

SIERRA COUNTY TRANSPORTATION COMMISSION
P. O. BOX 98 – DOWNIEVILLE, CALIFORNIA 95936

COMMISSIONERS

DARLENE RIEDE –CHAIRMAN
PAUL ROEN
PETER W. HUEBNER
JOY MARKUM

SHARON DRYDEN-VICE CHAIR
NANCY ROGERS
VACANCY-TRANSIT MEMBER
TERRY LEBLANC, ALTERNATE

THURSDAY
SEPTEMBER 23, 2021
10:00 A.M.

BOARD OF SUPERVISORS CHAMBERS
SIERRA COUNTY COURTHOUSE
DOWNIEVILLE, CA

This meeting will be open to in-person attendance and available to the public via teleconference. The public may observe and provide public comments by using the Teams options below:

By Phone: 1-323-892-2486
Access Code: 651717520#

By PC: [Click here to join the meeting](#)

NOTICE

Accommodations for individuals with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof, can be made with the Executive Secretary and CA Relay Services 711 prior to the meeting. The Clerk of the Board may be reached at 530-289-3295 or at the following addresses:

Miriam Dines
Executive Secretary
101 Courthouse Square,
P.O. 98
Downieville, CA 95936
mdines@sierracounty.ca.gov

AGENDA

Matters under the jurisdiction of the Commission, and whether or not on the posted agenda, may be addressed by the general public during the Public Comment Opportunity time. No action may be taken, or substantive discussion pursued on matters not on the posted agenda.

- 1. Call to Order and Roll Call - 10:00 A.M.**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Approval of Minutes of May 19, 2021; Minutes of July 8, 2021**

5. Announcements

6. Public Comment Opportunity

7. Transit Issues

- A. Discussion and report on status of Transit Fund and Transit Services within County

8. Overall Work Program:

- A. Report on status of the Overall Work Program Budget for the current fiscal year
- B. Discussion, direction and action on staffing and Request for Proposals to provide transportation planning services related to the Overall Work Program

9. Regional Transportation Improvement Program

- A. Continued discussion/direction regarding project review and prioritization in anticipation of the Regional Transportation Improvement Program due to Caltrans in December 2021

10. CALTRANS Report and Other Transportation Discussion/Direction Items and Updates

- A. Caltrans Report
- B. Federal Lands Access Program
- C. Other Transportation Issues

11. Schedule Next Meeting

12. Adjourn

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WEDNESDAY
MAY 19, 2021
10:00 A.M.

BOARD OF SUPERVISORS CHAMBERS
DOWNIEVILLE, CALIFORNIA

MINUTES

1. CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 10:02 a.m. by Vice-Chair Sharon Dryden.

Roll Call

Commissioners Present: Roen; Dryden; Rogers; Markum

Commissioners Absent: Huebner; Riede

A Quorum was established.

Staff Present: Miriam Dines, Executive Secretary; Bryan Davey, Transportation Planner; Tim Beals, Executive Director

Also in attendance - Gloria Shelton, Incorporated Senior Citizens of Loyaltan; Gary Arnold, Branch Chief for Transportation Planning, Caltrans

2. PLEDGE OF ALLEGIANCE: Led by Commissioner Roen

3. APPROVAL OF AGENDA:

Commission Action: Commissioner Roen moved to approve the agenda; seconded by Commissioner Markum. Motion was carried unanimously by acclamation.

4. APPROVAL OF MINUTES:

Commission Action: Commissioner Roen moved to approve the minutes of March 31, 2021 as presented; seconded by Commissioner Rogers. Motion was carried unanimously by acclamation with Commissioner Markum abstaining.

5. ANNOUNCEMENTS: No Announcements were given.

6. PUBLIC COMMENT: No public comment was given.

7. TRANSIT ISSUES

Bryan Davey reported that a deposit in the amount of \$4,805.83 in Local Transportation Funds has come since April. This totals \$52,016.43 for the current fiscal year which is right around the expected amount. The State Transit Assistance and State of Good Repair funds are coming in as expected. He reported that the proposed budgets for Fiscal Year 22 had been prepared for review and approval.

