

Thousand Islands Bridge Authority
Friday, September 17, 2021, 10:30 A.M.
American Administration Building

PRESENT Bruce Armstrong, Chairman
Patrick Simpson, Vice Chairman
Micheline Dubé, Secretary-Treasurer
Natalie Kinloch, Assistant Secretary-Treasurer
Jacques E. Pigeon, Assistant Secretary-Treasurer
Robert J. Storms, Assistant Secretary-Treasurer
Peter Walton, Legal Counsel
Timothy Sturick, Executive Director
Bill Moulton, Director, Bridge Facilities Operations & Maintenance
Bryan Olson, Manager, Finance & Administration
Patrick Labiendo, Facilities Safety & Security Officer
Keri Jobson, Boldt Facilities Operations Manager
Corey Fram, Director of Tourism

ALSO

MEDIA 1

MINUTES

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Robert J. Storms and seconded by Jacques E. Pigeon, the minutes of the meeting held on August 20, 2021, were unanimously approved with the correction on Page 9, 3rd paragraph, last sentence from “Mr.” to “Ms.” and “not” to “no”.

COMMUNICATIONS

Mr. Sturick reported that Mr. Simpson, Mr. Pigeon, Ms. Dubé, Ms. Kinloch and Mr. Walton were participating via conference call. Mr. Dier asked to be excused from the meeting.

FINANCIAL MATTER

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of August 31, 2021, reported that the Authority’s directly held Cash and Investment Obligations, total to date of \$8,602,881 compared to \$8,414,164 for the prior

fiscal year representing an increase of \$188,717 or 2.24% above the previous period. Mr. Olson reported Total Facilities to date of \$64,411,661 compared to \$66,873,038, for the prior fiscal year representing a decrease of \$2,461,377 or 3.68% below the previous period. Mr. Olson reported Total Assets to date of \$79,876,555 compared to \$79,896,558, for the prior fiscal year representing a decrease of \$20,003 or 0.03% below the previous period. Mr. Olson reported Payables total to date of \$10,799,829 compared to \$9,075,963 for the prior fiscal year, representing an increase of \$1,723,866 or 18.99% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$165,412 compared to \$223,798 for the prior fiscal year representing a decrease of \$58,386 or 26.09% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$55,580,790, compared to \$53,923,838 for the previous fiscal year, representing an increase of \$1,656,952 or 3.07% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$3,710,892 versus \$3,087,387 for the previous period representing an increase of \$623,505 or 20.20% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$3,103,958 versus \$3,732,796 for the previous period representing a decrease of \$628,838 or 16.85% below the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$19,243 versus \$130,780 for the previous period representing a decrease of \$111,537 or 85.29% below the previous period. Mr. Olson reported total Net Revenue (Loss) is recorded at \$587,691 versus (\$776,189), for the previous period representing an increase of \$1,363,880 or 175.71% above the previous year. Mr. Olson reported FBCL's Net Revenue (Loss) Share is recorded at \$278,878 as compared to (\$386,612) the previous period representing an increase of \$665,490 or 172.13% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through August 31, 2021, is recorded at (\$488,664) as compared to

(\$432,174) for the previous period representing a decrease of \$56,490 or 13.07% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$2,531,751 compared to \$1,262,653 for the previous period representing an increase of \$1,269,098 or 100.51% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$2,057,531 compared to \$1,338,913 for the previous period representing an increase of \$718,618 or 53.67% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of \$474,220 as compared to (\$76,260) for the prior year, representing an increase of \$550,480 or 721.85% above the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through August 31, 2021 is (\$14,444) compared to (\$508,434) for the prior fiscal year, representing an increase of \$499,990 or 97.16% above the previous fiscal year.

