June 8, 2009
Conference Call

MINUTES

2101 L St., NW
Suite 500
Washington, DC 20037
T: 202 828-7422
F: 202 828-5110
www.usgbc.org

LEED Steering Committee (LSC)

Title	LSC Member	Attendance	Proxy	Voting	Attendance
Chair	Joel Ann Todd*	X	n/a	Yes	
Vice Chair			n/a	Yes	
LEED-NC	Muscoe Martin	X	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	X
LEED-H	Kristin Shewfelt		Steven Winter	Yes	
LEED-ND	Jessica Millman		Burt Gregory/Susan Mud	Yes	
SS TAG	Bryna Dunn	X	Stewart Comstock	Yes	
WE TAG	Neal Billetdeaux	X	John Koeller	Yes	
EA TAG	Greg Kats		Marcus Sheffer	Yes	X
MR TAG	Mark Webster	X	Steve Baer	Yes	
IEQ TAG	Bob Thompson		Steve Taylor	Yes	
TSAC	Malcolm Lewis*	X	Joel Ann Todd	Yes	
Curriculum	Lynn Simon*	X	Barry Giles	Yes	
Chapters	Sara O'Mara	X	Elaine Hsieh	Yes	
USGBC CEO	Rick Fedrizzi *		n/a	No	
Board Liaison			n/a	No	
Canada Liaisons	Alex Zimmerman			No	
Other LSC Meeting Attendees				**Voting**	**Attendance**
USGBC Staff	Deon Glaser Chrissy Ungaro Mike Opitz Stefanie Young CaraMae Cirignano Brendan Owens Scot Horst		X	No	
Guest Attendees	Jim Newman (BuildingGreen) Tristan Roberts (BuildingGreen)		X	No	

* LEED Management Sub Committee

Quorum met at 2:21 pm EST.

1. **UPDATE: LEED User Sneak Peak**
   a. Nadav Malin introduced LEED User to the LSC which is meant to help projects with the new LEED v3 certification process.
   b. The website (www.leeduser.com) is currently free with registration but will be a monthly fee for access once the website is launched. This tool is a product of BuildingGreen in partnership with USGBC.

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2. Declarations of Conflict

a. None declared

3. Minutes Review – 5/26

a. Minutes approved by general consent

4. UPDATE: EBOM Occupancy Proposal

a. Staff updated the LSC on the progress of the EBOM Occupancy reduction proposal being considered due to the current market conditions. The current requirement in the EBOM MPRs is a 75% occupancy rate, however due to the state of the market it was agreed that this threshold may need to be revisited.
b. Staff has currently been reviewing the rating system to ensure than any revisions to the occupancy requirement would not cause a negative effect on specific credits. EPA has not completed its analysis on occupancy rates but plans on updating its portfolio tool to reflect this work. Once complete, USGBC can align this research and bring a recommendation to LSC for consideration. The Energy Star tool currently has instructions regarding including occupancy data for any section of the building below 50% occupancy as well as above 50% to get a more accurate reflection of the data.
c. Market Sector committee might be able to provide feedback on this issue.

5. DISCUSSION/ACTION: MPR Supplemental Guidance Review

a. Mike Optiz updated the LSC that LEED staff has developed a supplemental guidance document to expand upon the intention and specific technical meaning of each MPR. The guidance in this document will determine whether or not certain projects can attempt LEED certification.
b. This document provides examples, calculation methods, and descriptions of allowable exceptions, with the goal of guiding project teams who are unsure if their building is in compliance with the MPRs.
c. Staff requests input from the LSC on this document and will bring a finalized document to the committee for approval in the future.
d. The MPR Supplemental Guidance includes the MPRs, objectives, and specific allowed exemptions.
e. Staff will clarify the boundary between MPR 1 guidance and SSc1 in NC.

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f. Under MPR 6, the exemption that allows projects without meters needs to be discussed. Staff felt that requiring metering crossed the line from an MPR into a new prerequisite.
g. Regarding the LEED site boundary, those projects with a campus-wide boundary could be confused by the supplementary guidance.
h. A committee member relayed that the EA & WE TAGs are working on metering credits to be considered for the pilot library.

Meeting Adjourned. The next LSC call is scheduled for Tuesday, June 22nd at 2 pm ET.