Mr. Davey reported on the meeting of the Social Services Transportation Advisory Council, that the meeting was productive with the transit providers and stated that it is wonderful to have great partners with Health and Human Services and the transit providers. The SSTAC adopted definitions of unmet transit needs and those that are reasonable to meet for consideration of the Transportation Commission.

Chairman Dryden opened the Unmet Transit Needs hearing at 10:10 a.m. With no public testimony, the hearing was closed at 10:11 a.m.

Mr. Davey presented the definition of “unmet needs” and those needs that are “reasonable to meet” as recommended by the SSTAC.

Commission Action: Commissioner Roen moved to adopt resolution establishing the definition of those transit needs that are reasonable to meet during fiscal year 2021/2022; seconded by Commissioner Rogers. Motion was carried unanimously by roll call.

The Transit Operations Budget for 21-22 was presented. Commissioner Roen noted appreciation for the fact of the reductions that were made by the providers. After a brief review the following action was taken:

Commission Action: Commissioner Roen moved to adopt a resolution approving the transit operation budget for FY 22 as presented; seconded by Commissioner Markum. Motion was carried unanimously by roll call.

Mr. Davey explained the Federal Transit Administration 5311 application process and authorizing documents as presented in the meeting packet. The FTA 5311 program provides \$48,000 annually toward the transit program. After brief review the following action was taken:

Commissioner Roen moved to adopt a resolution approving the Section 5311 Transit Grant application and authorizing Executive Director to execute application and related documentation and authorizing County Counsel to execute Certifications and Assurances for Fiscal Year 21 Transit Funding; seconded by Commissioner Rogers. Motion was carried unanimously by roll call.

After a brief discussion on the Sierra County Coordinated Public Transit Human Services Transit Plan that was presented in February 2021 as a draft the following action was taken:

Commission Action: Commissioner Roen moved to approve the Sierra County Coordinated Public Transit Human Services Transit Plan as presented; seconded by Commissioner Markum. Motion was carried unanimously by roll call vote.

8. OVERALL WORK PROGRAM

Mr. Davey reported that staff is still struggling with the loss of the fiscal officer. Work has been done and reports are prepared and ready to submit, however work is still being done on invoicing. A commitment has been made to complete the first 3 quarters by June 1, then immediately complete the 4th quarter at its end.

Mr. Beals spoke to the issue stating that Mr. Davey and Mrs. Dines are working close to get the action needed resolved and that we are severely crippled in terms of account and workflow with respect to that side of the road fund.

It was further explained that the staff are all county employees and that the Sierra County Transportation Commission has an MOU with the County in order to provide for the personnel for operation of the Commission.

Mr. Davey discusses the draft Overall Work Program for 2022 explaining that normally comments would have been received from Caltrans several weeks to a month ago and those comments would have been integrated in the draft, however the comments from Caltrans just arrived last evening. Essentially, we have been delinquent in reporting and invoice and Caltrans would like us to improve the definitions in our Overall Work Program, wanting to see more defined deliverables. They have put together a task force to help us through the next year. Caltrans has agreed to accept as conditional an approval of the Overall Work Program, with a commitment to work with them to revise and update the Overall Work Program integrating their comments and including the deliverables and parameters that they are looking for into the document by September.

Gary Arnold, the Branch Chief for Caltrans District 3 Transportation Planning addressed the Commission and apologized for the late comments. He explained that instead of just giving comments they are committed to working closely with the SCTC to polish up the document and have it be good to go.

Further discussion ensues, and Mr. Davey proposes the adoption of the OWP as presented with the understanding that Caltrans accept it provisionally with SCTC commitment to work with them and the task force with the goal of having a revised Overall Work Program available for approval in September.