With respect to Exhibit C (Statement of Source & Use of Funds), Mr. Olson reported that Net Revenue (Loss) plus the adjustment for non-cash cost of depreciation reflects total funds available of \$1,485,172 compared to \$881,806 the prior fiscal year, representing an increase of \$603,366 or 68.42% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$22,385, compared to \$32,432 for the previous year representing a decrease of \$10,047 or 30.98% below the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$206,834 compared to \$2,125,957 representing a decrease of \$1,919,123 or 90.27% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$229,219 compared to \$2,158,390 for the prior year, representing a decrease of \$1,929,171 or 89.38% below the previous year. In terms of Net Increase (Decrease) in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$1,255,953 compared to (\$1,276,584) for the prior fiscal year, representing an increase of \$2,532,537 or 198.38% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for August 31, 2021, reported \$437 for the month and year to date expenses totaling \$12,556.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of August 31, 2021, a motion to accept the financial report was moved by Patrick Simpson, seconded by Natalie Kinloch, and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated August 31, 2021 noting the Total TIBA•FBCL Projects Budget is \$85,000, with the obligated amount being \$12,556 and incurred to-date of \$12,556 and a balance due of zero. Mr. Olson reported Total TIBA Projects Budget is \$190,000 with the obligated amount being \$11,032 and incurred to-date of \$11,032 and a balance due of zero. Mr. Olson reported Total Bridge Facilities Projects Budget is \$275,000, with the obligated amount being \$23,588, incurred to-date of \$23,588 and a balance due of zero. Mr. Olson reported Total Boldt Facilities Projects budget is \$517,000 with the obligated amount being \$165,857 and incurred to-date of \$165,857 and a balance due of zero. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2021-2022 is \$792,000 with the current obligated amount being \$189,445 and incurred to-date of \$189,445 and a balance due of zero.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated August 31, 2021 in detail noting investments totaling \$8,602,881 with an average rate of return of .08% versus .21% in 2020. Mr. Olson also reported pledged securities for each U.S. institution were in place and at levels equal to or more than the required minimum (100%).

Review, Approval/Ratification of Routine and Special Expense Payments

- Proposed Resolution No. 14: Mr. Sturick read the following resolution which was moved by Micheline Dubé and seconded by Robert J. Storms and duly adopted.

SEE ATTACHMENT 1

Bridge Facility Vehicle Traffic & Revenue Comparison:31 Days of August (2021-2022 compared to 2020-2021)

FY21-22	Total Vehicles	133,564	-	23,770	-	21.6%
	Total Revenue	\$726,677	-	\$134,223	-	22.7%

6 Months March/August (2021-2022 compared to 2020-2021)

FY21-22	Total Vehicles	586,974	-	40,372	-	7.4%
	Total Revenue	\$3,745,243	-	\$623,895	-	20.0%

7 Days September (2021-2022 compared to 2020-2021)

FY21-22	Total Vehicles	30,025	-	6,334	-	26.7%
	Total Revenue	\$152,923	-	\$31,110	-	25.5%

Mr. Sturick reported total vehicles and total revenue for August 2019 and the totals for the six (6) months of fiscal year 2019/2020 indicating that fiscal year 2021/2022 vehicles and revenues are considerably lower than fiscal year 2019/2020.

Mr. Sturick reviewed the Traffic Report for the Bridge and Tunnel Operators Association (BTOA) for YTD August 2021 and August 2020. Mr. Sturick reported total crossings for YTD August 2021 and August 2020 were 703,366 compared to 768,351 the previous period YTD representing a decrease of 64,985 or 8.46% below the previous period.

Boldt Facilities Admissions and Revenue Comparison

Mr. Sturick reported that the Boldt Facilities Admissions and Revenue Comparison for fiscal 2021/2022 is compared to fiscal 2020/2021. Due to the Boldt Facilities closure for part of fiscal year 2020/2021, Mr. Sturick reported that this was not a good comparison. Mr. Sturick noted that fiscal 2019/2020 was also included on the report for comparison and represented a better comparison for purposes of evaluating the Boldt Facilities.

1 Month August (FY 21-22 compared to FY19-20)

Total Admissions	43,536	-	(22,831)	-	(34.4%)
Total Revenue	\$398,007	-	(\$155,222)	-	(28.1%)

4 Months May/August (FY 21-22 compared to FY19-20)

Total Admissions	126,429	-	(30,670)	-	(19.5%)
Total Revenue	\$1,176,701	-	(\$273,328)	-	(18.8%)

7 Days of September (FY 21-22 compared to FY 19-20)

Total Admissions	8,249	-	(3,734)	-	(31.2%)
Total Revenue	\$70,989	-	(\$30,042)	-	(29.7%)

