

Thousand Islands Bridge Authority
Friday, April 22, 2022, 10:30 A.M.
American Administration Building

PRESENT Bruce Armstrong, Chairman
Natalie Kinloch, Secretary-Treasurer
Thye Lee, Assistant Secretary-Treasurer
Richard Iglinski, 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
Brian Salisbury, Director, Boldt Facilities Operations, Maintenance
& Construction
Keri Jobson, Boldt Facilities Operations Manager
Patrick Labiendo, Facilities Safety & Security Officer

ALSO Scott Gray, Member, Jefferson County Board of Legislators
(JCBOL)
Ronald Thomson

MEDIA 1

MINUTES

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Natalie Kinloch and seconded by Richard Iglinski, the minutes of the meeting held on March 25, 2022, were unanimously approved.

COMMUNICATIONS

Mr. Sturick reported that Mr. Storms asked to be excused. Mr. Sturick welcomed Mr. Scott Gray, Member, Jefferson County Board of Legislators (JCBOL).

FINANCIAL MATTER

Financial Statement: Mr. Olson reported that Exhibits A through D were subject to the Certified Public Accountant's year-end audit adjustments. Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the

month of March 31, 2022, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$8,697,035 compared to \$7,685,563 for the prior fiscal year representing an increase of \$1,011,472 or 13.16% above the previous period. Mr. Olson reported Total Facilities to date of \$62,968,071 compared to \$65,429,494, for the prior fiscal year representing a decrease of \$2,461,423 or 3.76% below the previous period. Mr. Olson reported Total Assets to date of \$78,949,472 compared to \$77,944,758 for the prior fiscal year representing an increase of \$1,004,714 or 1.29% above the previous period. Mr. Olson reported Payables total to date of \$11,706,537 compared to \$8,465,029 for the prior fiscal year, representing an increase of \$3,241,508 or 38.29% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$102,712 compared to \$149,369, the prior fiscal year representing a decrease of \$46,657 or 31.24% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$54,664,139, compared to \$53,273,286 for the previous fiscal year, representing an increase of \$1,390,853 or 2.61% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$696,917 versus \$526,316 for the previous period representing an increase of \$170,601 or 32.41% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$602,119 versus \$512,719 for the previous period representing an increase of \$89,400 or 17.44% increase the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at (\$31,637) versus (\$34,065) for the previous period representing an increase of \$2,428 or 7.13% above the previous period. Mr. Olson reported total Net Revenue (Loss)

is recorded at \$126,435 versus \$47,662, for the previous period representing an increase of \$78,773 or 165.28% above the previous year. Mr. Olson reported FBCL's Net Revenue (Loss) Share is recorded at \$63,218 as compared to \$23,831 the previous period representing an increase of \$39,387 or 165.28% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through March 31, 2022, is recorded at (\$63,828) as compared to (\$135,574) for the previous period representing an increase of \$71,746 or 52.92% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$95,937 compared to \$81,193 for the previous period representing an increase of \$14,744 or 18.16% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$228,107 compared to \$190,304 for the previous period representing an increase of \$37,803 or 19.86% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of (\$132,170) as compared to (\$109,111) for the prior year, representing a decrease of \$23,059 or 21.13% below the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through March 31, 2022, is (\$195,998) compared to (\$244,686) for the prior fiscal year, representing an increase of \$48,688 or 19.90% 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 \$43,933 compared to \$5,250 the prior fiscal year, representing an increase of \$38,683 or 736.75% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-

