

Thousand Islands Bridge Authority
Friday, February 23, 2024, 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
Brian Salisbury, Director, Boldt Facilities Operations, Maintenance
& Construction
Susan Mowers, Manager, Information Technology
Lohanne Messenger, Senior Accountant/Office Manager
Corey Fram, Director of Tourism (TIRTDC)

ALSO

MEDIA 1

MINUTES

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Douglas D. Dier, seconded by Richard Iglinski, the minutes of the meeting held on January 26, 2024, were approved as drafted.

COMMUNICATIONS

Mr. Sturick reported that Mr. Ormsby was participating remotely. Mr. Sturick reported that Ms. Jobson asked to be excused. Mr. Sturick reported that effective February 18, 2024, Ms. Jobson was promoted to the position of Deputy Director, Boldt Facilities Operations & Maintenance. Mr. Sturick introduced Corey Fram, Director of Tourism, Thousand Islands

Regional Tourism Development Corporation (TIRTDC) who presented an overview of the 2024 budget for the TIRTDC and a look ahead to the 2024 season. Mr. Fram reported the proposed TIBA portion of the Budget for 2024 is \$327,000 which represents in-kind contributions for staff wages, benefits and building occupancy & upkeep.

FINANCIAL MATTER

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of January 31, 2024, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$13,535,798 compared to \$10,462,086 for the prior fiscal year representing an increase of \$3,073,712 or 29.38% above the previous period. Mr. Olson reported Total Facilities to date of \$59,344,986 compared to \$60,914,302 for the prior fiscal year, representing a decrease of \$1,569,316 or 2.58% below the previous period. Mr. Olson reported Total Assets to date of \$88,274,345, compared to \$79,120,240 for the prior fiscal year, representing an increase of \$9,154,105 or 11.57% above the previous period. Mr. Olson reported Payables total to date of \$10,804,895 compared to \$10,885,508 for the prior fiscal year, representing a decrease of \$80,613 or 0.74% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$108,316 compared to \$78,752 for the prior fiscal year, representing an increase of \$29,564 or 37.54% above the previous period. Mr. Olson reported Total Statutory Equity stands at \$60,094,852, compared to \$58,215,930 for the previous fiscal year, representing an increase of \$1,878,922 or 3.23% above the previous period.

In reviewing Exhibit B (Net Revenue – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$11,021,199 versus \$8,751,871

for the previous period representing an increase of \$2,269,328 or 25.93% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$6,686,257 versus \$6,263,519 for the previous period representing an increase of \$422,738 or 6.75% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$53,618 versus \$8,107 for the previous period representing an increase of \$45,511 or 561.38% above the previous period. Mr. Olson reported total Net Revenue is recorded at \$4,281,324 versus \$2,480,246 for the previous period representing an increase of \$1,801,078 or 72.62% above the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$2,131,174 as compared to \$1,234,421 the previous period representing an increase of \$896,753 or 72.65% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through January 31, 2024, is recorded at \$492,833 as compared to (\$153,712) for the previous period representing an increase of \$646,545 or 420.62% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$5,343,165 compared to \$4,415,967 for the previous period representing an increase of \$927,198 or 21.00% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$3,898,732 compared to \$3,324,440 for the previous period representing an increase of \$574,292 or 17.27% above the previous period. Mr. Olson reported Total Net Revenue from Other Facilities & Programs year-to-date of \$1,444,433 as compared to \$1,091,527 for the prior year, representing an increase of \$352,906 or 32.33% above the previous year. Mr. Olson reported Net Revenue from all operations (Bridge, Other Facilities & Programs), through January 31, 2024, is \$1,937,266 compared to \$937,815 for

