

Thousand Islands Bridge Authority  
Friday, November 17, 2023, 10:30 A.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  
Thye Lee, 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  
Keri Jobson, Boldt Facilities Operations Manager

**ALSO**

**MEDIA** None in attendance.

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Richard Iglinski, seconded by Robert J. Storms, the minutes of the meeting held on October 27, 2023, were approved as drafted.

**COMMUNICATIONS**

Mr. Sturick reported that Mr. Salisbury asked to be excused. Mr. Sturick reported that Ms. Kinloch and Mr. Ormsby were participating via phone. Mr. Sturick advised there were no additional communications to be reported.

**FINANCIAL MATTER**

**Financial Statement:** Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of October 31, 2023, reported that the Authority's directly held Cash and Investment Obligations, total to date of

\$13,032,605 compared to \$10,786,455 for the prior fiscal year representing an increase of \$2,246,150 or 20.82% above the previous period. Mr. Olson reported Total Facilities to date of \$59,440,641 compared to \$61,537,271 for the prior fiscal year, representing a decrease of \$2,096,630 or 3.41% below the previous period. Mr. Olson reported Total Assets to date of \$88,627,516, compared to \$80,101,517 for the prior fiscal year, representing an increase of \$8,525,999 or 10.64% above the previous period. Mr. Olson reported Payables total to date of \$10,924,730 compared to \$11,693,042 for the prior fiscal year, representing a decrease of \$768,312 or 6.57% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$92,682 compared to \$114,957 for the prior fiscal year, representing a decrease of \$22,275 or 19.38% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$60,343,821, compared to \$58,353,468 for the previous fiscal year, representing an increase of \$1,990,353 or 3.41% above the previous period.

In reviewing Exhibit B Net Revenue – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$8,533,065 versus \$6,703,525 for the previous period representing an increase of \$1,829,540 or 27.29% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$4,951,221 versus \$4,548,264 for the previous period representing an increase of \$402,957 or 8.86% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$115,760 versus \$44,312 for the previous period representing an increase of \$71,448 or 161.24% above the previous period. Mr. Olson reported total Net Revenue is recorded at \$3,466,084 versus \$2,110,948 for the previous period representing an increase of \$1,355,136 or 64.20% above the previous year. Mr. Olson

reported FBCL's Net Revenue Share is recorded at \$1,725,469 as compared to \$1,054,410 the previous period representing an increase of \$671,059 or 63.64% above the previous period. Mr. Olson reported TIBA's Net Revenue Share through October 31, 2023, is recorded at \$774,525 as compared to \$71,469 for the previous period representing an increase of \$703,056 or 983.72% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$4,697,308 compared to \$3,887,256 for the previous period representing an increase of \$810,052 or 20.84% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$3,285,598 compared to \$2,983,372 for the previous period representing an increase of \$302,226 or 10.13% above the previous period. Mr. Olson reported Total Net Revenue from Other Facilities & Programs year-to-date of \$1,411,710 as compared to \$903,884 for the prior year, representing an increase of \$507,826 or 56.18% above the previous year. Mr. Olson reported Net Revenue from all operations (Bridge, Other Facilities & Programs), through October 31, 2023, is \$2,186,235 compared to \$975,353 for the prior fiscal year, representing an increase of \$1,210,882 or 124.15% above the previous fiscal year.

With respect to Exhibit C (Statement of Source & Use of Funds), Mr. Olson reported that Net Revenue plus the adjustment for non-cash cost of depreciation reflects total funds available of \$4,038,195 compared to \$2,894,801 the prior fiscal year, representing an increase of \$1,143,394 or 39.50% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$391,840, compared to \$59,382 for the previous year representing an increase of \$332,458 or 559.87% above the previous fiscal year. Mr. Olson reported Other