date total of \$3,601, compared to zero for the previous year representing an increase of \$3,601 or 100.00% above the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$27,593 compared to \$28,171 representing a decrease of \$578 or 2.05% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$31,194 compared to \$28,171 for the prior year, representing an increase of \$3,023 or 10.73% above 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 \$12,739 compared to (\$22,921) for the prior fiscal year, representing an increase of \$35,660 or 155.58% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for March 31, 2022, reported zero for the month and year to date expenses totaling zero.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of March 31, 2022, a motion to accept the financial report was moved by Douglas D. Dier, seconded by Thye Lee, and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated March 31, 2022, noting the Total TIBA•FBCL Projects Budget is \$50,000, with the obligated amount being zero and incurred to-date of zero and a balance due of zero. Mr. Olson reported Total TIBA Projects Budget is \$538,000 with the obligated amount being \$3,601 and incurred to-date of \$3,601 and a balance due of \$3,601. Mr. Olson reported Total Bridge Facilities Projects Budget is \$588,000, with the obligated amount being \$3,601, incurred to-date of \$3,601 and a balance due of \$3,601. Mr. Olson reported Total Boldt Facilities Projects budget is \$510,000 with the obligated amount being \$27,593 and incurred to-

date of \$27,593 and a balance due of zero. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2022-2023 is \$1,098,000 with the current obligated amount being \$31,194 and incurred to-date of \$31,194 and a balance due of \$3,601.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated March 31, 2022, in detail noting investments totaling \$8,697,035 with an average rate of return of .08% versus .10% in 2021. Mr. Olson also reported pledged securities for each U.S. institution were in place and at levels equal to or greater than the required minimum (100%).

Approval/Ratification of Routine and Special Expense Payments – Proposed Resolution No. 4: Mr. Sturick read the following resolution which was moved by Natalie Kinloch and seconded by Richard Iglinski and duly adopted.

SEE ATTACHMENT 1

Bridge Facility Vehicle Traffic & Revenue Comparison:

31 Days of March (2022-2023 compared to 2021-2022)

FY22-23	Total Vehicles	93,459	-	24,752	-	36.0%
	Total Revenue	\$681,990	-	\$169,508	-	33.1%

1 Month March (2022-2023 compared to 2021-2022)

FY22-23	Total Vehicles	93,459	-	24,752	-	36.0%
	Total Revenue	\$681,990	-	\$169,508	-	33.1%

14 Days April (2022-2023 compared to 2021-2022)

FY22-23	Total Vehicles	56,222	-	15,225	-	37.1%
	Total Revenue	\$370,972	-	\$144,140	-	63.5%

Mr. Sturick reported total vehicles and total revenue for March of fiscal year 2022/2023 indicating that fiscal year 2022/2023 vehicles and revenues continue to be lower than fiscal year 2019/2020. Mr. Sturick reported that traffic is up for the first fourteen (14) days of April 2022/2023 compared to fiscal year 2021/2022, but still showing a significant decrease with passenger traffic down 23.0% compared to fiscal year 2019/2020 and commercial traffic is up 7.0% compared to fiscal year 2019/2020.

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD March 2022 and March 2021. Mr. Sturick reported total crossings for YTD March 2022 and March 2021 were 231,535 compared to 184,672 the previous period YTD representing an increase of 46,863 or 25.4% above the previous period. Mr. Sturick reported that the total crossings YTD for March 2022 is off by five (5) crossings and the April 2022 report will reflect the correction.

PROJECT REPORTS

Bridge Facilities

Operations and Maintenance Activities

Mr. Moulton reported that the staff have been active with snow removal. Mr. Moulton reported that staff have been cleaning the grounds washing down parking lots, under deck inspections and inspecting and replacing the clip angles which connect between the floor beams and stringers to support the bridge deck. Mr. Moulton reported the final repairs to a diagonal stay cable assembly on the South end of the U.S. Bridge is scheduled to be completed. Mr. Moulton reported that nine (9) seasonal positions have been filled on the U.S. side with an interview scheduled for the following week and ten (10)

