



# South County Area Municipal Advisory Council (SCMAC) PUBLIC NOTICE – MEETING AGENDA

To receive an email notice when the Agenda is posted: [www.mynevadacounty.com/list.aspx](http://www.mynevadacounty.com/list.aspx)  
(under Agenda Center select South County Area Municipal Advisory Council)

Pursuant to Governor Gavin Newsom's Executive Order pertaining to the convening of public meetings in response to the COVID 19 pandemic, the SCMAC hereby provides notice that it will hold its regular meeting of the SCMAC members virtually per Zoom.

Date: Wednesday June 16, 2021

Time: 6:00 p.m.

Place: Join Zoom Meeting

<https://us02web.zoom.us/j/88425805281?pwd=TGdiVDNKVkhQWpKMlIDbmlvRjlHZz09>

Meeting ID: 884 2580 5281

Passcode: 815728

Or participate by phone during the meeting at 1-669-900-9128; \*815728#

(\*6 to Mute/Un-Mute; \*9 to Raise Hand)

## Members:

Brian Hamilton, Member  
Erin Sullivan, Member  
Jake Jacobson, Member  
James Mathias, Member  
Jon Shilling, Member  
MaryJane Huenergardt, Member  
Tony Gosalvez, Member  
Vickie Hawkins, Member  
William Checkvala, Member  
Dallan Packard, Alternate Member  
Gloria Siegle, Alternate Member

1. Call to Order, Roll Call and Pledge of Allegiance

2. Consent Agenda (Single Motion Needed)

*All matters listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the SCMAC, audience, or staff requests a specific item to be removed from the Consent Agenda for separate action. Any item removed will be considered after the motion to approve the Consent Agenda.*

a. Approval of Meeting Agenda for June 16, 2021

*Action*

b. Approval of Meeting Minutes for May 19, 2021

*Action*

3. Public Comment

This time is set aside for persons wishing to address the SCMAC on any matter of interest that is not on the agenda. Members of the public can provide general comments on items that are of interest to the public and are within the subject matter jurisdiction of the SCMAC or on a particular agenda item via chat through zoom or by phone during the meeting using the information provided

above. Action will not be taken at this meeting on citizen comments. The SCMAC, however, after hearing from interested citizens, may place items on a future agenda so proper notice may be given to all interested parties. This meeting is being recorded and will be made available to the public through the County's website at *mynevadacounty.com*.

- 4. Election of Chair & Vice Chair *Action*
- 5. Planning 101 Presentation & Area Plan RFP Update *Information/Discussion*  
*Presentation Principal Planner Tyler Barrington*
- 6. Experiences of the Penn Valley Area MAC and Area Plan Process *Information/Discussion*
- 7. Adoption of Annual Calendar *Action*
- 8. General Announcements *Information*
- 9. Adjournment estimated @ 7:30 p.m.

Times stated are approximate and subject to change. Agenda order is tentative and may be changed by SCMAC action without prior notice. Agenda discussions and report items are subject to action being taken on them during the meeting by the SCMAC at its discretion. The meeting is accessible to people with disabilities. A person who needs disability-related accommodations or modifications in order to participate in the meeting shall make a request no later than five (5) working days before the meeting to the SCMAC to be considered. Requests for further information should be directed to the Chair of the SCMAC at (530) 265-1480.

### **AFFIDAVIT OF POSTING**

Meeting Notice/Agenda of the SCMAC meeting, scheduled for June 16, 2021, was posted per Open Meeting Law requirements at the following locations:

Eric W. Rood Administrative Center, 950 Maidu Avenue, Nevada City CA  
[www.mynevadacounty.com](http://www.mynevadacounty.com)

AGENDA POSTED: Sunday June 13, 2021



# South County Area Municipal Advisory Council (SCMAC)

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(under Agenda Center select South County Area Municipal Advisory Council)

## Meeting Memo

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**MEETING DATE:** June 16, 2021  
**TO:** South County Area Municipal Advisory Council  
**FROM:** Jeffrey Thorsby, Senior Management Analyst

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**AGENDA ITEM 2:** May 19, 2021 Meeting Minutes

**RECOMMENDATION:** Approve the Attached Minutes for the first meeting of the South County Area MAC held virtually on May 19, 2021.

