater School District was formed in 1861 and established a school at the site in 1894. Subsequent thereto the district improved the school on numerous occasions and completely rebuilt it in 1957. Modernizations, additions, and reconstructions to include placement of portable classrooms have occurred since then. Currently the school consists of 43,413 square feet to include portables. In 2014 school district voters approved a bond that allows removal of the existing school and replacement with a new, larger, modernized facility. The new facility will

accommodate the same number of students but will also provide areas for new programs to include technology and special education. The new school will provide a greater setback from roadways and will contain approximately 60,000 square feet. The present school has an enrollment of 332 students but can accommodate 423 students. The new school will also accommodate 423 students. The applicant anticipates that enrollment will not increase and could actually decrease in the future. Construction of the new school will eliminate all portable classrooms but will provide space for two portables at the northeast corner.

6. The parcel is located within the Rural (R 1/20) zone classification of the Thurston County Code (TCC) that authorizes academic schools subject to acquisition of a special use permit. Section 20.09B.090 TCC sets forth design standards for the R 1/20 zone classification that includes maximum building coverage, maximum building height, yard setback requirements, and maximum impervious surface coverage. The Board of County Commissioners for Thurston County adopted Ordinance Number 15204 that became effective October 27, 2015, that authorized special design standards for expansion of existing academic schools as defined in TCC 20.03.040. Said ordinance provides that the special use permit process will determine maximum building coverage for such facilities.
7. The proposed new school will comply with the maximum building height limitation of 35 feet in the R 1/20 zone. The new building will also meet minimum building setbacks from property lines of 35 feet from Littlerock Road and Maytown Road and ten feet from all other property lines. Section 20.09D.050(6)(c) TCC allows a maximum impervious surface coverage of 60 percent of the overall property, and the applicant proposes 3.42 acres of impervious surface that calculates to 30 percent of the overall parcel area. The proposal also provides more than the minimum parking requirements of 39 off-street spaces. The school will retain its existing 43 stall parking lot and add 15 spaces for a total of 58 spaces. The landscape plan complies with TCC standards, but staff approved an administrative variance that reduced the required, 30 foot wide, perimeter buffer between incompatible uses. While the property contains soil types that provide potential habitat for native prairie species, an investigation disclosed that no such species inhabit the site.
8. Chapter 20.54 TCC authorizes the Hearing Examiner to approve a special use permit so long as the:

...proposed use shall not result in substantial or undue adverse effects on adjacent property, neighborhood character, natural environment, traffic conditions, parking, public property or facilities, or other matters effecting the public health, safety, and welfare. However, if the proposed use is a public facility deemed to be of overriding public benefit, and if measures are taken and conditions imposed to mitigate adverse effects to the extent reasonably possible, the permit may be granted even though the adverse effects may

occur. (TCC 20.54.040.3.a)

In the present case, an elementary school has existed on the site since 1894. Modernizing and increasing the size of the structure will have no adverse effect on adjacent properties or the neighborhood character. The use of the site will continue as a school with the same enrollment. Furthermore, the applicant is upgrading the traffic circulation around the school by providing a parent dropoff/pickup location on Littlerock Road separate from the bus dropoff/pickup area on Maytown Road. Furthermore, parking spaces are increased from 43 to 59 spaces. The school is a "public facility deemed to be of overriding benefit" and conditions imposed hereinafter mitigate any adverse impacts.

9. Prior to obtaining a special use permit the applicant must show that the request satisfies the criteria set forth in TCC 20.54.09(B). Findings on each criteria are hereby made as follows:
 - A. The use of a school at the present location complies with the Thurston County Comprehensive Plan and all applicable Federal, State, regional, and Thurston County laws or plans. As previously found, a school has existed at this site since 1894.
 - B. The remodeled school complies with the general purpose and intent of the applicable R 1/20 zone classification and provides an adequate lot size, meets all building setback requirements, and meets all bulk requirements of the R 1/20 zone. Impervious surfaces will cover only 3.42 acres of the 11.42 acre parcel.
 - C. The special use is appropriate in the present location. The remodeled school will not result in substantial or undue adverse effects on adjacent properties, the neighborhood character, natural environment, traffic conditions, parking, public property or facilities, or other matters affecting the public health, safety, and welfare. The school is a longstanding use at the site and the reconstruction/modernization will not change the use. The student population will not change and the new, modern facility provides greater safety for students by separating the bus area from the parent pickup/dropoff area. The school is adequately served by facilities and utilities in the area. An existing Group A public water supply system and onsite sewage disposal system serves the school, and the applicant will upgrade both as part of the remodeling project.
10. Section 20.54.070(1) TCC sets forth specific standards for academic schools. Findings on each such standard are hereby made as follows:
 - A. The minimum site size meets the requirements of the Superintendent of Public Instruction as set forth in Section 392-342-020 of the Washington