seasonal positions have been filled on the Canadian side. Mr. Moulton reported that the 2022 Bridge Painting Program will begin with orientation commencing on May 2, 2022. Mr. Moulton reported that once orientation is complete, the crews will be scheduled to work the overnight from 10:00 p.m. – 6:00 a.m. (Sunday-Friday) removing the winter sand and washing down the bridges as well as bridge road deck repairs on the U.S. and Canadian Spans for approximately three (3) weeks. Mr. Moulton reported that on Friday, April 15, 2022, high winds were experienced. Mr. Moulton reported that the high winds caused power problems on the Canadian side which resulted in the toll system having communication problems between the Canadian toll and the U.S. Toll when synchronizing data. Mr. Moulton reported that TIBA staff were on site making sure that the toll system was operating properly so traffic could flow smoothly. Mr. Moulton reported that a tree branch came down behind a building at CBSA due to the high winds on a powerline causing the power to fluctuate which resulted in the generator not functioning properly. Mr. Moulton reported that the 2022 Detailed Inspection of the Canadian Crossing and the Follow-Up Inspection of the U.S. Crossing will commence in August 2022. Mr. Moulton reported that the suspender cable replacement and test program on the U.S. Span will be replaced during the annual bridge inspections.

Safety, Security & Wellness

Mr. Labiendo reported no new injuries in the past month with no open claims. Mr. Labiendo reported that representatives are on site from Netto Fire Equipment performing their annual fire extinguisher inspections at the Bridge Facilities and Boldt Castle Facilities. Mr. Labiendo reported that he would be meeting with the tour boat operators regarding the Declaration of Security

documents for the 2022 Boldt Castle operating season. Mr. Labiendo reported that he would be meeting with a representative from the Gananoque Boat Lines which will be stopping at the Boldt Facilities during the 2022 operating season. Mr. Labiendo reported that the 2022 required safety programs/medical testing for seasonal and full-time Bridge maintenance staff is scheduled for the week of May 2nd which will include Workplace Hazardous Materials Information System (WHIMIS), traffic control operations, and pre-occupational screening. Mr. Labiendo reported that Advanced Industrial, Inc. of Kingston, Ontario, Canada, will be providing the required training for the U.S. side and Canadian side. Mr. Labiendo reported that the medical testing will be provided by the River Hospital, Inc. of Alexandria Bay, N.Y., and Walsh & Associates of Kingston, Ontario, Canada, for the medical testing for the U.S. and Canadian maintenance staff. Mr. Labiendo reported that two (2) first aid, CPR and AED classes are scheduled for Wednesday, April 27, 2022, for TIBA and Boldt Castle staff. Mr. Labiendo commended the staff on a job well done while he was out of the area during the high winds which resulted in commercial vehicles less than 60,000 lbs. in gross vehicle weight being restricted. Mr. Labiendo reported that Ms. Mowers has been keeping staff updated on cybersecurity updates.

Other Facilities and Programs

Boldt Facilities

Ms. Jobson reported that staff have been getting the Boldt Facilities ready for the 2022 operating season. Ms. Jobson reported that she has been setting up the POS System and scheduling staff. Ms. Jobson reported that Rockport Boat Lines will not be stopping at the Boldt Facilities at the present

time due to reporting concerns when returning to Canada. Ms. Jobson reported that they have filled additional vacant positions recently and that at the present time they are lacking staff from mid-August until closing of the Boldt Facilities in October 2022, which they will be able to manage. Ms. Jobson reported there are currently thirty-eight (38) weddings scheduled for the 2022 operating season and eight (8) weddings scheduled for the 2023 operating season. Ms. Jobson reported that Ms. Bieber and staff have been transporting merchandise to the Boldt Castle gift store.

Mr. Salisbury reported that representatives from Aubertine & Currier of Watertown, NY, are reviewing the as-built drawings for the Boldt Facilities Wastewater Treatment Plant. Mr. Salisbury reported that Steve Marshall from DANC has been on site to assist staff with getting the wastewater treatment plant and potable water plants up and running. Mr. Salisbury reported that staff are making plaster repairs, pressure washing cedar roofs, painting, installed the lawn irrigation pump, cleaning lawns, mowing and getting the Boldt Facilities ready for the 2022 operating season. Mr. Salisbury reported that the Boldt Castle gift shop roof leaked during the winter causing damage to the ceiling and wooden floor. Mr. Salisbury reported that staff repaired the ceiling and the floor will be repaired in the fall of 2022 when the Castle is closed for the season. Mr. Salisbury reported that the Boldt Landing Marina is now open to TIBA's customers. Mr. Salisbury reported that there are two (2) full-time and three (3) seasonal maintenance positions available.

