

Greenbook Committee of Public Works Standards, Inc.

Editorial Standards Subcommittee

September 20, 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)485-5310
3. Mohsen Maali	City of San Diego	(619)533-3167
4. Doug Peterson	Insituform	(760)468-2878

- II. Approval of Minutes of Previous Meeting:** *The minutes of the August 16, 2006 meeting were approved with Jerry's phone no. corrected to "(213)485-5310."*

III. Old Business:

1. Editing the Greenbook.

Part 1 is complete and will be discussed next month..

2. Specification writing textbooks.

No update.

3. Abbreviations.

Abbreviations and their usage were discussed. It was agreed that abbreviations listed that are not used in the Greenbook or on Standard Plans should be eliminated. Mohsen stated "TCP"(traffic control plan) should be added to the list which was agreed to. Jerry stated a search was needed of all the abbreviations used in the Greenbook. Erik will ask the publisher for an abbreviation search.

4. Editorial Guidelines Update.

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

5. Change Procedures.

Not discussed.

6. Sole-Source Products.

Not discussed.

7. Change No. 124NU.

Not discussed. Jerry has not been able to obtain a standard Word document of this change.

8. Change No. 118NU.

Reviewed, discussed and annotated. Jerry will make the revisions and resubmit next month.

IV. New Business:

1. Change No. 144NU.

Reviewed, discussed and annotated. Jerry will make the revisions and resubmit next month.

2. Change No. 149NU.

Reviewed, discussed and annotated. Jerry will make the revisions and resubmit next month.

3. Change No. 150NU.

Not discussed. Will be under "Old Business" on the October agenda.

4. Change No. 165NS.

Not discussed. Will be under "Old Business" on the October agenda.

V. Other:

Mohsen inquired if the Greenbook contained a definition for "allowance." Erik expressed concern about adding it to the Greenbook as it might not be properly administered but may be appropriate for the Special Provisions Guide. The index and table of contents were discussed and it was agreed each needs to be more detailed.

VI. Next Meeting: October 18, 2006

VII. Adjournment: 12:15 p.m.