Facilities & Programs year-to-date total \$245,512 compared to \$197,919 representing an increase of \$47,593 or 24.05% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$637,352 compared to \$257,301 for the prior year, representing an increase of \$380,051 or 147.71% above the previous year. In terms of Net Increase in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$3,400,843 compared to \$2,637,500 for the prior fiscal year, representing an increase of \$763,343 or 28.94% above the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for October 31, 2023, reported zero for the month and year to date expenses totaling \$24,226.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of October 31, 2023, a motion to accept the financial report was moved by Richard Iglinski, seconded by Thye Lee and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated October 31, 2023, noting the Total TIBA•FBCL Projects Budget is \$295,000, with the obligated amount being \$33,306 and incurred to-date of \$33,306 and a balance due of zero. Mr. Olson reported Total TIBA Projects Budget is \$1,878,000, with the obligated amount being \$391,840 and incurred to date of \$391,840 and a balance due of \$10,445. Mr. Olson reported Total Bridge Facilities Projects Budget is \$2,173,000, with the obligated amount being \$425,146, incurred to date of \$425,146 and a balance due of \$10,445. Mr. Olson reported Total Boldt Facilities Projects budget is \$611,000 with the obligated amount being \$245,512 and incurred to-date of \$245,512 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 \$670,658 and incurred to-date of \$670,658 and a balance due of \$10,445.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated October 31, 2023, in detail noting investments totaling \$13,032,605 with an average interest rate of 2.77% versus 1.42% 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%).

**Approval/Ratification of Routine and Special Expense Payments –**

**Proposed Resolution No. 18:** Mr. Sturick read the following resolution which was moved Douglas D. Dier, seconded by Thye Lee and duly adopted.

**SEE ATTACHMENT 1**

Bridge Facility Vehicle Traffic & Revenue Comparison:

31 Days of October (FY2023/2024 compared to FY2022/2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	159,661	-	11,141	-	7.5%
	Total Revenue	\$1,020,247	-	\$186,669	-	22.4%

8 Months March/October (FY2023/2024 compared to FY2022/2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	1,425,376	-	201,567	-	16.5%
	Total Revenue	\$8,587,692	-	\$1,839,731	-	27.3%

7 Days November (FY2023/2024 compared to FY2022/2023)

	<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24 Total Vehicles	31,603	-	2,541	-	8.7%
Total Revenue	\$248,653	-	\$67,844	-	37.5%

Mr. Sturick reported total passenger traffic for October of fiscal year 2023/2024 is up 8.8% compared to total passenger traffic for October of fiscal year 2022/2023. Mr. Sturick reported total commercial traffic for October of fiscal year 2023/2024 is up 2.9% compared to total commercial for October of fiscal year 2022/2023. Mr. Sturick reported that total passenger traffic for October 2023 is down 8.2% compared to October of fiscal year 2019/2020. Mr. Sturick reported that total passenger traffic for the first eight (8) months of fiscal year 2023/2024 is down 10.2% compared to the first eight (8) months of fiscal year 2019/2020. Mr. Sturick reported total commercial traffic for the first eight (8) months of fiscal year 2023/2024 is down 0.8% compared to the first eight (8) months of fiscal year 2019/2020. Mr. Sturick reported that the average for total passenger traffic for fiscal year 2023/2024 is down between 5.0% and 10.0% depending on the month when compared to fiscal year 2019/2020.

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD October 2023 and October 2022. Mr. Sturick reported total crossings for YTD October 2023 and October 2022 were 1,626,178 compared to 1,362,264 the previous period YTD representing an increase of 263,914 or 19.4% above the previous period.

**U.S. Employees and Retirees Health Insurance Program – Proposed**

**Resolution No. 19:** Mr. Sturick read the following resolution which was

moved Richard Iglinski, seconded by Douglas D. Dier and duly adopted.

**SEE ATTACHMENT 2**

**Investment Policy and Designation of Depositories – Proposed**

**Resolution No. 20:** Mr. Walton read the following resolution which was moved Richard Iglinski, seconded by Douglas D. Dier and duly adopted with the following revisions:

1. **Guidelines and Procedures No. 2b.** – **Revise** Time Deposits and True Savings Accounts in a chartered bank authorized to do business in the Province of Ontario... **Revision** Guaranteed Investment Certificates/Term Deposits of financial institutions chartered by the Federal Government of Canada...
2. **Collateral Requirements No. 4b.** – **Revise** Time Deposits and True Savings Accounts... **Revision** Guaranteed Investment Certificates and Term Deposits...
3. **Delegation of Investment Management No.11** – **Revise** the last sentence by adding wording at the end of the sentence.  
**Revision** ... and include segregation of duties.

