

Thousand Islands Bridge Authority
Friday, June 16, 2023, 4:00 P.M.
American Administration Building

PRESENT Bruce Armstrong, Chairman
Natalie Kinloch, Vice-Chairwoman
Robert J. Storms, 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

ALSO Sarah Baldwin, Jefferson County Deputy Administrator
Michael Montigelli, Chairman, Finance & Rules Committee
of Jefferson County
Jacques E. Pigeon
Holly Armstrong

MEDIA 1

MINUTES

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Douglas D. Dier, seconded by Robert J. Storms, the minutes of the meeting held on May 26, 2023, were unanimously approved.

COMMUNICATIONS

Mr. Sturick reported that Mr. Lee, Mr. Salisbury and Ms. Jobson asked to be excused. Mr. Sturick reported that Ms. Kinloch was participating via conference call. Mr. Sturick welcomed Sarah Baldwin, Jefferson County Deputy Administrator and Michael Montigelli, Chairman, Finance & Rules Committee of 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, 2023, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$10,486,299 compared to \$8,694,339 for the prior fiscal year representing an increase of \$1,791,960 or 20.61% above the previous period. Mr. Olson reported Total Facilities to date of \$60,119,765 compared to \$62,557,902 for the prior fiscal year, representing a decrease of \$2,438,137 or 3.90% below the previous period. Mr. Olson reported Total Assets to date of \$79,650,728, compared to \$78,904,340 for the prior fiscal year, representing an increase of \$746,388 or 0.95% above the previous period. Mr. Olson reported Payables total to date of \$10,471,612 compared to \$11,827,462 for the prior fiscal year, representing a decrease of \$1,355,850 or 11.46% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$89,883 compared to \$90,952 for the prior fiscal year, representing a decrease of \$1,069 or 1.18% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$55,836,786, compared to \$54,509,842 for the previous fiscal year, representing an increase of \$1,326,944 or 2.43% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$2,935,232 versus \$2,269,427 for the previous period representing an increase of \$665,805 or 29.34% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$1,899,826 versus \$1,772,145 for the previous period

representing an increase of \$127,681 or 7.20% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at (\$74,153) versus (\$43,397) for the previous period representing a decrease of \$30,756 or 70.87% below the previous period. Mr. Olson reported total Net Revenue is recorded at \$1,109,559 versus \$540,679, for the previous period representing an increase of \$568,880 or 105.22% above the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$554,779 as compared to \$270,340 the previous period representing an increase of \$284,439 or 105.22% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through May 31, 2023, is recorded at \$198,943 as compared to (\$92,798) for the previous period representing an increase of \$291,741 or 314.38% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$813,719 compared to \$497,766 for the previous period representing an increase of \$315,953 or 63.47% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$810,753 compared to \$755,262 for the previous period representing an increase of \$55,491 or 7.35% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of \$2,966 as compared to (\$257,497) for the prior year, representing an increase of \$260,463 or 101.15% above the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through May 31, 2023, is \$201,909 compared to (\$350,295) for the prior fiscal year, representing an increase of \$552,204 or 157.64% 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 \$896,394 compared to \$369,498 the prior fiscal year, representing an increase of \$526,896 or 142.60% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$74,244, compared to \$29,395 for the previous year representing an increase of \$44,849 or 152.57% above the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$83,942 compared to \$71,819 representing an increase of \$12,123 or 16.88% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$158,186 compared to \$101,214 for the prior year, representing an increase of \$56,972 or 56.29% 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 \$738,209 compared to \$268,284 for the prior fiscal year, representing an increase of \$469,925 or 175.16% above the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for May 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 May 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 May 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 \$74,244 and incurred to date of \$74,244 and a balance due of zero. Mr. Olson reported Total Bridge Facilities Projects Budget is \$2,173,000, with the obligated amount being \$74,244, incurred to date of \$74,244 and a balance due of zero. Mr. Olson reported Total Boldt Facilities Projects budget is \$611,000 with the obligated amount being \$83,941 and incurred to-date of \$83,941 and a balance due of zero. Mr. Olson reported Other Capital Budget is \$25,000, with the obligated amount being zero and incurred to-date of zero and a balance due of zero. 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 \$158,185 and incurred to-date of \$158,185 and a balance due of zero.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated May 31, 2023, in detail noting investments totaling \$10,486,299 with an average interest rate of 2.46% versus .33% 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. Sturick reported that Mr. Olson and himself met with a representative from Community Bank who works with LPL Financial. Mr. Sturick reported that LPL Financial offers similar options as what William Tremont, Senior Vice President – Financial Advisor and Anthony Surber, Financial Advisor from RBC Wealth Management presented at the meeting on March 23, 2023. Mr. Sturick reported that Mr. Walton and he would be reviewing and revising the Investment Policy to present a proposed resolution for board consideration. Mr. Sturick reported that the Certificate of Deposit at Carthage Savings can be taken without penalties. Mr. Sturick reported that the present policy allows U.S. Treasuries