Administrative Code (WAC). Said standards recommend a minimum area of five acres plus one, additional, usable acre for each 100 students. A maximum capacity of 423 students would require ten acres. The school property consists of 11.42 flat, usable acres and therefore exceeds the minimum size standard.

- B. This criteria requires a school parcel abutting a residential use to provide screening in a manner necessary to reduce the noise generated by activities on school grounds. Abutting parcels to the north and east are improved with residential uses. The applicant has submitted a landscape plan that includes screening vegetation that will dampen noise on the school grounds.
- C. This criteria requires that the height of any auditorium or gymnasium be set by the approval authority. In the present case the applicant proposes no changes to the existing multipurpose building that presently complies with the maximum 35 foot height limit of the R 1/20 classification.

CONCLUSIONS:

- 1. The Hearing Examiner has the jurisdiction to consider and decide the issues presented by this request.
- 2. The request for a special use permit to allow reconstruction and modernization of the existing Littlerock Elementary School, is consistent with the R 1/20 zone classification and satisfies all applicable criteria in the TCC. Therefore, the special use permit should be approved subject to the following conditions:
 - A. Prior to or in conjunction with the issuance of any building permit, all applicable regulations and requirements of the Thurston County Public Health and Social Services Department, Public Works Department, Fire Marshal and Thurston County Resource Stewardship Department shall be met.
 - B. On April 8, 2014, the U.S. fish and Wildlife Service listed the Mazama Pocket Gopher under the Endangered Species Act. This property is mapped with Everett soils. This soil type can be habitat for the gopher. Because of the mapped soil types the site was reviewed by US F&W biologists. The results of the review found no gophers in the project area. The County has received a letter from US F&W stating that, based on physical, environmental, and biological conditions at the project site, the Service has determined the project will not result in take, or are very unlikely to result in take, of mazama pocket gophers. This determination is valid until October 31, 2016.

- C. The Applicant shall contact Nisqually Tribe Preservation Officer, Jackie Wall (360) 456-5221, if during excavation there are discoveries of archaeological artifacts or human burials.
- D. All proposed landscaping shall be installed as proposed prior to final building permit occupancy approval..
- E. If contamination is currently known or suspected during construction, testing of potentially contaminated media must be conducted. If contamination of soil or groundwater is readily visible, or is revealed by testing, The Washington State Department of Ecology must be notified (Contact the Environmental Report Tracking System Coordinator at the Southwest Regional Office at (360) 407-6300).
- F. The following Health related conditions:
 - 1. Prior to the release of any building permits associated with this project, confirmation must be received that the storage reservoir has been granted final design approval by Washington State Department of Health Office of Drinking Water.
 - 2. Prior to the release of any building permits associated with this project, plans must be reviewed and approved by the Food & Environmental Services Section. Applications are available on their website at <http://www.co.thurston.wa.us/health/ehle/schools>.
 - 3. Prior to final building occupancy approval, confirmation is required that the septic tanks have been abandoned per Article IV of the Thurston County Sanitary Code.
 - 4. Prior to final building occupancy approval, confirmation is required that the Operational Certificate has been re-issued by Environmental Health with the requirement that monthly water use figures be provided at the time of renewal. The Tumwater School District is the entity that currently monitors the system.
 - 5. Prior to final building occupancy approval, a pre-opening inspection must be satisfactorily completed by the Food & Environmental Services section.
 - 6. Prior to final building occupancy approval, confirmation is required that the storage reservoir has received final construction approval by Washington State Department of Health Office of Drinking Water.

