

**Greenbook Committee of Public Works Standards, Inc.**  
**Editorial Standards Subcommittee**  
**February 15, 2012**  
**Minutes**

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

**I. Call to Order/Attendance:** *The meeting was called to order at 11:07 a.m. Those in attendance were as follows:*

- |                    |                   |  |
|--------------------|-------------------|--|
| 1. Nelson Nelson*  | City of Corona    | <a href="mailto:nelson.nelson@ci.corona.ca.us">nelson.nelson@ci.corona.ca.us</a> |
| 2. Jolene Guerrero | L.A. County DPW   | <a href="mailto:jguerrer@dpw.lacounty.gov">jguerrer@dpw.lacounty.gov</a>         |
| 3. Erik Updyke     | L.A. County DPW   | <a href="mailto:eupdyke@dpw.lacounty.gov">eupdyke@dpw.lacounty.gov</a>           |
| 4. Dennis Phinney* | Psomas            | <a href="mailto:dphinney@psomas.com">dphinney@psomas.com</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 January meeting were approved as written.*

**III. Old Business:**

1. Style Guide-Update (Mohsen)

- *Erik stated he would be sending an email to subcommittee and task force chairs with a link to the Style Guide emphasizing the requirement of its use.*
- *Erik stated the intent of the Editorial Standards Subcommittee was to review proposed changes for conformance with the Style Guide, not to do the extensive editing that was done during the spring and summer of 2011.*
- *Erik stated subcommittees and task forces can reject proposed changes for lack of conformance with the Style Guide and require re-submittal.*

2. Special Provisions Guide-Update (Mohsen/Erik)

- *Erik stated the SPG should be updated but it would be an extensive task. The Greenbook Seminar handout could be used as a basis for the update.*
- *Nelson concurred.*

3. "Plain Language" Specifications (Mohsen)

- *Usage by Caltrans was discussed.*

- *Dennis stated it was too ambitious to change the Greenbook to plain language and the first priority should be conformance with the Style Guide.*
- *Mohsen stated implementation could be gradual over several years, and adding a disclaimer about the different styles.*
- *Discussion concluded and the item will be removed from the agenda.*

4. Change No. 164NS (NMS111610) (Mohsen)

- *Began review and editing.*
- *Restructuring to list format wherever possible.*
- *Erik comment that what is specified is not cement treated base, it is cement-stabilized pulverized miscellaneous base.*
- *Completed 201-8.1 and 201-8.2 (now 201-8.1 through 201-8.4).*

5. Change No. 205NS (NMS051711) (Erik)

- *Not discussed.*

6. Change No. 234S (Nelson)

- *Not discussed.*

**IV. New Business:**

1. Change No. 243NS

- *Not discussed.*

2. Errata to the 2012 Edition.

- *Will be discussed at the next meeting.*

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

**VI. Next Meeting:**

- *March 14, 2012 at 11:00 a.m. at Los Angeles County DPW.*

**VII. Adjournment:** *12:04 p.m.*