**BACKGROUND:** On May 19, 2021 the South County Area Municipal Advisory Council (SCMAC) held its first meeting virtually on Wednesday May 19, 2021 at 5:30pm. All SCMAC members were present; however, Alternate Member Gloria Siegle was unable to enable her microphone to work but was able to listen to the meeting.

Therefore, please find attached the summary notes from the May 19, 2021 for approval.

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**AGENDA ITEM 4:** Election of Chair & Vice Chair

**RECOMMENDATION:** Accept nominations and conduct election for Chair & Vice Chair

**BACKGROUND:** The South County Area Municipal Advisory Council (SCMAC) Bylaws Section IV. Organization A and B outline that the Chair and Vice-Chair are to be elected at the July meeting by a majority vote of the members of the SC MAC. The role of the Chair shall prepare the agendas in coordination with Staff, preside the SC MAC meetings, represent the SCMAC and its position before County bodies as needed and perform other tasks necessary for the conduct of the SC MAC business. The Vice-Chair shall assume the duties of the Chair in their absence. The Chair and Vice-Chair shall serve for one (1) year term and may not serve more than one (1) consecutive term unless other members are unwilling to serve.

No specific election process is outlined within the SCMAC Bylaws. Therefore, staff recommends the following process on electing the Chair and Vice Chair by 1) open the floor for nominations, 2) allow each nominee 3 minutes to provide comment for consideration, 3) take public comment, and 4) hear and act on applicable motions via vote. It is recommended to first consider the election of the Chair and then take up the election for the Vice-Chair. Alternate members may provide comment on nominations but may not vote unless another member is absent.

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**AGENDA ITEM 5:** Planning 101 Presentation & Area Plan RFP Update

**RECOMMENDATION:** Information/Discussion

**BACKGROUND:** In an effort to help apprise and orient the SCMAC Members on the context of how Area Plans are used, Nevada County Planning Department Principal Planner Tyler Barrington

and Associate Planner Kyle Smith will provide an overview presentation on the role of the Planning Department, its purpose and its processes to development.

Planning staff will also provide an update to the County's Request for Proposal (RFP) inviting qualified consulting firms (Proposers) to submit proposals to prepare an update of the Higgins Corner Area Plans. The County received a proposal and is in current contract negotiations with PlaceWorks.

PlaceWorks is a planning and design firm, with approximately 120 employees in seven offices based out of Sacramento and Berkeley. They serve both public- and private-sector clients throughout the state in the fields of comprehensive planning, environmental review, urban design, landscape architecture, community outreach, and Geographic Information Systems (GIS). PlaceWorks has extensive experience in developing Area Plans and similar planning documents for areas like the Higgins Corner area. Recent work in this regard include projects in Butte County, Mendocino County, and Healdsburg. Additionally, PlaceWorks recently prepared the Long-Range Strategic Plan for the Lake of the Pines Association and, as a result, are quite familiar with the Planning Area. PlaceWorks has won numerous awards for its public involvement processes.

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**AGENDA ITEM 6:** Experiences of the Penn Valley Area MAC and Area Plan Process

**RECOMMENDATION:** Information/Discussion

**BACKGROUND:** At the last meeting on May 19, 2021 the SCMAC noted that it would be helpful to meet with representatives from the Penn Valley Area Municipal Advisory Council (PVMAC) to learn about their experiences as a MAC and planning process in developing the Penn Valley Area Plan. As such, current District IV Planning Commissioner and previous Chair of the PVMAC, Mike Mastrodonato, will provide a brief presentation and Q&A discussion on his experiences with the PVMAC and the Penn Valley Area Plan.

