

Greenbook Committee of Public Works Standards, Inc. Editorial Standards Subcommittee

August 15, 2007
Minutes

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

Agenda:

- I. **Call to Order/Attendance:** The meeting was called to order at 11:35 a.m. Those in attendance were as follows:
 1. Jerry Ellison Professional Consultant jrellison07@yahoo.com
 3. Jolene Guerrero County of LA iquerrer@dpw.lacounty.gov
 2. Mohsen Maali City of San Diego mmaali@sandiego.gov
 3. Nelson Nelson City of Chino nnelson@cityofchino.org
 4. Erik Updyke County of LA eupdyke@dpw.lacounty.gov
- II. **Approval of Minutes of Previous Meeting:** Minutes of the July 18, 2007 meeting approved as written.
- III. **Old Business:**
 1. Editing the Greenbook. Not discussed.
 2. Specification writing textbooks. Mohsen reported he is still reading "Construction Specifications Writing: Principles and Procedures, 5th Edition" by Fisk.
 3. Abbreviations. Erik distributed an annotated list of abbreviations and will follow up on the request to Bill Mahoney for a list of abbreviations used in the Greenbook. - Review abbreviations, definitions and units of measure – Erik will get list from Bill Mahoney
 4. Editorial Guidelines Update. Not discussed.
 5. Change Procedures. Not discussed.
 6. Sole-Source Products Policy. Not discussed.

Change No. 176NS. Jerry has not incorporated the comments received to date.
 7. Change No. 179NS. Discussed. Jerry has comments from Mohsen and Nelson, waiting for comments from Erik. Erik recommended moving all references to payment to the back of the section.
- IV. **New Business:** None.
- V. **Other:** Deadline from Subcommittee to complete reviews of changes for inclusion into the 2009 Greenbook is **May 2008**.
- VI. **Next Meeting:** September 19, 2007.
- VII. **Adjourn:** The meeting was adjourned at 12:20 p.m. The next meeting is scheduled for September 19, 2007 at 11:00 a.m.