the prior fiscal year, representing an increase of \$999,451 or 106.57% 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 \$4,483,711 compared to \$3,577,056 for the prior fiscal year, representing an increase of \$906,655 or 25.35% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$850,125, compared to \$81,697 for the previous year representing an increase of \$768,428 or 940.59% above the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$386,546 compared to \$272,917 representing an increase of \$113,629 or 41.64% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$1,236,671 compared to \$354,614 for the prior year, representing an increase of \$882,057 or 248.74% 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 \$3,247,040 compared to \$3,222,442 for the prior fiscal year, representing an increase of \$24,598 or 0.76% above the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for January 31, 2024, reported \$6,080 for the month and year to date expenses totaling \$364,517.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of January 31, 2024, a motion to accept the financial report was moved by Richard Iglinski, seconded by Barry Ormsby and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated January 31, 2024, noting the Total TIBA•FBCL Projects Amended Budget is \$355,000, with the obligated amount being \$373,596 and incurred to-date of \$373,596 and a balance due of \$6,080. Mr. Olson reported Total TIBA Projects Budget is \$1,878,000, with the obligated amount being \$850,125 and incurred to date of \$850,125 and a balance due of \$129,081. Mr. Olson reported Total Bridge -Facilities Projects Budget is \$2,233,000, with the obligated amount being \$1,223,721, incurred to date of \$1,223,721 and a balance due of \$135,161. Mr. Olson reported Total Boldt Facilities Projects amended budget is \$611,000 with the obligated amount being \$386,547 and incurred to-date of \$386,547 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 \$2,869,000 with the current obligated amount being \$1,610,268 and incurred to-date of \$1,610,268 and a balance due of \$135,161.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated January 31, 2024, in detail noting investments totaling \$13,535,798 with an average interest rate of 4.15% versus 2.02% in 2023. 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 that uncollateralized deposits at authorized Canadian financial institutions totaled \$5,747,273. The credit ratings for the Canadian financial institutions were within the guidelines established by the Investment Policy. Mr. Olson reported that the Watertown Savings Municipal Bank Certificate of Deposit of

\$103,778 matured on February 14, 2024. Mr. Olson reported that the certificate of deposit was not renewed. This will be reflected on the February 29, 2024 Investment and Funds Report.

Approval/Ratification of Routine and Special Expense Payments -

Proposed Resolution No. 30: 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 January (FY2023/2024 compared to FY2022/2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	107,576	-	4,609	-	4.5%
	Total Revenue	\$798,021	-	\$128,252	-	19.1%

11 Months March/January (FY2023/2024 compared to FY2022/2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	1,792,359	-	235,696	-	15.1%
	Total Revenue	\$11,116,307	-	\$2,283,313	-	25.8%

14 Days February (FY2023/2024 compared to FY2022/2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	49,938	-	4,609	-	10.2%
	Total Revenue	\$380,031	-	\$69,408	-	22.3%

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD January 2024 and January 2023. Mr. Sturick reported total crossings for YTD January 2024 and January 2023 were 107,576 compared to 102,972 the previous period YTD representing an increase of 4,604 or 4.4% above the previous period.

Bridge Repair and Improvement Fund Transfer – Proposed

Resolution No. 31: Mr. Olson read the following resolution which was moved Douglas D. Dier, seconded by Thye Lee and duly adopted.

SEE ATTACHMENT 2

Property and Casualty Insurance Consulting Services Agreement –

Proposed Resolution No. 32: Mr. Sturick read the following resolution which was moved Robert J. Storms, seconded by Richard Iglinski and duly adopted.

SEE ATTACHMENT 3

PROJECT REPORTS

Bridge Facilities

Operations and Maintenance Activities

Mr. Moulton reported that the staff have been working on maintenance items such as snow removal and equipment maintenance. Mr. Moulton reported that the required testing/safety programs for the 2024 Bridge Painting Program is scheduled for the week of April 29, 2024. Mr. Moulton reported that advertising is taking place for seasonal bridge maintenance staff for the 2024 season with a total of fifteen (15) seasonal positions on each crossing available compared to twelve (12) on each crossing in past years which will result in the U.S. side needing to hire ten (10) seasonal positions and the Canadian side needing to hire five (5) seasonal positions. Mr. Moulton reported that the maintenance crews on both sides will perform maintenance work on both bridges in the next few weeks depending on weather conditions. Mr. Moulton reported some of the projects for fiscal year 2024-2025 include replacing the asphalt in the parking lots near the administrative buildings and U.S. Duty Free Americas parking lot and the replacement of the weigh-in-motion scales in

lane 1 at the U.S. Toll Plaza. Mr. Moulton reported that representatives from Barton & Loguidice, D.P.C. of Watertown, New York, have submitted a proposal for the project design and administrative support for the asphalt resurfacing of the parking lots which is currently under TIBA review. Mr. Moulton reported that a proposal has been received from J.B. Brady, Inc. of Syracuse, New York, for the replacement of the weigh-in motion scales project at the U.S. Toll Plaza and is currently under TIBA staff review. Mr. Moulton reported that a proposal has been received from PTL Contracting Corporation of Theresa, New York, to replace the existing asphalt shingles on the Thousand Islands International Council Building roof. Mr. Moulton reported that this project will take place in the spring once the weather permits. Mr. Moulton reported that the 2024 Detailed Inspection of the Canadian Crossing, underwater inspection of Pier 17, the Follow-Up Inspection of the U.S. Crossing and the Boldt Yacht House Bridges is scheduled for the summer of 2024. Mr. Moulton reported that the 2024 Bridge Painting Program will include assisting FBCL with their upcoming projects this year which will include traffic control operations. Mr. Moulton reported that the consultant from Barton & Loguidice, D.P.C. is working on the Spill Prevention, Control, and Countermeasure Plan (SPCC) which includes procedures regarding steps to follow for spill prevention for the new U.S. maintenance shop fueling station. Mr. Moulton reported that the draft report of the SPCC is currently under review by TIBA staff.

