

REGIONAL STANDARDS COMMITTEE

MINUTES

DATE: February 27, 2003

LOCATION: County Operations Center
Building 2
5555 Overland Avenue
San Diego, CA 92123

ATTENDEES: See attached list.

1. Call to Order

The meeting was called to order at 2:10.

2. Approval of the Minutes

City of San Diego Representative Jose called attention to item #4. The City of San Diego submitted a letter to the Committee clarifying the representative to the Regional Standards Committee. This letter was acknowledged and mention of this in item #4 will be revised to reflect the correct information. A motion was made to approve the minutes with the revision to item #4 for the RSC meeting held on January 23, 2003 (motion seconded and approved).

3. Nominations for New Chair and Vice Chair

- Tim reported that all member agencies were notified and asked to designate their representative to this Committee. According to the operating procedures, each agency is allowed one vote.
- Tim Stanton was nominated and seconded for Chair. No other nominations were made. As there were no other nominations Tim Stanton will continue as Chair.
- Dennis Davies is currently serving as Vice Chairman. Dennis was not present at the meeting. Tim will speak with him to verify that he is willing to continue to serve for the coming year. (Following the meeting Dennis confirmed he would continue to serve as Vice Chair)

4. Regional Standard Committee Goals

- Tim passed out 'Regional Standards Committee Goals 2003-2006' for review.
- Discussion on revisions to the Objectives, specifically regarding 'Providing training on the use of the standards'. Tim stated that this was not intended to represent a formal training program, but rather the idea of promoting the use and clarifications on the standards. It was also recommended that the website be updated with a Questions & Answers (Q&A) option so that any questions and clarifications can be posted. It was suggested that a copy of all Q&A be provided to the Editorial Committee for direction on which Q&As to add to the website.
- An item for 'Approved Materials List' was suggested to be added to the Possible Goals for 2003-2006. Jose spoke to the City of San Diego's use of an Approved Materials List and how it has helped. A procedure for this needs to be established first.
- Commitment and Time Tables should be associated with the stated goals.

- Issue Standard Operating Procedure for the process of evaluating revisions to the standards.
 - Traffic Control – The committee should incorporate SANDAG reviews of these, possibly act as a sub-committee chair to provide coordination. Zoubir Oudan will present this question to the SANDAG committee to get their approval of his use as sub-committee chair.
 - Members will review this document, make comments and suggestions and it will be finalized at next months meeting.
- 5. Finalize Changes to Supplements to Green Book and Approve for Publication**
- There is one errata from last year re: mulch, this will be incorporated into the supplement.
 - Motion to approve and adopt Supplements with errata was seconded and approved. County of San Diego will proceed to get the supplement published.
- 6. Finalize Standard Drawings and Approve for Publication**
- Some minor changes & clarifications were made to the drawings.
 - Motion to approve these standard drawings and approve them for publication was made, seconded and approved.
 - Ron Scott will provide the electronic drawing files to Jag for publication. Signature needs to be updated.
 - A disclaimer is provided on all structural drawings.
 - Modifications to the M-15 drawing will not be included in this new set.
- 7. Regional Best Management Practices Status**
Dennis Davies was absent. No report.
- 8. Surface Subcommittee Report**
Dennis Davies was absent. No report.
- 9. Subsurface Subcommittee Report**
- Requested that a page be added to the website so that sub-committees agendas, meeting schedules, etc. be posted. Coordination with Sub-Committee Chairs and County of San Diego Bill Pollock will be required to get this set up.
 - The sub-committee is working on getting a list of applicable drawings and standards.
- 10. General Terms and Conditions Subcommittee Report**
Dino Ciafre was absent. No report.
- 11. Creation of Uniform Bidding Standards Report**
Jose reported that a letter would be issued to all agencies requesting their contract issuance standards. The goal is to consolidate agencies policies and review to try and narrow it down. This will be done at next month's meeting.
- 12. Changes to M15**
No progress on this item. Revisions to the M-15 drawing will not be included in the new publication.
- 13. Dropped Driveway RSD**
Hamed presented the final G-14D drawing. Motion to approve this drawing was made, seconded and approved. This drawing will be included in the new publication.
- 14. Assignment of Standard Drawings for Review, Updating and Timelines**
Jim is doing this for all subsurface drawings. Tim will discuss with Dennis.
- 15. New Business**

- Jim suggested that the Committee Organization Chart be revised to show 'as-needed' under Wet Utilities.
- County Policy I-50 – Tim reviewed this and he passed it out for review. This will be discussed at the next meeting. Tim will coordinate with Doug Isbell
- Hamed reminded everyone that the Caltrans Dual Unit Standards are out. Tim also mentioned that the introduction to these standards indicated the user needed to be aware that they were converted from metric to Imperial units and things may not fit together.

16. Next Meeting

The next meeting will be held March 27, 2003.

17. Adjourned