**March 16, 2009**
Conference Call

# MINUTES

1800 Massachusetts Ave,
NW, Suite 300
Washington, DC 20036
T: 202 828-7422
F: 202 828-5110
www.usgbc.org

# LEED Steering Committee (LSC)

| Title | LSC Member | Attendance | Proxy | Voting | Attendance |
|---|---|---|---|---|---|
| **Chair** | Scot Horst* | | n/a | Yes | |
| **Vice Chair** | Joel Ann Todd* | X | n/a | Yes | |
| **LEED-NC** | Muscoe Martin | | Craig Kneeland | Yes | |
| **LEED-EB** | Stu Carron | X | Sheila Sheridan | Yes | |
| **LEED-CI** | Holley Henderson* | X | Denise Van Valkenburg | Yes | |
| **LEED-CS** | Christine Magar | X | Jerry Lea | Yes | |
| **LEED-H** | Kristin Shewfelt | | Steven Winter | Yes | X |
| **LEED-ND** | Jessica Millman | X | Burt Gregory/Susan Mud | Yes | X |
| **SS TAG** | Bryna Dunn | | Stewart Comstock | Yes | |
| **WE TAG** | Neal Billetdeaux | X | John Koeller | Yes | |
| **EA TAG** | Greg Kats | X | Marcus Sheffer | Yes | X |
| **MR TAG** | Mark Webster | X | Steve Baers | Yes | |
| **IEQ TAG** | Bob Thompson | X | Steve Taylor | Yes | |
| **TSAC** | Malcolm Lewis* | | Joel Ann Todd | Yes | |
| **Curriculum** | Lynn Simon* | X | Barry Giles | Yes | X |
| **Chapters** | Sara O'Mara | X | Charlie Tomlinson | Yes | |
| **USGBC CEO** | Rick Fedrizzi * | | n/a | No | |
| **Board Liaison** | | | n/a | No | |
| **Canada Liaisons** | Alex Zimmerman | X | Ian Theaker | No | |
| **Other LSC Meeting Attendees** | | | | **Voting** | **Attendance** |
| **USGBC Staff** | Deon Glaser<br>Brendan Owens<br>Chris Marshall<br>Mike Opitz<br>Meghan Bogaerts<br>Marc Heisterkamp<br>Batya Metalitz | | X | No | |
| **Guest Attendees** | Lisa Matthiessen | | X | No | |

* LEED Management Sub Committee

Quorum met at 2:04 pm EST.

1. **Declarations of Conflict**
   a. None declared.

2. **UPDATE: New USGBC Office**
   a. Staff updated the committee that USGBC has moved to 2101 L St NW, Suite 500, 20037 effective immediately.

3. **UPDATE: LSC Leadership**
   a. Joel informed the committee that Scot Horst has been named the Senior Vice President of LEED, effective April 1, 2009. Scot's leadership as the LSC chair will end on this date and Joel Ann Todd will take over as chair for the duration of Scot's term which ends November 2009.

4. **DISCUSSION: TAG-A-Palooza Download**
   a. Staff updated the LSC that the notes from TAG-A-Palooza will be compiled into a package to be sent around to all LEED committees.

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**5. UPDATE/DISCUSSION: Pilot Credit 2 applicability to EBOM, Homes & ND**

a. Staff updated the committee that feedback has been given from EBOM, Homes and ND members on the applicability of Pilot Credit 2: PBT Reduction: Dioxins & Halogenated Compounds to projects.
b. Homes did not believe the credit was applicable for residential use; ND believed it could apply to phase 3 projects but need to look into it more; EBOM believes this is appropriate but needs some small language tweaking.
c. The committee agreed to create a task force of former EBOM committee members to work on the language revisions and bring back to the LSC on an upcoming call.

**6. UPDATE: EBOM Occupancy Proposal**

a. Mike Optiz introduced the EBOM occupancy proposal discussion, which is based off of a Minimum Program Requirement previously approved by the LSC. Due to the status of the economy, staff is requesting a reduction in the requirement that an EBOM project must maintain a 75% occupancy to be certified.
b. It was raised that the occupancy counts for urban areas are less effected by the current economic situation than suburban & exurban areas, and LEED needs to continue to emphasize the importance of location.
c. It was suggested that multi-resident occupancy rates should be discussed as well. This research could take so much time that the market might turn around before the results were in.
d. A request was made to immediately reduce the occupancy requirements from 75% to 60% on a temporary basis for the next year, and revisit this threshold when the year is up. The group agreed that research needs to be done to ensure the reduction is established on actual data.
e. Staff would like to spend more time researching and come back to LSC with data that would support what reduction in occupancy might be the most appropriate. The occupancy rates' effect on EPA Target Finder benchmarking tool needs to be looked into further before the threshold is established. A committee member added that Energy Star will not certify a building at an occupancy rate below 75%. Staff is working with EPA to discuss this and coordinate with their decisions to ensure consistency.
f. The LSC agreed to bring this back up on the next call with research presented by staff.

**7. DISCUSSION/ACTION: Homes Working Group**

a. Staff introduced the proposal to form a working group to update the LEED for Homes rating system under the next development cycle. Currently there is no group formed that oversees the Homes rating system and this would allow for updates to be made. The working group would be under the management of the Market Sector committee.
b. Concern about the bandwidth of the Market Sector committee was raised considering there are currently 5 working groups under the committee. The committee discussed that there are technical issues to be addressed as well as market issues within the rating system work.
c. The group discussed how the other existing rating systems were being worked on under LEED 2011. The committee asked that staff develops a comprehensive approach to how these working groups are established and how existing rating systems are updated.

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d. The committee agreed to discuss this on the next LSC call.

*Meeting Adjourned. The next LSC call is scheduled for Monday, March 30th at 2 pm ET.*