to be purchased and TIBA can look at possible brokered certificate of deposits with some of the funds from the Certificate of Deposit from Carthage Savings.

Approval/Ratification of Routine and Special Expense Payments –

Proposed Resolution No. 5: Mr. Sturick read the following resolution which was moved Richard Iglinski, seconded by Barry Ormsby and duly adopted.

SEE ATTACHMENT 1

Bridge Facility Vehicle Traffic & Revenue Comparison:

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

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	163,452	-	22,942	-	16.3%
	Total Revenue	\$1,060,966	-	\$237,105	-	28.8%

3 Months March/May (2023-2024 compared to 2022-2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	429,682	-	74,796	-	21.1%
	Total Revenue	\$2,949,511	-	\$669,094	-	29.3%

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

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	37,606	-	5,009	-	15.4%
	Total Revenue	\$234,878	-	\$47,756	-	25.5%

Mr. Sturick reported total passenger traffic for May of fiscal year 2023/2024 is down 5.2% compared to total passenger traffic for May of fiscal year 2019/2020. Mr. Sturick reported total commercial traffic for May of fiscal year 2023/2024 is up 4.2% compared to total commercial traffic for May of fiscal year 2019/2020. Mr. Sturick reported that total passenger traffic for the first three (3) months of fiscal 2023/2024 is down 7.0% compared to the first three (3) months of fiscal 2019/2020.

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD May 2023 and May 2022. Mr. Sturick reported total crossings for YTD May 2023 and May 2022 were 630,484 compared to 492,962 the previous period YTD representing an increase of 137,522 or 27.9% above the previous period.

Boldt Facilities Admissions and Revenue Comparison

31 Days of May (FY 23-24 compared to FY 22-23)

Total Admissions	12,836	-	191	-	1.5%
Total Revenue	\$132,249	-	\$4,523	-	3.5%

7 Days of June (FY 23-24 compared to FY 22-23)

Total Admissions	4,817	-	920	-	23.6%
Total Revenue	\$49,267	-	\$14,239	-	40.6%

Food Concession/Revenue Reports:

31 Days of May (FY 23-24 compared to FY 22-23)

Total Revenue	\$20,150	-	\$4,165	-	26.1%
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7 days of June (FY 23-24 compared to FY 22-23)

Total Revenue	\$5,913	-	\$1,063	-	21.9%
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Gift Concession/Revenue Reports:

31 Days of May (FY 23-24 compared to FY 22-23)

Total Revenue	\$66,022	-	\$6,072	-	10.1%
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7 Days of June (FY 23-24 compared to FY 22-23)

Total Revenue	\$26,690	-	\$4,715	-	21.5%
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Mr. Sturick reported that for May 2023 and the first seven (7) days of June 2023 admissions and concessions are significantly ahead of fiscal year 2022/2023 and 2019/2021. Mr. Sturick reported that the weekends are

experiencing good attendance. Mr. Sturick reported that all four (4) tour boat operators from the U.S. and Canadian sides are stopping daily at Boldt Castle compared to the past two (2) years when there were restrictions in place due to the pandemic.

