

# Greenbook Committee of Public Works Standards, Inc.

## Editorial Standards Subcommittee

October 17, 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 11:12 a.m. Those in attendance were as follows:

1. Jerry Ellison	Professional Consultant	<a href="mailto:jrellison07@yahoo.com">jrellison07@yahoo.com</a>
3. Jolene Guerrero	County of LA	<a href="mailto:iquerrer@dpw.lacounty.gov">iquerrer@dpw.lacounty.gov</a>
2. Mohsen Maali	City of San Diego	<a href="mailto:mmaali@sandiego.gov">mmaali@sandiego.gov</a>
3. Nelson Nelson	City of Chino	<a href="mailto:nnelson@cityofchino.org">nnelson@cityofchino.org</a>
4. Erik Updyke	County of LA	<a href="mailto:eupdyke@dpw.lacounty.gov">eupdyke@dpw.lacounty.gov</a>

**II. Approval of Minutes of Previous Meeting:** The minutes of the August 15, 2007 and September 19, 2007 meeting were approved as written.

### III. Old Business:

1. Editing the Greenbook.

*Erik will recirculate the proposed change. Erik stated he wishes to make this a priority in order that it be incorporated into the 2009 edition. This change will include the revisions to the list of abbreviations. Erik proposed that this subcommittee focus on abbreviations in the next meeting.*

2. Specification writing textbooks.

*Not discussed.*

3. Abbreviations.

*Abbreviations, definitions and units of measure were discussed. Erik stated Bill Mahoney could not search the Greenbook text for abbreviations used. Mohsen commented that abbreviations used in a specific section should be defined.*

4. Editorial Guidelines Update.

*Erik distributed a draft of updated and revised Editorial Guidelines.*

5. Change Procedures.

*Erik emphasized that changes submitted for consideration must follow procedures and be processed through the Secretary (Rod). Use of the website as a clearing house for submittal and tracking of changes was discussed.*

*Not discussed.*

7. Change No. 176NS.

*Reviewed and revisions noted. Jerry will incorporate the comments and return with revised version.*

8. Change No. 179NS.

*Not discussed.*

**IV. New Business:**

1. Change No. 180NS.

*Jerry distributed copies of this change.*

2. Change No. 181NS.

*Jerry distributed copies of this change.*

3. Change No. 184NS.

*Jerry distributed copies of this change.*

**V. Other:** Deadline from Subcommittee to complete reviews of proposals for inclusion into the 2009 Greenbook is **May 2008**.

**VI. Next Meeting:** November 14, 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.