

Thousand Islands Bridge Authority  
Friday, April 21, 2023, 10:30 A.M.  
American Administration Building

**PRESENT** Bruce Armstrong, Chairman  
Natalie Kinloch, Vice-Chairwoman  
Robert J. Storms, Secretary-Treasurer  
Thye Lee, Assistant Secretary-Treasurer  
Richard Iglinski, Assistant Secretary-Treasurer  
Douglas D. Dier, Assistant Secretary-Treasurer  
Barry Ormsby, Assistant Secretary-Treasurer  
Peter Walton, Legal Counsel  
Timothy Sturick, Executive Director  
Bill Moulton, Director, Bridge Facilities Operations & Maintenance  
Patrick Labiendo, Manager, Safety & Security  
Bryan Olson, Manager, Finance & Administration  
Susan Mowers, Manager, Information Technology  
Brian Salisbury, Director, Boldt Facilities Operations, Maintenance  
& Construction  
Keri Jobson, Boldt Facilities Operations Manager

**ALSO** Micheline Dubé  
Jacques E. Pigeon  
Holly Armstrong

**MEDIA** 1

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Robert J. Storms, seconded by Richard Iglinski, the minutes of the meeting held on March 24, 2023, were unanimously approved.

**COMMUNICATIONS**

Mr. Sturick presented Ms. Dubé and Mr. Pigeon, former TIBA board members, with a gift and thanked them both for serving on the TIBA board as this was the first time they've been able to attend an in-person meeting since February 2020.

**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, 2023, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$10,317,434 compared to \$8,697,035 for the prior fiscal year representing an increase of \$1,620,399 or 18.63% above the previous period. Mr. Olson reported Total Facilities to date of \$60,466,570 compared to \$62,968,071 for the prior fiscal year, representing a decrease of \$2,501,501 or 3.97% below the previous period. Mr. Olson reported Total Assets to date of \$79,495,605, compared to \$78,949,472 for the prior fiscal year, representing an increase of \$546,133 or 0.69% above the previous period. Mr. Olson reported Payables total to date of \$10,478,092 compared to \$11,706,537 for the prior fiscal year, representing a decrease of \$1,228,445 or 10.49% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$65,971 compared to \$102,712 for the prior fiscal year, representing a decrease of \$36,741 or 35.77% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$55,699,095, compared to \$54,664,139 for the previous fiscal year, representing an increase of \$1,034,956 or 1.89% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$943,677 versus \$696,917 for the previous period representing an increase of \$246,760 or 35.41% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$597,936 versus \$602,119 for the previous period

representing a decrease of \$4,183 or 0.69% below the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at (\$26,387) versus (\$31,637) for the previous period representing an increase of \$5,250 or 16.59% above the previous period. Mr. Olson reported total Net Revenue is recorded at \$372,128 versus \$126,435, for the previous period representing an increase of \$245,693 or 194.32% above the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$186,064 as compared to \$63,218 the previous period representing an increase of \$122,846 or 194.23% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through March 31, 2023, is recorded at \$66,452 as compared to (\$63,828) for the previous period representing an increase of \$130,280 or 204.11% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$198,710 compared to \$95,937 for the previous period representing an increase of \$102,773 or 107.12% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$200,944 compared to \$228,107 for the previous period representing a decrease of \$27,163 or 11.91% below the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of (\$2,234) as compared to (\$132,170) for the prior year, representing an increase of \$129,936 or 98.31% above the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through March 31, 2023, is \$64,218 compared to (\$195,998) for the prior fiscal year, representing an increase of \$260,216 or 132.76% 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 \$295,713 compared to \$43,933 the prior fiscal year, representing an increase of \$251,780 or 573.10% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$13,175, compared to \$3,601 for the previous year representing an increase of \$9,574 or 265.87% above the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$28,500 compared to \$27,593 representing an increase of \$907 or 3.29% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$41,675 compared to \$31,194 for the prior year, representing an increase of \$10,481 or 33.60% 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 \$254,037 compared to \$12,739 for the prior fiscal year, representing an increase of \$241,298 or 1894.24% above the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for March 31, 2023, 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, 2023, a motion to accept the financial report was moved by Barry Ormsby, seconded by Richard Iglinski and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated March 31, 2023, noting the Total TIBA\*FBCL Projects Budget is \$295,000, 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 \$1,878,000, with the obligated amount being \$13,175 and incurred to date of \$13,175 and a balance due of zero. Mr. Olson reported Total Bridge Facilities Projects Budget is \$2,173,000, with the obligated amount being \$13,175, incurred to date of \$13,175 and a balance due of zero. Mr. Olson reported Total Boldt Facilities Projects budget is \$611,000 with the obligated amount being \$28,500 and incurred to-date of \$28,500 and a balance due of \$1,580. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2023-2024 is \$2,809,000 with the current obligated amount being \$41,675 and incurred to-date of \$41,675 and a balance due of \$1,580.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated March 31, 2023, in detail noting investments totaling \$10,317,434 with an average interest rate of 2.33% versus .08% in 2022. 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%). Mr. Olson reported he had spoken to Mr. Tremont, Senior Vice President – Financial Advisor from RBC Wealth Management regarding TIBA’s present interest rates. Mr. Olson reported that Mr. Tremont provided Mr. Sturick and he an offering sheet to review with various certificate of deposit options available through RBC. Mr. Dier and Mr. Armstrong asked if a committee needed to be formed to review different investment options, Mr. Sturick replied that Mr. Olson and he would like to review the investment policy and options first and then determine if a committee needs to be formed.

