

Greenbook Committee of Public Works Standards, Inc.

Editorial Standards Subcommittee

January 16, 2008
Minutes

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

I. Call to Order/Attendance: The meeting was called to order at 11:27 a.m. Those in attendance were as follows:

- | | | |
|--------------------|-------------------------|--|
| 1. Jerry Ellison | Professional Consultant | jrellison07@yahoo.com |
| 2. Jolene Guerrero | County of LA | iquerrer@dpw.lacounty.gov |
| 3. Mohsen Maali | City of San Diego | mmaali@sandiego.gov |
| 4. Nelson Nelson | City of Chino | nnelson@cityofchino.org |
| 5. Erik Updyke | County of LA | eupdyke@dpw.lacounty.gov |

II. Approval of Minutes of Previous Meeting: Minutes approved

III. Old Business:

1. Editing the Greenbook.

Erik emailed an edited version of Part 1 prior to the meeting. Erik stated he wanted to complete this revision prior to publishing the 2009 edition. After completion, it will be submitted to the Committee for assignment of a change no. and approval processing.

2. Specification writing textbooks.

Not discussed.

3. Abbreviations.

Erik and Nelson identified abbreviations included but not used in the Greenbook. In future editons, only abbreviations used in the book will be included. Symbols were also discussed.

4. Editorial Guidelines Update.

Erik distributed updated guidelines several months ago and asked that they be reviewed by the attendees prior to the next meeting.

5. Change Procedures.

Not discussed.

6. Sole-Source Products Policy.

Not discussed.

7. Change No. 176NS.

Approved at the November meeting.

8. Change No. 179NS.

Jerry will bring to the next meeting.

9. Change No. 180NS.

Approved at the December meeting.

10. Change No. 181NS.

Approved at the December meeting.

11. Change No. 184NS.

To be reviewed and discussed at the February meeting.

12. 2008 Supplement – Metric Conversions. – No discussion (remove from agenda)

Not discussed. To be removed from the agenda.

IV. New Business: None

V. Other: *None.*

VI. Next Meeting: February 20, 2008.

VII. Adjournment: *The meeting was adjourned at 12:00 noon.*