- G. The following Public Works related conditions:
1. The proposed roadway in concept and design shall conform to the Road Standards.
 2. A construction permit shall be acquired from the Thurston County Public Works – Development Review Section prior to any construction.
 3. All traffic control devices shall be designed, located, manufactured, and installed in accordance with the Road Standards, Manual of Uniform Traffic Control Devices and applicable WSDOT Standards & Specifications. A sign and striping plan shall be incorporated into the construction drawings for the project. Please contact Thurston County Public Works – Development Review Section Staff to obtain the most current Thurston County guidelines.
 4. County forces may remove any traffic control device constructed within the County right-of-way not approved by this division and any liability incurred by the County due to non-conformance by the applicant shall be transferred to the applicant.
 5. The storm water management system shall conform to the Drainage Design & Erosion Control Manual.
 6. All drainage facilities outside of the County right-of-way shall remain private and be maintained by the developer, owner and/or the property owners association.
 7. Storm water runoff shall be controlled through all phases of the project by facilities designed to control the quality and quantity of discharges and shall not alter nor impact any existing drainage or other properties.
 8. The proposed water and sewer system shall be designed in accordance with the standards and specification of the respective utility purveyor. All water and sewer plans are subject to review and acceptance by the respective utility purveyor.
 9. Proposed utility work within the Thurston County Right of Way shall conform to the Road Standards and Chapter 13.56 Thurston County Code. These standards do not address specific city design requirements but rather only items such as restoration of the County right of way and traffic control.

- a. Placement of utilities within the County right of way will require a Franchise Agreement with Thurston County pursuant to Title 13.56 TCC. This agreement shall be executed with Thurston County prior to final approval.
 - b. Please note all utilities placed parallel to and within the pavement structure are required to rebuild a minimum of half the road, to include grinding and replacement of a minimum of 0.20' of asphalt concrete pavement.
10. Per Thurston County Resolution 14820, traffic impact fees shall be paid prior to issuing any building permits associated with this project.
 11. All crosswalks adjacent to the school shall be removed.
 12. School zone signage shall be updated to meet current county standards.
 13. No work shall take place until a construction permit has been issued by Thurston County Public Works – Development Review Section.
 14. The proposed grading or site work shall conform to Appendix J of the International Building Code, Title 14.37 of the Thurston County Code and Drainage Design & Erosion Control Manual.
 15. When all construction/improvements have been completed, contact the Thurston County Public Works – Development Review Section at 786-5214 for a final inspection.
 16. This approval does not relieve the Applicant from compliance with all other local, state and/or federal approvals, permits, and/or laws necessary to conduct the development activity for which this permit is issued. Any additional permits and/or approvals shall be the responsibility of the Applicant. One permit that may be required is a Construction Stormwater Permit from the Washington State Department of Ecology. Information on when a permit is required and the application can be found at: <http://www.ecy.wa.gov/programs/wq/stormwater/construction/permit.html>. Any additional permits and/or approvals shall be the responsibility of the Applicant.
 17. Once the planning department has issued the official approval, a construction permit application shall be submitted along with a complete set of construction drawings and the final drainage and

erosion control report to Thurston County Public Works – Development Review Section for review and acceptance.

18. PRIOR to construction, the applicant shall:
 - a. Pay outstanding construction review and inspection fees*
 - b. Receive erosion and sediment control permit
 - c. Have the erosion and sediment control inspected and accepted
 - d. Receive a construction permit
 - e. Schedule a pre-construction conference with county staff.

* The current fee schedule can be found online at <http://www.co.thurston.wa.us/permitting/fees/docs/Roads-Development-Review-Fees-20090301.pdf> or contact Ruthie Padilla with the Thurston County Public Works – Development Review Section by phone at 754-3355, ext. 2046, or by e-mail at padillr@co.thurston.wa.us.

