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

1. Erik Updyke* L.A. County DPW eupdyke@dpw.lacounty.gov  
2. Catherine Dungca* City of San Diego cdungca@sandiego.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 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.

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