

Thousand Islands Bridge Authority
Friday, December 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
Douglas D. Dier, Assistant Secretary-Treasurer
Peter Walton, Legal Counsel
Timothy Sturick, Executive Director
Bill Moulton, Director, Bridge Facilities Operations & Maintenance
Bryan Olson, Manager, Finance & Administration
Keri Jobson, Boldt Facilities Operations Manager
Patrick Labiendo, Facilities Safety & Security Officer
Corey Fram, Director of Tourism (TIRTDC)

ALSO Richard Iglinski, Chief Financial Officer (FBCL)
Thye Lee, Vice President, Engineering & Construction (FBCL)

MEDIA None in attendance.

MINUTES

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Robert J. Storms and seconded by Natalie Kinloch, the minutes of the meeting held on November 19, 2021, were unanimously approved.

COMMUNICATIONS

Mr. Sturick reported that Mr. Pigeon, Mr. Simpson and Ms. Dubé were participating via conference call.

On behalf of the Authority and staff, Mr. Sturick welcomed Richard Iglinski, Chief Financial Officer, and Thye Lee, Vice President, Engineering & Construction, both of the Federal Bridge Corporation Limited (FBCL) who were appointed to the TIBA Board by the Jefferson County Board of Legislators effective January 1, 2022.

Mr. Sturick introduced Corey Fram, Director of Tourism, Thousand Islands Regional Tourism Development Corporation (TIRTDC) who presented the budget overview and recommendations for 2022. Mr. Fram reported the proposed TIBA portion of the Budget for 2022 is \$323,000. Mr. Sturick reported that he, Mr. Walton and Mr. Fram recently met to review and update the Facilities, Services & Human Resources Cooperative Agreement from 1997. Mr. Sturick reported that the Ad Hoc Committee will be meeting to review the proposed agreement and it will be presented at the February 25, 2022, monthly meeting. Mr. Sturick reported that Mr. Fram will be presenting to the TIBA board members a recap of 2021 at the March 25, 2022 monthly meeting.

Resolution of Appreciation – Micheline Dubé – Proposed Resolution No. 24: Mr. Sturick read the following resolution which was moved by Bruce Armstrong and seconded by Natalie Kinloch and duly adopted.

SEE ATTACHMENT 1

Resolution of Appreciation – Jacques E. Pigeon – Proposed Resolution No. 25: Mr. Sturick read the following resolution which was moved by Bruce Armstrong and seconded by Douglas D. Dier and duly adopted.

SEE ATTACHMENT 2

FINANCIAL MATTER

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of November 30, 2021, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$8,640,885 compared to \$7,621,722 for the prior fiscal year representing an increase of \$1,019,163 or 13.37% above the previous

period. Mr. Olson reported Total Facilities to date of \$63,926,105 compared to \$66,359,288, for the prior fiscal year representing a decrease of \$2,433,183 or 3.67% below the previous period. Mr. Olson reported Total Assets to date of \$79,365,440 compared to \$79,147,228, for the prior fiscal year representing an increase of \$218,212 or 0.28% above the previous period. Mr. Olson reported Payables total to date of \$10,737,311 compared to \$8,406,963 for the prior fiscal year, representing an increase of \$2,330,348 or 27.72% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$106,815 compared to \$180,651, the prior fiscal year representing a decrease of \$73,836 or 40.87% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$55,190,791, compared to \$53,886,654 for the previous fiscal year, representing an increase of \$1,304,137 or 2.42% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$5,575,452 versus \$4,676,207 for the previous period representing an increase of \$899,245 or 19.23% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$4,506,435 versus \$5,607,862 for the previous period representing a decrease of \$1,101,427 or 19.64% below the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at (\$91,323) versus \$202,595 for the previous period representing a decrease of \$293,918 or 145.08% below the previous period. Mr. Olson reported total Net Revenue (Loss) is recorded at \$1,160,340 versus (\$1,134,250), for the previous period representing an increase of \$2,294,590 or 202.30% above the previous year. Mr. Olson reported FBCL's Net Revenue (Loss) Share is recorded at \$620,588 as compared to (\$178,403) the previous period representing an increase of \$798,991 or 447.86% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through November 30, 2021, is recorded at