Food Concession/Revenue Reports:1 Month August (FY 21-22 compared to FY 19-20)

Total Revenue	\$67,557	-	(\$31,375)	-	(31.7%)
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4 Months May/August (FY 21-22 compared to FY 19-20)

Total Revenue	\$196,207	-	(\$48,277)	-	(19.7%)
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7 days of September (FY 21-22 compared to FY19-20)

Total Revenue	\$10,074	-	(\$4,002)	-	(28.4%)
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Gift Concession/Revenue Reports:1 Month August (FY 21-22 compared to FY19-20)

Total Revenue	\$181,517	-	(\$3,402)	-	(1.8%)
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4 Months May/August (FY 21-22 compared to FY19-20)

Total Revenue	\$578,464	-	\$76,705	-	15.3%
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7 Days of September (FY 21-22 compared to FY19-20)

Total Revenue	\$31,008	-	\$3,045	-	10.9%
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Employee Handbook Revisions - Proposed No. 15: Mr. Sturick read the following resolution which was moved by Patrick Simpson and seconded by Jacques E. Pigeon and duly adopted.

SEE ATTACHMENT 2

Employee Retirement Purchase and Fund Withdrawal Authorization - Proposed No. 16: Mr. Sturick read the following resolution which was moved by Robert J. Storms and seconded by Micheline Dubé and duly adopted.

SEE ATTACHMENT 3

PROJECT REPORTS

Bridge Facilities

Operations and Maintenance Activities

Mr. Moulton reported that the U.S. Bridge staff are currently working on girder reinforcements, gusset plate replacements, inspecting, rotating and replacing bearings in the main towers. Mr. Moulton reported that the Canadian Bridge staff would soon be working on gusset plate replacements and inspecting, rotating and replacing bearings in the main towers on the Canadian Bridge. Mr. Moulton reported that staff continue to work on concrete repairs, masonry work and caulking at the Rift Bridges. Mr. Moulton reported that representatives from Parsons Transportation Group completed the bridge inspections in July 2021. Mr. Moulton reported that TIBA and FBCL staff are currently reviewing the draft report for the Follow-Up Inspection of the Canadian Crossing and a draft report for the Detailed Inspection of the U.S. Crossing, Rift Bridges and the Boldt Yacht House Bridges will be received shortly. Mr. Moulton reported that the 2nd suspender cable on the Canadian bridge was replaced on July 28, 2021, during the annual bridge inspections which was completed by TIBA maintenance staff.

Safety, Security & Wellness

Mr. Labiendo reported no new injuries in the past month with four (4) open claims. Mr. Labiendo reported that he and Mr. Moulton will be attending a meeting on October 7, 2021, which will be hosted by the NYS Police regarding the preparedness of winter weather which will also be attended by Emergency Management agencies and the NYS Department of Transportation at the Adams Fire Department. Mr. Labiendo reported that representatives from the local pharmacy, Kinney Drugs, are scheduled to be on site for the annual flu shot clinic on October 7, 2021. Mr. Labiendo reported that he is working with the pharmacy in Lansdowne, Ontario, regarding the Canadian staff scheduling their flu shot when it becomes available. Mr. Labiendo reported that Mr. Sturick and Mr. Moulton asked him to look at signage and take pictures on and around TIBA properties on both sides of the border and to determine which signs need clarification, replacement and to identify the signs that do not belong to TIBA. Mr. Labiendo reported that the group plans to meet in the near future to look at his report and determine a plan forward.

Other Facilities and Programs

Boldt Facilities

Ms. Jobson reported that visitation continues to be fair during the week and the weekends are experiencing good visitation. Ms. Jobson reported that the Boldt Yacht House visitation has increased with the bus tour visitors and Clayton Island Tours has been stopping at the Boldt Yacht House prior to stopping at Boldt Castle. Ms. Jobson reported that the gift shop sales continue to do well. Ms. Jobson reported forty (40) weddings will have taken place at the end of the 2021 operating season and seventeen (17) weddings are scheduled for the 2022 operating season.

