

Greenbook Committee of Public Works Standards, Inc.

Editorial Standards Subcommittee

April 14, 2010
Minutes

Location: Los Angeles County Department of Public Works,
Headquarters Building
Construction Division, 8th Floor
900 S. Fremont Avenue
Alhambra, CA 91803

I. Call to Order/Attendance: The meeting was called to order at 11:21 a.m. Those in attendance were as follows:

- | | | |
|--------------------|-----------------|--|
| 1. Erik Updyke | L.A. County DPW | eupdyke@dpw.lacounty.gov |
| 2. Jerry Ellison | Consultant | jrellison07@yahoo.com |
| 3. Jolene Guerrero | L.A. County DPW | jguerrer@dpw.lacounty.org |
| 4. Nelson Nelson* | City of Corona | Nelson.Nelson@ci.corona.ca.us |
- * Via Go To Meeting

II. Approval of Minutes of Previous Meeting: *Revised minutes of the March meeting were approved as written.*

III. Old Business:

1. Specification writing textbooks.
 - *Mohsen searched for appropriate textbooks, but none were found.*
 - *Available textbooks reference and follow CSI format.*
 - *Item to be removed from future agendas.*
2. Editorial Guidelines/Style Guide-Update.
 - *The draft Style Guide was distributed at the February Committee meeting.*
 - *A special meeting devoted to the Style Guide will be arranged in the future.*
3. Change Procedures.
 - *Erik requested that the nomenclature established for changes be followed*
 - *Erik was requested to re-send a previous email describing the nomenclature.*
 - *The nomenclature will not be posted on the web site as it is an internal procedure.*

4. Change No. 201S (Specs021710)

- *Discussed in detail (Note: discussion was based on Specs121609 version, not the most current version which is Specs031710).*
- *Erik will make the revisions discussed and agreed to*
- *Prior to submitting to the Committee, Jolene will send to the change sponsor, Robert Duke.*

5. Change No. 204NS (Specs091509)

- *Erik requested a change cover sheet.*
- *This change will be discussed at a future meeting.*

6. Change No. 208S (Specs021710) (Jerry)

- *Provisions for inspection outside the geographic limits of the United States and the certificate of compliance provisions were discussed.*
- *Jerry will revise and expand 4-1.5 to be more consistent with the Caltrans Standard Specifications.*
- *A definition for "Certificate of Compliance" needs to be developed and included as a definition in this change.*
- *Jerry requested a Word file. Erik will so provide.*

7. Change No. 203S (Specs021710)

- *Discussed and approved as revised.*
- *Erik will submit to the Committee tomorrow.*

8. Change No. 204NS (Specs091509) (Jerry)

- *Not discussed.*

9. Change No. 208S (Specs091609)

- *Discussed briefly. "Certificate of Compliance" needs to be a defined term.*

10. Change No. 209S (Specs091609)

- *Not Discussed.*
- *Remanded to Specifications for further development.*

IV. New Business:

1. Change No. 182S (Specs021710) (Jerry)

- *Discussed and approved as revised.*

2. Change No. 210S

- *Not discussed.*
- *Remanded to Specifications for discussion and revisions.*

V. Other: *Table 2-5.3.2 (A) needs revision. Traffic Control Plan, and Sewage Bypass and Pumping Plan need to be added. Controller Cabinet Wiring Diagram needs to be removed as it is supporting information.*

VI. Next Meeting: *May 19, 2010 at 11:15 a.m. at Los Angeles County DPW.*

VII. Adjournment: *12:17 p.m.*