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**AGENDA ITEM 7:** Adoption of Annual Calendar

**RECOMMENDATION:** Approve the South County Area MAC Annual Calendar for calendar year 2021.

**BACKGROUND:** Resolution 21-035 adopted by the Nevada County Board of Supervisors on February 9, 2021 outlines that the SCMAC "shall meet at least quarterly or more often as deemed necessary...the Council may establish a time and place for regular meetings." (Resolution 21-035 Section 4: Membership). On May 19, 2021, the SCMAC outlined the general time for the meeting on Wednesday nights worked well for the members. In consultation with the District II Supervisor, County Staff is recommending to schedule SCMAC Regular Meetings on the 2<sup>nd</sup> Wednesday of the Month from 6-7:30PM every month. This is a slight change from the first two meetings, which were scheduled on the 3<sup>rd</sup> Wednesday of the month and started at 5:30PM instead of 6PM. These recommendations were made to better accommodate staff's availability and to allow for additional time for after-work transition and transportation. As such, the attached Calendar outlines the identified dates for the SCMAC's Regular Meetings.

Moreover, with the Governor's lifting of the Shelter-at-Home Order, County committees and commissions are beginning to transition back to in-person meetings. Currently the Governor's Executive Order to allow for virtual meetings remains in effect. However, staff is beginning to research and

identify locations in South County to hold in-person meetings. At this time, no specific location has been identified, however Staff welcomes direction from the SCMAC on potential sites locations.



## South County Area Municipal Advisory Council (SCMAC)

**MEETING MINUTES May 19, 2021**

Pursuant to Governor Gavin Newsom's Executive Order pertaining to the convening of public meetings in response to the COVID 19 pandemic, the SCMAC hereby provides notice that it will hold its regular meeting of the SCMAC members virtually per Zoom.

Date: Wednesday May 19, 2021

Time: 5:30 p.m.

Place: Join Zoom Meeting

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Meeting ID: 884 2580 5281

Passcode: 815728

Or participate by phone during the meeting at 1-669-900-9128; \*815728#

(\*6 to Mute/Un-Mute; \*9 to Raise Hand)

### Members Present:

- Brian Hamilton, Member
- Erin Sullivan, Member
- Jake Jacobson, Member
- James Mathias, Member
- Jon Shilling, Member
- MaryJane Huenergardt, Member
- Tony Gosalvez, Member
- Vickie Hawkins, Member
- William Checkvala, Member
- Dallan Packard, Alternate Member
- Gloria Siegle, Alternate Member – Gloria was unable to connect her microphone so the other MAC members could not hear here; however, staff confirmed she could hear and was present during the meeting.

### 1. Call to Order

The meeting was called to order at 5:33pm by Supervisor Scofield serving as the acting Chair. Supervisor Scofield led the pledge of allegiance.

Staff called the roll and confirmed that everyone was in attendance. It was noted that Gloria Siegle was in attendance but unable to use her microphone. Staff worked with her and determined that her computer configuration was not working and attempted to work with her directly.

### 2. Oath of Office

Supervisor Scofield led the Oath of Office and confirmed that the oath of office was required for voting. Supervisor Scofield requested that everyone raise their right hand and repeat the oath of office after him swearing to “support and defend the constitution of the United States and the constitution of the state of California against all enemies, foreign and domestic, and that they will bear true faith and allegiance to the constitution of the United States and the constitution of the State of California and that they take the obligation freely without mental reservation or purpose of evasion and that they will well and faithfully discharge the duties they are discharged.” All participated and completed their Oath of Office.

### 3. Public Comment

Supervisor Scofield noted that the SC MAC was a Brown Act Body and opened public comment.

There was no public comment.

### 4. Group Ice Breaker

Supervisor Scofield outlined to help allow the MAC members to introduce themselves, that the group would be doing a small ice breaker. Each member was given two minutes to tell them who they are, some background and something that others may not know about them.

Supervisor Scofield introduced himself first. He outlined that he has been the Supervisor of the 2<sup>nd</sup> district since 2009 and was serving his fourth term. He noted that he was the former CEO of the Fairgrounds and that he attended the first class of Nevada Union High School after being located to its current location on Ridge Road in 1962.

Brian Hamilton introduced himself. He noted that he is originally from Indiana and has been living in the area for the last 20 years and working at the Union for the last decade. He noted that he enjoys doing yard work.