Ms. Jobson reported that the new Wastewater Treatment Plant continues performing well. Ms. Jobson reported that DANC has completed the required sampling and testing of

the Wastewater Treatment Plant and is waiting for the results. Ms. Jobson reported that staff poured a concrete pad and a block wall for a crawl space entrance at the Boldt Landing shop, winterized and stored the hot dog stand equipment in the basement of Boldt Castle, rebuilt the spare pump for the swimming pool, refinished exterior doors and windows on the 2nd floor Boldt Castle veranda outside the Boldt suites, maintaining the flower gardens and routine maintenance on equipment and boats.

OTHER MATTERS

Mr. Pigeon asked the Chairman for consideration by the board members his proposed initiative discussion with Mr. Sturick regarding TIBA providing space at Boldt Castle where talented young classical musicians from the region could perform their art on a regular basis. Mr. Pigeon reported that the initiative could be pursued by the Authority in collaboration with the musical schools on both sides of the Border. Mr. Pigeon reported that it wouldn't be a costly initiative but would require some management supervision from TIBA. Mr. Pigeon reported if supported by the board members, he would like to ask Ms. Jobson and Mr. Salisbury to explore the proposed initiative and get back to the board members. Mr. Armstrong asked the board members for a consensus on the proposed initiative, and it was favorable to have Ms. Jobson and Mr. Salisbury explore the idea and report back to the board members.

Ms. Kinloch reported on the current news surrounding the Canadian Federal election on September 20, 2021.

With no other business, a motion to adjourn the meeting was made by Robert J. Storms and seconded by Patrick Simpson and unanimously carried.

NEXT AUTHORITY MEETING

By unanimous consent, the time and place of the next Authority meeting were set for Friday, October 22, 2021, @ 10:30 am, in the American Administration Building.

Secretary

ATTACHMENT 1

RESOLUTION NO. 14
RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS
AND APPROVAL OF SPECIAL EXPENSE PAYMENTS

The following resolution was moved by Micheline Dubé, seconded by Robert J. Storms and duly adopted.

WHEREAS, the below listed requisitions and vouchers, together with invoices and other supporting documentation for routine and special expense payments made since the Authority meeting held on August 20, 2021, were available and reviewed by the Authority during the meeting held on September 17, 2021 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
08/24/21	3356	31848-31869 - US / C9828-C9834 - CD	\$ 49,145.26
08/31/21	3357	31870-31895 - US / C9835-C9841 - CD	419,237.83
09/07/21	3358	31896-31928 - US / C9842-C9849 - CD	90,674.87
09/14/21	3359	31929-31942 - US / C9858-C9865 - CD	72,874.69
			<u>\$ 631,932.65</u>

NOTE: CDN checks #9850-9857 were voided and replaced with checks #9858-9865 due to a clerical error.

WHEREAS, in a similar manner, the below listed Special Expense Payments, together with invoices and other supporting documentation which require specific approval before payment is made, were available and reviewed by the Authority during the meeting held on September 17, 2021 (viz):

	<u>Amount</u>
Aubertine & Currier - Professional Services	
- Boldt Castle Wastewater Treatment Facility Replacement	\$ 4,483.42
Bach Environmental, Inc. - Gas Pump Repair - U.S. Maintenance Shop	1,287.95
Bond, Schoeneck & King, PLLC - Professional Services	1,552.00
Cornell Cooperative Extension of Jefferson County - Taste of New York Store (Market) - May 2021 Reimbursement	16,877.23
Crowley & Halloran CPA's P.C. - Professional Services	
- Fiscal 2020-2021 Audit	
- Deferred Compensation Plan Ending December 31, 2020	23,800.00
Development Authority of the North Country (DANC) - Operations & Maintenance Services - Boldt Castle Wastewater Treatment Facility - July 2021 - August 2021	9,542.60
Gateway Ticketing Systems - Admission Tickets - Boldt Castle	2,435.67

Hyde-Stone Mechanical Contractors - Preventative Maintenance	
- Rift Water Treatment Plant	1,055.00
Motorola Solutions, Inc. - Radio Programming & Installation	11,353.00
NYS Department of Transportation - Airspace Lease - U.S. Duty Free	3,000.00
Parsons Transportation Group - Professional Services	
- Follow-up Inspection - Canadian Crossing	
- Detailed Inspection - U.S. Crossing, Rift Bridges & Boldt Yacht House Bridges	48,865.00
Schindler Elevator Corporation - Quarterly Billing/Contract	
- 09/1/21 - 11/30/21 - CBSA	<u>4,184.85</u> CD
	<u>\$ 128,436.72</u>

WHEREAS, the Executive Director has recommended approval of all Routine and Special Expense Payments as proper obligations of this Authority.