Mr. Davey discussed the concept of engaging the services of a consultant to work on the planning effort on behalf of the SCTC going forward. He explained that the annual allotment for planning is \$125,000, plus there is a significant carry over this year. Mr. Beals further iterated that Caltrans has concerns with our ongoing approach to administering the Overall Work Program which we recognize. The net effect of a consultant is that rather than having internal charge outs to the county for this work, the charges would be shifted to a professional consultant in the future. Caltrans' concern isn't who does the work, i.e. county forces or a consultant, but that the work be done. The requirements that Caltrans is imposing demonstrates that it is time for a new approach to administering the program. Mr. Beals suggests issuance of an RFP and potentially bringing back an agreement to the SCTC for consideration.

Commission Action: Commissioner Roen moved to adopt a resolution approving the OWP FY 2021/2022 and approving the OWP Agreement as well as Certifications and Assurances as presented; seconded by Commissioner Rogers. Motion was carried unanimously by roll call vote.

Mr. Davey explained the resolution for the budget is incorporated into the Overall Work Program that was already approved.

Commission Action: Commissioner Roen moved to adopt a resolution approving the Sierra County Transportation Commission Budget FY 2021/2022; seconded by Commissioner Roen. Motion was carried unanimously by roll call vote.

9. PLANNING, PROGRAMMING AND MONITORING

Mr. Davey explained that PPM are funds specifically to be used for planning, programming of, and monitoring of projects and the are received annually. MGE has been providing these services for a number of years and had responded to an issued RFP. They develop project study reports and any other technical engineering work that needs to be done in order to progress the projects.

Commission Action: Commissioner Roen moved to approve the professional services agreement with MGE Engineering for transportation planning, programming, and monitoring services for fiscal year 2022; seconded by Commissioner Rogers. Motion was carried unanimously by acclamation.

10. REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

Mr. Davey explained the development of the Regional Transportation Improvement Program is one of the main elements of the Overall Work Program. There is approximately 5.5 million dollars available to program if the determination is made to pursue a project. The RTIP prioritizes projects and moves them from conceptual to actual programmed projects

Competing interests were discussed including Smithneck Road, Gold Lake Road, Lemmon Canyon/Campbell Hot Springs, Sierra City Main Street, Wildlife Undercrossings and it is clear that there isn't enough funding to cover all interests, but perhaps 1 project or 2. Considerations include road conditions and public safety, but there are other considerations. Mr. Davey explained that these are federal funds, and the projects can only be on Federal "On-System" roads, unless it was made a "State Only" which would further limit funding.

On Systems roads include Mountain House, Gold Lake, Ridge Road, Smithneck Road, portions of Henness Pass, and Long Valley, and A-23.

After a discussion it was determined to schedule an in-person meeting at the Sierra County Courthouse or in Sierraville with setting priorities for the RTIP as the sole topic of discussion.

11. TRANSPORTATION ISSUES AND PROJECT STATUS REPORTS

Caltrans Report: Gary Arnold offered the report on behalf of Planning and Local Assistance. He complimented the SCTC with regard to having no inactive projects, which helped to get District 3 to a rate of 1% (better than the goal of 2%) for inactive projects.

The Highway Bridge Program is oversubscribed therefore many projects will be pending even if at a certain stage.

He mentioned the Federal Lands Access Program noting that the deadline for applications May 27, 2021, and the Highway Safety Improvement Program which provides for \$539,035 in guardrail upgrades (to Sierra County), and this is among 32 projects throughout District 3. He also mentioned the Active Transportation Plan and Local Road Safety Plan (RSP) as grant funding opportunities.

FLAP: Bryan Davey reported that Sierra County is under contract to with MGE to prepare applications for 2 projects (Gold Lake and Smithneck) and that the USFS is preparing an application for a 3rd potential project.

Bridge Projects Update: Mr. Davey reported that because the Highway Bridge Program is oversubscribed the Salmon Lake and Packer Lake Road bridges which have been ready to go to bid/construction are currently in a holding pattern.

Pedestrian Issues: Mr. Beals stated that an email came from Caltrans asking questions about school bus zones and cross walks at the 49/89 intersection. He understands that there as been a fair amount of pressure from Sierraville residents who have taken to contacting Caltrans directly on the fact that the school bus stops every day and lets the kids cross the highway. Mr. Beals explained that what is driving the letter is that the highway is fairly wide in parts of Sierraville which makes it hard to determine boundaries, where pedestrians are walking, to establish patterns, and how wide a cross walk would need to be.

