



AlexRenew is an independent public authority that manages Alexandria's wastewater to improve our local waterways.

703.721.3500 | [AlexRenew.com](http://AlexRenew.com) | [f](#) [t](#) [@](#) [in](#)  
1800 Limerick Street, Alexandria, Virginia 22314

**BOARD OF DIRECTORS**

John Hill  
*Chair*

James Beall  
*Vice Chair*

William Dickinson  
*Sec'y-Treas*

Adriana Caldarelli

Mark Jinks

**CHIEF EXECUTIVE OFFICER**

Karen L. Pallansch  
P.E., BCEE,  
WEF Fellow

**GENERAL COUNSEL**

McGuire Woods, LLP

## MEMORANDUM

**TO:** AlexRenew Board of Directors  
**FROM:** Secretary-Treasurer  
**DATE:** December 13, 2022  
**SUBJECT:** Regular Board of Directors Meeting

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The Regular Meeting of the Board of Directors will be held virtually via Zoom on Tuesday, December 20, 2022, at 6:00 p.m.

There are no items for Board action this month.





### Agenda

Alexandria Renew Enterprises Board of Directors Meeting  
Tuesday, December 20, 2022, @ 6:00 p.m.  
Virtual via Zoom Please click the link below to join the webinar:



No.	Item	Presenter	Action Required
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*The December 20, 2022 Alexandria Renew Enterprises Board of Directors meeting is being held electronically pursuant to Virginia Code Section 2.2.3708.2(A)(3), the revised City of Alexandria Boards and Commission Handbook effective September 1, 2022, and AlexRenew’s electronic participation policy.*

*The Board of Directors and staff are participating from remote locations through a videoconference call on Zoom:*

*Links: [https://us06web.zoom.us/webinar/register/WN\\_ciDN9JLaQmaSz5oUI-08LQ](https://us06web.zoom.us/webinar/register/WN_ciDN9JLaQmaSz5oUI-08LQ)*

*Topic: Regular Board of Directors Meeting  
Register in advance for this webinar.*

*After registering, you will receive a confirmation email containing information about joining the webinar.*

*Submission of written statements is encouraged. Written statements may be emailed to the Board Secretary at [lorna.huff@alexrenew.com](mailto:lorna.huff@alexrenew.com).*

*Public comment will also be received at this meeting. If you wish to speak during public comment, please email or call the Board Secretary at (703) 721-3500 ext. 2260 in advance so you can be added to the speakers list. A recording of the meeting will be posted on the alexrenew.com website after the meeting.*

1.	Call to Order (6:00 p.m.)	Chairman	
2.	Approval of Agenda (6:02 p.m.)	Chairman	Approval
3.	Public Comment Period (6:05 p.m.)	Chairman	
4.	Consent Agenda (6:17 p.m.)	Chairman	Approval
	A. Minutes (Meeting December 3, 2022) (Tab 1)		
5.	Unfinished Business (6:20 p.m.)	Chairman	Approval
	A. CEO Job Search Progress Report	Mr. Hill	
6.	New Business (6:30 p.m.)	Chairman	Approval
	A. None		
7.	AlexRenew Monthly Outcomes Update (6:31 p.m.) (Tab 2)	Ms. Pallansch	Information
8.	Adjourn (6:35 p.m.)	Chairman	

*Times shown in parentheses are approximate and serve as guidelines  
If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call (703) 721-3500 ext. 2260 at least three business days prior to the meeting.*

*The next Regular Board of Directors meeting is scheduled for Tuesday, January 17, 2022 @ 6:00 p.m.*

**Chairman- John Hill • Vice Chairman- Jim Beall  
• Secretary-Treasurer-William Dickinson  
• Members- Adriana Caldarelli, Mark Jinks**

Minutes of the 901<sup>st</sup> Meeting  
*"Celebrating Over 60 Years of Continuous Environmental Excellence"*  
Alexandria Renew Enterprises  
8:00 a.m., Saturday, December 3, 2022

On Saturday, December 3, 2022, the Alexandria Renew Enterprises Board of Directors held a special Board of Directors meeting with all members attending in person except Mr. Mark Jinks, who participating from a remote location due to illness in accordance with the Virginia Freedom of Information Act (FOIA) Section 2.2-3708.2.

Members: Mr. John Hill, Chairman  
Mr. James Beall, Vice Chairman  
Mr. William Dickinson, Secretary Treasurer  
Ms. Adriana Caldarelli, Member  
Mr. Mark Jinks, Member

Staff: Ms. Wendy Callahan, Interim Chief, Human Resources  
Ms. Lorna Huff, Secretary to the Board

Counsel: Ms. Amanda Waters, General Counsel,  
McGuireWoods LLP

Call to Order

The Chairman called the meeting to order at 8:00 a.m.

Approval of Agenda

The Chairman asked that members review and approve the agenda. Mr. Dickinson moved, and Ms. Caldarelli seconded. The Board unanimously approved.

Public Comment Period

There were no members of the public in attendance and the Chairman closed the public comment period.

Consent Agenda

The Chairman asked that members review the minutes from the November 15 and December 1, Board meetings. Mr. Jinks noted his name was missing from the roll call vote on November 15. The Board Secretary will amend the minutes as noted. There being no additional questions or comments, the Chairman requested a motion to approve the Consent Agenda as amended. Mr. Jinks moved approval and Mr. Beall seconded. The Board unanimously approved.

Closed Session

At 8:01 a.m., the Chairman, Pursuant to Section 2.2-3711 of the Code of Virginia, moved the Board into a closed session to discuss the upcoming interviews of prospective candidates for the CEO position. Mr. Beall seconded. The Board unanimously approved.

At 9:17 a.m., the meeting returned to open session, and the following certification was unanimously adopted by the members: "Pursuant to 2.2-3712(D) of the Virginia Freedom of Information Act, it is hereby certified that to the best of each Member's knowledge, (1) only public business matters lawfully exempted from the open meeting requirements of the Act, and (2) only public business matters

identified in the motion by which this closed meeting was convened were heard, discussed, or considered by Alexandria Renew Enterprises.”

Ms. Caldarelli moved, and Mr. Beall seconded. All Members present voted via roll call:

Mr. Hill	Aye
Mr. Beall	Aye
Mr. Dickinson	Aye
Ms. Caldarelli	Aye
Mr. Jinks	Aye

Unfinished Business

The Chairman moved the Board to approve the endorsement of the candidate selected in closed session and to authorize the Chair, with review by General Counsel, to negotiate and enter into a contract with the selected candidate consistent with the terms agreed upon in closed session. Ms. Caldarelli seconded. The Board unanimously approved.

At 9:26am. with no additional business, Mr. Beall moved and Mr. Dickinson seconded, the Board meeting adjourned.

**APPROVED:**

\_\_\_\_\_  
**Secretary-Treasurer**

## CEO Board Report November 2022

Dear Members of the Board of Alexandria Renew Enterprises,

The Alexandria Renew Enterprises (AlexRenew) Board of Directors met virtually on November 15, 2022. During the meeting, Mr. Hill reported on the progress of the CEO job search and discussed when the interview process would take place. The Board met six times in November and early December to conduct interviews for the GM/CEO position.

In November, AlexRenew had one (1) reported case of COVID-19. AlexRenew continues to adapt its policies to ensure that it follows the CDC guidance and complies with Virginia Department of Labor and Industry standards.

On Saturday, December 3, members of the RiverRenew team and contractor staff participated in the 2022 Alexandria Scottish Christmas Walk Parade.



### Operational Excellence

Precipitation for November at the Reagan National Airport was 2.91 inches of rain, which is below the Washington, D.C. historical average precipitation of 3.17 inches for the month. There were no overflows in the collection system or at the plant during the month.

Biosolids production for November was 1,684 wet tons, all of which was beneficially used through land application in the Virginia counties of Hanover, King George, King William, Louisa, King & Queen, Frederick and Buckingham.

AlexRenew met all Virginia Pollutant Discharge Elimination System (VPDES) effluent parameters for November 2022.

Treatment	Daily Average Flow	Carbonaceous Biochemical Oxygen Demand	Total Suspended Solids	Ammonia (as N)	Dissolved Oxygen	Total Nitrogen <sup>1</sup>	Total Nitrogen LOAD	Total Phosphorus	Total Phosphorus LOAD
	MGD	(Monthly Average) mg/L	(Monthly Average) mg/L	(Monthly Average) mg/L	(Minimum) mg/L	(Annual Average) mg/L	(YTD) lb	(Monthly Average) mg/L	(YTD) lb.
<b>Permit</b>	54.0	5.0	6.0	Seasonal <sup>2</sup>	6.0	3.0	493,381	0.18	29,603
<b>Reported</b>	35.3	< QL	1.4	0.09	7.9	2.5	253,078	0.07	7,376

**NOTES**

1. Total Nitrogen expressed as year-to-date average.
2. Ammonia has seasonal limits November - January: 8.4 mg/L

**Public Engagement and Trust**

**Tours and Events**

AlexRenew welcomed a total of 260 visitors from the following organizations that hosted meetings on the 6th floor of the Environmental Center: City of Alexandria, Alexandria Sheriff's Office, Kids' First Years, Alexandria Chamber of Commerce, and Eisenhower Partnerships.

**Customer Service**

Customer service received a total of 773 calls with 47 percent opting for self-service. Average call answer time was 19 seconds. Call center staff answered 81 emails.

**Social Media and Website**

During the month of November, we had more than 375 engagements on Facebook and 172 engagements on Twitter. We have 3,648 followers on Facebook, 3,311 on Twitter, 2,489 on LinkedIn, and 275 on Instagram. Alexrenew.com had 4,634 visitors and had 9,341 page views in November. We had 49 visitors click through to AlexRenew.com from social media.