RESOLVED, that the Authority as it's proper act and deed, hereby approves and ratifies in all respects the routine and special expense payments represented by Requisition No. 3356 through No. 3359 as set forth herein, totaling \$631,932.65, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$128,436.72.

ATTACHMENT 2

RESOLUTION NO. 15
RE: EMPLOYEE HANDBOOK REVISIONS

The following resolution was moved by Patrick Simpson, seconded by Jacques E. Pigeon and duly adopted.

WHEREAS, the Government of Canada in August 2021 created a new federal statutory holiday, the National Day for Truth and Reconciliation to be observed on September 30th of each calendar year beginning September 30, 2021, and

WHEREAS, the Thousand Islands Bridge Authority (hereinafter "Authority") is a federally regulated employer in Canada for its Canadian employees and follows the Canada Labour Code, and

WHEREAS, the addition of this holiday for the Canadian employees will create a need for an additional U.S. employees holiday to ensure that both countries employees have an equal number of holidays, and

WHEREAS, after review, the Executive Director recommends the Columbus Day holiday for the U.S. employees to be observed on October 11, 2021 of this year and the federally recognized date each year thereafter, and

WHEREAS, the following revisions to the Employee Handbook which will be effective September 17, 2021 to include the following (viz):

<u>PAGE</u>	<u>SECTION</u>	<u>PARAGRAPH</u>	<u>REVISION</u>
8	IV	B	Add "Columbus Day" to paid U.S. holidays
8	IV	B	Add "National Day for Truth & Reconciliation" to paid Canadian holidays

NOW THEREFORE BE IT

RESOLVED, the Authority as its proper act and deed, hereby approves in all respects, the revisions to the Thousand Islands Bridge Authority Employee Handbook as set forth herein, effective September 17, 2021, and

FURTHER BE IT

RESOLVED, the Executive Director is hereby authorized and directed to prepare, certify, and disseminate to all employees, copies of the Thousand Islands Bridge Authority Employee Handbook incorporating the revisions authorized herein.

ATTACHMENT 3

RESOLUTION NO. 16

**RE: EMPLOYEE RETIREMENT PURCHASE AND FUND WITHDRAWAL
AUTHORIZATION**

The following resolution was moved by Robert J. Storms, seconded by Micheline Dubé and duly adopted.

WHEREAS, in accordance with the policies and procedures of the TIBA Employees Retirement Plan (The Plan), Robert G. Horr, the former Executive Director who retired on February 29, 2020, with twenty-three (23) years of service, gave written notice under the date of September 7, 2021, of his desire to receive retirement benefits, effective April 1, 2022, and

WHEREAS, a calculation shall be requested for Robert G. Horr's chosen form of retirement payment under The Plan by the Executive Director, who serves as Plan Administrator, and

WHEREAS, the Executive Director has determined that it would be in the best interest of the Authority in this financial climate not to purchase an annuity retirement benefit but rather to make monthly payments through the previously established Payor Account and custodian account for Robert G. Horr's chosen form of retirement payment option with an effective date of April 1, 2022, and the necessary funds to commence such annuitized payments withdrawn from The Plan.

NOW THEREFORE BE IT

RESOLVED, the Authority, as Trustees of the TIBA Employees Retirement Plan (The Plan), hereby authorizes the Executive Director, as The Plan Administrator, to seek a calculation of benefits for the retirement payments for the benefit of Robert G. Horr, and

FURTHER BE IT

RESOLVED, the Plan Administrator is hereby authorized to deposit monies into the Payor Account to commence annuitized payments for the benefit of Robert G. Horr, to be effective April 1, 2022, and to withdraw the necessary funds from The Plan to be deposited in said account, and

FURTHER BE IT

RESOLVED, that upon completion of the actions authorized herein, the Executive Director, as Plan Administrator, shall report same for ratification at the next regular monthly meeting of this Authority.