

Greenbook Committee of Public Works Standards, Inc.
Editorial Standards Subcommittee
January 18, 2017
Minutes

Location: via GoToMeeting, <https://global.gotomeeting.com/join/200349149>

I. Call to Order/Attendance: *The meeting was called to order at 11:06 a.m. Those in attendance were as follows:*

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|----------------------|-------------------|--|
| 1. Erik Updyke* | L.A. County DPW | eupdyke@dpw.lacounty.gov |
| 2. Catherine Dungca* | City of San Diego | cdungca@saniego.gov |
| 3. Chris Kubasek | Orange County PW | chris.kubasek@ocpw.ocgov.com |
| 4. Dan Phelps* | Gill and Baldwin | dan@phelpssw.com |
| 5. David Yanez* | M.W.D. | dyanez@mwdh2o.com |
- *via Go To Meeting

II. Approval of Minutes of Previous Meeting: *Minutes of the November 16, 2016 meeting were approved as written.*

III. Old Business:

1. Style Guide-Update
 - *Not discussed.*
2. Special Provisions Guide-Update
 - *Not discussed.*
3. ESS Review Checklist
 - *Not discussed.*
4. Change No. 248S
 - *Not discussed.*
5. Change No. 281E (Part 4)
 - *Chris reported the Surface Subcommittee will act on this change next month.*
 - *The change was scrolled through prior to discussion.*
 - *David noted 402-3 included the phrase "reasonable time frame" which is subjective.*
 - *Two revised versions of the paragraph in question were discussed.*

- *In the first version, Dan noted that waiting until completion of the work extended the contractor's time for responsibility for utility facilities which require adjustment. This version was discarded.*
- *In the second revised version, a period of time will be stated after which the contractor will no longer be responsible. Each attendee will check with their respective agency on what that time frame should be.*
- *David questioned the term "subgrade" in the first paragraph of 402-3.*
- *Erik and Chris explained the first sentence was referring to manhole reconstruction when roadways are reconstructed and the third sentence to resurfacing.*
- *"Subgrade" in the third sentence should be changed to "finished surface."*

6. Part 1 Update/Restructuring

- *David reported that the committee met in December and completed its review of terms and definitions.*
- *David will send Erik the comments on terms and definitions for discussion at Editorial Standards.*
- *David and Erik discussed the purpose and intent of the Part 1 reorganization.*
- *Erik noted the intent at this time is only to restructure the content. Revisions in content can be made later under a separate change.*

IV. New Business: None.

V. Other: None.

VI. Next Meeting: February 15, 2017 at 11:00 a.m. via GoToMeeting.

VII. Adjournment: 11:59 a.m.