

Greenbook Committee of Public Works Standards, Inc.

Editorial Standards Subcommittee

July 15, 2009
Minutes

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

I. Call to Order/Attendance: The meeting was called to order at 1:05 p.m. Those in attendance were as follows:

1. Jerry Ellison	Professional Consultant	jrellison07@yahoo.com
2. Erik Updyke	L.A. County DPW	eupdyke@dpw.lacounty.gov
3. Jolene Guerrero	L.A. County DPW	jguerrer@dpw.lacounty.gov
4. Lance Allan	Roy Allan Slurry Seal, Inc.	lance@raslurry.com
5. Andy Clayton	PMI	andy@pmitechnologies.com

II. Approval of Minutes of Previous Meeting: *Minutes of the June meeting were approved as written.*

III. Old Business:

1. Specification writing textbooks.

Not discussed.

2. Editorial Guidelines/Style Manual-Update.

Jerry has reviewed Jolene's outline and will give her comments.

3. Change Procedures.

Change procedures were briefly discussed. Erik stated measurement and payment clauses should be reviewed by the Specifications Subcommittee. The request for review could be made via the Secretary, Rod. A more formal establishment of this procedure will be needed.

4. Change No. 125NS (Erik).

This change was briefly discussed. Erik stated polymer modified emulsions would be added and that 203-4 would be deleted. Erik requested that this change be carefully reviewed and discussed in detail at the next meeting.

5. Change No. 175NS (Jolene).

This change was briefly discussed. Erik sent out a pdf of his comments. Jolene will be the editor of this change.

6. Change No. 182S (Jolene).

This change was briefly discussed. Erik sent out a pdf of his comments. Jolene will be the editor of this change. Jerry will send Jolene a Word file of this change.

7. Change No. 192NS (Jerry).

This change was reviewed and discussed. Minor revisions were made. The Change was approved for forwarding to the Greenbook Committee. Jerry will send Erik a Word file of the approved version.

8. Change No. 194NS (Jerry).

This change was reviewed and discussed. Minor revisions were made. The Change was approved for forwarding to the Greenbook Committee. Jerry will send Erik a Word file of the approved version.

IV. New Business:

1. Change No. 185NU (Erik).

This change was reviewed and discussed. Minor revisions were made. The Change was approved for forwarding to the Greenbook Committee.

V. Other: *None.*

VI. Next Meeting: *August 20, 2009.*

VII. Adjournment: *2:30 p.m.*