U.S. Fuel Tank Replacement Project – Proposed Resolution No. 6:

Mr. Sturick read the following resolution which was moved Robert J. Storms, seconded by Barry Ormsby and duly adopted.

SEE ATTACHMENT 2

PROJECT REPORTS

Bridge Facilities

Operations and Maintenance Activities

Mr. Moulton reported that the seasonal and full-time bridge maintenance crews required testing and training/safety programs were completed the week of May 1, 2023, with the U.S. and Canadian maintenance staff working the overnight hours from 10:00 p.m. to 6:00 a.m. (Sunday-Friday) removing the winter sand, washing down the bridges and bridge road deck repairs until May 28, 2023. Mr. Moulton reported twenty-two (22) seasonal painter positions were filled between the U.S. and Canadian side. Mr. Moulton reported that the annual 2023 Bridge System Painting & Maintenance Program commenced on May 29, 2023, on both Spans. Mr. Moulton reported that the maintenance staff will focus on areas identified in the inspection reports. Mr. Moulton reported that the U.S. maintenance staff have been cleaning underneath the piers, bearing areas on top of the piers, steel bents on the north side of the cable bent areas and inspected approximately twenty-three hundred (2,300) clip angles which connect between the floor beams and stringers to support the

bridge deck. Mr. Moulton reported that the Canadian maintenance staff have been working under the main span, back splay on the south side where the main cable anchors onto the concrete pier, girder repairs and completed sand blasting of the back splay assembly at the north end. Mr. Moulton reported that the maintenance staff continue washing the concrete around the facilities, painting pavement markings and working on an electrical issue on the U.S. Bridge. Mr. Moulton reported that the 2023 Detailed Inspection of the U.S. Crossing, Rift Bridges and the Boldt Yacht House Bridges and the Follow-Up Inspection of the Canadian Crossing will commence on August 21, 2023, for approximately two (2) weeks. Mr. Moulton reported representatives from WireRope Works, Inc. of Williamsport, Pennsylvania have notified TIBA that the two (2) suspender cables were tested on June 2, 2023, and TIBA is waiting for the report. Mr. Moulton reported that the advertising for bids was placed and the bid opening took place on May 18, 2023, with TIBA receiving three (3) bids for the U.S. maintenance shop fueling station replacement project which will include an above ground tank installation. Mr. Moulton reported that the three (3) bids received have been reviewed by TIBA staff, the design engineer and TIBA legal counsel. Mr. Moulton reported that proposed resolution No. 6 in the meeting packet is for board approval to accept the bid from the low bidder, Bach Environmental, Inc. of Clayton, N.Y.

Safety & Security

Mr. Labiendo reported no new injuries in the past month with no open claims. Mr. Labiendo reported that due to the Canadian wildfires, the air quality was poor for approximately two (2) days and he checked on staff frequently to make sure no one was having any health concerns. Mr. Labiendo

reported the weather shifted and the air quality improved. Mr. Labiendo reported that he recently attended a security conference sponsored by the Public Employer Risk Management Association (PERMA). Mr. Labiendo reported that Joe Henry, certified physical security professional from Navigate360 taught three (3) sessions. Mr. Labiendo reported that Navigate360 performs risk assessments for businesses and schools to help develop best practices for protecting employees and customers from injuries. Mr. Labiendo reported that Cybersecurity was also discussed. Mr. Labiendo reported that best practices were discussed when there is a Cyber attack on how to recover backup data, safeguarding backup data and helping employees and customers when an attack occurs. Mr. Labiendo reported that the aviation lights went out again on the U.S. Bridge. Mr. Labiendo reported that per the Emergency Response Plan, he contacted the Albany F.A.A. to issue a Notice to Airmen (NOTAM) regarding the outage. Mr. Labiendo reported that the outage was fixed within a week and the NOTAM was cancelled.

