

**Greenbook Committee of Public Works Standards, Inc.**  
**Editorial Standards Subcommittee**  
**June 16, 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 11:18 a.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. Jerry Ellison   | Consultant        | <a href="mailto:jrellison07@yahoo.com">jrellison07@yahoo.com</a>                 |
| 3. Jolene Guerrero | L.A. County DPW   | <a href="mailto:jguerrer@dpw.lacounty.org">jguerrer@dpw.lacounty.org</a>         |
| 4. Nelson Nelson*  | City of Corona    | <a href="mailto:Nelson.Nelson@ci.corona.ca.us">Nelson.Nelson@ci.corona.ca.us</a> |
| 5. Mohsen Maali*   | City of San Diego | <a href="mailto:MMaali@sandiego.gov">MMaali@sandiego.gov</a>                     |
- \* Via Go To Meeting

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

**III. Old Business:**

1. Style Guide-Update.

- *A meeting the Style Guide was held on June 8.*
- *Mohsen has addressed Erik's comments and sent the revised draft to ESS members except Erik.*
- *The intent of the Style Guide was discussed. Erik stated it was the requirements for content to be placed in the Greenbook and the intended users were those preparing changes and members of the various subcommittees and task forces. It was not intended to replace or be redundant with the Special Provisions Guide or guide agencies in the production of their own contract documents.*

2. Change Procedures.

- *Erik sent an email describing the change procedures.*
- *Mohsen noted the email stated the change no. is to be placed in the right hand corner which differs from where it is placed in text on current changes. Erik stated the email was incorrect and the change no. is to be placed on the left hand side at the top of each page.*

3. Change No. 201S (ESS051910)

- *Erik stated the agenda nomenclature should read, "... (ESS061610).*
- *Erik asked the attendees if they wish to wait for a formal response from the change sponsor before submitting to the Committee. The response was "no." Jolene stated she had contacted the change sponsor, Robert Duke, several times and never received a response.*
- *Erik will forward the change to the Committee on 6/17/10.*

4. Change No. 204NS (Specs091509)

- *Not discussed.*
- *Will be discussed at the next meeting concurrently with 175NS.*

5. Change No. 175NS (Specs041410)

- *Not discussed.*
- *Will be discussed at the next meeting concurrently with 204NS.*

6. Change No. 187NS (GCITF050510)

- *This change was edited using the Go To Meeting capability of displaying the document and the Word "Track Changes" feature. Jerry added content addressing foreign-produced materials and expanded content on certificates of compliance.*
- *Editing was completed through 206-3.2.1 and will resume at the next meeting.*

**IV. New Business:**

1. Change No. 207NS (NMS061510).

- *Not discussed.*

2. Change No. 219NS (NMS061510)

- *Not discussed.*

**V. Other:** *Jerry requested a discussion and guidance on the use of "approved" and "accepted." Erik replied that the proper use depended on the context the word was used in and what actions, if any, the administering agency will do. For example, if the agency returned a submittal with comments and corrections, "approved" would be appropriate. If the agency simply filed the submittal, "accepted" was appropriate. Erik stated the guidance was to use "approved" when referring to working drawings, shop drawings, and certain supporting information such as mix designs.*

**VI. Next Meeting:** *July 14, 2010 at 11:15 a.m. at Los Angeles County DPW.*

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