**Approval/Ratification of Routine and Special Expense Payments – Proposed Resolution No.2:** Mr. Sturick read the following resolution which

was moved Robert J. Storms, seconded by Douglas D. Dier and duly adopted.

**SEE ATTACHMENT 1**

Bridge Facility Vehicle Traffic & Revenue Comparison:

31 Days of March (2023-2024 compared to 2022-2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	126,105	-	32,646	-	34.9%
	Total Revenue	\$926,881	-	\$244,891	-	35.9%

1Month March (2023-2024 compared to 2022-2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	126,105	-	32,646	-	34.9%
	Total Revenue	\$926,881	-	\$244,891	-	35.9%

14 Days April (2023-2024 compared to 2022-2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	67,218	-	10,996	-	19.6%
	Total Revenue	\$452,476	-	\$81,356	-	21.9%

Mr. Sturick reported total traffic for the first fourteen (14) days of April 2023 is up 1.2% compared to the first fourteen (14) days of April 2019. Mr. Sturick reported that the commercial traffic for the first fourteen (14) days of April 2023 shows a slight decrease compared to the first fourteen (14) days of April 2019. Mr. Sturick reported that he would be monitoring the commercial traffic to see if the decrease is short-term or related to economic factors.

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD March 2023 and March 2022. Mr. Sturick reported total crossings for YTD March 2023 and March 2022 were 326,907 compared to 231,535 the previous period YTD representing an increase of 95,372 or 41.2% above the previous period.

## **PROJECT REPORTS**

### **Bridge Facilities**

#### **Operations and Maintenance Activities**

Mr. Moulton reported the testing/safety programs for the 2023 Bridge Painting Program will begin on May 1, 2023. Mr. Moulton reported that the interview process continues for the twelve (12) seasonal painter positions on the U.S. and Canadian sides. Mr. Moulton reported at the present time, all twelve (12) painter positions on the U.S. and Canadian sides have been filled. Mr. Moulton reported that the interview process must continue due to the risk that a new hire may decide to back out of the seasonal painter position that was previously accepted. Mr. Moulton reported that six (6) seasonal painters which were hired on the U.S. and Canadian sides have worked as seasonal painters in the past which results in faster productivity due to their knowledge from working at TIBA in the past. Mr. Moulton reported that the staff have been working on maintenance items such as cleaning the grounds, washing down the parking lots and would soon be mowing. Mr. Moulton reported between both bridges there is approximately 8,500ft. of two (2) inch in diameter of air line which is over thirty (30) years old used to power equipment. Mr. Moulton reported that extra air line has been purchased and is available if any of the air line sections need to be replaced due to weather exposure and over thirty (30) years of usage. Mr. Moulton reported that they are working with an electrical contractor regarding electrical problems on the Canadian bridge. Mr. Moulton reported that the contractors repaired the electrical conductors which were buried in conduit between the Canadian toll plaza and the north end of the Canadian bridge. Mr. Moulton reported that the electrical contractors are working on another electrical

issue presently. Mr. Moulton reported that the spider staging for the 2023 Bridge Painting Program has been sent out for inspection and the inspected spider staging has been returned. Mr. Moulton reported TIBA staff continue working with Barton & Loguidice, D.P.C. regarding the U.S. maintenance shop fueling station replacement project installation at the north end of the U.S. maintenance shop which will include an above ground tank installation. Mr. Moulton reported that Barton & Loguidice, D.P.C. have the contract documents near completion. Mr. Moulton reported once the contract documents are complete, TIBA staff will review and the project will be advertised. Mr. Moulton reported that the advertising for bids will also be advertised through the Northern New York Builders Exchange of Watertown, NY. Mr. Moulton reported there are four (4) potential bidders that will be sent the specifications for review.