Safety & Security

Mr. Labiendo reported no new injuries in the past month with one (1) open claim. Mr. Labiendo reported that he has posted and filed the required annual documents of work-related injuries and illnesses to the Occupational

Safety and Health Administration (OSHA) and Labour Canada. Mr. Labiendo reported that he electronically submitted both the required 2023 employer's annual hazardous occurrence report and the annual harassment and violence occurrence report with Labour Canada. Mr. Labiendo reported that he will be asking for proposals for medical testing from River Hospital and Encompass Workplace Testing. Mr. Labiendo reported that on Wednesday, February 7, 2024, Mr. Moulton and he participated in a virtual meeting with bridges under the FBCL umbrella hosted by Corey Bertrand, Manager, Corporate Security Risk and Compliance of FBCL. Mr. Labiendo reported that many topics were discussed at the virtual meeting and that future meetings will be scheduled. Mr. Labiendo reported that on Wednesday, February 14, 2024, staff members were able to help a patron who was having a medical emergency while leaving the U.S. Toll Plaza. Mr. Labiendo reported that the staff recognized that the patron was in distress and called 911 and was able to gain entrance to the vehicle to put it in park and shut off the ignition preventing any further danger. Mr. Labiendo reported that TIBA is fortunate to have staff trained in first aid and some are members of their local fire department. Ms. Kinloch asked Mr. Labiendo what TIBA's plans were regarding the Eclipse on April 8, 2024. Mr. Labiendo reported that Mr. Sturick will be meeting with staff to discuss TIBA's plans during the eclipse in the near future.

Other Facilities and Programs

Boldt Facilities

Mr. Salisbury reported that Ms. Jobson and he have been working on the hiring process as applicants come in. Mr. Salisbury reported there had been a flow of applicants applying but recently it has slowed down since the jobs were

first posted. Mr. Salisbury reported that Ms. Jobson recently attended the U.S. Customs and Border Protection (CBP) Stakeholder Cruise Reengineering Summit in Florida. Mr. Salisbury reported that Kurt Tennant, Assistant Area Port Director of Passenger Operations at the Alexandria Bay Port invited TIBA staff to the summit. Mr. Salisbury reported that Ms. Jobson reported that the CBP are looking at ways to streamline processing on Heart Island in a more timely and efficient manner. Mr. Salisbury reported that Ms. Bieber continues receiving and processing orders for the Boldt Castle gift shop. Mr. Salisbury reported thirty-eight (38) weddings scheduled for the 2024 operating season and two (2) scheduled for the 2025 operating season. Mr. Salisbury reported that the Boldt Facilities will open Saturday, May 11, 2024, for the 2024 operating season which is 77 days away. Mr. Salisbury reported that the maintenance staff have repaired the five (5) Boldt Castle sign packages and they are ready to be installed. Staff is also repairing equipment at concessions, replaced the deck on the 24ft staff pontoon boat and installed a new steering cable and are building new seats, repairing the 28ft pontoon work boat deck and replaced and rewired the electrical system, making repairs to the Boldt benches and replacing seals in the fountain pumps. Mr. Salisbury reported that they have filled four (4) of the five (5) vacant seasonal maintenance positions for the 2024 operating season.

OTHER MATTERS

**Resolution to Extend the Facilities, Services and Human Resources
Cooperative Agreement and Sunset Addendum 1 with the Thousand
Islands Regional Tourism Development Corporation – Proposed Resolution**

No. 33: Mr. Sturick read the following resolution which was moved Natalie Kinloch, seconded by Douglas D. Dier and duly adopted.

