



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

MINUTES

Implementation Advisory Committee

Meeting date: September 1, 2011
Time: 2 pm ET (Conference Call)
Minutes approved: Approved 9/15/11

| Member | Organization | Present |
|-------------------------------|--|---------|
| David Sheridan (Chair) | Aqua Cura | X |
| Brenda Morawa (Vice Chair) | BVM Engineering | |
| Richard Schneider | U.S. Army Engineer Research and Development Center | X |
| Brad Pease | Paladino and Co., Inc. | X |
| William Worthen | Simon & Associates, Inc. | |
| Natalie Terrill | Viridian Energy & Environmental, LLC | X |
| Max Zahniser | Praxis Building Solutions, LLC | X |
| Adam Fransen | CB Richard Ellis | X |
| Subject Matter Experts | | |
| Gregory Shank | CTG Energetics, Inc. | |
| Kenneth Potts | McGough | |
| USGBC Staff | | |
| Sean Fish | USGBC | |
| Stefanie Young | USGBC | X |
| Chris Law | USGBC | X |
| Dara Zyberman | USGBC | |
| Emily Alvarez | USGBC | X |
| Chrissy Macken | USGBC | |
| Corey Enck | USGBC | |
| Brendan Owens | USGBC | X |

Committee chair Dave Sheridan called the meeting to order at 2:03 pm with the following agenda:

1. Roll Call and Conflict of Interest Declarations
2. Approve: 8/18 Minutes
3. Updates: EBOM, Volume, LEED Online, LEED 2012 [Recurring]
4. Discuss: Updated LEED Interpretations Database User Interface Demo
5. Discuss: LEED Interpretations
 - a. Unfinished Space Guidance
 - b. MPR #2: Must Be a Complete, Permanent Building or Space
 - c. MPR #3: Must Use a Reasonable Site Boundary
 - d. Plf3: Occupant and Usage Data

A quorum was present.



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1. **Roll Call and Conflict of Interest Declarations**
 - a. None declared.
2. **Approve: 8/18 Minutes**
 - a. A motion to approve the 8/18/11 meeting minutes was made by Rich Schneider and seconded by Brad Pease. Motion approved by consent.
3. **Updates: EBOM, Volume, LEED Online, LEED 2012 [Recurring]**
 - a. LEED 2012: Chris Law from staff reminded the Committee that the 2nd public comment period for LEED 2012 will close on September 14th.
4. **Discuss: Updated LEED Interpretations Database User Interface Demo**
 - a. Stefanie Young from staff presented the Committee with a demo of a new user interface being developed for the LEED Interpretations Database. The Committee supported the direction of the new platform and offered feedback on sharing features. No formal action taken.
5. **Discuss: LEED Interpretations**
 - a. Unfinished Space Guidance
 1. The Committee discussed the proposed guidance for projects using LEED rating systems other than LEED for Core and Shell with unfinished spaces at the time of certification application. This guidance references the 40/60 rule found in Rating System Selection Guidance and requires commitment from the party responsible for future fit-out, including four cases encompassing owner and tenant fit-out. The Committee found this formalized approach consistent with past treatment of these spaces. Potential means of notification related to the tenant design and construction guidelines referenced in Case 3 was discussed.
 - b. MPR #2: Must Be a Complete, Permanent Building or Space
 1. The Committee discussed a proposed LEED Interpretation regarding building spaces separated by party walls with minimal openings. The Committee agreed with the LEED Interpretation that projects may be considered physically distinct in these cases if each space has a separate MEP system, meets local codes and meets the remaining MPR requirements.
 - c. MPR #3: Must Use a Reasonable Site Boundary
 1. The Committee discussed a formal inquiry regarding a LEED 2009 for EB:O&M project that registered prior to the publishing of the MPR Supplemental Guidance, and agreed that this inquiry was too project-specific to merit a LEED Interpretation.
 - d. Plf3: Occupant and Usage Data
 1. The Committee agreed with a proposed LEED Interpretation instructing the continued use of an 8.0-hour workday for FTE calculations in countries with similar work laws.

Call ended at 2:56 pm ET. The next IAC meeting will take place on Thursday, September 15th, 2011 at 2pm ET.