

Thousand Islands Bridge Authority  
Friday, June 17, 2022, 4:00 P.M.  
American Administration Building

**PRESENT** Natalie Kinloch, Vice-Chairwoman  
Robert J. Storms, Secretary-Treasurer  
Thye Lee, Assistant Secretary-Treasurer  
Richard Iglinski, 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

**ALSO** Sarah Baldwin, Deputy Administrator  
Philip Reed, Sr., Member, Jefferson County Board of Legislators

**MEDIA** None in attendance.

**MINUTES**

The meeting was called to order by Natalie Kinloch, Vice-Chairwoman.  
Upon motion by Robert J. Storms and seconded by Thye Lee, the minutes of  
the meeting held on May 20, 2022, were unanimously approved.

**COMMUNICATIONS**

Mr. Sturick reported that Mr. Armstrong and Mr. Dier asked to be  
excused. Mr. Sturick took the opportunity to welcome Mr. Reed, member of  
the Jefferson County Board of Legislators and Ms. Baldwin, Deputy  
Administrator from Jefferson County.

**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 May 31, 2022, reported that the Authority's directly held Cash and

Investment Obligations, total to date of \$8,694,339 compared to \$8,088,965 for the prior fiscal year representing an increase of \$605,374 or 7.48% above the previous period. Mr. Olson reported Total Facilities to date of \$62,557,902 compared to \$65,023,320, for the prior fiscal year representing a decrease of \$2,465,418 or 3.79% below the previous period. Mr. Olson reported Total Assets to date of \$78,904,340 compared to \$77,724,026 for the prior fiscal year representing an increase of \$1,180,314 or 1.52% above the previous period. Mr. Olson reported Payables total to date of \$11,827,462 compared to \$8,599,588 for the prior fiscal year, representing an increase of \$3,227,874 or 37.54% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$90,952 compared to \$191,330, the prior fiscal year representing a decrease of \$100,378 or 52.46% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$54,509,842, compared to \$52,876,033 for the previous fiscal year, representing an increase of \$1,633,809 or 3.09% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$2,269,427 versus \$1,699,406 for the previous period representing an increase of \$570,021 or 33.54% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$1,772,145 versus \$1,518,151 for the previous period representing an increase of \$253,994 or 16.73% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at (\$43,397) versus \$7,896 for the previous period representing a decrease of \$51,293 or 649.63% below the previous period. Mr. Olson reported total Net Revenue is recorded at \$540,679 versus \$173,359, for the previous period representing an

increase of \$367,320 or 211.88% above the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$270,340 as compared to \$86,578 the previous period representing an increase of \$183,762 or 212.25% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through May 31, 2022, is recorded at (\$92,798) as compared to (\$323,113) for the previous period representing an increase of \$230,315 or 71.28% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$497,766 compared to \$378,785 for the previous period representing an increase of \$118,981 or 31.41% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$755,262 compared to \$697,610 for the previous period representing an increase of \$57,652 or 8.26% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of (\$257,497) as compared to (\$318,825) for the prior year, representing an increase of \$61,328 or 19.24% above the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through May 31, 2022, is (\$350,295) compared to (\$641,938) for the prior fiscal year, representing an increase of \$291,643 or 45.43% 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 \$369,498 compared to \$107,870 the prior fiscal year, representing an increase of \$261,628 or 242.54% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$29,395, compared to zero for the previous year representing an

increase of \$29,395 or 100.00% above the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$71,819 compared to \$122,195 representing a decrease of \$50,376 or 41.23% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$101,214 compared to \$122,195 for the prior year, representing a decrease of \$20,981 or 17.17% 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 \$268,284 compared to (\$14,325) for the prior fiscal year, representing an increase of \$282,609 or 1972.89% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for May 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 May 31, 2022, a motion to accept the financial report was moved by Richard Iglinski seconded by Robert J. Storms, and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated May 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 \$29,395 and incurred to-date of \$29,395 and a balance due of \$7,822. Mr. Olson reported Total Bridge Facilities Projects Budget is \$588,000, with the obligated amount being \$29,395, incurred to-date of \$29,395 and a balance due of \$7,822. Mr. Olson reported Total Boldt Facilities Projects budget is \$510,000 with the obligated amount being \$71,819 and incurred to-date of \$71,819 and a balance due of \$4,200. 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 \$101,214 and incurred to-date of \$101,214 and a balance due of \$12,022.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated May 31, 2022, in detail noting investments totaling \$8,694,339 with an average rate of return of .33% 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.8:** Mr. Sturick read the following resolution which was moved by Richard Iglinski and seconded by Thye Lee and duly adopted.

