

# Greenbook Committee of Public Works Standards, Inc.

## Editorial Standards Subcommittee

**October 18, 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 11:10 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. Patrick Lee City of L.A. Bureau of Eng.
5. Mike Kimberlain ADS/Hancor/PPI

**II. Approval of Minutes of Previous Meeting:** *The minutes of the September 20, 2006 meeting were approved with the meeting date corrected to "September 20, 2006."*

### **III. Old Business:**

1. Editing the Greenbook.

*Not discussed. Erik furnished Mohsen with a copy of the edited 2006 Part 1.*

2. Specification writing textbooks.

*Not discussed..*

3. Abbreviations.

*Not discussed. Jerry stated the abbreviations listed in the Greenbook should include those used on the Standard Plans.*

4. Editorial Guidelines Update.

*Not discussed.*

5. Change Procedures.

*Not discussed.*

6. Sole-Source Products.

*Not discussed.*

7. Change No. 124NU.

*Jerry distributed the most recent version of this change which incorporated editorial comments made at previous meetings. This change was reviewed, discussed and annotated. Discussion focused on consistent phraseology and terminology such as "... submitted to the Engineer..." "Measurement and Payment" will be moved to the end since it covers the entire subsection. Jerry will incorporate the comments made today and bring an updated version to the meeting next month.*

8. Change No. 118NU.

*Jerry distributed the most recent version of this change. Jerry stated this version incorporated revisions made by Mike Kimberlain and Lance Grindle. The entire change was reviewed. The Committee only had minor editorial comments. The sentence and formula in Part "c)" of 207-18.5.5 was discussed. Mike will review this sentence and the formula and recommend revisions at the meeting next month. Jerry will incorporate the comments made today and bring an updated version to the meeting next month.*

9. Change No. 144NU.

*Jerry distributed copies of a version which incorporated the editorial comments made at the meeting last month. This change, as edited, was approved. Jerry will submit to the Committee tomorrow.*

10. Change No. 149NU.

*Jerry distributed copies of the 9/1/2006 version. This change was briefly discussed. Discussion was halted due to Patrick and Jerry having to leave for the slurry seal meeting. Discussion will continue next month.*

11. Change No. 150NU.

*Jerry distributed copies of the 4/19/2006 version which Erik had annotated. This change will be discussed at the meeting next month.*

12. Change No. 165NS.

*Not discussed. This change has not yet been submitted and should not have been listed on the agenda.*

**IV. New Business:**

*None.*

**V. Other:**

*Editorial notes based on discussion:*

- *Use the phrase "... submitted to the Engineer per 2-5.3..." instead of "... provided to the Engineer per 2-5.3."*
- *Terminology must be consistent with the subsection heading and used consistently throughout a subsection.*
- *Slang, common speak, or industry terms, if used in specifications, must be defined. Examples are "binder", "holiday", and "home mark."*

**VI. Next Meeting:** November 15, 2006

**VII. Adjournment:** 12:45 p.m.