**Media Coverage**

On November 30, ABC7 News reported on the RiverRenew project. Staff provided two corrections to the story, first noting the RiverRenew project is managed by AlexRenew, and second, noting the combined sewer system is primarily located within Alexandria's Old Town. [ABC7 News visited AlexRenew](#)

On December 6, USA9 News reported on the RiverRenew project. Staff requested the reporter clearly identify the project is managed by AlexRenew in his follow-up article. [WUSA9 Environmentally Friendly Future with Hazel](#)

**Watershed Stewardship**

See RiverRenew Dashboard. (Attachment 1)

**Adaptive Culture**

Since September 2022, AlexRenew has logged 48,221 hours without a lost time accident.

Thank you for your ongoing dedicated service to AlexRenew.

Regards,

Karen Pallansch  
Chief Executive Officer

# RiverRenew Board of Directors Dashboard



MONTH ENDING: NOVEMBER 30, 2022

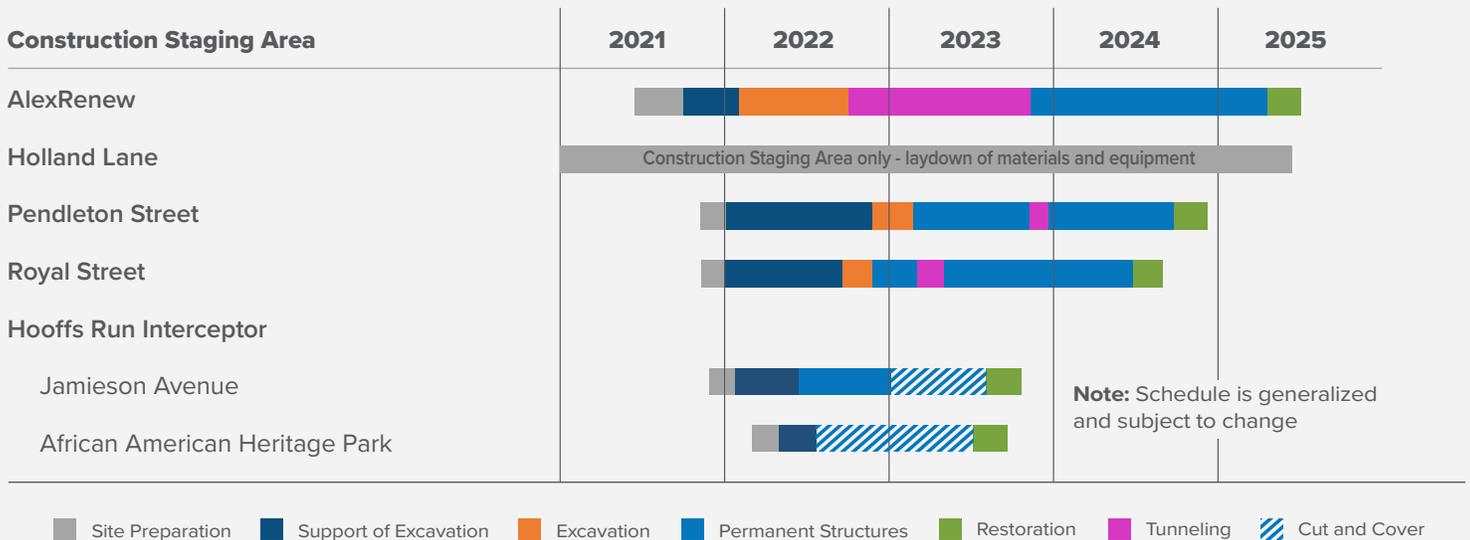
RiverRenew is a program owned and implemented by AlexRenew, Alexandria's public regional wastewater treatment provider.

## RiverRenew Overview

To improve the waterways that connect us, AlexRenew is implementing RiverRenew to prevent millions of gallons of combined sewage from polluting Alexandria's local rivers and streams each year. Three RiverRenew projects at AlexRenew's wastewater treatment plant are complete. The remaining project includes the construction of a new tunnel to connect AlexRenew's wastewater treatment plant to the four existing combined sewer outfalls in Alexandria.

The Tunnel Project is illustrated on Page 4 of this Dashboard. Construction associated with the Tunnel Project started in early 2021 and will continue through 2025 at five primary locations in Alexandria. The phases of construction at each location are illustrated in the schedule below.

## RiverRenew Tunnel Project Schedule



■ Site Preparation ■ Support of Excavation ■ Excavation ■ Permanent Structures ■ Restoration ■ Tunneling ■ Cut and Cover

## Summary of Major Tunnel Project Delays

Date:	Activity:
12/2021	Monitoring potential supply chain issues due to ongoing pandemic.
12/2021	COVID outbreak at tunnel segment mold plant in Slovenia. Manufacturing for tunnel segment molds relocated to Turkey. Anticipated one-month delay on tunnel segment molds.
1/2022	Concrete for shaft slurry walls delayed due to weather, COVID impacts, shortage of CDL drivers due to Omicron spike, and lack of concrete materials in the Greater Metro D.C. area. Monitoring schedule impacts to critical path.
2/2022	TBM fabrication and delivery delayed by three weeks. Monitoring schedule impacts to critical path.

# RiverRenew Tunnel Project Design-Build Progress

## Overall Project Progress

(Design and Construction)



▲ DEC 2020

JUL 2025 ▲



**Pendleton Street**  
Shaft slurry walls completed

### Design Progress



JAN 2023 ▲

### Construction Progress



NOV 2024 ▲



**Royal Street**  
Shaft excavation completed

### Design Progress

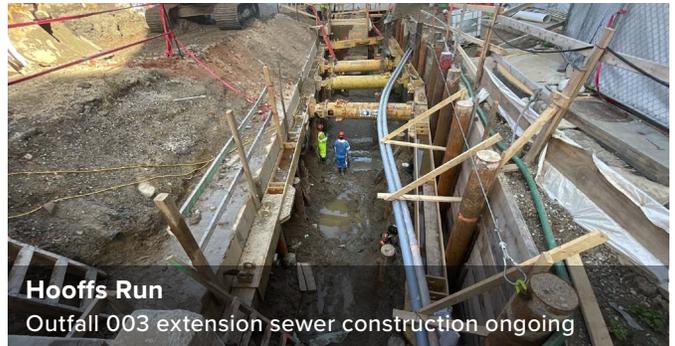


OCT 2022 ▲

### Construction Progress



JUL 2024 ▲



**Hooffs Run**  
Outfall 003 extension sewer construction ongoing

### Design Progress



NOV 2022 ▲

### Construction Progress\*



Aug 2023 ▲



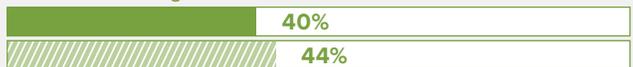
**Waterfront Tunnel**  
Hazel the TBM launched

### Design Progress



OCT 2022 ▲

### Construction Progress



SEP 2023 ▲



**AlexRenew**  
Near surface structures support of excavation ongoing

### Design Progress



NOV 2022 ▲

### Construction Progress



JUL 2025 ▲

**LEGEND:** ■ Actual Progress   ■ Planned Progress   ▲ Planned Completion Date

Actual Progress as of November 30, 2022. Planned Progress bars are representative of updates to Baseline Schedule. \*The planned progress for each construction staging area reflects the Design-Builder's schedule as of November 2022.

# RiverRenew Tunnel Project Six-Month Look-Ahead

## Work Hours

### NORMAL WORK HOURS

Pendleton Street	5 a.m. – 11 p.m.
Royal Street	7 a.m. – 6 p.m.
Hooffs Run	7 a.m. – 6 p.m.
AlexRenew	24/7

## Community Outreach

Event	Date
Council-Board Workgroup Meeting No. 16	Jan 18, 2023
2022-2023 RiverRenew SAG Meetings, third Thursday of every other month	Jan 18, 2023
Community Listening Sessions	Spring 2023
Tunnel Tours	Spring 2023

## Pendleton Street

### MAJOR WORK ACTIVITIES

Activity	Date
Shaft excavation	Ongoing through Jan 2023
Near surface structures deep foundations (pile driving)	Jan 2023
Shaft liner and base slab construction	Mar 2023
Near surface structures construction	Apr 2023

### PERMITS

Permit	Date
Building Permit - Permanent Seawall	Dec 2022
DSUP Final Site Plan Approval	Jan 2023
Building Permit - Shaft Liner and Base Slab	Mar 2023

## Hooffs Run

### MAJOR WORK ACTIVITIES

Activity	Date
North of Jamieson Ave	
Diversion chamber construction	Ongoing through May 2023
Open cut construction	Ongoing through May 2023
Junction chamber excavation	Dec 2022
Junction chamber base construction	Jan 2023
African American Heritage Park	
Sheeting installation	Dec 2022
Open-cut construction	Jan 2023
Jamieson Avenue full closure	Mar 2023

## Royal Street

### MAJOR WORK ACTIVITIES

Activity	Date
Near surface structures support of excavation	Dec 2022
Near surface structures deep foundations	Mar 2023
Near surface structures construction	Apr 2023

### PERMITS

Permit	Date
DSUP Final Site Plan Approval	Dec 2022
Building Permit - Near Surface Structure and SOE	Dec 2022
Building Permit - Shaft Liner and Base Slab	Feb 2023

## AlexRenew

### MAJOR WORK ACTIVITIES

Activity	Date
Near surface structures support of excavation	Ongoing through Jan 2023
Pumping Shaft base slab construction	Jan 2023
Hooffs Run Interceptor (portion at AlexRenew)	Jan 2023
Near surface structures deep foundations installation	Jan 2023
Pumping Shaft liner construction	Feb 2023

### PERMITS

Permit	Date
DSUP Final Site Plan Approval	Nov 2022
Building Permit - Superstructure Architectural	Jan 2023

## Waterfront Tunnel

### MAJOR WORK ACTIVITIES

Activity	Date
Tunnel boring machine (TBM)	
Mining	Ongoing through Oct 2023

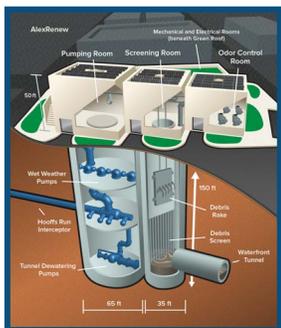
# RiverRenew Tunnel Project Snapshot

The Tunnel Project includes the following major components: a two-mile-long, 12-foot-wide, 100-foot-deep tunnel; a six-foot-wide sanitary sewer interceptor; diversion facilities to capture combined sewer discharges; and two pumping stations.