Erin Sullivan introduced herself and outlined that she moved to the area 7 years ago from Sacramento. She works for the State of California via appointment by the Governor and confirmation by the Legislature. She has been involved with the Friendship Club and is excited to serve on the MAC. She noted that she graduated the same high school and college that her mother did.

Jake Jacobson introduced herself. She noted that she moved to the area and has lived in the South County the area when all roads were dirt. She noted that she remembers when Magnolia opened for the first time and why it is themed after rattlesnakes. She explained that she has had a career doing Parks and Recreation including working for the City of Davis and Grass Valley. She also worked with Senior Services. She noted that she is in Nashville Tennessee.

James Mathias introduced himself. He was born and raised in the area. He noted that he has been very involved in the Bear River Highschool program and that he works for Cal FIRE. He shared that most people do not know about his strong enthusiasm for high school football.

Jon Shilling introduced himself. He noted that he was born in Michigan and grew up in California in Sonoma County. He worked largely in the construction and agriculture industry. He now owns his own seed company and moved up to the area with his wife. He has a daughter and has been involved in horses and is a long-distance runner. He noted that he met his wife through Ride and Tie.

MaryJane Huenergardt introduced herself. She has lived in Nevada County for 8 years in south county. She volunteers with the YMCA, Rotary and League of Women Voters of Nevada County. Until recently, she worked as the Development Director of Yuba River Charter School. She loves to paint and loves to run. She also loves to sail. She used to live in Nashville and her initial career path was in music.

Tony Gosalvez introduced himself and that he has been living in the area for over 40 years since the early 1980s. He bought Century 24 and was the owner until 2010. He was a part of the original Higgins Area Plan Advisory Committee and is very active in the community.

Vickie Hawkins introduced herself. She noted that she is originally from the Bay Area and is one of the first residents to locate to Dark Horse. She noted that she worked for Chevron for over 23 years in finance. She is very passionate about dogs and loves golf and baseball.

William Checkvala introduced himself and noted that MAC members can call him Bill. He noted that he lives in Golden Oaks. He explained that he is very excited to be involved in the SCMAC and that change is coming. He noted that he is from Wisconsin and has an accent.

Dallan Packard introduced himself. Dallan noted that he moved to the area from New Zealand about 4 years ago. He noted that he is a chiropractor and owns property in the area and is excited about the opportunity to participate. He noted that he plays guitar and sings.

Gloria Siegle was unable to introduce herself because of her microphone was not working. Supervisor Scofield noted that she was a part of the original Higgins Area Plan Advisory Group.

Supervisor Scofield also introduced Monty East and noted that he will be serving as an advisor to Supervisor Scofield.

## 5. SCMAC Introduction & Overview Presentation

County Staff, Jeffrey Thorsby, provided a presentation overview of the SAC MAC. He provided a background overview of the SCMAC including its purpose, an overview of its bylaws, expectations, and some available resources to the SCMAC. Some highlights of the presentation included:

- Background Overview
  - Nevada County General Plan Land Use Policy 1.4.3 establishes Area Plans
    - “Village Centers intended to provide for the development of new centers to provide a focus within *Community Regions*... Area Plans are supporting land



use policy documents that complement and assist in the further implementation of the General Plan...”

- 5 Area Plans: Penn Valley Area (2020), Loma Rica Industrial Area (2008), North San Juan Area (2010), Soda Spring’s Area (2016), and Higgins Corner Area (2000)
- CA Gov Code §31010
  - Allows the Board of Supervisors of any county by resolution to establish and provide funds for the operation of a municipal advisory council for any unincorporated area in the county to advise the board on such matters which relate to that area as may be designated by the board concerning services which are or may be provided to the area by the county or other local governmental agencies, including but not limited to advice on matters of public health, safety, welfare, public works, and planning.
- First Established Nevada County MAC (2017): Penn Valley Area MAC
  - Provided a pivotal role in the development of the updated Penn Valley Area Plan in 2019-2020
    - Providing Formal Input
    - Conducting Community Outreach throughout the process
- Penn Valley Area Plan Success Story
  - Capturing the vision of the community through a combination of community-wide meetings and leveraging the use of a MAC as a formal mechanism for input and outreach ensured success
- SC MAC Purpose
  - Review and make recommendations to the District II Supervisor, Planning Commission and Board of Supervisors regarding the development, passage and implementation of the Higgins Area Plan
  - Serve as a conduit to promote community involvement, and garner community input throughout the Higgins Area Plan planning process.
  - Area of Responsibility:
    - Supervisorial District II
    - Note: Higgins Area Plan Boundaries are different

