

Minutes of the 915<sup>th</sup> Meeting  
*“Celebrating Over 60 Years of Continuous Environmental Excellence”*  
AlexRenew Board of Directors  
6:00 p.m., Tuesday, February 20, 2024

On Tuesday, February 20, 2024, 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. John Hill, Chair  
Mr. James Beall, Vice Chair  
Mr. Mark Jinks, Member  
Ms. Becky Hammer, Member

Absent: Ms. Adriana Caldarelli, Secretary-Treasurer

Staff: Mr. Justin Carl, General Manager/Chief Executive Officer  
Ms. Amanda Waters, General Counsel and Deputy General Manager  
Ms. Caitlin Feehan, Chief Administrative Officer  
Mr. Dave Roberts, Chief Information Technology Officer  
Mr. Lake Akinkugbe, Director of Finance  
Mr. Matt Robertson, Director of Communications  
Ms. Lorna Huff, Executive Assistant to the Board

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

City Representative: Ms. Erin Bevis-Carver, Division Chief,  
Sanitary Infrastructure Division

1. Call to Order

The Chair called the meeting to order at 6:02 p.m.

2. Approval of Agenda

The Chair requested a motion to approve the agenda. Mr. Jinks moved. Mr. Beall seconded. The Board unanimously approved.

3. Public Comment Period

There were no members of the public in attendance and wishing to speak, the Chair closed the public comment period.

4. Consent Agenda

Members reviewed the Consent Agenda which contained the Minutes of January 16, 2024. There being no changes to the Minutes, the Chair requested a motion to approve. Ms. Hammer moved and Mr. Beall seconded. The Board unanimously approved.

5. Member and Committee Updates

a. Community Meetings

The Chair attended the first meeting of the Federation of Civic Associations. The meeting was informative and members appreciated AlexRenew's attendance. He noted a few complaints about billing delays and the customer service migration. The Association chair was impressed with AlexRenew's quick response to those issues. Staff continues to monitor the Association website for issues related to AlexRenew.

b. Finance and Audit Committee

Mr. Jinks reported on the Finance and Audit Committee meeting last week. Members discussed the five options presented on AlexRenew's winter quarter average issue. Members agreed to delay voting on a recommendation until a meeting of the full Board.

c. Governance Committee

Mr. Beall reported that the Committee revised AlexRenew's Financial Policy and structure. New language has been circulated to Mr. Jinks and to Ms. Waters for review and comments.

d. Environmental Justice Policies – Translated versions

The Chair recognized Mr. Carl who referenced the Environmental Justice Policy in 3 translations, Spanish, Arabic, Amharic. These first translations were performed in-house by one of AlexRenew's consultants. Staff will post the translations on the AlexRenew website. Staff plans to translate and post larger documents such as the Strategic Plan and Annual Report. Staff and members could discuss translating and posting other documents at Governance Committee meetings. Mr. Jinks suggested translating budget summaries instead of the full Budget.

6. Unfinished Business

a. Review AlexRenew's Winter Quarter Average.

Mr. Carl reviewed the five options presented at the Finance and Audit Committee meeting where members requested that staff present a hybrid option by combining options 3 and 4. He reported that 3 and 4 hybrid options set the cap based on average usage between December and February. New customers would be based on actual usage until the winter quarter average is established.

The recommendation from the Finance and Audit Committee was option 3 which kept the criteria. Residents with a zero read in any of the three months are not eligible for the winter quarter average cap. Minimum average usage would have to be 1,000 gallons. This program provides the best equity among users. Revenue impacts for both the City and AlexRenew are approximately .25 or \$110,000. Mr. Hill clarified that accounts with a zero read will not be eligible. Ms. Hammer inquired about the 1,000-gallon usage. Mr. Carl reported that staff uses a formula of 40 gallons per day times 31. The Chair asked Mr. Jinks if members should vote on this tonight. Mr. Jinks noted that a vote tonight allows staff to incorporate into the proposed budget and rate structure. Mr. Carl reported that if a motion is made tonight, staff will coordinate with the City which has adopted the winter quarter average. Ms. Bevis-Carver's team would move through Council. Staff would make these changes as part of our upcoming budget process for July 2024 approval.