SEE ATTACHMENT 3

Mr. Sturick reported to the board members he would like to propose a revision to the Rules and Regulations to eliminate the sixteen (16) trip commuter tags. Mr. Sturick reported statistics on how often the sixteen (16) trip commuter tags are used and a discussion took place amongst the board members. Mr. Walton reported that the same procedure would take place as when the toll rates are increased by notifying FBCL, the President Pro-Tempore, NYS Senate and the Speaker of the Assembly. Mr. Sturick asked the board members for their approval to start the process to eliminate the sixteen (16) trip commuter tags and the board members unanimously agreed to start the process.

A motion was made by Bruce Armstrong at approximately 12:37 p.m. to go into Executive Session to discuss a personnel matter. Natalie Kinloch made a motion to go into Executive Session to discuss a personnel matter, the motion was seconded by Robert J. Storms and unanimously carried and the TIBA Board Members went into Executive Session. At approximately 1:45 p.m., a motion to adjourn the Executive Session was made by Natalie Kinloch, seconded by Richard Iglinski and unanimously carried.

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

NEXT AUTHORITY MEETING

By unanimous consent, the place of the next Authority meeting was set for Friday, March 22, 2024, at 10:30 a.m. at the American Administration Building.

Secretary

ATTACHMENT 1

RESOLUTION NO. 30

**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 January 26, 2024, were available and reviewed by the Authority during the meeting held on February 23, 2024 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
01/30/24	3483	35255-35268 - US / C10818-C10822 - CD	\$ 352,275.45
02/06/24	3484	35269-35290 - US / C10823-C10828 - CD	240,077.99
02/13/24	3485	35291-35307 - US / C10829-C10839 - CD	143,923.40
92/20/24	3486	35308-35331 - US / C10840-C10849 - CD	<u>199,430.93</u>
			<u><u>\$ 935,707.77</u></u>

NOTE: U.S. checks #35237 - 35239 were voided. The original checks were never received. A subsequent payment was made by credit card.

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 February 23, 2024 (viz):

	<u>Amount</u>
Bach Environmental, Inc. - U.S. Fuel Tank Replacement Project Progress Payment #5	\$ 25,376.00
Barrett Paving Materials, Inc. - U.S. Crossing South Abutment Paving Project	14,920.00
Barton & Loguidice, D.P.C. - Professional Services for December 2023 for the U.S. Fuel Tank Replacement Project	6,285.00
Bowers & Company CPAs PLLC - Professional Services	3,300.00
County of Jefferson - 2023-2024 Annual PILOT Payment	50,000.00
DRCS IT Solution - Microsoft Office 365 Annual Renewal	4,667.13
Gateway Ticketing System - Maintenance & Support - Boldt Facilities	6,252.34
Hanes Supply, Inc. - Supplies for Bridge Painting Program	3,887.20
Keri Jobson - Reimbursement for Travel Expenses for 2024 CBP/Stakeholder Cruise Reengineering Summit in Miami, FL from 2/12/24 - 2/14/24	1,407.13

Kempney Air		
- Fall Preventative Maintenance for U.S. Shop & Administrative Offices	1,289.00	
- Service Call for U.S. Toll Booth Heat	3,337.00	
Nottingham Trust - Annual Fee - TIBA Employees' Retirement Trust	2,175.00	
Parsons Transportation Group - Retainer & Overweight Permits for September 2023 - November 2023	6,080.30	
Slack Chemical Company - Calcium Chloride Pellets for the NCWC	2,407.00	
Timothy Sturick - Reimbursement for Travel Expenses		
- IBTTA Winter Board Meeting in Coral Gables, FL from 1/16/24 - 1/19/24	1,089.19	
- IAG E-Zpass February 2024 Meeting in Orlando, FL from 2/6/24 - 2/9/24	1,193.96	
Technical Systems Group, Inc. - Annual Lenel Maintenance Renewal	1,782.95	
The Federal Bridge Corporation Ltd. - Insurance Premiums for Fiscal Year 2024-2025	52,360.23	CD
HTS Engineering Ltd. - HVAC Preventative Maintenance May 2023 - April 2024	<u>3,634.71</u>	CD
	<u>\$ 191,444.14</u>	

WHEREAS, the Executive Director has recommended approval of all Routine and Special Expense Payments as proper obligations of this Authority.

RESOLVED, that the Authority as it's proper act and deed, hereby approves and ratifies in all respects the routine and special expense payments represented by Requisition No. 3483 through No. 3486 as set forth herein, totaling \$935,707.77, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$191,444.14.

ATTACHMENT 2

RESOLUTION NO. 31

RE: BRIDGE REPAIR AND IMPROVEMENT FUND TRANSFER
FISCAL YEAR 2023-2024

The following resolution was moved by Douglas D. Dier, seconded by Thye Lee adopted.