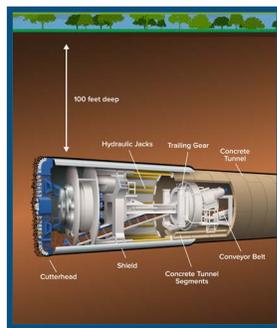
**Hooffs Run Interceptor**

Click [here](#) to learn more about upcoming activity at our Hooffs Run site.



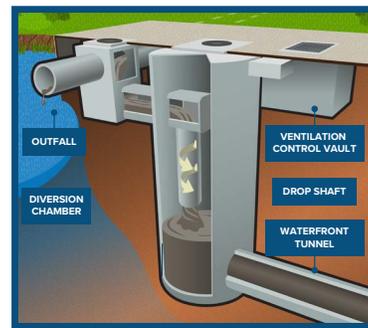
**Pumping Station**

Click [here](#) to take a 3D tour of RiverRenew's future pumping station.



**Waterfront Tunnel**

Click [here](#) to watch an animated video about RiverRenew and learn how the Waterfront Tunnel will be constructed.

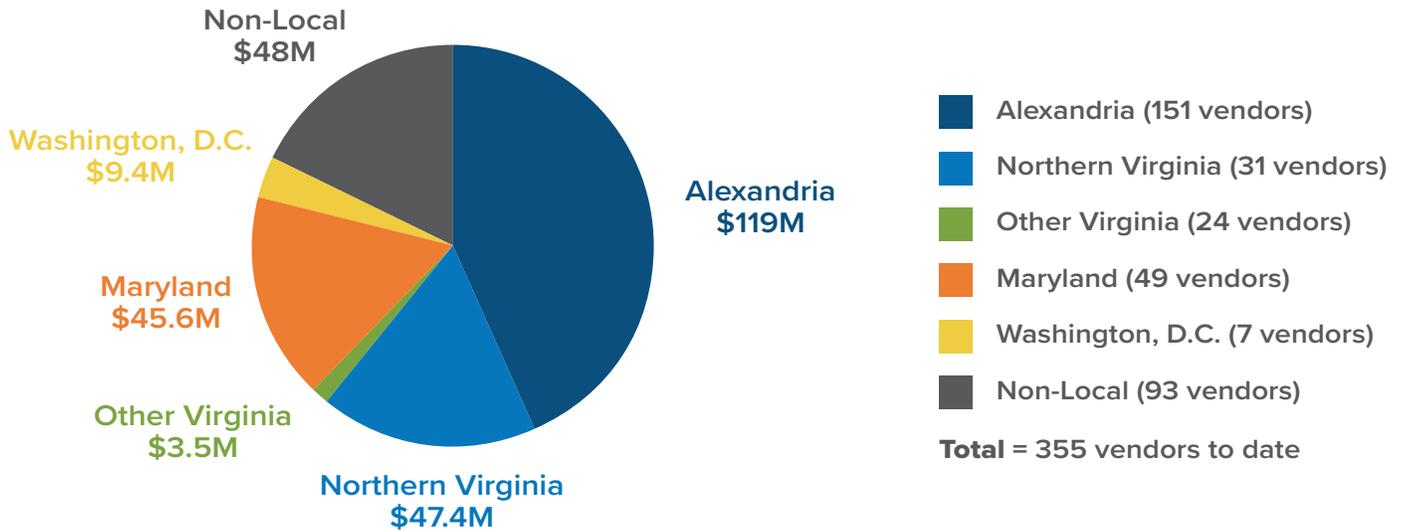


**Diversion Facility**

Click [here](#) for an introduction to diversion facilities from two RiverRenew engineers.

# RiverRenew Program Costs to Date

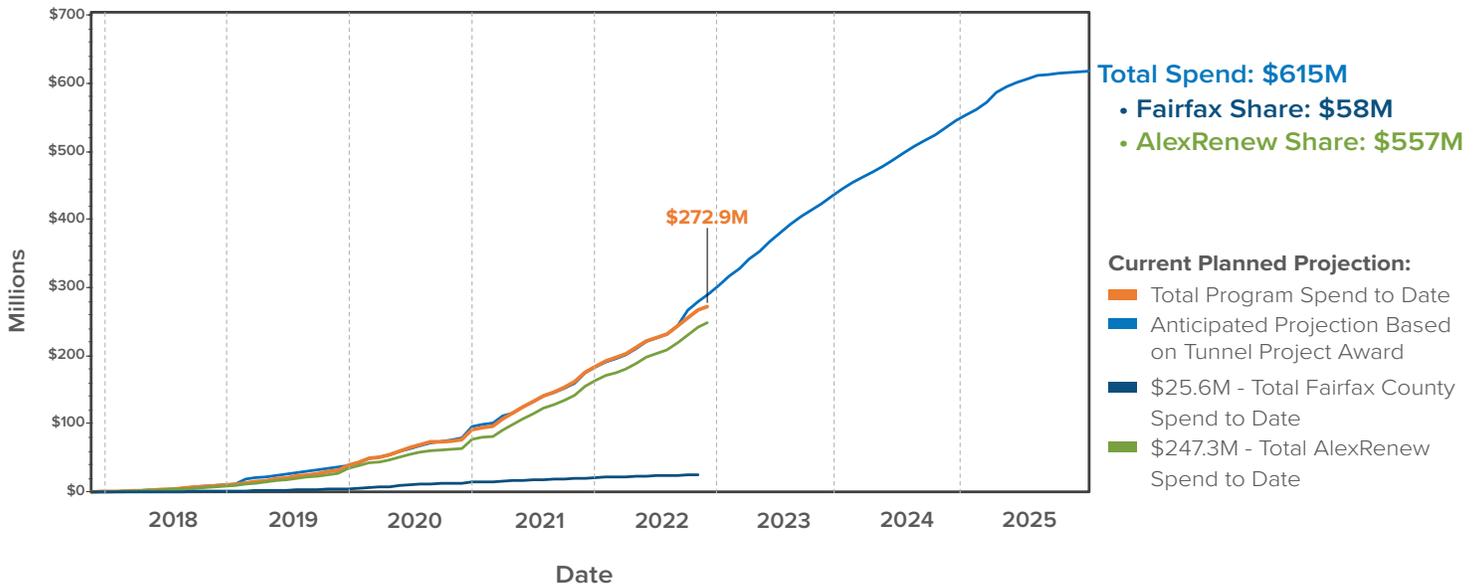
## RiverRenew Spend to Date by Locality



## RiverRenew Tunnel Project Contracts

Vendor	Role	Contract Type	Contract No.	Contract Date	Spent to Date (\$ millions)
Traylor-Shea Joint Venture	Design-Builder Tunnel System Project	Design-Build	19-079	Dec 2020	\$149.8
Brown and Caldwell	Owner's Advisor	Professional Services	17-022	Nov 2017	\$63.2
EPC	Resident Engineering & Inspection Tunnel System Project	Professional Services	20-013	Apr 2020	\$9.5
Completed RiverRenew Wastewater Projects to Pave the Way for the Tunnel Project					\$50.4

## RiverRenew Cash Flow Analysis



Note: As of November 30, 2022.

# RiverRenew Community Outreach



## Community Meetings

**Community meetings** are presentations given to various stakeholder groups, including the SAG, and community listening sessions. These presentations can be delivered in person or virtually.

### Looking Ahead:

- 2022-2023 RiverRenew SAG Meetings, third Thursday of every other month: **January 18, 2023**

### Highlights:

- 2022-2023 RiverRenew SAG Meeting No. 5: **November 17**



## Community Events

Participating in or co-sponsoring **community events** strengthens AlexRenew's relationship with its water and community partners.

### Highlights:

- Sip 'n See events ongoing
- Alexandria Scottish Christmas Walk Parade: **December 2022**



### Looking Ahead:

- Sip 'n See event at Hooffs Run: Tuesdays between 11 a.m. and 1 p.m.
- Sip 'n See event at Royal Street: Wednesdays from 11 a.m. to 1 p.m.
- Sip 'n See event at Pendleton Street: Thursdays between 11 a.m. and 1 p.m.
- Community Listening Sessions: **April 2023**



## Community Days

**Community days** feature project-specific events to celebrate construction progress on the Tunnel Project and engage the community along the way.

### Looking Ahead:

- Waterfront Tunnel Tours: **Spring 2023**



## Digital Programming

**Digital programming** keeps the community connected to RiverRenew with regular program updates on RiverRenew.com, content on AlexRenew's social media pages, and distribution of *The River Renewer*, a quarterly newsletter promoting updates and milestones to more than 500 contacts.

### Highlights:

- A program update and **social post** providing early notification of upcoming pile driving activity
- An **inside look** at the TBM intervention process
- A **farewell** to Hazel as she begins her mining journey



## Education

**Education** initiatives are intended to engage audiences of all ages and help them learn more about RiverRenew and its technical components.

### Highlights:

- Baseball card series featuring fast facts about RiverRenew machines, including Hazel the TBM and Mark the MSV.



## Council-Board Workgroup

The **Council-Board Workgroup** comprises two members from AlexRenew's Board of Directors and two members from the Alexandria City Council.

