

Minutes of the 929<sup>th</sup> Meeting  
AlexRenew Board of Directors  
6:00 p.m., Tuesday, May 20, 2025

On Tuesday, May 20, 2025, the AlexRenew Board of Directors held its regular meeting in the Edward Semonian Board Room at 1800 Limerick Street, and broadcast via Microsoft Teams, with the following present:

Members: Mr. James Beall, Vice Chair  
Mr. Mark Jinks, Member  
Ms. Becky Hammer, Secretary-Treasurer  
Dr. Moussa Wone, Member

Absent: Mr. John Hill, Chair

Staff: Mr. Justin Carl, General Manager/CEO  
Ms. Amanda Waters, General Counsel/Deputy GM  
Ms. Caitlin Feehan, Chief Administrative Officer  
Mr. Lake Akinkugbe, Director of Finance  
Mr. Matt Robertson, Director of Communications  
Ms. Mallory Orme, Sustainability Manager  
Mr. Kevin Pilog, Engineering Manager  
Mr. Alex Rigby, Safety Manager  
Ms. Lorna Huff, Executive Assistant to the Board & CEO  
Mr. Jessyn Velazquez, Executive Assistant

Fairfax County Representative: Mr. Shahram Mohsenin, Chief,  
Wastewater Planning and Monitoring Division

City Representative: Ms. Erin Bevis-Carver, Chief  
T&ES/Sanitary Infrastructure Division

Consultants: Ms. Kelly Landry, Hazen and Sawyer  
Mr. Phill Yi, Hazen and Sawyer

1. Call to Order

The Chair was unable to attend tonight's meeting. The Vice Chair called the meeting to order at 6:01 p.m.

2. Approval of Agenda

There being no changes to the Agenda, the Vice Chair requested a motion to approve the Agenda. Mr. Jinks moved and Ms. Hammer seconded. The Board unanimously approved.

3. Public Comment Period

There being no members of the public in attendance, the Vice Chair closed the public comment period.

4. Consent Agenda

Members reviewed the Consent Agenda that contained the minutes from the April 15, 2025 meeting. There being no questions or comments, the Vice Chair moved to approve the Consent Agenda. Ms.

Hammer seconded. The Board unanimously approved.

## 5. Board Administrative Items

### a. Finance and Audit Committee - Mr. Jinks

Mr. Jinks reported that the Board held the Public Hearing on the Fiscal Year (FY) 2026 Operating and Capital Budget, and the FY2026 and FY2027 Rate Recommendation. He commended staff on their presentation which has been posted to the AlexRenew website and encouraged meeting attendees to review the presentation and revised budget document. He requested that future budgets include additional information on the flow of funds chart and 10-year Capital Improvement Program (CIP) financing.

Mr. Carl reported that the public hearing presentation has been posted to the AlexRenew website and is available in the customer service bill portal.

### b. Governance Committee –Mr. Beall

Mr. Beall reported that the next Governance Committee meeting has been scheduled for Tuesday, October 7, 2025 at 5:30 p.m.

### c. Board Calendar

The Vice Chair noted that Saturday, June 7, 2025, is the Hooffs Run Dedication Ceremony.

### Staff Introductions

Mr. Carl recognized the following staff who introduced themselves: Mr. Alex Rigby, Safety Manager, Ms. Mallory Orme, Sustainability Manager, and Ms. Kelly Landry, from Hazen and Sawyer.

Dr. Wone reported on the presentation of the Ellen Pickering Award at the Del Ray Garden Festival. He thanked staff and Mr. Carl for their work on his remarks.

## 6. Unfinished Business

### a. Presentation on Alternative Rate Structure Customer Analysis

Ms. Feehan reviewed the revised presentation on Alternative Rate Structure which was edited to include Board feedback and updated customer sample data.

The Vice Chair asked about the percentage of single-family customers compared to commercial and other public agency customers. Mr. Carl noted that staff would review the data and respond. Staff will complete the customer impact analysis for rate structure options and report back to the Board in July.

### b. Presentation on Overview of AlexRenew Late Fees

The Vice Chair recognized Mr. Robertson who reported on AlexRenew's Rates, Rules, and Regulations and certain provisions of the Virginia Water and Waste Authorities Act (Authorities Act) that allow AlexRenew to assess late fees not to exceed 10% on customer's last month past due balance. While late fees have produced revenue for AlexRenew, the primary purpose is to encourage on-time payment and to avoid disconnections. AlexRenew follows customer service best practices which include a 6-day grace period and waiving of late fees once a year upon a customer's request.