WHEREAS, the Thousand Islands Bridge Authority (the "Authority") established a Bridge Repair and Improvement Fund (the "Fund") in 1984 to provide a funding source for a portion or all of the cost of major repair, replacement and improvements of any owned bridge or related facility together with a provision for unforeseen needs that are necessary for the safe and efficient operation of the international bridge system, and

WHEREAS, the Authority's adopted budget for fiscal year 2023-2024 reflected \$500,000 to be transferred into the Fund, and

WHEREAS, the current balance in the Fund is \$4,319,962, and

WHEREAS, the Fund is classified as an Unrestricted – Designated Fund component of the overall Unrestricted Net Position of the Authority, and

WHEREAS, based on financial results from the 2023-2024 fiscal year, the Executive Director recommends transferring the \$500,000 budgeted amount from the Unrestricted Net Position to the Unrestricted - Designated Bridge Repair and Improvement Fund, to be effective February 29, 2024.

NOW THEREFORE BE IT

RESOLVED, the Authority hereby approves a \$500,000 transfer from the Unrestricted Net Position to the Unrestricted - Designated Bridge Repair and Improvement Fund effective February 29, 2024.

ATTACHMENT 3

RESOLUTION NO. 32

**RE: PROPERTY & CASUALTY INSURANCE CONSULTING
SERVICES AGREEMENT**

The following resolution was moved by Robert J. Storms, seconded by Richard Iglinski and duly adopted.

RESOLVED, that the Property & Casualty Insurance Consulting Services Agreement (hereinafter "Agreement") between this Authority and Alterity Group LLC (hereinafter "Consultant"), of Amherst, New York as last amended by Resolution No. 30, adopted at the regular meeting held on January 27, 2023, to be effective March 1, 2024, be extended with the following conditions (viz):

- 1) The term of the Agreement shall be for a period of two (2) years, beginning on March 1, 2024, and ending on February 28, 2026.
- 2) The annual fee is set at \$5,500 per year to facilitate the review and recommendation of the renewal of the Property and Casualty Insurance Program.
- 3) If market conditions are such that the Consultant recommends, and the Authority agrees to a full Request for Proposal, which would materially improve the Authority costs of the general insurance proposal, the additional fee for such services would be \$6,000 per year.

FURTHER BE IT

RESOLVED, that the Executive Director is hereby authorized, empowered and directed to execute the Agreement with the Consultant, in the form presented at this meeting on behalf of the Authority; and

FURTHER BE IT

RESOLVED, that the power and authority granted to the Executive Director herein shall be deemed the proper act and deed of the Authority, binding the Authority to the terms of the Agreement.

Attachment 4

RESOLUTION NO. 33

RE: RESOLUTION TO EXTEND THE FACILITIES, SERVICES AND HUMAN RESOURCES COOPORATIVE AGREEMENT AND SUNSET ADDENDUM I WITH THE THOUSAND ISLANDS REGIONAL TOURISM DEVELOPMENT CORPORATION

The following resolution was moved by Natalie Kinloch, seconded by Douglas D. Dier and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (the "Authority") entered into a Facilities, Services and Human Resources Cooperative Agreement (the "Staff and Services Agreement") with the Thousand Islands Regional Tourism Development Corporation (the "Tourism Corporation"), which agreement expires on February 29, 2024, unless renewed upon the mutual consent of the Authority Board and the Tourism Corporation Board; and

WHEREAS, the Staff and Services Agreement provides for the Authority to loan to the Tourism Corporation four (4) full time employees; and

WHEREAS, the Authority and the Tourism Corporation also entered into Addendum I to the Staff and Services Agreement (the "Addendum") for the Authority to provide additional support to the Tourism Corporation by the Confidential Secretary to the Executive Director of the Authority and the Manager, Finance & Administration, which will also expire on February 29, 2024; and

WHEREAS, the Authority would like to extend the Staff and Services Agreement for an additional one (1) year under the terms thereof until February 28, 2025; and

WHEREAS, the Authority would like to allow for the expiration of the Addendum without renewal.

NOW, THEREFORE, upon due consideration, be it

RESOLVED, that the Authority hereby approves a one (1) year extension of the Staff and Services Agreement, the term which shall commence March 1, 2024, and end February 28, 2025; and be it further

RESOLVED, that the Addendum shall not be renewed, and that the Addendum shall expire on February 29, 2024; and be it further

RESOLVED, that the Executive Director of the Authority shall notify the Director of Tourism of the Tourism Corporation of this action.