Discussion ensued regarding the boundaries of the SCMAC. Mr. Thorsby noted that the SCMAC boundaries are different than the boundaries of the Higgins Area Plan. Supervisor Scofield noted that the boundaries for the Higgins Area Plan will incorporate new areas of the South County Area and will be established with the SCMAC’s direct input during the process. Conversely, the SCMAC boundaries are the entire Supervisorial District II area to allow for broad participation. Further discussion ensued regarding the history of the boundaries and the role of the original Higgins Area Plan Advisory Group.

- Members
  - 9 Regular members
  - 2 Alternate Members
- Membership Term:

- Duration of the SC MAC until sunsets and dissolves upon the adoption of the Higgins Area Plan
- Meetings:
  - Meet at least quarterly & establish regular meeting place and time
- Officers:
  - Chair & Vice Chair
- Designated Power & Duty:
  - Advisory Only
- Bylaws Summary
  - Ratified by the Board via Resolution 21-035
  - Sections Include
    - Statement of Purpose
    - Definitions
    - Scope of Authority
    - Organization
    - Membership – Note on Alternate Members
    - “Alternate members shall have all the same duties and responsibilities as regular members except for their ability to vote unless another MAC member is not present. The Chair shall select the applicable alternate(s) as follows:
      - If a member is missing, then an alternate may vote in the absence of the member. The first time that an alternate is used within the calendar year, the Chair shall select the alternate based on alphabetical order of the last name of the alternates. Thereafter, the alternate selected by the Chair shall rotate between the two alternates.
      - If two members are missing, then both alternates may vote in the absence of the members
    - Conduct of Business: Quorum, Meeting & Opening Meeting, Conflict of Interest Protocols
    - Ad Hoc Committees
    - Amendments

Mr. Thorsby noted that Staff will be working on an amendment to the Bylaws but that the alternates may be able to participate in every way as the regular members except for voting. He explained that if a member is not present, that an alternate may then vote and explained that the method of selecting which alternate for voting will be via alphabetical and rotate on an ongoing basis.

- Expectations
  - Form 700 Filings (initial, annual, final)
  - Ethics Training (biennial)
  - Be Prepared to Participate
  - Be Respectful
  - Notify the Chair/Staff of excused absences
  - Conduct Community Outreach as applicable

- Adhere to Bylaws

Mr. Throsby went over the enclosures of the SCMAC Binder and Packets made for each SCMAC member that included:

- Agenda
- Roster
- Bylaws
- Forming Resolutions
- Higgins Area Plan \* Applicable docs
- Reference Resources
- Nevada County General Plan Section 2: Community Development
- Brown Act
- Other Resources available to SCMAC members include:
  - MyNevadaCounty.com
  - Planning Department Website
  - ADUs, zoning & parcel info, Zoning Ord., Land Use & Development Cods, General Plan, Area Plans, Design Guidelines
  - My Neighborhood GIS Map Tool
  - Launching website page within the month
  - Staff (Planning, PWs, Building, BOS, COB, etc.)
  - Community

Some discussion ensued regarding resources and what lessons can be learned from the Penn Valley Area MAC on their perspective and experience of developing the Penn Valley Area Plan. Supervisor Scofield noted the former Chair of the PVMAC, Mike Mastrodonato, now serves on the Nevada County Area Plan and that Staff would reach out to see if he could meet with the SCMAC.

Discussion also ensued regarding who the point of contact should be for questions regarding the Brown Act and ethics. Supervisor Scofield requested that SCMAC members contact him directly for questions and if needed, he could bring in other staff and County Council as needed.