### Looking Ahead:

- Council-Board Workgroup Meeting No. 17: **January 18**

# Monthly Construction Spotlight



## Off she goes! Hazel the TBM begins her Waterfront Tunnel dig

On November 1, RiverRenew crews launched Hazel, the Tunnel Boring Machine to construct the 2.2-mile-long Waterfront Tunnel. Hazel will continue mining for approximately 14 months. Along the way, she'll undergo routine maintenance, including a series of interventions to ensure the teeth on her cutterhead stay sharp enough to handle variable soil conditions.

To date, Hazel has mined 116 feet as she makes space to install the 400+ feet of trailing gear behind her. Stay up to date on Hazel's progress via [our tracker on RiverRenew.com](https://www.riverrenew.com).

## Building for the Future of Alexandria's Waterways

To learn more, visit [www.RiverRenew.com](https://www.RiverRenew.com)



RiverRenew is a program owned and implemented by AlexRenew, Alexandria's public regional wastewater treatment provider.

# Monthly Financial Report



**Month:** November 2022

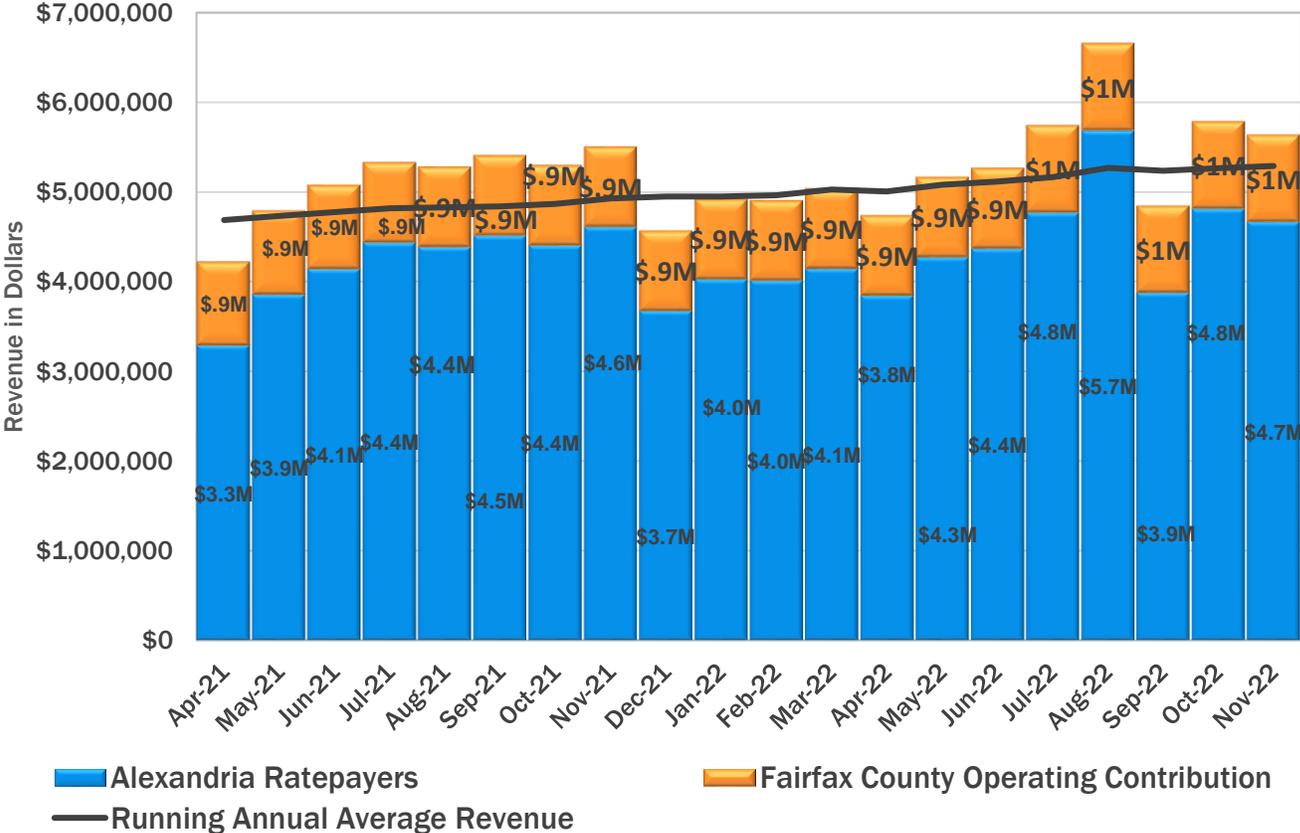
## Overview

Performance of AlexRenew’s annual approved budget is reviewed and evaluated monthly to ensure overall organizational financial stability. Audit of FY (fiscal year) 2022 finances has been completed and reviewed by the external auditors and received an unqualified opinion.

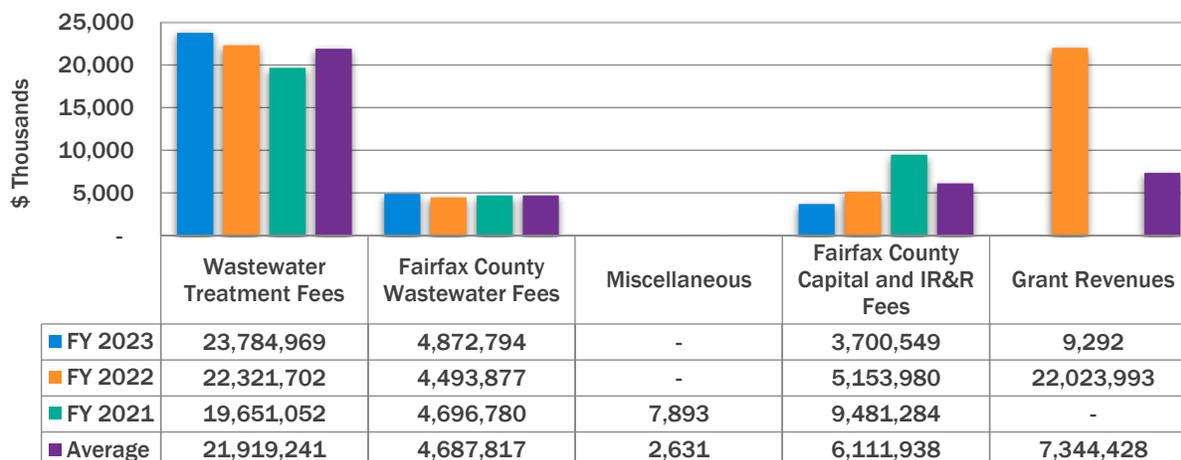
## Revenues

- FY23 operating revenues totaled \$28.7 million through the end of November with approximately \$23.8 million in Wastewater Treatment Charge revenue and \$4.9 million collected from Fairfax County. Wastewater Treatment Charge revenue is approximately \$1.5 million (6.6%) more compared to the same time period in FY22, and \$2.6 million (12.10%) above the Fiscal 2023 YTD budget. Data indicates a slight decrease month-over-month in customer revenue due to seasonal trends. Finance staff will continue to monitor the trend in coming months.
- Revenue performance is primarily driven by billed flows that may be impacted by seasonality and by the Virginia American Water meter reading process, which can vary month-to-month.
- The Fairfax County operating expense charge and IR&R contribution YTD are on budget respectively. Fairfax County capital outlay contributions are also in-line with capital expenditures.

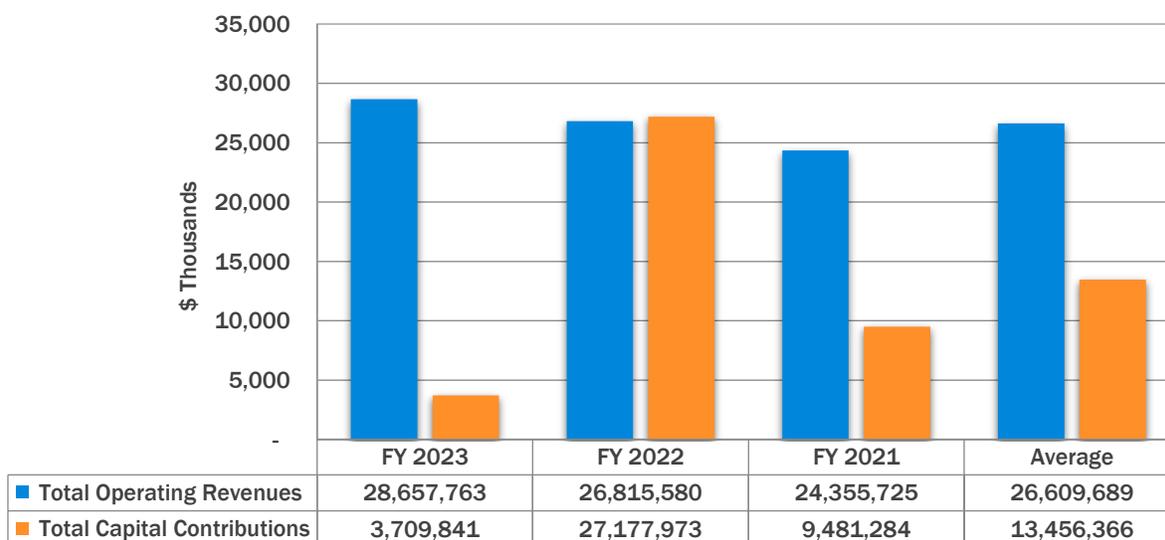
### Monthly Wastewater Treatment Fee Revenue



### Annual Revenue and Capital Contributions 3 Year Comparison



### Operating Revenue vs. Capital Contributions



### Expenses

FY23 operating expenses are \$1.2 million below the year-to-date budget for FY23, representing a spend rate of 37.7%. All operating expenses are trending higher in FY23 as compared to FY22 due to inflationary pressures. The debt service fund spend rate is trending slightly higher than average related to timing of payments. The joint IRR fund spend rate is trending higher due to prepurchase of equipment with long supply lead times needed for budgeted projects.

