

**Greenbook Committee of Public Works Standards, Inc.**  
**Editorial Standards Subcommittee**  
**September 19, 2018**  
**Minutes**

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

**I. Call to Order/Attendance:** *The meeting was called to order at 11:01 a.m. Those in attendance were as follows:*

- |                        |                         |                                                                                            |
|------------------------|-------------------------|--------------------------------------------------------------------------------------------|
| 1. Erik Updyke*        | Retired                 | <a href="mailto:erikup59@gmail.com">erikup59@gmail.com</a>                                 |
| 2. Ramesis Bustamante* | City of San Diego       | <a href="mailto:rbustamante@saniego.gov">rbustamante@saniego.gov</a>                       |
| 3. Renald Puertollano* | City of San Diego       | <a href="mailto:rpuertollano@saniego.gov">rpuertollano@saniego.gov</a>                     |
| 4. Chris Kubasek*      | Orange County PW        | <a href="mailto:chris.kubasek@ocpw.ocgov.com">chris.kubasek@ocpw.ocgov.com</a>             |
| 5. Keegan Fahey*       | L.A. County DPW         | <a href="mailto:kfahey@dpw.lacounty.gov">kfahey@dpw.lacounty.gov</a>                       |
| 6. David Yanez*        | MWD                     | <a href="mailto:dyanez@mwdh2o.com">dyanez@mwdh2o.com</a>                                   |
| 7. Dan Phelps*         | Phelps Construction Law | <a href="mailto:danphelps@socalconstructionlaw.com">danphelps@socalconstructionlaw.com</a> |

\*via Go To Meeting

**II. Approval of Minutes of the Previous (8/15/18) Meeting:** *The minutes 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. Part 1 Terms and Definitions: General Provisions Analysis
  - *Revisions and deletions to the defined terms proposed by General Provisions were reviewed, discussed, and edited. Several terms not used capitalized in the Greenbook were proposed for deletion as were some other terms such as "Cash Contract" that are no longer relevant.*

**IV. New Business:** *Erik discussed the Errata to the 2018 Edition, a draft of which had been sent out prior to the meeting, and requested that anyone who found other errors or omissions to forward them for inclusion. The Errata will be sent out by the end of the year.*

**V. Other:** *None.*

**VI. Next Meeting:** **October 17, 2018 at 11:00 a.m.** *via GoToMeeting.*

**VII. Adjournment:** *11:38 a.m.*