Mr. Jinks asked how late fees are applied after two consecutive months of late payments. Mr. Robertson reported that payments would go toward the oldest bill. After 60 days, AlexRenew

recommends the Lifeline Emergency Assistance Program (LEAP) and payment plans to avoid disconnection and additional late fees. If a customer has not signed up for a payment plan after 90 days, the account is eligible for disconnection. Members discussed late fees for apartments, and as non-rate revenue for AlexRenew.

Ms. Waters reported that we received preliminary advice from bond counsel that late fee revenue is treated as pledged revenue under the Master Indenture and must be applied through the revenue waterfall set forth in the Indenture. If funds remain after all required transfers to operating funds, debt service, and reserves, they go into the General Fund, which can be used at the organization's discretion. Staff will review the Authorities Act and accounting principles to see if restrictions exist.

Mr. Carl reported that the new language regarding late fees was included in the green folder. He requested that members review and provide feedback within 2 weeks.

## 7. New Business

### a. Presentation on AlexRenew's Safety Program.

Mr. Carl reported that AlexRenew has used a behavioral approach to safety through the SafeStart Program. June is AlexRenew's Safety Month where staff will participate in a competition and other safety related activities.

Mr. Rigby reported that the goal of AlexRenew's safety program is to ensure all employees go home safe every day. He reviewed AlexRenew's SafeStart Program and Safety Manual which includes training and meetings, first aid, and medical facility locations. All staff meetings begin with a safety minute and AlexRenew has implemented a Safety Specialist Program comprised of volunteers from across the organization to mentor current and new employees and participate in safety inspections. The SafeStart Program includes staff using their own life experiences to demonstrate the possible outcomes of unsafe behaviors. Mr. Rigby reviewed AlexRenew's Total Recordable Incidence Rate (TRIR) and provided homework for the Board. Members discussed AlexRenew's safety program, the Safety Specialist program, and the methodology for compiling data on incidents.

### c. Presentation on Environmental Sustainability Initiatives

Mr. Carl introduced Ms. Orme and Ms. Landry who provided an overview of AlexRenew's sustainability initiatives. Ms. Orme covered sustainability within the global and local community, sustainability trends in water infrastructure, and the current sustainability framework at AlexRenew.

Ms. Landry reviewed the organizational sustainability plan including goals, actionable strategies, and next steps. She noted that project sheets will be incorporated into the budget document to show alignment with the Environmental Justice and Community Benefit Policies. She then reviewed next steps and the proposed timeline.

Mr. Carl clarified the importance of standardization on sustainable elements across projects as the organization implements the Phaseforward program. Additionally, he noted that the annual budget documents moving forward would highlight sustainability efforts as part of the project sheet development.

The Vice Chair thanked Ms. Orme and Ms. Landry. Members requested clarification on the project sheets and Mr. Mohsenin asked if a cost-benefit analysis would be performed. Ms. Orme

and Ms. Landry confirmed that cost-benefit analyses would be integrated into all major sustainability initiatives. The Board also asked about reclaimed water possibilities and connecting purple pipes to neighboring residential buildings. Mr. Carl responded that AlexRenew has investigated opportunities and currently determined that this opportunity is technically feasible, however, funding is a challenge. The Board suggested collaborating with the City further on potential funding mechanisms.

#### 8. Monthly Outcomes Update

Mr. Carl highlighted that Ms. Heather Kerr, AlexRenew's technical trainer was recognized as the Public Utility Employee of the Year and Mr. Robertson was awarded a 40 Under 40 Award by the Alexandria Chamber of Commerce. Mr. Myles Cooper, Legislative Analyst, participated in a City Job Fair and was featured in a clip on a local news program.

#### LEAP Dashboard & Delinquencies

Mr. Robertson reported a slight decrease in delinquent accounts bringing the amount owed to under \$1 million. Approximately 58% of that arrearage or \$580,000 is in payment plans.

The LEAP program distributed \$9,000 to customers in May.

#### Community Engagement

A Community Listening Session was held on Royal Street and staff participated in the Metropolitan Washington Council of Governments and Chesapeake Bay Foundation's boat trip focusing on combined sewer overflows.

#### PhaseForward Dashboard

Mr. Carl provided a progress report on ongoing work.

#### RiverRenew Dashboard

Mr. Carl gave a progress report on the various sites and superstructure at the WRRF.

There being no additional business, the Vice Chair requested a motion to adjourn. Ms. Hammer moved and Mr. Jinks seconded. The Board unanimously approved.

The meeting adjourned at 7:41 p.m.

APPROVED:

  
Secretary-Treasurer