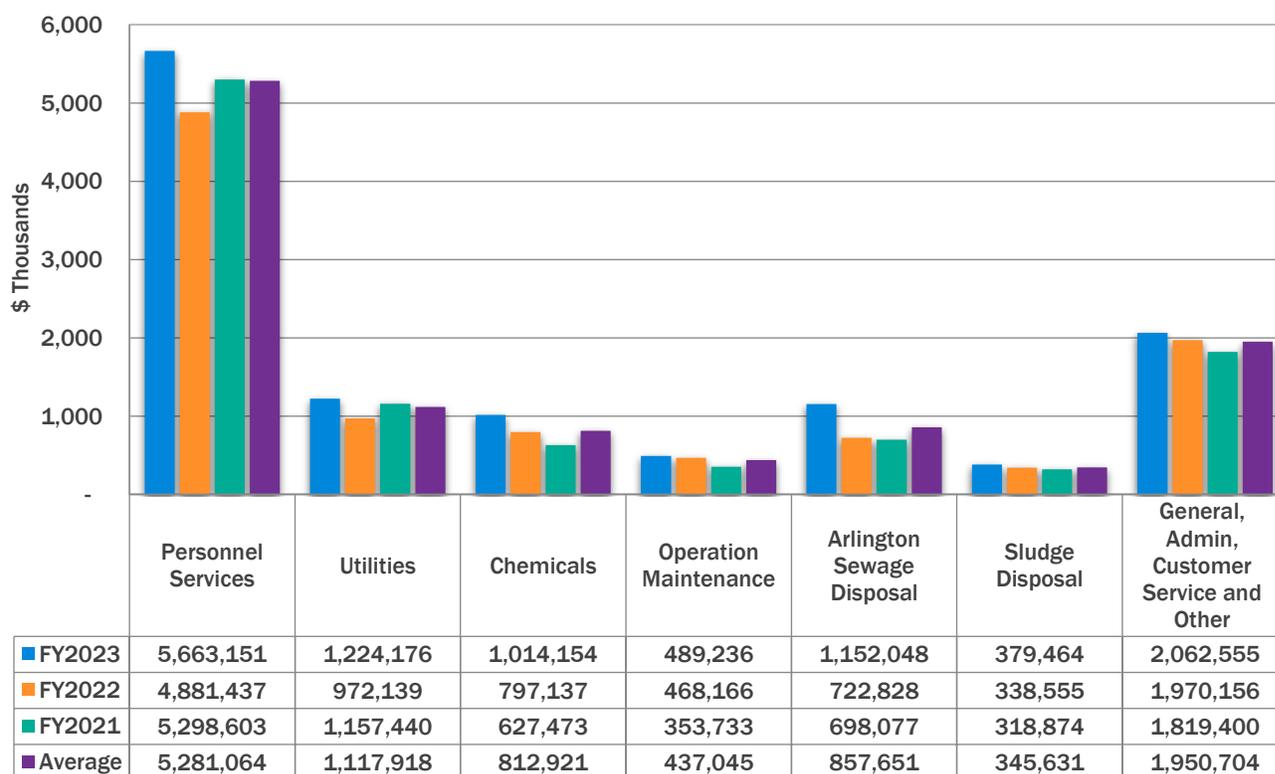
Capital outlay expenses are \$13.6 million year-to-date, representing a spend rate of 14.2%.

At five (5) months into the fiscal year, the overall spend rate is 29.8% of the total budget.

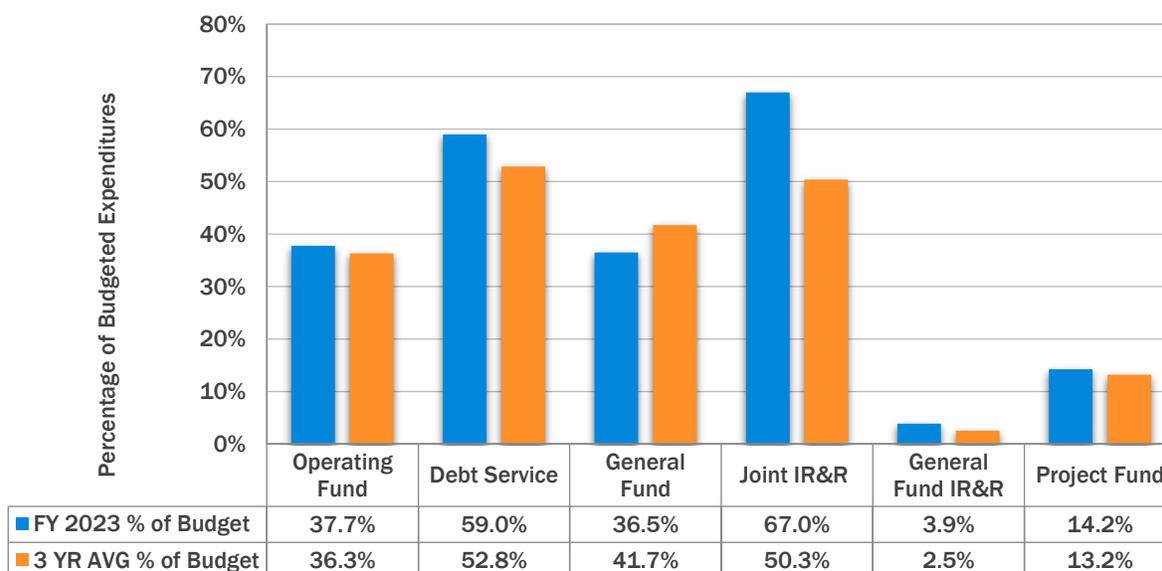
### Expenses by Fund

ACTUAL VS. BUDGET Through November 2022					SPEND RATE		
(\$ Millions)	FY 2023	FYTD 2023	3 YR AVG	FYTD 2023	FY 2023	3 YR AVG	Variance FY23
Expenses (By Fund)	BUDGET	ACTUAL	ACTUAL	BUDGET	% of Budget	% of Budget	to 3 YR AVG
Operating Fund	\$ 30.44	\$ 11.49	\$ 10.54	\$ 12.68	37.7%	36.3%	1.5%
Debt Service	14.74	8.69	7.53	6.14	59.0%	52.8%	6.1%
General Fund	69.28	25.26	12.50	28.87	36.5%	41.7%	-5.2%
Joint IR&R	10.33	6.92	3.63	4.30	67.0%	50.3%	16.6%
General Fund IR&R	0.69	0.03	0.01	0.29	3.9%	2.5%	1.4%
Project Fund	95.60	13.59	13.97	39.83	14.2%	13.2%	1.0%
<b>Total</b>	<b>\$ 221.08</b>	<b>\$ 65.98</b>	<b>\$ 48.19</b>	<b>\$ 92.12</b>	<b>29.8%</b>	<b>25.8%</b>	<b>4.1%</b>

### Annual Operating Expenses 3 Year Comparison



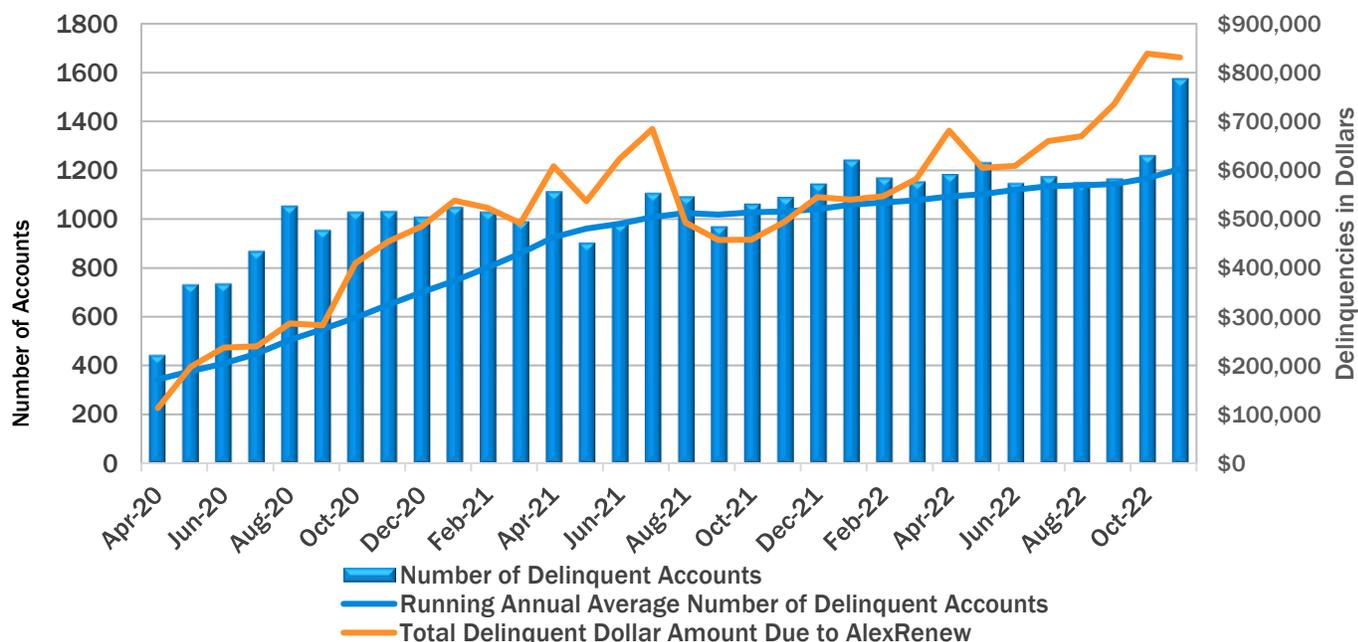
## Expenditure Budget Comparison By Fund FY 23 vs. 3 Year Average



### Delinquencies

The number of accounts delinquent by more than 60 days was 1,573 in November, an increase of 313 accounts month-over-month. The total dollar amount owed to AlexRenew from these accounts totaled \$831,299 at the end of November, a decrease of \$7,537 month-over-month. AlexRenew continues to work with customers with unpaid bills to assist them in bringing their accounts current.