Other Facilities and Programs

Boldt Facilities

Mr. Sturick reported that he would be reporting on behalf of Ms. Jobson and Mr. Salisbury. Mr. Sturick reported that the Boldt Facilities operations continues to run smoothly since opening on May 13, 2023. Mr. Sturick reported that there are still seasonal positions available at Boldt Castle. Mr. Sturick reported that bus groups and local school groups have been visiting the Boldt Facilities since opening. Mr. Sturick reported that approximately 2,500 soldiers and their families attended the Annual AUSA River Day on Thursday, June 8, 2023. Mr. Sturick reported that the Boldt Castle gift shop sales have

been strong since the 2023 opening. Mr. Sturick reported that Ms. Bieber has submitted reorders for some of the locally made items already. Mr. Sturick reported forty-four (44) weddings are scheduled for the 2023 operating season and eight (8) weddings are scheduled for the 2024 operating season. Mr. Sturick reported that the staff have been working on the channel side fountain project with all the cap stones set in mortar and currently hauling stone and installing it at the base for pavers in front of the fountain and tying into the existing walkways. Mr. Sturick reported that staff continue painting areas on buildings, rails, stairways, paver and masonry repairs and repointing in various locations on the grounds. Mr. Sturick reported that a memorial tree was recently planted on Heart Island by the family of Dale Fikes who was employed by TIBA from 1977-2002 as the Director of Engineering, Construction and Maintenance. Mr. Sturick reported that Mr. Fikes was involved with the initial restoration of Boldt Castle.

OTHER MATTERS

Mr. Sturick reported that the upcoming event is the George C. Boldt Scholarship event on July 20, 2023, at Boldt Castle. Mr. Sturick reported that the recognition of the participants for the Russell Wilcox Thousand Islands Bridge Authority Scholarship is scheduled for the TIBA board meeting scheduled for July 28, 2023.

With no other business, a motion to adjourn the meeting was made by Richard Iglinski, 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, July 28, 2023, @ 10:30 am, in the American Administration Building.

Secretary

ATTACHMENT 1

RESOLUTION NO. 5

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

The following resolution was moved by Richard Iglinski, seconded by Barry Ormsby 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 26, 2023, were available and reviewed by the Authority during the meeting held on June 16, 2023 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
05/30/23	3448	34289-34314 - US / C10531-C10533 - CD	\$ 166,194.68
06/06/23	3449	34315-34363 - US / C10534-C10546 - CD	156,977.31
06/13/23	3450	34364-34396 - US / C10547-C10561 - CD	88,479.43
			<u>\$ 411,651.42</u>

NOTE: U.S. check #34364 was voided & replaced with check #34396. There was an error found on check.

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 16, 2023 (viz):

American Crane & Equipment Corporation - Replaced 4 Traveler Motors	\$ 8,591.44
Bowers & Company CPA's PLLC - Professional Services through 5/31/23	15,000.00
Cheney Tire, Inc. - 3 Tires for Truck #15	1,397.75
Cornell Cooperative Extension of Jefferson County - Taste of New York Store (NCWC) - March 2022 Reimbursement	34,296.42
Davis-Ulmer Fire Protection - Preventative Maintenance on the Fire Alarm System at the NCWC	5,580.00
DM Shaver, Inc. - Generator Service and Load Bank Test at Boldt Castle	1,335.00
DRCS IT Solutions - Replaced 3 Cisco Switches	2,772.87
Gateway Ticketing System - Credit Card Terminal for Boldt Castle POS	1,119.00
Gillie's Auto Truck & Marine - 55 Gallon of Diesel Oil & 55 Gallon of Synthetic Oil	1,825.44
Griffin Greenhouse Supplies, Inc. - Greenhouse Supplies	1,551.66
Hanes Supply, Inc. - Supplies for Bridge Painting Program	7,440.00
Spider Staging/Division of Safeworks - Spider Repairs for Bridge Painting Program	2,112.81
Stark Tech Emergency Power Systems, LLC - Preventative Maintenance for NCWC Generator	2,912.00
Thousand Islands Landscaping Company - Landscaping Maintenance on Trees, Shrubs and Lawns at the NCWC	5,729.98