Update on County Projects: Bryan Davey reported the County just approved three more projects on the FEMA 2017 flood disaster and that will wrap up all the projects except for the Division Dam. Four projects are currently under contract for construction and three more are going to bid today. It is anticipated that all of those seven projects will be constructed this season.

Mr. Beals discussed the Division Dam stating that an agreement from FEMA is expected with a revised scope of work and a maintenance agreement is needed between the county (as a flood control district) and the water district in order to memorialize the flood protection side of that structure and protect the connection between the funding and the project.

Mr. Beals also reported that there was substantial funding approval for roads surfaces in Long Valley due to the Loyalton Fire Disaster.

Mr. Beals also addressed Mr. Arnold regarding a notice that there is a webex meeting today (May 19) regarding speed zones in Sierra City. He is sending an email to two who were at the annual coordination meeting that he would like a meeting in the County regarding this issue.

Update on City Projects: Nancy Rogers discussed the attention that the sidewalks in Loyalton needs, as well as the needs for slurry seals on the streets in Loyalton. She contacted Caltrans on the issue and was told that they would have to apply for grant funding. She stated that she isn't familiar with block grant programs. ATP was suggested for the sidewalks but that wouldn't cover the roadwork that is needed.

12. SCHEDULE NEXT MEETING

The meeting is scheduled for July 8, 2021, 10:00 a.m. at the Sierraville School Law Library with setting priorities for the RTIP as the agenda focus.

13. ADJOURNMENT

Vice-Chair Dryden adjourned the meeting at 11:33 a.m.

**Sharon Dryden, Vice-Chairman
Sierra County Transportation Commission**

ATTEST:

Miriam B. Dines, Executive Secretary

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THURSDAY
JULY 8, 2021
10:00 A.M.

BOARD OF SUPERVISORS CHAMBERS
DOWNIEVILLE, CALIFORNIA

MINUTES

1. CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 10:02 a.m. by Chair Darlene Riede.

Roll Call

Commissioners Present: Roen; Dryden; Rogers; Huebner; Riede

Commissioners Absent: Markum

A Quorum was established.

Staff Present: Miriam Dines, Executive Secretary; Bryan Davey, Transportation Planner; Tim Beals, Executive Director

Also in attendance – Nick Hernandez, Transportation Planner-Caltrans

2. PLEDGE OF ALLEGIANCE: Led by Chair Darlene Riede

3. APPROVAL OF AGENDA:

Commission Action: Commissioner Huebner moved to approve the agenda; seconded by Commissioner Roen. Motion was carried unanimously by acclamation.

4. APPROVAL OF MINUTES:

Commissioner Dryden pointed out inconsistencies in the minutes as presented.

Commission Action: Commissioner Dryden moved to direct that the minutes of May 19, 2021 be deferred until the next meeting; seconded by Commissioner Roen. Motion was carried unanimously by acclamation.

5. ANNOUNCEMENTS: No Announcements were given.

6. PUBLIC COMMENT: No public comment was given.

7. TRANSIT ISSUES

Bryan Davey explained that the transit update is a standing agenda item. He reported that two payments have come in rounding out the fiscal year for the LTF fund. The total for the year was \$62,495.31. The previous year was around \$76,000, however that was significantly higher than other years. This year is the second highest year of the same group, and a similar number is expected for next year. With the Covid funds available the transit budgets for the providers experienced increases, and that may be possible next year as well.

Bryan explained the errors on the transit program resolutions that were adopted at the meeting of May 19, 2021, hence the presentation of new resolutions for the unmet needs and the transit operations budget.

Commission Action: Commissioner Roen moved to adopt resolution rescinding Resolution SCTC 2021-02 and adopting corrected resolution establishing the definition of those transit needs that are reasonable to meet during fiscal year 2021/2022; seconded by Commissioner Rogers. Motion was carried unanimously by roll call.