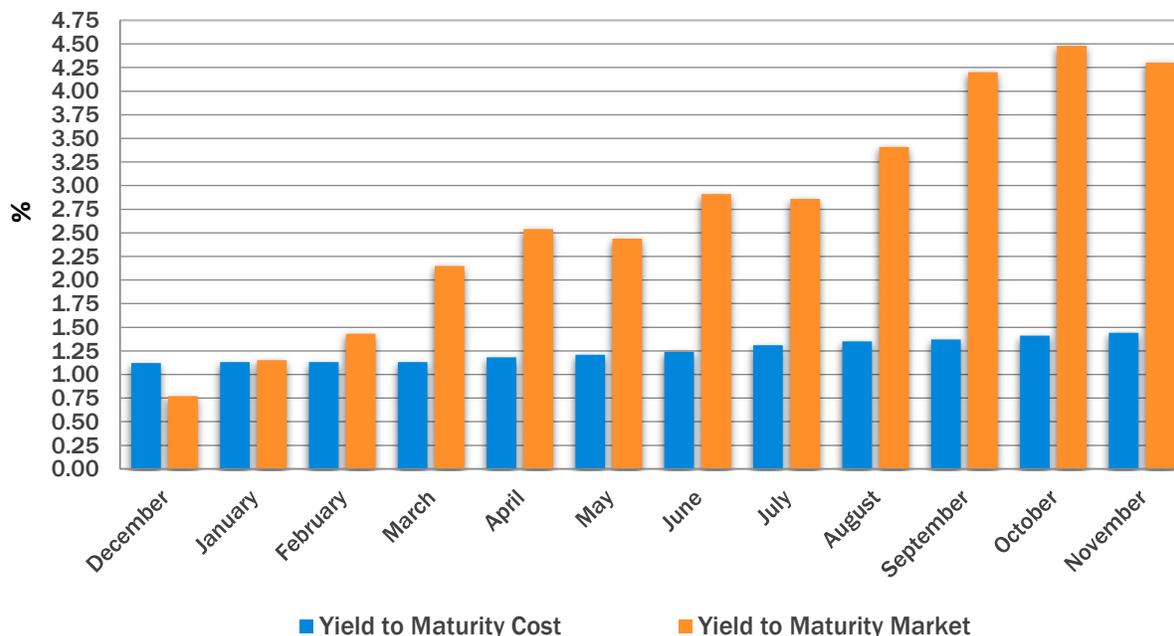
### Active Accounts 60+ Days Delinquent



## Investments

PFM Investment Advisors manages approximately \$21 million of AlexRenew’s \$25 million investment portfolio. The following graph demonstrates current earnings on investments of approximately 1.44%; a level higher than general bank deposit earnings rates.

**Investment Yield Percentage to Maturity  
(Investments managed by PFM)  
Through November 2022**

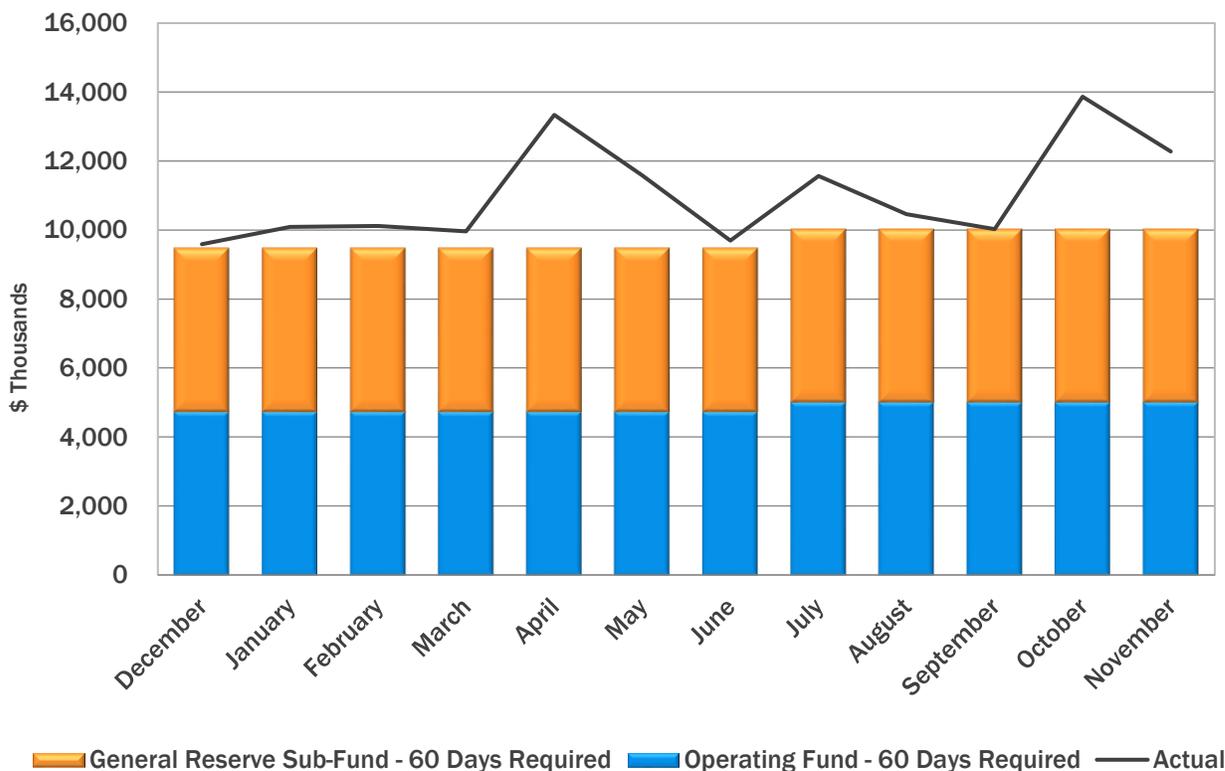


## Cash Reserves

AlexRenew’s Master Indenture of Trust requires that it maintain a balance on deposit in the Operating Fund equal to not less than 60 days of budgeted operating expenses. AlexRenew’s Financial Policy requires a balance on deposit in the General Reserve sub-Fund, also equal to not less than 60 days of budgeted operating expenses. In total, these combined compliance conditions require AlexRenew to maintain at least 120 days cash on hand, and for FY23 this equals a minimum of \$10,008,654. The chart and graph below demonstrate that AlexRenew currently exceeds this requirement.

Board Policy 120 Days Cash Reserves	Actual	Percentage of Goal
<b>As of November 25, 2022</b>		
Total Operating Cash	\$ 4,402,651	
Total Certificates of Deposit (Cash Equivalent)	\$ 2,867,783	
CARE ACT COVID19 Funding Balance	\$ -	
Total Operating Cash	\$ 7,270,434	
Total General Reserve Sub-Fund Cash	5,004,327	
Total Operating and General Reserve Sub-Fund Cash	12,274,761	123%

### Cash Reserve Policy



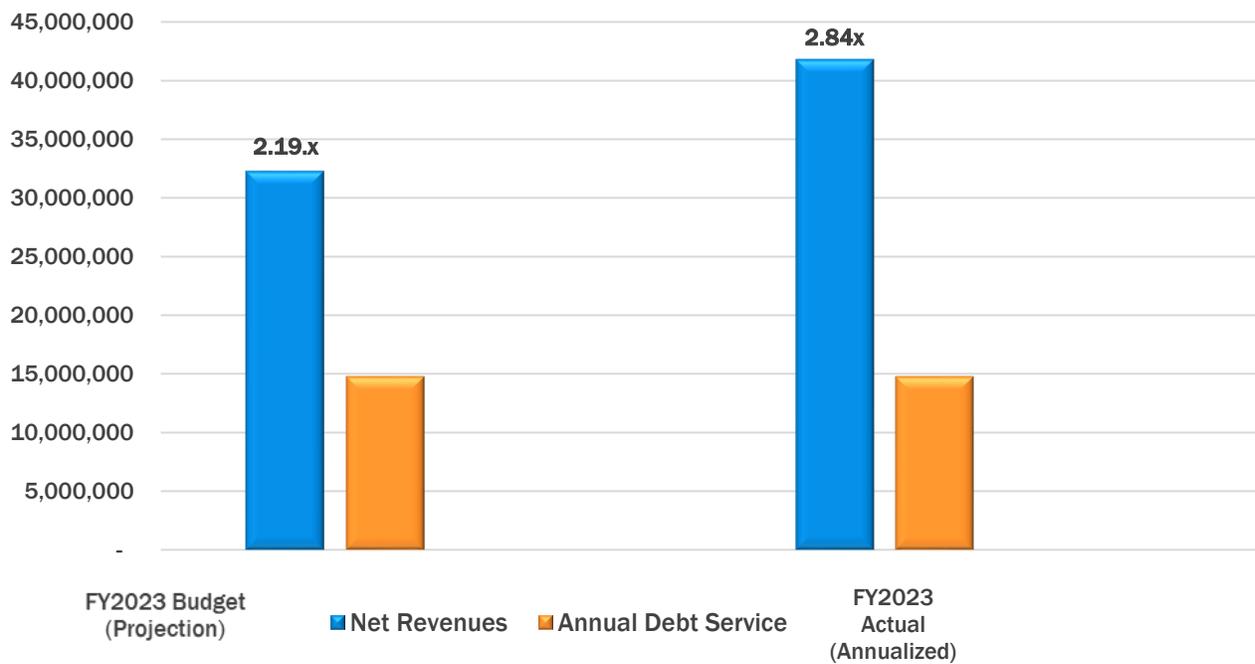
### Debt Service Coverage

The Indenture also requires AlexRenew to maintain minimum debt service coverage such that Revenues less Operating Expenses or Net Revenues (each term as defined in the Indenture) is at least 1.10x the parity debt service due in any fiscal year. Compliance with Board-approved financial policies require AlexRenew to maintain a higher minimum debt service coverage of at least 1.50x applying the same criteria as defined above.