**SEE ATTACHMENT 1**

Bridge Facility Vehicle Traffic & Revenue Comparison:

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

FY22-23	Total Vehicles	140,510	-	52,734	-	60.1%
	Total Revenue	\$823,861	-	\$215,316	-	35.4%

3 Months March/May (2022-2023 compared to 2021-2022)

FY22-23	Total Vehicles	354,886	-	126,396	-	55.3%
	Total Revenue	\$2,280,417	-	\$572,493	-	33.5%

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

FY22-23	Total Vehicles	66,881	-	21,618	-	47.8%
	Total Revenue	\$381,104	-	\$235,139	-	161.1%

Mr. Sturick reported that the month of May 2022 reflects the U.S. Memorial Day holiday and the Canadian Victoria Day holiday. Mr. Sturick reported total traffic for May of fiscal year 2022/2023 is down 16.9% compared to traffic for fiscal year 2019/2020. Mr. Sturick reported that traffic is up for

the first fourteen (14) days of June 2022/2023 compared to fiscal year 2021/2022 but showing a decrease in traffic compared to fiscal year 2019/2020. Mr. Sturick reported that the traffic trend at the present time is approximately 80% of fiscal year 2019/2020.

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD May 2022 and May 2021. Mr. Sturick reported total crossings for YTD May 2022 and May 2021 were 492,962 compared to 344,880 the previous period YTD representing an increase of 148,082 or 42.9% above the previous period.

Boldt Facilities Admissions and Revenue Comparison

1 Month May (FY 22-23 compared to FY 21-22)

Total Admissions	12,645	-	1,078	-	9.3%
Total Revenue	\$127,726	-	\$11,199	-	9.6%

14 Days of June (FY 22-23 compared to FY 21-22)

Total Admissions	9,679	-	1,351	-	16.2%
Total Revenue	\$90,437	-	\$13,432	-	17.4%

Food Concession/Revenue Reports:

1 Month May (FY 22-23 compared to FY 21-22)

Total Revenue	\$15,985	-	\$1,827	-	12.9%
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14 days of June (FY 22-23 compared to FY 21-22)

Total Revenue	\$11,575	-	(\$1,504)	-	(11.5%)
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Gift Concession/Revenue Reports:

1 Month May (FY 22-23 compared to FY 21-22)

Total Revenue	\$59,950	-	(\$575)	-	(1.0%)
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14 Days of June (FY 22-23 compared to FY 21-22)

Total Revenue	\$48,023	-	\$2,632	-	5.8%
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**PROJECT REPORTS****Bridge Facilities**Operations and Maintenance Activities

Mr. Moulton reported that the U.S. and Canadian maintenance staff worked the overnight hours from 10:00 p.m. to 6:00 a.m. (Sunday-Friday) for four (4) weeks removing the winter sand and washing down the bridges. Mr. Moulton reported that the U.S. and Canadian maintenance staff ran one-way traffic to make repairs to the bridge road deck. Mr. Moulton reported that the annual 2022 Bridge System Painting & Maintenance Program commenced on June 1, 2022, on both Spans. Mr. Moulton reported that the staff will focus on the suspension spans on both the U.S. and Canadian Bridges. Mr. Moulton reported that maintenance staff recently washed down the asphalt at CBSA and repaired an electrical problem on the U.S. Bridge. Mr. Moulton reported that the landscape staff have been mowing and working on the flowerbeds. Mr. Moulton reported that the 2022 Detailed Inspection of the Canadian Crossing and the Follow-Up Inspection of the U.S. Crossing, Rift Bridges and the Boldt Yacht House Bridges will commence in August 2022. Mr. Moulton reported that the suspender cable replacement and test program on the U.S. Bridge will be replaced during the annual bridge inspections.