White Cap, L.P. - Supplies for Bridge Painting Program	6,727.29	
The Sherwin Williams Company - Traffic Paint for CBSA	2,053.71	CD
HTS Engineering, Ltd. - HVAC Preventative Maintenance for CBSA	5,406.86	CD
Industrial Electrical Contractors Brockville Ltd. - Bridge Power/Lighting Feeder Short Repair	2,567.70	CD
LEVAC - Supplies for Bridge Painting Program	5,448.52	CD
Schindler Elevator Corporation - Quarterly Billing/Contract - 6/1/2023 - 8/31/2023 - CBSA	4,997.81	CD
W.O. Stinson & Son Ltd. - Repaired & Replaced Propane Line at the Canadian Toll Plaza	3,712.05	CD
	<u>122,578.31</u>	
	<u>\$ 122,578.31</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. 3448 through No. 3450 as set forth herein, totaling \$411,651.42, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$122,578.31.

SEE ATTACHMENT 2

RESOLUTION NO. 6

RE: U.S. FUEL TANK REPLACEMENT PROJECT

The following resolution was moved by Robert J. Storms seconded by Barry Ormsby and duly adopted.

WHEREAS, the Authority at its U.S. Bridge Maintenance Shop currently utilizes two (2) two thousand (2,000) gallon underground fuel storage tanks, one for diesel fuel and one for gasoline, that are over thirty (30) years old (the "Tanks"), and

WHEREAS, due to the age of the Tanks and difficulty obtaining insurance relating to the Tanks it was determined to be in the best interest of the Authority to replace the Tanks and related infrastructure with an aboveground fuel storage tank system, and

WHEREAS, the Authority's adopted budget for fiscal year 2023-2024 budgeted for replacement of the Tanks during the fiscal year, and

WHEREAS, the Authority contracted with the engineering firm of Barton & Loguidice, D.P.C., Syracuse, New York (hereinafter "Barton & Loguidice"), to complete a design and specifications for replacement of the Tanks with an aboveground facility, known as the U.S. Fuel Tank Replacement Project; and

WHEREAS, the design specifications included a base bid for the aboveground fuel storage tank system, an elective bid for a canopy alternative, and a contingency bid for removal, transportation and disposal of contaminated soil, fluids and/or groundwater, if any; and

WHEREAS, timely advertisement for the U.S. Fuel Tank Replacement Project was thereafter made by Barton & Loguidice, with bids to be publicly opened at the offices of the Authority on May 18, 2023; and

WHEREAS, upon public opening of the bids on May 18, 2023, and careful consideration of the same, the Executive Director, in consultation with Barton & Loguidice, recommends acceptance of the lowest cost bid submitted by Bach Environmental, Inc., of Clayton, NY, to include the canopy alternative, in the amount of \$634,400, with additional contingency fees estimated not to exceed \$43,035, for a total estimated cost of \$677,435*.

NOW THEREFORE BE IT

RESOLVED, that the Authority hereby approves the recommendation of the Executive Director to award the U.S. Fuel Tank Replacement Project to Bach Environmental, Inc. in the amount of \$677,435*, inclusive of contingency fees, and

FURTHER BE IT

RESOLVED, that the Authority hereby directs and empowers the Executive Director to execute an agreement with Bach Environmental, Inc. on behalf of the Authority as its proper act and deed.

<u>Proposal Received</u>	<u>Base</u>	<u>Canopy</u>	<u>Contingencies</u>	<u>Total</u>
Paragon Environmental Construction, Inc.- Brewerton, NY	\$640,600	\$145,880	\$22,000	\$808,480
Bach Environmental, Inc.- Clayton, NY	\$558,600	\$75,800	\$43,035	\$677,435*
MJDNY, LLC dba Docteur Environmental – Cape Vincent, NY	\$597,900	\$117,900	\$21,750	\$737,550