In both cases, AlexRenew currently exceeds its compliance standard as indicated below. The 2.19x designated in the graph below represents projected coverage for FY23 based on original FY23 budget expectations. At four months into the fiscal year, annualized results would indicate coverage of 2.84x, ahead of the budgeted projection of 2.19x.

<b>Financial Policy Compliance - All-In Debt Service Coverage</b>	<b>FY 2023 Actual</b>	<b>FY 2023 Budget</b>
<b>Gross Revenues Available for Debt Service Coverage:</b>		
Wastewater Treatment Charges - Alexandria Ratepayers	57,083,925	50,922,485
Fairfax County Operating Expense Charge	11,694,706	11,694,706
Reimbursement from other systems	-	-
Investment Income	604,244	115,000
Less Restricted Investment Income	-	-
<b>Total</b>	<b>69,382,874</b>	<b>62,732,191</b>
<b>LESS Operating Expenses</b>	<b>(27,575,926)</b>	<b>(30,442,988)</b>
<b>Net Revenues [a]</b>	<b>41,806,949</b>	<b>32,289,203</b>
<b>Annual Debt Service [b]</b>	<b>14,739,509</b>	<b>14,739,509</b>
<b>Calculated All-In Debt Coverage [a/b]</b>	<b>2.84x</b>	<b>2.19x</b>
<b>Financial Policy Target</b>	<b>≥1.50x</b>	<b>≥1.50x</b>

### All-in Debt Service Coverage Net Revenues to Annual Debt Service



---

## **Glossary:**

### **Revenue Fund**

All revenue receipts of Alexandria Renew are deposited in the Revenue Fund.

### **The Operating Fund**

The Operating Fund accounts for the administration and maintenance of the wastewater treatment system. By Board policy, the Operating Fund shall maintain 120 days of cash in reserve.

### **Parity Debt Service Fund**

The Parity Debt Service Fund shall have deposited in it one-twelfth (1/12th) of the annual required debt payment due within the budget year. Deposits are restricted funds for use to make semiannual payments in accordance with the Alexandria Renew Trust Agreements.

### **Joint Improvement, Renewal & Replacement (IRR) Fund**

The IR&R Fund receives deposits directly from Fairfax County (60% of IR&R budget) and from AlexRenew customer revenue (40% of IR&R budget) for asset renewal of joint use facilities. The contribution to the IRR Fund is 0.7% of the total amount of capital expenditures made subsequent to October 1, 1997, for the joint portion of the system, as set forth by the service agreement with Fairfax County.

### **Project Fund**

The Project Fund records the cost of each joint use capital project included in the AlexRenew Capital Improvement Plans (CIP). The plans for current and future capital projects, both joint and City only, is summarized in a Ten-Year CIP. City use only CIP are accounted for within the General Fund.

### **General Fund**

The General Fund serves as reserve fund to be used for any lawful purpose of the Authority. Deposits to the General Fund are made from the Revenue Fund after all other fund expenditures and requirements have been satisfied. Alexandria Renew principally uses the General Fund to finance specific capital improvements and to provide sufficient reserves in accordance with policy.

# 2023 AlexRenew Board of Directors Calendar of Events

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Legend**
- Regular Board of Directors Mtg.
  - AlexRenew Observed Holidays
  - Finance & Audit (F&A) Committee
  - Governance (Gov.) Committee
  - RiverRenew Stakeholder Advisory Group Activity (SAG)
  - Council Board Work Group Activity (CBWG)
  - Community Listening Sessions (CLS)
  - Budget Hearing

January
2: New Year's Day Observed
17: Regular Board of Directors Meeting
18: Council Board Workgroup
18: SAG Meeting
February
21: Regular Board of Directors Meeting
March
21: Regular Board of Directors Meeting
27: F&A Meeting
April - Earth Month
18: Regular Board of Directors Meeting
22: Earth Day
May
16: Regular Board of Directors Meeting
20: Public Hearing on FY23 Budget & Rates
29: Memorial Day Observed
June - Safety Month
19: Juneteenth
20: Regular Board of Directors Meeting

## 2023 AlexRenew Board of Directors Calendar of Events

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

- Legend**
- Board of Directors Activity
  - AlexRenew Observed Holidays
  - Finance & Audit (F&A) Committee
  - Governance (Gov.) Committee
  - RiverRenew SAG
  - Council Board Work Group Activity (CBWG)
  - Community Listening Sessions (CLS)

Revised 12.14.22

July
4: Independence Day Holiday
18: Regular Board of Directors Meeting
20: SAG Meeting
August - National Water Quality Month
No Board Meeting this Month
September - Preparedness Month
4: Labor Day
19: Regular Board of Directors Meeting
21: SAG Meeting
October
17: Regular Board of Directors Meeting
November - Thanks for Giving Month
6: F&A Committee
16: SAG Meeting
21: Regular Board of Directors Meeting
23: Thanksgiving
December
19: Regular Board of Directors Meeting
25: Christmas Day Observed

## Alexandria Renew Enterprises Board of Directors Roster

### **Chairman**

John Hill – Elected 7/19/2021  
308 Rucker Place  
Alexandria, VA 22301  
Original appointment: 1/24/2012  
Current appointment expires: 1/31/2023  
Ex-officio all committees

### **Vice Chair**

James Beall – Elected 7/19/2021  
20 West Mount Ida  
Alexandria, VA 22305  
Original appointment: 3/8/2016  
Current appointment expires: 1/31/2025  
Committee Assignment – Governance Committee

### **Secretary-Treasurer**

William Dickinson – Elected 7/19/2021  
2121 Jamieson Avenue, 1803#  
Alexandria, VA 22314  
Original appointment: 2/14/2012  
Current appointment expires: 2/29/2024  
Committee Assignment – Finance Committee

### **Member**

Adriana Caldarelli  
300 Yoakum Parkway, #1025  
Alexandria, VA 22304  
Original appointment: 1/14/2020  
Current appointment expires: 1/31/2024  
Committee Assignment – Governance Committee

### **Member**

Mark Jinks  
316 Crown View Drive  
Alexandria, VA 22314  
Original appointment: 9/13/2022  
Current appointment expires: 9/30/2026  
Committee Assignment – Finance Committee

### **Fairfax County Representative to the Board**

Shahram Mohsenin, P.E., Director  
Fairfax County Wastewater Planning & Monitoring  
Division  
12000 Government Center Parkway, Suite 358  
Fairfax, VA 22035-0058

### **City of Alexandria Assigned Staff Liaison**

Erin Bevis-Carver  
Division Chief  
T&ES/Sanitary Infrastructure Division, City of Alex.  
1900 Business Center Parkway  
Alexandria, VA 22314

### **Contact Information**

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Mobile: (703) 906-7376  
Home: (703) 567-4884  
Email: [mark.b.jinks@gmail.com](mailto:mark.b.jinks@gmail.com)  
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Teleworking: (571) 213-5733  
Email: [Erin.BevisCarver@alexandriava.gov](mailto:Erin.BevisCarver@alexandriava.gov)

BoardEffect Log in Web address:  
<https://alexrenew.boardeffect.com>

- **Username:** first initial, last name (ex. lhuff)
- **Password:** Password123!
- You will be prompted to change your Password. Must be at least 7 characters with one number.

BoardEffect - Alexandria Renew Enterprises

alexrenew.boardeffect.com/login?destination=%2F

ALEXANDRIA  
**renew**  
ENTERPRISES

Alexandria Renew Enterprises

Username

Password

Remember me [Forgot password?](#)

**SIGN IN**

[Need help signing in?](#)

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**BoardEffect**  
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## BoardEffect Enables Modern Governance

We support a modern approach to governance by offering a secure, online solution that allows you to collaborate with board members, share documents, annotate meeting materials, and more.

10:36 AM  
1/11/2022

To Access  
Current Board  
Meeting  
Materials

Click on Open  
Book

# BoardEffect Landing Page

The screenshot shows a web browser window with the URL `www.boardeffect.com/home/index`. The page content includes:

- Welcome - Updated: January 25, 2022** (with an EDIT button)
- Welcome to the Alexandria Renew Enterprises Board of Directors Portal.**
- Text: "This portal will serve as an electronic repository for AlexRenew Board documents. These include approved by-laws and policies, approved budgets, approved board minutes; and board packages. We will post meeting announcements and our monthly Board Package here in order to provide a package that is real time while decreasing the amount of paper we use."
- Text: "Staff will update this portal frequently. We look forward to your suggestions for improvements to this portal."
- Questions? Contact your BoardEffect Administrator:**
- Contact info: **Name:** Lorna Huff, **Email:** lorna.huff@alexrenew.com, **Day Phone:** (703) 721-3500 Ext. 2260, **Cell Phone:** 540.214.1403
- 1 My Upcoming Events** (with OPEN CALENDAR and EXPORT buttons)
- DEC 20 Regular Board of Directors Meeting**
- Workroom: Board**
- Tuesday, December 20, 2022
- 6:00 PM - 8:00 PM (EST)
- Board Meetings
- Buttons: MEETING, OPEN BOOK, ADD ATTACHMENT, EDIT, and a menu icon.

A red arrow points to the **MEETING** button.

# Navigating BoardEffect Website

Use the panel on the left side of the screen to Navigate to the different sections of the website.