(\$651,742) as compared to (\$994,296) for the previous period representing an increase of \$342,554 or 34.45% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$3,060,368 compared to \$2,616,960 for the previous period representing an increase of \$443,408 or 16.94% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$2,755,569 compared to \$1,936,645 for the previous period representing an increase of \$818,924 or 42.29% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of \$304,799 as compared to \$680,315 for the prior year, representing a decrease of \$375,516 or 55.20% below the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through November 30, 2021 is (\$346,943) compared to (\$313,981) for the prior fiscal year, representing a decrease of \$32,962 or 10.50% below 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 \$1,902,481 compared to \$1,771,379 the prior fiscal year, representing an increase of \$131,102 or 7.40% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$22,385, compared to \$1,021,167 for the previous year representing a decrease of \$998,782 or 97.81% below the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$416,301 compared to \$2,426,837 representing a decrease of \$2,010,536 or 82.85% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$438,686 compared to \$3,448,004 for the prior year, representing a decrease of \$3,009,318 or 87.28% 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 \$1,463,795 compared to (\$1,676,625) for the prior fiscal year, representing an increase of \$3,140,420 or 187.31% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for November 30, 2021, reported \$15,164 for the month and year to date expenses totaling \$25,271.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of November 30, 2021, a motion to accept the financial report was moved by Natalie Kinloch, seconded by Robert J. Storms, and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated November 30, 2021 noting the Total TIBA•FBCL Projects Budget is \$85,000, with the obligated amount being \$31,721 and incurred to-date of \$31,721 and a balance due of \$15,165. 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 \$42,753, incurred to-date of \$42,753 and a balance due of \$15,165. Mr. Olson reported Total Boldt Facilities Projects budget is \$517,000 with the obligated amount being \$242,010 and incurred to-date of \$242,010 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 \$284,763 and incurred to-date of \$284,763 and a balance due of \$15,165.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated November 30, 2021 in detail noting investments totaling \$8,640,885 with an average rate of return of .08% versus .19% 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. 26: Mr. Sturick read the following resolution which was moved by Jacques E. Pigeon and seconded by Micheline Dubé and duly adopted.

SEE ATTACHMENT 3

Bridge Facility Vehicle Traffic & Revenue Comparison:

30 Days of November (2021-2022 compared to 2020-2021)

FY21-22	Total Vehicles	89,109	-	24,637	-	38.2%
	Total Revenue	\$628,217	-	\$124,262	-	24.7%

9 Months March/November (2021-2022 compared to 2020-2021)

FY21-22	Total Vehicles	877,565	-	93,610	-	11.9%
	Total Revenue	\$5,643,036	-	\$909,105	-	19.2%

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

FY21-22	Total Vehicles	21,706	-	6,334	-	41.2%
	Total Revenue	\$155,567	-	\$35,161	-	29.2%

Mr. Sturick reported total vehicles and total revenue for November 2019 and the totals for the nine (9) months of fiscal year 2019/2020 indicating that fiscal year 2021/2022 vehicles and revenues continue to be lower than fiscal year 2019/2020. Mr. Sturick reported total commercial vehicles for the month of November 2021 and the nine (9) months of fiscal 2021/2022 are showing an increase compared to November 2019 and for the nine (9) months of the fiscal year 2019/2020. Mr. Sturick reported that traffic is up for the first seven (7) days of December compared to fiscal year 2020/2021, but still showing a significant decrease compared to fiscal year 2019/2020. Ms. Kinloch reported that as of January 15, 2022, trucking companies will be required to show proof of vaccination at the Canadian Border. Ms. Kinloch reported that approximately 15% of the truck drivers that cross the Border have not been vaccinated.

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD November 2021 and November 2020. Mr. Sturick reported total crossings for YTD November 2021 and November 2020 were 993,957 compared to 1,005,704 the previous period YTD representing a decrease of 11,747 or 1.2% below the previous period.