#### Safety & Security

Mr. Labiendo reported no new injuries in the past month with one (1) open claim. Mr. Labiendo reported that the required testing/safety programs for the 2023 Bridge Painting Program are scheduled to begin on May 1, 2023 with seasonal staff completing employment paperwork, clothing forms, identification cards, and the seasonal and full-time Bridge Maintenance staff are scheduled for training for TIBA Security awareness, sexual harassment, Emergency Response Plan (ERP), and traffic control/flag person. Mr. Labiendo reported that on May 2<sup>nd</sup> & May 3<sup>rd</sup>, 2023, the seasonal and full-time Bridge Maintenance staff will complete the fall protection and prevention, Workplace Hazardous Material Identification Training (WHIMIS) and chemical spill response training with Brian Fish from STACS, Inc. of Toronto, Ontario, Canada. Mr. Labiendo reported the seasonal and full-time Bridge Maintenance staff will be scheduled for medical



tests which includes blood tests, pulmonary and respirator fit tests with a representative from the River Hospital of Alexandria Bay, NY on May 4, 2023. Mr. Labiendo reported on May 5, 2023, the seasonal and full-time Bridge Maintenance staff will go and purchase work pants and boots from designated vendors and be fitted for hard hats, safety vests and shirts from TIBA. Mr. Labiendo reported that he recently ordered nine (9) CPR bag valve masks which will be located with the AED's at TIBA and the Boldt Facilities. Mr. Labiendo reported that the TIBA staff who attended the CPR class at TIBA have been trained on how to use the CPR bag valve mask if needed. Mr. Labiendo reported that the annual inspection of the Boldt Yacht House Shuttle by the U.S. Coast Guard is scheduled for April 26, 2023. Mr. Labiendo reported that the representatives from the U.S. Coast Guard will review TIBA's drug and alcohol policies and procedures to make sure TIBA is following the U.S. Coast Guard compliance requirements. Mr. Labiendo reported that drug and alcohol testing is done randomly throughout the year for required TIBA and Boldt Facilities staff.

### **Other Facilities and Programs**

#### Boldt Facilities

Ms. Jobson reported that staff have been transporting, setting up, updating and upgrading the POS systems, scheduling and making sure that everything is in place for the annual Boldt Castle Shuttle inspection. Ms. Jobson reported that they are currently interviewing applicants for vacant concessions and vacant Boldt Castle maintenance department positions for the 2023 operating season. Ms. Jobson reported that she recently attended a job fair at Jefferson Community College in Watertown, NY. Ms. Jobson reported that it is hard to recruit applicants who live in the Watertown area due to the

distance. Ms. Jobson reported that when the school students attend the job fair, it is possible to recruit an applicant especially if the applicant has a family cottage on Wellesley Island, NY. Ms. Jobson reported that the Boldt Facilities orientation is scheduled for April 27, 2023, at TIBA. Ms. Jobson reported that some staff have been hired earlier to help Ms. Bieber process new merchandise and transport it to the Boldt Castle gift shop for the 2023 operating season. Ms. Jobson reported that the staff will soon start setting up the Boldt Castle gift shop. Ms. Jobson reported forty-six (46) weddings are scheduled for the 2023 operating season and seven (7) weddings are scheduled for the 2024 operating season. Ms. Jobson reported that the Boldt Facilities will open Saturday, May 13, 2023, for the 2023 operating season which is twenty-one (21) days away. Mr. Salisbury reported that the boats are all in the water and ready for the 2023 operating season. Mr. Salisbury reported that the staff have installed a new door on the Boldt Castle ticket booth, made window repairs to many of the buildings on the Boldt Castle docks, dock repairs, installing the signage, repairing the pool and gargoyle fountains due to winter damage and painting in concessions and dock buildings. Mr. Salisbury reported that the concessions fire suppression system has been inspected and the Boldt Yacht House fire suppression system will be inspected. Mr. Salisbury reported that the Boldt Castle back-up generator is back online for the season and the Fern Island back-up generator is now back online after two (2) of the three (3) transfer switches were damaged recently due to a lightning storm. Mr. Salisbury reported that DANC representatives were on site to get the Boldt Castle water plant up and running and the Boldt Castle wastewater treatment plant should be up and running soon. Mr. Salisbury reported that the three (3)

out of four (4) seasonal grounds staff will start on April 24, 2023, to start the cleaning of the grounds and the flowerbeds. Mr. Salisbury reported that there are still four (4) maintenance positions available for the 2023 operating season.