The screenshot displays the BoardEffect website interface. On the left, a navigation sidebar lists: Home, Workrooms, Library, Directory, Messaging, Site Settings, Profile, and Sign Out. A red arrow points to the 'Home' option. The main content area features a 'Welcome' message, updated on May 8, 2020, which includes a security notice and a detailed welcome to the Alexandria Renew Enterprises Board of Directors Portal. Below the welcome message is a section for 'My Upcoming Events', showing a 'Regular Board of Directors Meeting' for January. The top navigation bar includes 'Home', the BoardEffect logo, and 'What's New 5'. A 'Help' button is visible on the right side of the page.

alexrenew.boardeffect.com/#

Home

BoardEffect  
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What's New 5

Home

Workrooms

Library

Directory

Messaging

Site Settings

Profile

Sign Out

Access has been granted to the BoardEffect Support Team. To disable this access, please [update your security settings](#).

News  
No current news at this time.

Help

Welcome Updated: May 8, 2020 Collapse

**Welcome to the Alexandria Renew Enterprises Board of Directors Portal.**

This portal will serve as an electronic repository for AlexRenew Board documents. These include approved by-laws and policies, approved budgets, approved board minutes; and board packages. We will post meeting announcements and our monthly Board Package here in order to provide a package that is real time while decreasing the amount of paper we use.

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**Name:** Lorna Huff  
**Email:** lorna.huff@alexrenew.com  
**Day Phone:** 703.549.3381 ext. 2260 **Cell Phone:** 540.214.1403

My Upcoming Events View All Events Export

2022 BoardEffect by Diligent Privacy Policy

JAN

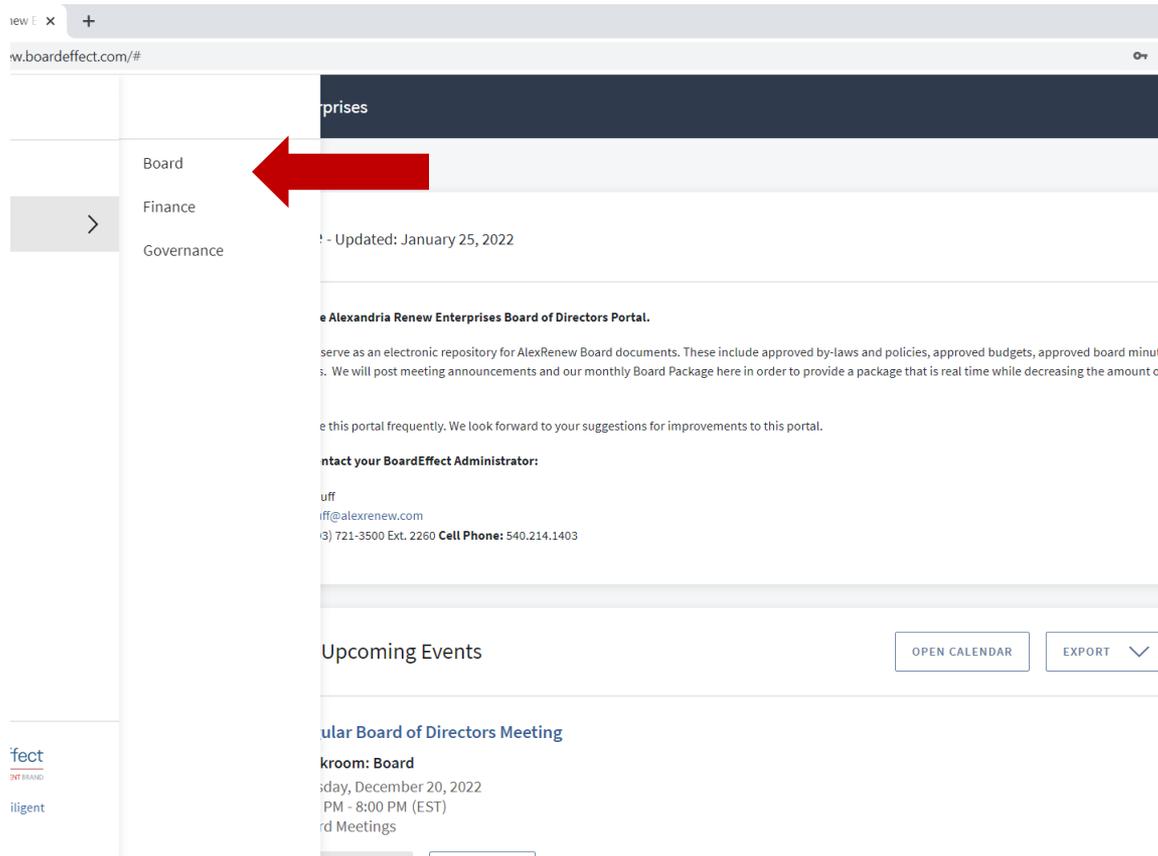
Regular Board of Directors Meeting

12:19 PM

# Workrooms

There are 3 Workrooms. One for the Board and one for each of the Board Committees.

- Board
- Finance
- Governance



The screenshot shows a web browser window with the URL `www.boardeffect.com/#`. On the left is a navigation sidebar with three items: 'Board', 'Finance', and 'Governance'. A red arrow points to the 'Board' item. The main content area displays a header 'prises', a date '- Updated: January 25, 2022', and a section titled 'e Alexandria Renew Enterprises Board of Directors Portal.' Below this is a paragraph: 'serve as an electronic repository for AlexRenew Board documents. These include approved by-laws and policies, approved budgets, approved board minutes. We will post meeting announcements and our monthly Board Package here in order to provide a package that is real time while decreasing the amount of f'. Another paragraph follows: 'e this portal frequently. We look forward to your suggestions for improvements to this portal.' Below that is a section 'ntact your BoardEffect Administrator:' with contact information: 'uff', 'iff@alexrenew.com', and '(3) 721-3500 Ext. 2260 Cell Phone: 540.214.1403'. At the bottom, there is an 'Upcoming Events' section with two buttons: 'OPEN CALENDAR' and 'EXPORT' with a dropdown arrow. Below the events is a section for 'ular Board of Directors Meeting' with details: 'kroom: Board', 'iday, December 20, 2022', 'PM - 8:00 PM (EST)', and 'rd Meetings'. The footer contains logos for 'fect', 'INT BRAND', and 'iligent'.

Click on Board To Navigate to old meeting books

# Click on Library and scroll down

The screenshot shows a web browser window with the URL `www.boardeffect.com/workrooms/22880/books#`. The page title is "Alexandria Renew Enterprises". The main header is "Board" with a sub-header "Board / Library". A navigation bar contains tabs for HOME, EVENTS, LIBRARY (highlighted), COLLABORATE, and MEMBERS. Below the navigation bar, there are sub-tabs for Meeting Books, Home Books, and Other Files. A red arrow points to the LIBRARY tab. Below the navigation bar, there is a "Visible Books" section. The first book listed is "Meeting Book - Regular Board of Directors Meeting". It has a metadata card showing "Created: 11/10/22 2:54PM", "Last Published: 11/10/22 3:01PM by Lorna Huff", and "File Size: 4.81 MB". To the right of the metadata is a calendar widget for NOV 15, Tue, with the text "Regular Board of Direc" and "Virtual 11/15/2022". A red arrow points to this calendar widget. The second book listed is "Agenda", with a metadata card showing "Created: 11/10/22 2:51PM", "Last Published: 11/10/22 2:53PM by Lorna Huff", and "File Size: 190 KB". To the right of the metadata is a calendar widget for NOV 14, with the text "Special Board of Direc" and "Alexandria Renew".

# Resource Library

## Access from Board Landing Page

The screenshot displays the BoardEffect portal interface. The left-hand navigation menu is expanded, with the 'Library' option highlighted by a red arrow. The main content area features a 'Welcome' message, a security notification, and a 'My Upcoming Events' section.

Home

BoardEffect  
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What's New 6

Access has been granted to the BoardEffect Support Team. To disable this access, please [update your security settings](#).

News  
No current news at this time.

Home

Workrooms

Library

Directory

Messaging

Site Settings

Profile

Sign Out

Welcome Updated: May 8, 2020 Collapse

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**Day Phone:** 703.549.3381 ext. 2260 **Cell Phone:** 540.214.1403

My Upcoming Events View All Events Export

JAN Regular Board of Directors Meeting

2022 BoardEffect by Diligent Privacy Policy

# Resource Library

Access to Finance, Governance and Administrative Documents

new E x +

www.boardeffect.com

Resource Library

Search Files/Folders

▼ Name	Type	▼ Date Modified	Added By
 AlexRenew Adopted Budgets		10/7/2022 2:47PM	Lorna Huff
 AlexRenew Annual Reports	Folder	11/29/2022 11:36AM	Lorna Huff
 Annual Comprehensive Financial Report	Folder	11/29/2022 11:31AM	Lorna Huff
 ARenew Rates Information	Folder	11/29/2022 11:46AM	
 Articles/Bylaws	Folder	6/20/2019 4:17PM	
 Board Approved Minutes	Folder	11/29/2022 11:48AM	
 Board Calendar	Folder	12/14/2022 10:10AM	Lorna Huff
 Board Governance	Folder	8/27/2013 1:43PM	
 Board Manual	Folder	12/13/2022 3:39PM	Lorna Huff
 Board Member Information	Folder	12/14/2022 10:44AM	Lorna Huff
 Board Policies	Folder	11/29/2022 11:15AM	

# Training Videos & Board Administrator Information

BoardEffect - Alexandria Renew E x

alexrenew.boardeffect.com/home/index#

Alexandria Renew Enterprises

Open knowledge base

Contact support

**System Administrator:**  
Lorna Huff  
lorna.huff@alexrenew.com  
Ph. (703) 721-3500 ext. 2260

Welcome - Updated: January 25, 2022

**Welcome to the Alexandria Renew Enterprises Board of Directors Portal.**

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**Day Phone:** (703) 721-3500 Ext. 2260 **Cell Phone:** 540.214.1403

1 My Upcoming Events

OPEN CALENDAR EXPORT

**DEC 20** **Regular Board of Directors Meeting**

**Workroom: Board**  
Tuesday, December 20, 2022  
6:00 PM - 8:00 PM (EST)  
Board Meetings