

Greenbook Committee of Public Works Standards, Inc.

Editorial Standards Subcommittee

**July 19, 2006
Meeting Minutes**

Location: Engineering Contractors' Association
8310 Florence Avenue
Downey, CA 90240

Agenda:

- I. Call to Order/Attendance:** The meeting was called to order at 10:40 a.m. Those in attendance were as follows:
 1. Erik Updyke Los Angeles County DPW (626)458-4914
 2. Jerry Ellison City of LA Bureau of Eng. (213)847-8984

- II. Approval of Minutes of Previous Meeting:** The minutes of the June 14, 2006 meeting were approved as written.

- III. Old Business:**
 1. Editing the Greenbook.

Erik distributed annotated copies of Part 1.

 2. Specification writing textbooks.

No discussion.

 3. Abbreviations.

Abbreviations were discussed briefly. Jerry remarked that abbreviations used on the standard plans should be listed in the Greenbook.

 4. Editorial Guidelines Update.

No discussion.

 5. Change Procedures.

No discussion.

6. Change No. 124NU.

Review, discussion, and annotation of this change continued.

IV. New Business:

1. Metrication. Metrication was discussed. It was agreed that the preferable format was for the U.S. Standards(English) units to be specified with the metric units in parenthesis.
2. Sole-Source Products. Erik stated he was going to discuss sole-source products with Barney Kamine and propose an amendment to the Operating Policies and Procedures, if appropriate, after that discussion.

V. Other:

None.

VI. Next Meeting: August 16, 2006

VII. Adjournment: 11:40 a.m.