Fiscal 2022-2023 Bridge, Other Facilities and Programs Budget - Proposed

Resolution No. 27: Mr. Olson read the following resolution which was moved by Natalie Kinloch and seconded by Micheline Dubé and duly adopted.

SEE ATTACHMENT 4

Canadian Employees Extended Health Plan, Long Term Disability and Life

Insurance Program - Proposed Resolution No. 28: Mr. Olson read the following resolution which was moved by Douglas D. Dier and seconded by Jacques E. Pigeon and duly adopted.

SEE ATTACHMENT 5

PROJECT REPORTS

Bridge Facilities

Operations and Maintenance Activities

Mr. Moulton reported that the staff have been working on maintenance items such as snow removal and routine maintenance. Mr. Moulton reported that the staff continue replacing the existing clip angle brackets on both bridges. Mr. Moulton reported that he and TIBA staff developed a repair program with the consulting engineers, Parsons Transportation Group for the project that will include removing a section of sidewalk and replacing existing steel angle bracing brackets on the Canadian bridge during the 2022 Bridge Maintenance Program. Mr. Moulton reported that the final reports from the 2021 Follow-Up Inspection of the Canadian Crossing and the Detailed Inspections of the U.S. Crossing, Rift Bridges and the Boldt Yacht House Bridges have been received from Parsons Transportation Group. Mr. Moulton reported that the modified shifts are in place for the U. S. and Canadian maintenance staff and are working with two (2) separate crews on split shifts working eleven (11) hours per day and seven (7) days per week as well as being on call. Mr. Moulton reported since the U.S. Border opened on November 8, 2021, there has been a few occasions that TIBA scheduled traffic control operations.

Safety, Security & Wellness

Mr. Labiendo reported no new injuries in the past month with two (2) open claims. Mr. Labiendo reported that he continues sending emails to staff updating COVID with the most recent mandates and encourages them to make decisions and do what is necessary to keep themselves, family and coworkers healthy. Mr. Labiendo reported that on three (3) occasions, high winds have been experienced which resulted in restricting all light weight and high-profile vehicles on Saturday, December 11, 2021. Mr. Labiendo reported they had experienced a gust of 74 MPH. Mr. Labiendo reported once the wind speeds subsided to 30-40 MPH, TIBA resumed normal operations at 11:38 p.m. Mr. Labiendo reported that the NYSDOT restrictions of light weight high profile vehicles on Interstate 81 remained in effect until Sunday, December 12, 2021, at 4:00 a.m. Mr. Labiendo reported that as the result of the most recent restrictions, he is currently updating the local contacts and would be distributed to TIBA staff. Mr. Labiendo reported that Ms. Mowers, Manager of Information Technology continues emailing staff updates on Cybersecurity awareness as well as encouraging staff not to open emails that appear suspicious and to delete them and if the email is opened to contact her.

Other Facilities and Programs

Boldt Facilities

Ms. Jobson reported that letters will be sent out to returning Boldt Facilities staff for the 2022 operating season and vacant positions will be posted on the website. Ms. Jobson reported twenty-nine (29) weddings scheduled for the 2022 operating season. Ms. Jobson reported that she will be attending a Bridal Show on January 3, 2022, at the Salmon Run Mall. Ms. Jobson reported that the gift shop POS System has been upgraded. Ms. Jobson reported that Ms. Bieber is working on posting policies and procedures in concessions to make sure that staff are compliant with the NYSDOH ServSafe requirements and to keep

the food being served consistent. Ms. Jobson reported that the Boldt Facilities Wastewater Treatment Plant is complete with representatives from Aubertine & Currier reviewing the as-built drawings and working on the document to be sent to NOAA regarding the under water pipes and cables to be identified on the River Charts. Ms. Jobson reported that she has been working on new signage and reorganized the donation room on the 2nd floor of the Boldt Yacht House. Ms. Jobson reported maintenance staff moved all the equipment off the Island for service, removed some of the high-water caps on the main dock at Boldt Castle, performed cleat and dock repairs, installed conduit under dock for the irrigation pump and installed a water pipe for the Swan Pond.

OTHER MATTERS

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

NEXT AUTHORITY MEETING

By unanimous consent, the time and place of the next Authority meeting were set for Friday, January 28, 2022, @ 10:30 am, in the American Administration Building.