19. Prior to receiving final approval from this department, the following items shall be required:
 - a. Completion of all roads and drainage facilities.
 - b. Final inspection and completion of all punch list items.
 - c. Record drawings submitted for review and acceptance. The record drawings shall include street names and block numbers approved by Addressing Official.
 - d. Receive and accept Engineer's Construction Inspection Report Form (Appendix I-C, Volume I of the Drainage Design and Erosion Control Manual).
 - e. Receive and accept Maintenance Agreement Form (Appendix I-E, Volume I of the Drainage Design and Erosion Control Manual).
 - f. Execute an agreement with financial security for the maintenance and operation of the drainage facilities in accordance with Thurston County Code 15.05.040.
 - g. Completion of required frontage improvements.
 - h. Completion of required signing and striping.
 - i. Payment of any required permitting fees.

- H. All development on the site shall be in substantial compliance with the approved site plan. Any expansion or alteration of this use beyond that initially approved by the Hearing Examiner will require approval of a new or amended Special Use Permit. The Resource Stewardship Department will

determine if any proposed amendment is substantial enough to require Hearing Examiner approval.

DECISION:

The request for a special use permit to allow the reconstruction and modernization of the existing Littlerock Elementary School located at 12710 Littlerock Road S.W., Olympia, is hereby granted subject to the conditions contained in the conclusions above.

ORDERED this 13th day of January, 2016.



STEPHEN K. CAUSSEAU, JR.
Hearing Examiner

TRANSMITTED this 13th day of January, 2016, to the following:

APPLICANT: Tumwater School District
Attn: Mel Murray
621 Linwood Avenue S.W.
Tumwater, WA 98512

REPRESENTATIVE: AHBL, Inc.
Attn: Lisa Klein
2215 North 30th Street, Suite 300
Tacoma, WA 98403

OTHERS:

Environmental Health
Attn: Dawn Peebles

Public Works
Attn: Arthur Saint

THURSTON COUNTY

THURSTON COUNTY
PROCEDURE FOR RECONSIDERATION AND APPEAL
OF HEARING EXAMINER DECISION TO THE BOARD

NOTE: THERE MAY BE NO EX PARTE (ONE-SIDED) CONTACT OUTSIDE A PUBLIC HEARING WITH EITHER THE HEARING EXAMINER OR WITH THE BOARD OF THURSTON COUNTY COMMISSIONERS ON APPEALS (Thurston County Code, Section 2.06.030).

If you do not agree with the decision of the Hearing Examiner, there are two (2) ways to seek review of the decision. They are described in A and B below. Unless reconsidered or appealed, decisions of the Hearing Examiner become final on the 15th day after the date of the decision.* The Hearing Examiner renders decisions within five (5) working days following a Request for Reconsideration unless a longer period is mutually agreed to by the Hearing Examiner, applicant, and requester.

The decision of the Hearing Examiner on an appeal of a SEPA threshold determination for a project action is final. The Hearing Examiner shall not entertain motions for reconsideration for such decisions. The decision of the Hearing Examiner regarding a SEPA threshold determination may only be appealed to Superior Court in conjunction with an appeal of the underlying action in accordance with RCW 43.21C.075 and TCC 17.09.160. TCC 17.09.160(K).

A. RECONSIDERATION BY THE HEARING EXAMINER (Not permitted for a decision on a SEPA threshold determination)

1. Any aggrieved person or agency that disagrees with the decision of the Examiner may request Reconsideration. All Reconsideration requests must include a legal citation and reason for the request. The Examiner shall have the discretion to either deny the motion without comment or to provide additional Findings and Conclusions based on the record.
2. Written Request for Reconsideration and the appropriate fee must be filed with the Resource Stewardship Department **within ten (10) days of the written decision**. The form is provided for this purpose on the opposite side of this notification.

