

Greenbook Committee of Public Works Standards, Inc.

Editorial Standards Subcommittee

December 13, 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. | (213)485-5311 |
| 5. Mike Kimberlain | ADS/Hancor/PPI | (619)886-7178 |
| 6. Nelson Nelson | Los Angeles County DPW | (626)458-4140 |
| 7. Steve Crandall | Prime Coatings | (714)813-2089 |

- II. Approval of Minutes of Previous Meeting:** *The minutes of the November 15, 2006 meeting were approved as written.*

III. Old Business:

1. Editing the Greenbook.

Not discussed. Erik stated Mohsen had given him his comments and they would be discussed at a meeting when changes weren't awaiting review.

2. Specification writing textbooks.

Mohsen gave Erik a copy of the Amazon.com listing for a book entitled "Contracts and Specifications for Public Works Projects: A Specifications Style Guide for Specifications and Front End Documents ... " Erik circulated copies to the attendees and stated it may have promise as it was written by Fisk.

3. Abbreviations.

Not discussed. Erik mentioned this was an ongoing item for which revisions were needed prior to the 2009 Edition.

4. Editorial Guidelines Update.

Not discussed.

5. Change Procedures.

Not discussed.

6. Sole-Source Products Policy

Not discussed.

7. Change No. 124NU.

Not discussed. Jerry distributed copies of the most recent version.

8. Change No. 118NU.

Not discussed. Jerry gave Lance a copy of the most recent version. This change was approved at the November 15 meeting based on incorporation of Mike's revisions to the formula and other minor revisions. Jerry will incorporate these revisions and bring an updated version to the meeting next month. This change will be submitted to the Greenbook Committee with 149NU.

9. Change No. 149NU.

Jerry distributed the most recent version of this change. The title of subsection 306-1.2.10 was discussed and revised to "Jointing of Gasket-Type ABS and PVC Pipe." After extensive discussion, the mandrel size requirement wording was revised to "The mandrel size shall be 93.5 percent of the average ID measured at the Work site." Note "2." of Table (B) was removed after discussion. It was determined this note is not necessary.

10. Change No. 150NU.

Jerry distributed the most recent version of this change. Jerry and Patrick had to leave in order to attend another meeting. This change was briefly discussed. The bedding material requirement for CHDPE was discussed. Lance stated the task force could not come to a consensus on this and it was his intent to have the bedding requirement discussed by the Greenbook Committee. Mike stated it was his understanding that the wording was what was agreed upon, i.e. allowing bedding material other than crushed rock to be used for CHDPE. Erik proposed that the change continue to be reviewed for content other than the bedding material requirement for CHDPE and that he refer the Change to the New Materials Underground Subcommittee for discussion of the bedding material for CHDPE. Lance was agreeable to this. Concern was raised over whether the subcommittee could make a determination of whether the bedding material requirement should be revised. Erik stated that the procedures in the Operating

Policies and Procedures were to be followed and, if necessary, the subcommittee chair could call for a members-only vote on this matter.

IV. New Business: *None.*

V. Other:

Editorial notes based on discussion:

- *Use the phrase "... shall conform to ..." when referring to a subsection on materials or methods of construction.*
- *Use the phrase "... in accordance with ..." when referring to procedures in a subsection.*
- *Do not repeat the subject of a subsection throughout the subsection. The subject is understood.*
- *Numbers are figures only, except when they begin a sentence. At the beginning of a sentence, the word shall be followed by the figure in parenthesis.*

VI. Next Meeting: January 17, 2007

VII. Adjournment: 12:55 p.m.