OTHER MATTERS

A motion was made by Chairman Bruce Armstrong, seconded by Thye Lee and unanimously adopted to nominate Natalie Kinloch as Vice-Chairwoman and Robert J. Storms as Secretary-Treasurer. The Chairman declared Natalie Kinloch to have been duly elected as Vice-Chairwoman and Robert J. Storms as Secretary-Treasurer to serve until the next Annual Meeting of this Authority or until her/his successor shall have been duly elected, but always at the pleasure of this Authority.

Mr. Armstrong asked Mr. Gray and Mr. Thomson if either one had any comments.

With no other business, a motion to adjourn the meeting was made by Bruce Armstrong and unanimously seconded.

NEXT AUTHORITY MEETING

By unanimous consent, the time and place of the next Authority meeting were set for Friday, May 20, 2022, @ 10:30 am, in the American Administration Building.

Secretary

RESOLUTION NO. 4**RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS
AND APPROVAL OF SPECIAL EXPENSE PAYMENTS**

The following resolution was moved by Natalie Kinloch, seconded by Richard Iglinski 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 March 25, 2022, were available and reviewed by the Authority during the meeting held on April 22, 2022 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
03/29/22	3387	32530-32552 - US / C10065-C10074 - CD	\$ 99,956.34
04/05/22	3388	32553-32586 - US / C10075-C10078 - CD	50,150.77
04/12/22	3389	32587-32623 - US / C10079-C10084 - CD	157,495.36
04/19/22	3390	32624-32641 - US / C10085-C10091 - CD	72,843.26
			<u>\$ 380,445.73</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 April 22, 2022 (viz):

	<u>Amount</u>
Aubertine & Currier - Professional Services	
- Boldt Castle Wastewater Treatment Facility Replacement	\$ 5,602.87
Burke Group, LLC - GASB 75 Actuarial Services 2021-2022	2,250.00
CDW Government - Software for Email Security and Virus Protection	3,402.84
Griffin Greenhouse - Planting Supplies - Greenhouse	1,303.25
Hanes Supply, Inc. - Bridge Painting Program	29,400.00
Hyde Stone Mechanical Contractors	
- HVAC Yearly Maintenance - NCWC	2,070.00
- Replaced Pump at #2 Greenhouse - Landscape	1,823.25
Koester Associates, Inc. - Supplies - Rift Water Treatment Plant	4,495.80
Marindus Company - Supplies - Bridge Painting Program	5,202.90
Metal Man Services - Supplies - Bridge Painting Program	1,208.16
Timothy Sturick - Reimbursement - Susan Mowers Accommodations	
- Annual IBTTA Technology Summit - Orlando, FL. - 3/18/22 - 3/23/22	1,400.62
Spider Staging/Division of Safeworks - Spider Repairs - Bridge Painting Program	9,383.93
Selleck Mechanical - Replaced Pump for Domestic Water Pump	
- Utilities & Services Building	6,770.64 CD

The Federal Bridge Corporation Ltd. - Insurance Premiums Fiscal Year 2022-2023	25,281.48 CD
HTS Engineering, Ltd. - HVAC Preventative Maintenance - February 2022 and March 2022 - CBSA	5,350.27 CD
Integrated Design Engineering & Architecture (IDEA) - Professional Services - CBSA	1,483.13 CD
	<u>\$ 106,429.14</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. 3387 through No. 3390 as set forth herein, totaling \$380,445.73, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$106,429.14.