Commission Action: Commissioner Huebner/Roen moved to adopt resolution rescinding Resolution SCTC 2021-03 and adopting corrected fiscal year 2021/2022 Transit Operation Budget; seconded by Commissioner Roen. Motion was carried unanimously by roll call.

Mr. Davey addressed the Low Carbon Transit Operations Program request from Caltrans Division of Rail and Mass Transportation for SCTC to be a contributing sponsor to the Sacramento Regional Transit agency of the Low Carbon Transit Operations Program funding which is not able to be utilized by SCTC. In order to participate in this program there are significant reporting requirements. There are a few ways to do it which would include all electric vehicles, ride share programs for commuters and so forth. With our small program and the available funding, it wouldn't work. The cost to report and track would outweigh the actually available funding.

Sacramento (SACOG) indicated that they could utilize the funds in a program that they already have in place.

Commissioner Roen is willing to support it for today but would like to reach out to Plumas and Nevada Counties to see if they needed it. By consensus staff was directed to check with Plumas and Nevada Counties prior to approving the transfer to Sacramento.

8. OVERALL WORK PROGRAM

Mr. Davey updated the Commission stating that our past due reporting had been completed and submitted and that the 4th quarter reporting is due in July and will be submitted. The vacant position in accounting has been filled and we are anticipating to account for administrative time put into the Overall Work Program. Over the past year between the workload and staffing issues we have not been able to do the breadth of planning that would normally be done.

He reported that the ICAP rate has been approved by Caltrans and he will be submitting an invoice to Caltrans for 85.88% of the invoiced amounts. Simply put we are compensated for actual hourly wage and fringe benefits in administering the OWP, similar to the A87 plan the County mandates.

A robust discussion occurred around the request for authorization to issue a Request for Proposals to provide transportation planning services related to the Overall Work Program, with one of the

concerns being a new position as opposed to a consultant. It as pointed out that Alpine and Plumas Counties both have consultants and that the local consultants in general have a good grasp on regional as well as local issues. By consensus direction is given to issue the Request for Proposals and also develop a better analysis of what a new departmental position might offer including an analysis of the position including range of cost and responsibilities.

Commission Action: Commissioner Roen moved to authorize issuance of an RFP for consulting services; seconded by Commissioner Huebner. Motion was carried unanimously by roll call.

9. REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

Mr. Beals opened the discussion stating that the deadline date for submitting an approved Regional Transportation Improvement Program is mid-December. The document is basically a 4 year program of what projects we choose to program with the available funding. He noted that we need to establish the priorities recognizing that if any of the Federal Lands Access Program projects are awarded it will potentially affect the RTIP. Construction is at least four to 8 years out for any project that ends up on the RTIP.

Sharon Dryden recommended priorities of Smithneck, Lemmon Canyon, Sierra City Main Street and Gold Lake Highway.

Discussion ensued including the issue that these funding dollars, unless it is determined to do a state funding only project, must be spent on “on system” roads, of which Lemmon Canyon is not one; that Smithneck is a solid project with or without the bicycle path and is definitely one of the roads that is in poor condition and failing; that Long Valley Road is not a viable candidate at this time; that due to the pending FLAP applications all on system roads should be considered because the priorities for STIP projects could change based on award of any FLAP projects.

It was noted that Project Study Reports are needed for any project included on the RTIP which is basically an engineering report and estimate of what a project will cost. There is a PSR on Smithneck Road which would need to be updated, Sierra City Main Street is essentially done.

At the conclusion of the RTIP discussion direction was given to prepare Project Study Reports for Smithneck Road; Westside Road and Gold Lake Road and work can continue on prioritization at future meetings, and then proceed to adoption of an RTIP at the last meeting of the year.

10. TRANSPORTATION ISSUES AND PROJECT STATUS REPORTS

CALTRANS REPORT: Nick Hernandez, Transportation Planner was earlier introduced. Mr. Beals inquired as to the travel status for Caltrans due to the pandemic, and Mr. Hernandez indicated tat he wasn't sure and will follow up.