Secretary

ATTACHMENT 1

RESOLUTION NO. 24

RE: RESOLUTION OF APPRECIATION - MICHELINE DUBÉ

The following resolution was moved by Bruce Armstrong, seconded by Natalie Kinloch and duly adopted.

WHEREAS, Micheline Dubé has for ten years, been a member of this Authority from her appointment in January 2012 having served in the capacity as Authority Secretary-Treasurer, and Assistant Secretary-Treasurer, and

WHEREAS, the Authority has enjoyed the benefits of her devoted service, her integrity, and her business acumen during a time of unprecedented growth and change, which saw among other things, implementation of a new electronic toll collection system with the acceptance of E-ZPass, construction of the new Canada Customs Port of Entry, renewal of the Bridge Facilities Operations Agreement with the Federal Bridge Corporation Ltd. of Canada, and continued growth and improvement by the Authority of the Boldt Castle and Boldt Yacht House facilities, which has become one of the international region's premier attractions and provides an enormous economic impact.

NOW THEREFORE BE IT

RESOLVED, that this Authority hereby records on its permanent records its deep sense of appreciation and gratitude to Micheline Dubé for her years of devoted service to this Authority, and

BE IT FURTHER

RESOLVED, that the Executive Director prepare, certify and forward a copy of this resolution to Micheline Dubé.

ATTACHMENT 2

RESOLUTION NO. 25

RE: RESOLUTION OF APPRECIATION - JACQUES E. PIGEON

The following resolution was moved by Bruce Armstrong, seconded by Douglas D. Dier and duly adopted.

WHEREAS, Jacques E. Pigeon has for ten years, been a member of this Authority from his appointment in January 2012 having served in the capacity as Authority Assistant Secretary-Treasurer, and

WHEREAS, the Authority has enjoyed the benefits of his devoted service, his integrity, and his legal and business acumen during a time of unprecedented growth and change, which saw among other things, implementation of a new electronic toll collection system with the acceptance of E-ZPass, construction of the new Canada Customs Port of Entry, renewal of the Bridge Facilities Operations Agreement with the Federal Bridge Corporation Ltd. of Canada, and continued growth and improvement by the Authority of the Boldt Castle and Boldt Yacht House facilities, which has become one of the international region's premier attractions and provides an enormous economic impact.

NOW THEREFORE BE IT

RESOLVED, that this Authority hereby records on its permanent records its deep sense of appreciation and gratitude to Jacques E. Pigeon for his years of devoted service to this Authority, and

BE IT FURTHER

RESOLVED, that the Executive Director prepare, certify and forward a copy of this resolution to Jacques E. Pigeon.

ATTACHMENT 3

RESOLUTION NO. 26
RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS
AND APPROVAL OF SPECIAL EXPENSE PAYMENTS

The following resolution was moved by Jacques E. Pigeon, seconded by Micheline Dubé 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 November 19, 2021, were available and reviewed by the Authority during the meeting held on December 17, 2021 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
11/23/21	3369	32161-32188 - US / C9935-C9941 - CD	\$ 103,655.04
11/30/21	3370	32189-32204 - US / C9942-C9942 - CD	37,662.67
12/07/21	3371	32205-32221 - US / C9943-C9952 - CD	78,821.37
12/14/21	3372	32222-32243 - US / C9953-C9959 - CD	90,293.40
			<u>\$ 310,432.48</u>

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 December 17, 2021 (viz):

	<u>Amount</u>
Barton & Loguidice, D.P.C. - Professional Services	\$ 2,640.00
Hyde-Stone Mechanical Contractors - Boiler Repair - Administration Building	4,782.42
Parsons Transportation Group	
- Biannual Inspection - Boldt Yacht House Bridges	6,567.00
- Retainer & Overweight Permits - March 2021- May 2021	13,644.50
Proshred Security - Shredding - Administration	1,105.00
Walldroff Farm Equipment, Inc. - Repair Tractor	7,556.16
Wirerope Works, Inc. - 2 Wire Rope Assemblies - Canadian Bridge	15,164.40
HTS Engineering, Ltd. - HVAC Preventative Maintenance	
- October 1, 2021 -November 30, 2022 - CBSA	5,350.27 CD
Keyes Sand & Gravel - Winter Sand/Stone Dust	8,055.88 CD
Schindler Elevator Corporation - Quarterly Billing/Contract	
- 12/1/21- 02/28/22 - CBSA	4,184.85 CD
<u>\$ 69,050.48</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. 3369 through No. 3372 as set forth herein, totaling \$310,432.48, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$69,050.48.