**SEE ATTACHMENT 3**

**PROJECT REPORTS**

**Bridge Facilities**

**Operations and Maintenance Activities**

Mr. Moulton reported that the annual Bridge System Painting & Maintenance Program wrapped up on Friday, October 20, 2023. Mr. Moulton reported that a trial run took place to reset the rocker bearings at both ends of the Canadian Bridge arch span. Mr. Moulton reported that they experienced

more resistance than normal. Mr. Moulton reported that representatives from Parsons Transportation Group were contacted to discuss the issue and find a solution. Mr. Moulton reported that maintenance staff continue performing fall inspections of both bridges and have been performing any needed repairs. Mr. Moulton reported that all the sand has been received for winter weather operations. Also, one of the plow trucks has been repaired and returned and the other plow truck is out for repairs. Mr. Moulton reported that they received and reviewed the draft report for the Follow-Up Inspection of the Canadian Crossing and the Detailed Inspection of International Rift Bridges and TIBA staff comments were sent back to Parsons Transportation Group for their review and comments. Mr. Moulton reported that the draft report has not yet been received for the Detailed Inspection of the U.S. Crossing and the Boldt Yacht House Bridges. Mr. Moulton reported that the consultant from Barton & Loguidice, D.P.C. was on-site Thursday, November 16, 2023, to perform a deficiency inspection of the U.S. maintenance shop fueling station replacement project. Mr. Moulton reported that a few minor items that need to be addressed were found during the inspection. Mr. Moulton reported that operator training needs to be completed and installation of a gate and the project will be substantially completed. Mr. Moulton reported that PTL Contracting Corporation of Theresa, NY completed the rift camp and white house roofs and the installation of the gutters and the downspouts at both locations which will be completed to finalize the project. Mr. Moulton reported that he participated in the International Cable Supported Bridge Owners Association (ICSBOA) virtual conference held on November 15<sup>th</sup> – November 16<sup>th</sup>, 2023, Mr. Moulton reported that over forty (40) members attended the conference. Mr. Moulton reported that some of the topics



included safety & security, cable dehumidification and dealing with overweight vehicles.

### Safety & Security

Mr. Labiendo reported no new injuries in the past month with one (1) open claim. Mr. Labiendo reported that he has been in contact with the New York State Police (NYSP) and the Ontario Provincial Police (OPP) asking for an increased presence around the U.S. and Canadian Bridges to increase awareness and enforcement of TIBA's speed and spacing regulations on both bridges. Mr. Labiendo reported that the flu vaccine is now available at the pharmacy in Lansdowne, Ontario and that he has contacted the Canadian staff that availability of walk-in appointments is available to anyone wishing to receive the flu vaccine. Mr. Labiendo reported that he recently contacted Karen Richards from Blue Water Bridge regarding contact information for the Firewise Training and Consulting that recently was on-site for rescue training for staff at the Blue Water Bridge. Mr. Labiendo reported that he also spoke with the Manager of Facilities and Maintenance at the Blue Water Bridge, regarding what the rescue training entailed. Mr. Labiendo reported that Ms. Mowers and the maintenance staff have been installing upgraded security cameras as well as winterizing the security cabinets. Mr. Labiendo reported that he continues reviewing and updating the TIBA Emergency Response Plan and it will be distributed to board members, staff and outside agencies at the beginning of 2024.

**Other Facilities and Programs**Boldt Facilities

Ms. Jobson reported that Mr. Sturick and she attended the IAAPA Expo 2023 on November 11<sup>th</sup> – November 16<sup>th</sup>, 2023, at the Orange County Convention Center in Orlando, Florida. Ms. Jobson reported that there were approximately 40,000 attendees. Ms. Jobson reported that the Expo offered 175 educational sessions to attend. Ms. Jobson reported that she is currently working on the configuration of the point-of-sale system. Ms. Jobson reported that Ms. Bieber continues looking into vendor pricing and merchandise options for the 2024 operating season for the Boldt Castle gift store. Ms. Jobson reported thirty-two (32) weddings scheduled for the 2024 operating season. Ms. Jobson reported that the maintenance staff continue winterizing the Boldt Facilities, replacing shelving in the gift shop, yard work and moving equipment and tools off the Island.