#### **OTHER MATTERS**

Mr. Sturick reported that Taste NY celebrated its 10<sup>th</sup> anniversary at the North County Welcome Center (NCWC) on April 17, 2023. Mr. Sturick reported that Mr. Armstrong, Mr. Moulton, Mr. Olson, Ms. Trickey and he attended the event. Mr. Sturick reported that Richard Ball, the commissioner of Agriculture & Markets, Mr. Fram and himself spoke at the event. Mr. Sturick reported that some of the vendors were available and provided samples of their products. Mr. Sturick reported that the event was well received.

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

#### **NEXT AUTHORITY MEETING**

By unanimous consent, the time and place of the next Authority meeting were set for Friday, May 26, 2023, @ 10:30 am, in the American Administration Building.

---

Secretary

**ATTACHMENT 1**

**RESOLUTION NO. 2**

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

The following resolution was moved by Robert J. Storms, seconded by Douglas D. Dier 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 24, 2023, were available and reviewed by the Authority during the meeting held on April 21, 2023 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
03/28/23	3439	34027-34042 - US / C10465-C10468 - CD	\$ 67,061.10
04/04/23	3440	34043-34068 - US / C10469-C10477 - CD	126,491.02
04/11/23	3441	34069-34094 - US / C10478-C10484 - CD	91,149.36
04/18/23	3442	34095-34135 - US / C10485-C10494 - CD	<u>216,002.18</u>
			<u>\$ 500,703.66</u>

NOTE: U.S. check #33964 was voided & replaced with check #34089. The original check was lost in the mail.

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 21, 2023 (viz):

	<u>Amount</u>
Action Printwear - Shirts for Boldt Castle Staff	\$ 5,486.02
Cheney Tire, Inc. - 10 Tires for Lawn Tractors	1,212.35
Cornell Cooperative Extension of Jefferson County - Taste of New York Store (NCWC) - December 2021 Reimbursement	24,510.91
DRCS IT Solutions	
- Outdoor Antenna to Cover the Hot Dog Concession Stand and Grounds on the West Side of Heart Island	2,283.68
- Annual License Renewal for Email Security for TIBA, Boldt Castle and NCWC	3,743.04
Gateway Ticketing System - Admission Tickets for Boldt Castle	2,547.59
Hanes Supply, Inc. - Supplies for Bridge Painting Program	18,526.48
Kempney Air - Preventative Maintenance - Bridge Facilities	11,316.20
Magniflood, Inc. - 4 Necklace Light Inserts for U.S. Bridge	1,440.56
McQuade & Bannigan, Inc. - Tools for U.S. Maintenance Shop	1,052.35
New England Traffic Solutions - Converters and Switches for SOC Cabinets	9,084.26

Parsons Transportation Group - Professional Services		
- Retainer & Overweight Permits for December 2022 - February 2023	16,151.00	
Penn Power Group - Repaired Transmission in Truck #21	10,718.97	
Thousand Islands Regional Tourism Development Corporation - 2023 Partner Marketing Campaign for Boldt Castle	12,000.00	
Transpo Industries - Replaced the Crash Barrier at U.S. Toll	19,850.00	
GAL Power Systems Ottawa Ltd.		
- Preventative Maintenance on Generators at USB & Canadian Shop	7,955.48	CD
- Replaced Defective Engine ECU at Canadian Toll	6,256.78	CD
R & R Industries, Inc. - Safety Vests and Shirts for Bridge Painting Program	1,841.25	CD
REL Controls - Service Agreement - January 1, 2023 - March 31, 2023		
- CBSA	6,377.72	CD
Xylem Canada LP - Service Call at CBSA Wastewater Treatment Plant	1,993.77	CD
	<u>164,348.41</u>	
	<u>\$ 164,348.41</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. 3439 through No. 3442 as set forth herein, totaling \$500,703.66, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$164,348.41.