Safety, Security & Wellness

Mr. Labiendo reported one (1) new injury in the past month with three (3) open claims. Mr. Labiendo reported that Mr. Sturick, Mr. Salisbury and he continue working with representatives from the U.S. Coast Guard updating the

Boldt Facilities Security Plan. Mr. Labiendo reported that a recommendation was made by a representative of the U.S. Coast Guard that Mr. Labiendo should become a Facilities Security Officer. Mr. Labiendo reported that he recently completed an 18-hour online course and received his certification which will be made available to the U.S. Coast Guard for their records. Mr. Labiendo reported that he recently conducted the annual Boldt Facilities Safety audit. Mr. Labiendo reported that his written report was given to management and Boldt Facilities maintenance staff for their review and comments. Mr. Labiendo reported that one (1) of the safety findings was when the patrons were going up and down the Boldt Castle Grand Staircase, at times patrons were missing a step due to being distracted by their surroundings. Mr. Labiendo reported that “watch your step” signage in this area may help eliminate trips and falls. Mr. Labiendo reported that Mr. Sturick, Mr. Moulton and he would be participating in a Security Workshop online seminar on Thursday, June 23, 2022, hosted by Marc Moreau, FBCL, Manager, Security Requirement Project.

### **Other Facilities and Programs**

#### Boldt Facilities

Mr. Sturick reported that Ms. Jobson and Mr. Salisbury provided a report as they were unable to attend the monthly meeting. Mr. Sturick reported that things are going well since opening on Saturday, May 7, 2022. Mr. Sturick reported that school groups and bus tour groups have been visiting the Boldt Facilities. Mr. Sturick reported on Wednesday, June 16, 2022, a film crew were on Heart Island filming for a YouTube network called Made in Network of Nashville, Tennessee. Mr. Sturick reported the film crew is shooting



a YouTube series focusing on homes and properties with interesting stories. Mr. Sturick reported that approximately 1,800 soldiers and their families attended the Annual AUSA River Day on Thursday, June 16, 2022. Mr. Sturick reported that Rockport Boat Lines is scheduled for one (1) tour stop at Boldt Castle Thursday through Sunday pending all required documents are complete. Mr. Sturick reported that Ms. Bieber continues to receive new merchandise due to back orders and shipping delays. Mr. Sturick reported there are forty-four (44) weddings scheduled for the 2022 operating season and fifteen (15) scheduled for the 2023 operating season.

Mr. Sturick reported that staff have made plumbing and electrical repairs to the Boldt Yacht House fire sprinkler system, upgrades to the large Castle flood lights, replaced ceiling fans in the Power House, repaired the AC unit in the concessions seating area and routine maintenance. Mr. Sturick reported that two (2) full-time maintenance and construction employees have been hired to fill vacancies.

### **OTHER MATTERS**

Mr. Sturick reported that Mr. Fram and he recently interviewed Michelle Caron of Mallorytown, Ontario, Canada for the vacant Director to the Thousand Islands Regional Tourism Development Corporation (TIRTDC) position. Mr. Sturick reported that he would be providing TIBA board members with additional information for their review and discussion at our next regularly scheduled Board meeting.

Mr. Sturick reported that the North Country Welcome Center contract will end on June 30, 2022. Mr. Sturick reported that he has received preliminary information and budget amounts and everything will remain the

same as last year's budget. Mr. Sturick reported that he would be working with Mr. Walton renewing the North Country Welcome Center contract for another year.

Mr. Olson reported that he has been working on the general insurance renewal (property & Casualty). Mr. Olson reported that property insurance is up 14.7% compared to last year, cyber and pollution is up significantly and other insurances have remained consistent or have gone down. Mr. Olson reported that the total amount compared to last year has increased \$71,000 or 11.2%. Mr. Olson reported that a proposed resolution will be presented at the July 22, 2022, for the board members review and approval.