**OTHER MATTERS**

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

**NEXT AUTHORITY MEETING**

By unanimous consent, the place of the next Authority meeting was set for Friday, December 15, 2023, at 10:30 a.m. at the American Administration Building.

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Secretary

**ATTACHMENT 1**

**RESOLUTION NO. 18**

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

The following resolution was moved by Douglas D. Dier, 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 October 27, 2023, were available and reviewed by the Authority during the meeting held on November 17, 2023 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
10/31/23	3470	34982-35009 - US / C10718-C10721 - CD	\$ 292,587.80
11/07/23	3471	35010-35027 - US / C10722-C10726 - CD	80,512.67
11/14/23	3472	35028-35049 - US / C10727-C10740 - CD	<u>133,049.48</u>
			<u>\$ 506,149.95</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 November 17, 2023 (viz):

	<u>Amount</u>
Davidson Auto Group - Repairs to Car #8	\$ 3,041.92
DRCS LLC - HP Elitebook 650 G10 Laptop for U.S. Fuel Station Software	1,436.03
Bowers & Company CPAs PLLC - Professional Services	2,000.00
Cazenovia Equipment Company, Inc. - Snowblower for CBSA	3,099.00
Fiber Instrument Sales, Inc. - Break Tester for Fiber Optics - SOC	1,722.04
Home Depot - Welder Pack for Boldt Castle	1,049.00
Hyde-Stone Mechanical Contractors	
- Fall HVAC Preventative Maintenance Performed at the NCWC	2,173.50
- AMMEX Fall Heating Preventative Maintenance	1,050.97
New York State Thruway Authority - E-ZPass Expenses - July 2023	
- September 2023	18,637.30
Pomerville's Septic Service - Pumped Septic - Boldt Facilities	2,456.50
Professional Development Academy - InfraGard Enterprise Cybersecurity Leadership Tuition for Online Staff Training	2,495.00
Rosemont, Inc. - Turbidity Sensor for Rift Water Treatment Plant	2,520.25
Specialty Store Services - Four (4) Slatwall Panels with Metal Inserts for Boldt Castle Gift Shop	1,549.96
RCD Tree Service - Cut Down Tree Leaning Over Rift Water Treatment Plant	1,200.00
Kingston Plate & Window Glass - Glass Panel Replacement at USB & CBSA	3,915.45 CD

REL Controls - Service Agreement - July 1, 2023 - September 30, 2023  
- CBSA

6,377.72 CD

River Mechanical Plumbing & Heating Ltd. - Supply & Install 50 Gallon Hot  
Water Tank in USB

5,260.15 CD

\$ 59,984.79

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. 3470 through No. 3472 as set forth herein, totaling \$506,149.95, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$59,984.79.

**ATTACHMENT 2**

**RESOLUTION NO. 19**

**RE: U.S. EMPLOYEES AND RETIREES HEALTH INSURANCE PROGRAM**

The following resolution was moved by Richard Iglinski, seconded by Douglas D. Dier and duly adopted.

WHEREAS, on November 18, 2022, the Authority approved by Resolution No. 18 the placement of the U.S. Employees and Retirees Health Insurance Program ("Program") with Excellus SimplyBlue Plus Bronze 4 HDHP, administered by OneDigital, Watertown, NY, for the plan year January 1, 2023 through December 31, 2023, and

WHEREAS, in anticipation of renewal of the Program, the Executive Director has completed a thorough review of the Program including the benefits, premiums, deductibles, and expense sharing provisions thereof, and

WHEREAS, the Executive Director recommends that the Authority again offer the Excellus SimplyBlue Plus Bronze 4 HDHP ("Plan") administered by OneDigital, Watertown, New York, for the period of January 1, 2024 through December 31, 2024, and

WHEREAS, the Executive Director recommends that the Plan be re-designed to be Health Savings Account ("HSA") compliant, which will require the minimum annual HDHP deductible to be paid by employees as established annually by the IRS (currently \$1,600 for a single plan and \$3,200 for a two person/family plan), meaning that the employee will be required to cover the first \$1,600 or \$3,200 of the Plan deductible, as the case may be, and

WHEREAS, the Executive Director further recommends that the Authority make an initial one-time HSA employer contribution to participants enrolled in the Plan of \$500 (Individual)/\$1,000 (Two Person or Family).

