

Greenbook Committee of Public Works Standards, Inc.

Editorial Standards Subcommittee

March 19, 2008
Minutes

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

I. Call to Order/Attendance: The meeting was called to order at 11:02 a.m. Those in attendance were as follows:

1. Jerry Ellison	Professional Consultant	jrellison07@yahoo.com
2. Jolene Guerrero	County of L.A.	jguerrer@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 L.A.	eupdyke@dpw.lacounty.gov
6. Bill Mahoney	BNi	billmahoney@bnibooks.com
7. Dave Mitchell	City of Long Beach	David_Mitchell@longbeach.gov

II. Approval of Minutes of Previous Meeting: *The minutes of the February 20, 2008 were approved as written.*

III. Old Business:

1. Editing the Greenbook.

Erik handed out a revised Part 1 dated March 19, 2008.

2. Specification writing textbooks.

Not discussed.

3. Abbreviations.

Erik requested a list of abbreviations from Nelson. Nelson will forward a list to Erik of those found in Greenbook.

4. Editorial Guidelines Update.

Erik requested comments on the updated Editorial Guidelines distributed several months ago.

5. Change Procedures.

No discussion.

6. Sole-Source Products Policy.

This item was briefly discussed. The consensus of the Subcommittee was sole-source products should not be included in the Greenbook. Erik stated this would be discussed at the Committee meeting tomorrow.

7. Change No. 179NS.

Not discussed. Jerry will bring copies to the next meeting. Nelson will distribute with the minutes.

8. Change No. 184NS.

Not discussed. This change was distributed at the October meeting.

IV. New Business:

1. Metric reversion.

Metric reversion was extensively discussed. David, as part of the Standard Plans Subcommittee, took the lead and prepared an annotated Greenbook. Various chapters of the document were reviewed. Protocol and format of various conversions, the use of abbreviations, and the criteria for use in text and tables was all discussed.

2. Change No. 182S.

Not discussed.

3. Change No. 165NS.

Not discussed.

4. Change No. 191NS.

Not discussed.

V. Other: None.

VI. Next Meeting: April 16, 2008.

VII. Adjournment: 12:37 p.m.