Ms. Kinloch reported that FBCL has secured funds for 2023 and 2024 for major work that needs to be completed. Ms. Kinloch thanked Mr. Moulton for his assistance with the application for a major rehabilitation project at the Canadian Toll and maintenance building as well as communication upgrades. Ms. Kinloch reported that she reviewed the application and that it would be sent to Transport Canada for approval. Ms. Kinloch reported that the fiber optic cable from TIBA's main campus at Collins Landing to Canadian/U.S. Broder project is making progress. Mr. Sturick reported that meetings have been ongoing as well as a meeting with a representative from Lansdowne Telephone.

Mr. Sturick reported that a Celebration of Life for Patrick J. Simpson will be held on Monday, June 27, 2022, at 2:00 p.m. at the Clipper Inn, Clayton N.Y.

With no other business, a motion to adjourn the meeting was made by Thye Lee and seconded by Richard Iglinski and unanimously carried.

**NEXT AUTHORITY MEETING**

By unanimous consent, the time and place of the next Authority meeting were set for Friday, July 22, 2022, @ 10:30 am, in the American Administration Building.

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Secretary

**ATTACHMENT 1**

**RESOLUTION NO. 8**

**RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS  
AND APPROVAL OF SPECIAL EXPENSE PAYMENTS**

The following resolution was moved by Richard Iglinski, seconded by Thye Lee 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 May 20, 2022, were available and reviewed by the Authority during the meeting held on June 17, 2022 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
05/24/22	3395	32760-32803 - US / C10116-C10127 - CD	\$ 267,846.14
05/31/22	3396	32804-32835 - US / C10128-C10131 - CD	88,606.87
06/07/22	3397	32836-32875 - US / C10132-C10143 - CD	113,471.53
06/14/22	3398	32876-32912 - US / C10144-C10159 - CD	518,726.22
			<u>\$ 988,650.76</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 June 17, 2022 (viz):

	<u>Amount</u>
Atlantic Testing Laboratories - Air Samples - Tourism Council Building	\$1,693.00
Automation Direct - 2 Transformers - Canadian Bridge	1,832.00
Community Bank, N. A. - Annual Fee - TIBA Employees' Retirement Trust	1,800.00
DM Shaver, Inc. - Generator Maintenance - Boldt Castle	1,200.00
DRCS - Renewal for 3 Years - Subscription Computer License - TIBA, Boldt Facilities and NCWC	5,407.50
Griffin Greenhouse - Planting Supplies	1,107.79
Hanes Supply, Inc. - Bridge Painting Program	5,057.00
Hourglass Abrasives & Coatings Co., Inc. - Supplies - Bridge Painting Program	20,135.10
New York State Thruway Authority - Quarterly Support Billing	5,460.09
Netto Fire Equipment - Fire Extinguisher Inspections	2,204.84
P&T Supply and Services, Inc. - 3 Phase Irrigation Pump - Boldt Castle	4,200.00
Stadium International Trucks - Air Tanks & Tank Cables - Truck #5	1,111.00
Usherwood Office Technology - 2 Copiers - Administration	7,821.74
Dedicated Environmental Services, Inc. - Serviced Oil Water Separator - Canadian Shop	2,943.76 CD
Can-AM Instruments - Supplies - Oil Water Separator - Canadian Shop	1,754.89 CD
Fast Response Fire Systems, Inc. - Testing, Inspections and Maintenance - CBSA Building	3,549.64 CD

Industrial Electrical Contractors Brockville Limited - Installed 2 Gate Units - CBSA	14,315.12	CD
Levac Supply Limited - Supplies - Bridge Painting Program	31,363.87	CD
The Sherwin Williams Company - Paint - Curbs & Bollards - CBSA	3,121.21	CD
Schindler Elevator Corporation - Quarterly Billing/Contract - 06/01/22- 08/31/22 - CBSA	4,653.45	CD
Walsh & Associates - Employee Testing Canadian Bridge Maintenance Staff	4,432.43	CD
	<u>\$125,164.43</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. 3395 through No. 3398 as set forth herein, totaling \$988,650.76, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$125,164.43.