

Greenbook Committee of Public Works Standards, Inc.

Editorial Standards Subcommittee

**August 16, 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 10:50 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
3. Dino Ciafre City of San Diego (619)533-3167

II. Approval of Minutes of Previous Meeting: The minutes of the July 19, 2006 meeting were approved as written.

III. Old Business:

1. Editing the Greenbook.

To be discussed next month.

2. Specification writing textbooks.

No update.

3. Abbreviations.

Erik distributed copies of annotated 1-3, and a list of abbreviations used on Standard Plans compiled by Dave Mitchell. Abbreviations and their usage were discussed. There is a need to edit the Greenbook to reflect the appropriate abbreviations.

4. Editorial Guidelines Update.

The Editorial Guidelines were discussed. It was agreed there is a need to issue an updated version.

5. Change Procedures.

The need to re-establish the Change Procedures was discussed. A copy of the Change Procedures needs to be furnished to the Secretary.

6. Change No. 124NU.

To be discussed next month.

7. Sole-Source Products.

Sole-source products and whether or not they are appropriate for inclusion in the Greenbook was discussed.

IV. New Business:

1. Change No. 118NU.

Change No. 118NU will be discussed next month.

V. Other:

None.

VI. Next Meeting: September 20, 2006

VII. Adjournment: 11:30 a.m.