Members discussed the pros and cons of the policy and concurred it provides the most equity. There being no additional questions or comments, the Chair requested a motion from the Finance and Audit Chair. Mr. Jinks moved approval of option 3 for adoption on July 1, 2024. Mr. Beall seconded. The Board unanimously approved.

Ms. Hammer asked staff to contact Mr. Randy Rockwitt, who brought this issue to the Board, to

inform him of the new winter quarter average policy.

b. Strategic Plan 2024-2060

The Chair recognized Mr. Carl who thanked the Board for meeting last month and setting the AlexRenew vision for the next 40 years of the organization. Staff want to develop that vision and the strategic goals into a five (5) year Strategic Plan and have created objectives around each goal for development of an internal business plan. Prior to finalizing the document, staff want Board feedback on the objectives to ensure alignment with the intent of the goals. Mr. Carl requested that members review the Plan and provide feedback on the objectives by Wednesday, February 28.

7. New Business

a. Overview of AlexRenew's Cybersecurity Framework

The Chair recognized Mr. Carl who introduced Mr. Roberts, AlexRenew Chief of Information Technology. Mr. Roberts is responsible for AlexRenew's Information Technology systems that include hardware, customer service and SCADA (Supervisory Control and Data Acquisition) systems which control the instrumentation at the plant.

Cybersecurity is the practice of protecting systems from attacks, unauthorized access, damage, and theft, while ensuring business continuity. Mr. Roberts reviewed federal standards levels associated with cybersecurity. He noted that cybersecurity standards have not been established in the water and wastewater sector. He reviewed some of the challenges for cybersecurity, and the four types of attacks the threat level for each.

He reviewed AlexRenew cybersecurity goals including a "security first" culture and continued investment in cybersecurity.

The Chair thanked Mr. Roberts for his presentation and inquired about certifications in cybersecurity. Mr. Roberts reported that staff will use an independent company to review AlexRenew's current systems and processes and then make recommendations for improvements. He also reported that pending the completion of AlexRenew's cybersecurity improvements, staff will perform penetration tests to determine vulnerabilities in AlexRenew's cybersecurity framework. There being no further questions or comments, the Board moved to the Ellen Pickering Award Selection Committee.

b. Ellen Pickering Environmental Excellence Award

The Chair referenced the Ellen Pickering Environmental Excellence Award noting that Ms. Hammer had already volunteered to represent AlexRenew on the selection committee. She reported that she is looking forward to the opportunity. Mr. Robertson reviewed the timeline of events leading to the presentation of the award on Saturday, April 21. The Chair moved for the approval of Ms. Hammer as the volunteer for the Ellen Pickering Environmental Excellence Award Selection Committee. Mr. Jinks seconded. The Board unanimously approved.

8. Monthly Outcomes Update

The Chair recognized Mr. Carl who referenced the last page of the RiverRenew Dashboard that Jamieson Street is expected to reopen on March 4. He noted weather and construction delays on this construction project. The Council Board Workgroup and SAG have been informed about the new date for the reopening.

The Chair encouraged all members to go by the worksite at Hooffs Run if possible. Mr. Carl reported

there are 800 feet of mining left in the waterfront tunnel project. Finally, he announced that AlexRenew launched the new and improved version of Moxie in the lobby and online.

Closed Session

At 7:07 p.m., the Chair, pursuant to Section 2.2-3711 of the Code of Virginia, moved the Board to enter into a closed session to discuss a personnel matter. Hammer seconded. The Board unanimously approved.

At 7:45 p.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."

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

Mr. Hill	Aye
Mr. Beall	Aye
Ms. Hammer	Aye
Mr. Jinks	Aye
Ms. Caldarelli	Absent

The Chair moved to approve the action discussed in the closed session. Mr. Beall seconded. The Board unanimously approved.

There being no additional business, the Chair requested a motion to adjourn. Ms. Hammer moved and Mr. Beall seconded. The Board unanimously approved. The meeting was adjourned at 7:50 p.m.

APPROVED:



Secretary-Treasurer