NOW THEREFORE BE IT

RESOLVED, that the Authority hereby accepts and approves the recommendations of the Executive Director for the Program as presented at this meeting (viz):

1. The Program shall be contracted with Excellus BC/BS, Utica Region, utilizing the Simply Blue Plus Bronze 4 HDHP at the following monthly premiums for a one (1) year period, effective January 1, 2024.

**COVERAGE  
CLASSIFICATION**

**MONTHLY  
PREMIUM**

Individual	\$ 702.80
Two (2) Person	\$1,475.89
Family	\$1,757.01
Medicare (Supplemental)	\$ 420.68

2. The employee/Authority cost sharing of plan premiums, deductibles, and co-insurance shall remain as established by Authority Resolution No. 3, adopted on March 16, 1995 (viz):

a) Employee premium contribution – 10% if employed prior to 3/1/93 and 20% if employed thereafter.

3. The retiree/Authority cost sharing of the Program premium, deductibles and co-insurance shall remain as established by Authority Resolution No. 15 adopted on July 15, 1999 (viz):

a) The retiree premium contribution:

**YEARS OF SERVICE**

**RETIREE PREMIUM SHARE**

10 Years but Less Than 15 Years	75%
16 Years but Less Than 20 Years	65%
20 Years or More	50%

b) Retirees are responsible for 100% of Program deductibles and co-insurance payments.

c) Retirees who meet eligibility, premium, deductibles and co-insurance requirements are afforded full benefits under the Program.

and

FURTHER BE IT

RESOLVED, that the Authority directs the Executive Director as Plan Administrator to execute said contract with Excellus BC/BS, Utica Region on behalf of the Authority as its proper act and deed, and to notify the participating U.S. employees/retirees of said contract, benefits, deductibles and premium sharing, 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 any time in the future and nothing in the Plan is intended to create vested or contractual rights for an employee or retiree of this Authority, and

FURTHER BE IT

RESOLVED, that as additionally recommended by the Executive Director, during fiscal year 2024-2025 and prior to the renewal date of the current program, a survey of health insurance programs will be completed by the Executive Director which will include but not be limited to benefits, premiums, deductibles and employer/employee cost sharing formulas and a report together with recommendations shall be submitted to the Authority.

### ATTACHMENT 3

#### **RESOLUTION NO. 20**

#### **RE: INVESTMENT POLICY AND DESIGNATION OF DEPOSITORIES**

The following resolution was moved by Richard Iglinski, seconded by Douglas D. Dier and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (“Authority”) has a current investment policy (hereinafter “Investment Policy”) which was last revised on or about March 15, 2007; and

WHEREAS, the Authority wishes to amend the Investment Policy and update the same consistent with the New York State Public Authorities Law and the practices of the Authority in investing its funds held in reserve or sinking funds, or other monies not required for immediate use or disbursement (hereinafter the “Reserve Funds”); and

WHEREAS, the Executive Director, Manager, Finance and Administration, and Legal Counsel of the Authority have revised the Investment Policy consistent with the foregoing; and

WHEREAS, the Authority wishes to appoint the Executive Director of the Authority as the individual within the Authority to make investment decisions, deposits and withdraws of the Reserve Funds consistent with its Investment Policy; and

WHEREAS, pursuant to Public Authorities Law Section 580, the Authority wishes to designate the banks for which the Treasurer of the Authority may deposit monies of the Authority.

NOW, THEREFORE, based on the foregoing, and upon due consideration, it is hereby

RESOLVED, that the Investment Policy, as presented, is hereby accepted, ratified and confirmed as the official policy of the Authority, and it is further

RESOLVED, the Timothy Sturick, as Executive Director, is hereby authorized to make investment decisions, deposits and withdraws of the Reserve Funds consistent with the Investment Policy, and it is further

RESOLVED, that the following banking institutions are designated by the Authority as proper institutions for the deposit of the Authority’s monies pursuant to New York Public Authorities Law Section 580:

#### Canada

Bank of Montreal  
Bank of Nova Scotia  
Canadian Imperial Bank of Commerce  
Royal Bank of Canada  
Toronto Dominion Bank



United States

Carthage Savings & Loan

Community Bank, N.A.

Gouverneur Savings & Loan Association

KeyBank

Watertown Savings Bank