

Greenbook Committee of Public Works Standards, Inc.
Editorial Standards Subcommittee
July 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 11:20 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
5. Mohsen Maali*	City of San Diego	MMaali@sanidiego.gov
6. Reed Reisner	So. Cal. Edison	Reed.Reisner@sce.com

* Via Go To Meeting

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

III. Old Business:

1. Style Guide-Update.

- *Erik gave Mohsen comments on the most recent version.*
- *Mohsen will incorporate and send out an updated version.*
- *Jolene will schedule a separate meeting specifically to discuss the Style Guide.*
- *It was agreed during discussion that the Style Guide would be finished and distributed as soon as possible.*
- *Examples are needed for inclusion but may not get incorporated into the initial version.*
- *Additional specifics and topics will be identified once it's put into use and will be addressed in subsequent updates.*

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

- *Not discussed.*

3. Change No. 175NS (Specs041410)

- *Erik sent his comments to ESS attendees prior to the meeting.*

- *Erik stated that Part 6 of the California MUTCD and the WATCH manual are reference specifications when referenced. As such, the content of 175NS should not repeat what is in either publication.*
- *The content of 175NS, traffic control devices, the WATCH manual, the California MUTCD, and the Caltrans list of approved manufacturers was discussed.*

4. Change No. 187NS (ESS0714101410)

- *This change was edited using the Go To Meeting capability of displaying the document.*
- *Editing was completed through 206-3.4.2 and will resume at the next meeting.*
- *Jolene will incorporate the changes to date and send an email with her questions for discussion to ESS attendees. Attendees are requested to return comments to Jolene before the next meeting.*

5. Change No. 207NS (NMS061510)

- *Not discussed.*

6. Change No. 219NS (NMS061510)

- *Not discussed.*

7. Corrections to the 2011 Supplement.

- *Erik asked if there were any errors or omissions which required immediate correction in the 2011 Supplement.*
- *Nelson pointed out the three phases at the top of Table 209-5.3.2.6 (A). "2 or 5" needs to be changed to "2 or 6."*
- *Typos, incorrect references, capitalization, etc. will be corrected in the 2012 Edition.*
- *Erik requested that ESS keep an ongoing compilation of corrections. The corrections will be given to the publisher.*

IV. New Business:

1. Change No. 209S (NMS061610)

- *Not discussed.*

2. Change No. 224

- *Not discussed.*

3. Change No. 125NS (NMS071310)

- *Erik handed out copies of his comments.*

V. Other: *Mohsen discussed the use of Microsoft Office Live for the sharing of files and as a repository for ESS. Erik requested that changes submitted to ESS be more closely proofread before being forwarded. The inclusion of the phrase “as specified in the Special Provisions” was discussed. Nelson expressed concern it was being overused. Jerry stated this phrase had been used for the past several years to provide a “heads up” to the person preparing the contract documents. Erik stated, as a general rule, it was appropriate to include for specification topics where different or more specific requirements are commonly specified by the agency. Erik pointed out several subsections in which provisions from other subsections had not been referenced and which were missing measurement and payment clauses.*

VI. Next Meeting: *August 18, 2010 at 11:15 a.m. at Los Angeles County DPW.*

VII. Adjournment: *1:00 p.m.*