Mr. Beals shared a concern that he had previous shared at the Annual Coordination Meeting, that being that the Transportation Planner or Liaison that is assigned to Sierra County is basically a revolving door, and it is very frustration, inefficient, and is a real problem. Mr. Hernandez acknowledged that it seems to be a real problem and they are trying to fix that. Mr. Hernandez is unfamiliar with Sierra County except to the point that there is an approved Overall Work Program in place, and he asked how he can assist. Mr. Beals requested that if he had access to an inventory of available grants that may be coming up in the next 6 months that would be great.

FEDERAL LANDS ACCESS PROGRAM: Mr. Davey reported that there is confirmation that all the submittals were received. Mr. Beals stated that there was a supportive, positive response from local agencies and businesses who provided letters of support for the application, and that the community of Graeagle rallied around the Gold Lake application.

OTHER TRANSPORTATION ISSUES:

Mr. Beals reported that there was a meeting with Shane Starr of Congressman LaMalfa’s staff regarding the rejection of the scenic byway application. Commissioner Roen indicated that if an appeal is to be made it must be done soon.

Mr. Davey reported on the bid and award status of the last 3 FEMA road projects. There are bids but all of the bids are over-budget so there is a scramble to get additional funding approved so re-bidding isn’t necessary.

Commissioner Dryden discussed the speed feedback signs and it was noted during the discussion that for the sign that is going into Loyalton from the west there is a tree growing over the sign. The City is obligated to resolve that issue. Apparently, the sign is in the location selected by Caltrans, however the tree has grown and is shading the solar panel.

12. SCHEDULE NEXT MEETING

The meeting is scheduled for September 23, 2021, 10:00 a.m. at the Loyalton Social Hall. It was noted that as long as a virtual component is required for meetings the Sierraville School will not work due to lack of internet access.

13. ADJOURNMENT

Chair Riede adjourned the meeting at 11:36 a.m.

**Darlene Riede, Vice-Chairman
Sierra County Transportation Commission**

ATTEST:

Miriam B. Dines, Executive Secretary

Sierra County Transportation Commission
Meeting: September 23, 2021
Agenda Item 7 - Transit Items A

- A. Discussion and report on status of Transit Funds as well as current state of transit services with County. This is a standing agenda item, no action required.**
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Sierra County Transportation Commission
Meeting: September 23, 2021
Agenda Items 8 SCTC Overall Work Program (OWP)

- a. Discussion and report on status of the Overall Work Program Budget for the current fiscal year.**

This is a standing agenda item. No Action required.

- b. Discussion, direction and action on staffing and Request for Proposals to provide transportation planning services related to the Overall Work Program**

Background: Staffing issues were discussed at the previous meeting and authorization to issue an RFP for transportation planning services related to the OWP was given.

Two proposals have been submitted and we are requesting further discussion on the best approach to address the staffing needs including adding a position and/or including authorization to execute a Professional Services Agreement to provide for the needed services.

Recommended Motion: Authorize Executive Director to engage services of a consulting firm and execute agreement on behalf of the SCTC if it determined that a services contract is included the best course forward.

Sierra County Transportation Commission
Meeting: September 23, 2021
Agenda Item 10

Continued discussion/direction regarding project review and prioritization in anticipation of the Regional Transportation Improvement Program due to Caltrans in December 2021.

The SCTC RTIP will have to be adopted by early December 2021 as it is typically due on or around December 15, 2021.

At the July 8 meeting direction was given to prepare Project Study Reports for Smithneck Road; Westside Road and Gold Lake Road and then to continue prioritization at future meetings.

**Sierra County Transportation Commission
Meeting: September 23, 2021**

10. Transportation Issues and Project Status Reports

10. CALTRANS Report and Other Transportation Discussion/Direction Items and Updates

- A. Caltrans Report
- B. Federal Lands Access Program
- C. Other Transportation Issues

2021 Calendar

January

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
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February

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March

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April

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May

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June

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July

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August

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September

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October

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November

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December

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