B. APPEAL TO THE BOARD OF THURSTON COUNTY COMMISSIONERS (Not permitted for a decision on a SEPA threshold determination for a project action)

1. Appeals may be filed by any aggrieved person or agency directly affected by the Examiner's decision. The form is provided for this purpose on the opposite side of this notification.
2. Written notice of Appeal and the appropriate fee must be filed with the Resource Stewardship Department **within fourteen (14) days of the date of the Examiner's written decision**. The form is provided for this purpose on the opposite side of this notification.
3. An Appeal filed within the specified time period will stay the effective date of the Examiner's decision until it is adjudicated by the Board of Thurston County Commissioners or is withdrawn.
4. The notice of Appeal shall concisely specify the error or issue which the Board is asked to consider on Appeal, and shall cite by reference to section, paragraph and page, the provisions of law which are alleged to have been violated. The Board need not consider issues, which are not so identified. A written memorandum that the appellant may wish considered by the Board may accompany the notice. The memorandum shall not include the presentation of new evidence and shall be based only upon facts presented to the Examiner.
5. Notices of the Appeal hearing will be mailed to all parties of record who legibly provided a mailing address. This would include all persons who (a) gave oral or written comments to the Examiner or (b) listed their name as a person wishing to receive a copy of the decision on a sign-up sheet made available during the Examiner's hearing.
6. Unless all parties of record are given notice of a trip by the Board of Thurston County Commissioners to view the subject site, no one other than County staff may accompany the Board members during the site visit.

C. STANDING All Reconsideration and Appeal requests must clearly state why the appellant is an "aggrieved" party and demonstrate that standing in the Reconsideration or Appeal should be granted.

D. FILING FEES AND DEADLINE If you wish to file a Request for Reconsideration or Appeal of this determination, please do so in writing on the back of this form, accompanied by a nonrefundable fee of **\$651.00** for a Request for Reconsideration or **\$866.00** an Appeal. Any Request for Reconsideration or Appeal must be **received** in the Permit Assistance Center on the second floor of Building #1 in the Thurston County Courthouse complex no later than 4:00 p.m. per the requirements specified in A2 and B2 above. **Postmarks are not acceptable.** If your application fee and completed application form is not timely filed, you will be unable to request Reconsideration or Appeal this determination. The deadline will not be extended.

* Shoreline Permit decisions are not final until a 21-day appeal period to the state has elapsed following the date the County decision becomes final.



Project No. _____ Appeal Sequence No.: _____

Check here for: RECONSIDERATION OF HEARING EXAMINER DECISION

THE APPELLANT, after review of the terms and conditions of the Hearing Examiner's decision hereby requests that the Hearing Examiner take the following information into consideration and further review under the provisions of Chapter 2.06.060 of the Thurston County Code:

(If more space is required, please attach additional sheet.)

Check here for: APPEAL OF HEARING EXAMINER DECISION

TO THE BOARD OF THURSTON COUNTY COMMISSIONERS COMES NOW _____
 on this _____ day of _____, 20___, as an APPELLANT in the matter of a Hearing Examiner's decision rendered on _____, 20___, by _____ relating to _____

THE APPELLANT, after review and consideration of the reasons given by the Hearing Examiner for his decision, does now, under the provisions of Chapter 2.06.070 of the Thurston County Code, give written notice of APPEAL to the Board of Thurston County Commissioners of said decision and alleges the following errors in said Hearing Examiner decision:

Specific section, paragraph and page of regulation allegedly interpreted erroneously by Hearing Examiner:

1. Zoning Ordinance _____
2. Platting and Subdivision Ordinance _____
3. Comprehensive Plan _____
4. Critical Areas Ordinance _____
5. Shoreline Master Program _____
6. Other: _____

(If more space is required, please attach additional sheet.)

AND FURTHERMORE, requests that the Board of Thurston County Commissioners, having responsibility for final review of such decisions will upon review of the record of the matters and the allegations contained in this appeal, find in favor of the appellant and reverse the Hearing Examiner decision.

STANDING

On a separate sheet, explain why the appellant should be considered an aggrieved party and why standing should be granted to the appellant. This is required for both Reconsiderations and Appeals.

Signature required for both Reconsideration and Appeal Requests

 APPELLANT NAME PRINTED

 SIGNATURE OF APPELLANT

Address _____

 Phone _____

Please do not write below - for Staff Use Only:

Fee of \$652.00 for Reconsideration or \$870.00 for Appeal. Received (check box): Initial _____ Receipt No. _____

Filed with the Resource Stewardship Department this _____ day of _____, 20___.