Further discussion ensued regarding the process of the SCMAC and community engagement. Supervisor Scofield noted that the anticipation will be to begin meeting in-person in the coming months. He also noted that the group will be participating and promoting community engagement and will be using social media and any other means available. It was noted that all meetings will be public meetings.

## 6. Moving Forward – Timeline

Supervisor Scofield explained that moving forward, the County was finalizing its RFP with a consultant who will be leading the Higgins Area Plan Process. At the next meeting, Planning Staff will be presenting an overview orientation on the Planning Department and its role and providing an update on the consultant.

Supervisor Scofield noted that at the next meeting the MAC will be electing its Chair and Vice Chair. The Chair will be playing a major role in leading meetings and setting the Agenda for each meeting. If anyone is interested in serving as the Chair or Vice Chair, they should contact Superuser Scofield regarding their interest before the next meeting.

7. Next SCMAC Meeting

Supervisor Scofield noted that the next meeting is scheduled for June 16, 2021.

8. General Announcements

Staff outlined and encouraged the SCMAC members to attend the PVMAC the next night on May 20, 2021 where a presentation will be made by NID Director Rich Johansen and Nevada County Public Works on proposed rate changes to Sanitation District fees.

9. Adjournment

Meeting was adjourned at 7:34pm

DRAFT



# Fact Sheet

## Planning Department

### South County MAC

<b>Quick Facts</b>	<p><b>Planning Department</b></p> <ul style="list-style-type: none"> <li>○ Current Planning</li> <li>○ Advance Planning</li> <li>○ Recreation Planning</li> <li>○ Comprehensive Site Plan Review</li> <li>○ Public Service</li> </ul>
<b>Myths and Misconceptions</b>	<ul style="list-style-type: none"> <li>● <b>The Planning Department can help you plan your estate.</b> The Planning Department does not perform financial planning services.</li> <li>● <b>The Planning Department has land use authority over the incorporated towns of Grass Valley, Nevada City and the Town of Truckee.</b> We coordinate planning efforts in each jurisdiction’s sphere of influence, but each jurisdiction has its own planning agency.</li> <li>● <b>Why does the Planning Department propose new projects?</b> We do not. The Department is responsible for processing each project that is submitted by the private development community individually. The market decides the mix of uses and what brands of stores or uses are proposed and the Planning Department is responsible for ensuring those projects meet the County’s Land Use and Zoning Regulations and standards.</li> </ul>
<b>Budget Information</b>	<p><b>Total FY 2021–22 Planning Agency Budget: \$2,518,157</b></p> <ul style="list-style-type: none"> <li>● Planning \$2,497,194</li> <li>● Recreation Mitigation \$20,963</li> </ul> <p><b>Revenue Detail:</b></p> <ul style="list-style-type: none"> <li>● 57% - General Fund</li> <li>● 34% - Charges for Services</li> <li>● 3% - Other Financing Sources</li> <li>● 2% - Taxes and Misc. Revenue</li> </ul> <p><b>Full Time Employees: 9</b></p>

## Key Contact Information and Resources

**Brian Foss, Director of Planning**  
265-1256

**Tyler Barrington, Principal Planner**  
[tyler.barrington@co.nevada.ca.us](mailto:tyler.barrington@co.nevada.ca.us) 470-2723

**Kyle Smith, Associate Planner**  
[kyle.smith@co.nevada.ca.us](mailto:kyle.smith@co.nevada.ca.us) 265-1610

**General Planning Inquires**  
[planning@co.nevada.ca.us](mailto:planning@co.nevada.ca.us) 265-1222

**Webpage:** <https://www.mynevadacounty.com/512/Planning-Department>

**County General Plan:** <https://www.mynevadacounty.com/1065/General-Plan>

**County Land Use and Development Codes:**  
<https://www.mynevadacounty.com/349/County-Codes>

**Myneighborhood Interactive Map:** <https://www.mynevadacounty.com/580/My-Neighborhood-Map>



# 2021 NEVADA COUNTY South County Area MAC CALENDAR - *Proposed*

(Red indicates SCMAC meeting dates) (Green indicates County holidays)

JANUARY						
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