

# Greenbook Committee of Public Works Standards, Inc.

## Editorial Standards Subcommittee

August 20, 2009  
Minutes

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

**I. Call to Order/Attendance:** The meeting was called to order at 1:03 p.m. Those in attendance were as follows:

1. Erik Updyke	L.A. County DPW	<a href="mailto:eupdyke@dpw.lacounty.gov">eupdyke@dpw.lacounty.gov</a>
2. Jolene Guerrero	L.A. County DPW	<a href="mailto:jguerrer@dpw.lacounty.gov">jguerrer@dpw.lacounty.gov</a>
3. Lance Allan	Roy Allan Slurry Seal, Inc.	<a href="mailto:lance@raslurry.com">lance@raslurry.com</a>
4. Bryan Burris	PMI	<a href="mailto:bryan@PMItechnology.com">bryan@PMItechnology.com</a>

**II. Approval of Minutes of Previous Meeting:** *Minutes of the August meeting were approved with the following revisions:*

- *Bryan Burris listed as in attendance in place of Andy Clayton.*
- *Change No. 201S was discussed and remanded to the Specifications Subcommittee.*

**III. Old Business:**

1. Specification writing textbooks.
  - *Erik will investigate a book mentioned in an email from Mohsen, "Contracts and Specifications for Public Works Projects" by Fisk.*
2. Editorial Guidelines/Style Manual-Update.
  - *Discussed Jolene's outline.*
  - *Lance suggested listed alphabetically words and phrases to be used and Erik concurred it was a good idea.*
  - *Jerry's outline was discussed and compared to Jolene's. Individual points were discussed and a consensus reached on what should be in the Style Guide.*
  - *Jolene will re-draft her outline and comment on Mohsen's draft Style Guide.*
  - *The revised outline and written comments will be discussed next month.*

3. Change Procedures.

- *Not discussed.*

4. Change No. 125NS (Erik).

- *Briefly discussed. Erik noted polymer modified emulsions had been added and the payment clauses revised to include separate payment for aggregate and emulsion.*
- *This change has been returned to the New Materials Surface Subcommittee and Asphalt Task Force for comments.*
- *Lance noted the inconsistency in terms between Part 2 (Asphalt Emulsion Slurry) and Part 3 (Asphalt Emulsion Slurry Seal).*
- *Erik noted the terms may have been different because the intent of Part 2 was to specify the mixture while the intent of Part 3 is to specify the placement.*

5. Change No. 175NS (Jolene).

- *This change was previously returned to the Specifications Subcommittee and is currently being discussed there.*

6. Change No. 182S (Jolene).

- *This change was previously returned to the Specifications Subcommittee and is currently being discussed there.*

7. Change No. 201S.

- *This change was previously returned to the Specifications Subcommittee and is currently being discussed there.*

8. Change No. 202S.

- *Distributed. Not discussed.*

9. Change No. 203S.

- *Distributed. Extensively discussed.*
- *Lance and Jolene noted the change did not appear to reflect what was discussed and agreed on at the Specifications Subcommittee.*
- *Brian questioned certified mail being effective on the date of mailing.*
- *The intent of the last paragraph was discussed. It was noted that the intent of the subsection was notices in general and not specific notices. Jolene stated Sureties came up during discussion of 6-4.*
- *Jolene will prepare a revised version and discuss it with the Specifications Subcommittee.*

**IV. New Business:**

1. Change No. 199NS.
  - *Distributed. Not discussed.*
2. Change No. 204NS.
  - *Distributed. Not discussed.*

**V. Other:** *None.*

**VI. Next Meeting:** *October 14, 2009.*

**VII. Adjournment:** *2:00 p.m.*