ATTACHMENT 4

RESOLUTION NO. 27

RE: FISCAL 2022-2023 BRIDGE, OTHER FACILITIES AND PROGRAMS BUDGET

The following resolution was moved by Natalie Kinloch, seconded by Micheline Dubé and duly adopted.

RESOLVED, that the Operations, Capital and Other Expense Budgets for Bridge, Other Facilities and Programs in the aggregate amount of \$14,000,000 for fiscal 2022-2023 (March 1, 2022 – February 28, 2023) as reviewed by the Authority and presented at this meeting, are hereby approved and adopted, and

FURTHER BE IT

RESOLVED, that in accordance with the adopted budgets, the Authority hereby approves the salary and wage schedule for fiscal 2022-2023 to be effective March 1, 2022, and therefore authorize the appropriation of \$3,866,148 for said purpose, hereby increasing the total allocation for full time personnel salaries and wages by \$119,504 or 3.2%, and

FURTHER BE IT

RESOLVED, that said budgets be sent to those Jefferson County and New York State officials as specified in Section 592 and 2501 of the New York State Public Authorities Law and to the officials and executive personnel of the Federal Bridge Corporation Limited on or before December 31, 2021.

BUDGET BREAKDOWN

Cost of Operations

Bridge Facilities (includes TIBA PILOTS)	\$9,300,000	
Other Facilities and Programs	<u>3,602,000</u>	
Subtotal		12,902,000

Capital and Other Expense

TIBA & FBCL Shared Projects	50,000	
Bridge Facilities	538,000	
Other Facilities and Programs	<u>510,000</u>	
Subtotal		1,098,000

TOTAL \$14,000,000

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ATTACHMENT 5

RESOLUTION NO. 28

**RE: CANADIAN EMPLOYEES EXTENDED HEALTH PLAN, LONG TERM
DISABILITY AND LIFE INSURANCE PROGRAM**

The following resolution was moved by Douglas D. Dier, seconded by Jacques E. Pigeon and duly adopted.

WHEREAS, the Authority on December 18, 2020, approved by Resolution No. 46, authorizing the placement of the Canadian employees Health Plan, Long Term Disability and Life Insurance with AD&D with Desjardins Financial Security (hereinafter "Desjardins"), and

WHEREAS, the Authority provides employees that are citizens of Canada with specific benefits including Extended Health Plan, Long Term Disability and Life Insurance with AD&D, and

WHEREAS, Desjardins provided a renewal quote for the Extended Health Plan, Long Term Disability and Life Insurance with AD&D with an overall increase of 3.9%, and

WHEREAS, the Executive Director completed a thorough review of the Plan not limited to benefits, premiums and cost sharing formulas. The Executive Director recommends to the Authority that it adopt the same plan from Desjardins, administered by Manley Financial Group of Kingston, Ontario.

NOW THEREFORE BE IT

RESOLVED, the Authority has reviewed the recommendation of the Executive Director and approves the renewal of the Canadian employees Extended Health Plan, Long Term Disability and Life Insurance with AD&D with Desjardins in the monthly premium amount of \$6,509.31 to be effective January 1, 2022, and

FURTHER BE IT

RESOLVED, the Authority hereby directs and empowers the Executive Director to place said insurance programs with Desjardins and to notify the participating Canadian employees of said contract, benefits, premiums and cost sharing formulas, and

FURTHER BE IT

RESOLVED, that nothing in the foregoing shall limit the Authority's right or authority to modify or terminate this Plan at anytime in the future and nothing in the Plan is intended to create vested or contractual rights for an employee of this Authority.