

Thousand Islands Bridge Authority  
Friday, June 21, 2024, 3:30 P.M.  
American Administration Building

**PRESENT** Bruce Armstrong, Chairman  
Natalie Kinloch, Vice-Chairwoman  
Richard Iglinski, Assistant Secretary-Treasurer  
Douglas D. Dier, Assistant Secretary-Treasurer  
Barry Ormsby, Assistant Secretary-Treasurer  
Thye Lee, Assistant Secretary-Treasurer  
Peter Walton, Legal Counsel  
Timothy Sturick, Executive Director  
Bill Moulton, Deputy Executive Director  
Patrick Labiendo, Manager, Safety & Security  
Bryan Olson, Manager, Finance & Administration  
Susan Mowers, Manager, Information Technology

**ALSO** Dylan Soper, Deputy County Administrator, Jefferson County  
Michael Montigelli, Chairman, Finance & Rules Committee,  
Jefferson County Board of Legislators  
Philip Reed, Sr, Member, Jefferson County Board of Legislators  
Russell I. Wilcox  
Robert G. Horr, III  
Shane Sanford  
Holly Armstrong

**MEDIA** None in Attendance.

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Richard Iglinski, seconded by Barry Ormsby, the minutes of the meeting held on May 24, 2024, were approved as drafted.

**COMMUNICATIONS**

Mr. Sturick reported that Mr. Storms, Mr. Salisbury and Ms. Jobson asked to be excused. Mr. Sturick reported that Mr. Dier and Ms. Mowers were participating remotely. Mr. Sturick welcomed Dylan Soper, Deputy County Administrator for Jefferson County, Mr. Reed, member of the Jefferson County

Board of Legislators and Michael Montigelli, Chairman, Finance & Rules Committee for Jefferson County and member of the Jefferson County Board of Legislators. Mr. Sturick welcomed his predecessor, Mr. Horr and Mr. Horr's predecessor, Mr. Wilcox. Mr. Wilcox thanked the board members for recognizing him for his dedication and charitable contributions to the Thousand Islands Bridge Authority and naming the Board Room in his name. Mr. Sturick reported that the Russell I. Wilcox Thousand Islands Bridge Authority Scholarship is a component of the "Family Fund" endowed through the Northern New York Community Foundation (NNYCF). Mr. Sturick reported that the scholarship is available to all eligible U.S. and Canadian TIBA present and future full-time employees, retirees and their family members education. Mr. Sturick reported that the scholarship will go on forever and will be part of Mr. Wilcox's and the Thousand Islands Bridge Authority's legacy. Mr. Sturick reported that the plaque with the resolution passed by the board recognizing Russell I. Wilcox has been hung in the Authority Board Room.

#### **FINANCIAL MATTER**

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of May 31, 2024, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$13,994,459 compared to \$10,486,299 for the prior fiscal year representing an increase of \$3,508,160 or 33.45% above the previous period. Mr. Olson reported Total Facilities to date of \$58,883,191 compared to \$60,119,765 for the prior fiscal year, representing a decrease of \$1,236,574 or 2.06% below the previous period. Mr. Olson reported Total Assets to date of \$88,688,735, compared to \$79,650,728 for the prior fiscal year, representing an increase of \$9,038,007 or

11.35% above the previous period. Mr. Olson reported Payables total to date of \$9,632,514 compared to \$10,471,612 for the prior fiscal year, representing a decrease of \$839,098 or 8.01% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$137,385 compared to \$89,883 for the prior fiscal year, representing an increase of \$47,502 or 52.85% above the previous period. Mr. Olson reported Total Statutory Equity stands at \$60,118,569, compared to \$58,372,821 for the previous fiscal year, representing an increase of \$1,745,748 or 2.99% above the previous period.

In reviewing Exhibit B (Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$2,987,003 versus \$2,935,232 for the previous period representing an increase of \$51,771 or 1.76% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$2,031,409 versus \$1,899,826 for the previous period representing an increase of \$131,583 or 6.93% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at (\$3,574) versus (\$74,153) for the previous period representing an increase of \$70,578 or 95.18% above the previous period. Mr. Olson reported total Net Revenue is recorded at \$959,168 versus \$1,109,559 for the previous period representing a decrease of \$150,391 or 13.55% below the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$479,584 as compared to \$554,779 for the previous period representing a decrease of \$75,195 or 13.55% below the previous period. Mr. Olson reported TIBA's Net Revenue Bridge Facility through May 31, 2024, is recorded at \$115,564 as compared to \$198,943 for the previous period representing a decrease of \$83,379 or 41.91% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities &

Programs is recorded at \$1,023,357 compared to \$813,719 for the previous period representing an increase of \$209,638 or 25.76% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$913,008, compared to \$810,753 for the previous period representing an increase of \$102,255 or 12.61% above the previous period. Mr. Olson reported Total Net Revenue from Other Facilities & Programs year-to-date of \$110,349 as compared to \$2,966 for the prior year, representing an increase of \$107,383 or 3,620.58% above the previous year. Mr. Olson reported Net Revenue from all operations (Bridge, Other Facilities & Programs), through May 31, 2024, is \$225,913 compared to \$201,909 for the prior fiscal year, representing an increase of \$24,004 or 11.89% 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 source of funds of \$928,450 compared to \$896,394 for the prior fiscal year, representing an increase of \$32,056 or 3.58% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$84,926, compared to \$74,244 for the previous year representing an increase of \$10,682 or 14.39% above the previous fiscal year. Mr. Olson reported Use of Funds for Other Facilities & Programs year-to-date total \$123,479 compared to \$83,942 representing an increase of \$39,537 or 47.10% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$208,404 compared to \$158,186 for the prior year, representing an increase of \$50,218 or 31.75% above the previous year. In terms of Increase in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$720,046

compared to \$738,209 for the prior fiscal year, representing a decrease of \$18,163 or 2.46% below the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for May 31, 2024, 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, 2024, a motion to accept the financial report was moved by Natalie Kinloch seconded by Richard Iglinski and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated May 31, 2024, noting the Total TIBA•FBCL Projects Budget is \$130,000, 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 \$1,048,000, with the obligated amount being \$78,582 and incurred to date of \$78,582 and a balance due of \$69,627. Mr. Olson reported Total Bridge-Facilities Projects Budget is \$1,178,000, with the obligated amount being \$78,582, incurred to date of \$78,582 and a balance due of \$69,627. Mr. Olson reported Total Boldt Facilities Projects budget is \$834,000 with the obligated amount being \$123,479 and incurred to-date of \$123,479 and a balance due of zero. Mr. Olson reported Other Capital Budget is \$330,000, 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 2024-2025 is \$2,342,000 with the current obligated amount being \$202,061 and incurred to-date of \$202,061 and a balance due of \$69,627.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated May 31, 2024, in detail noting investments totaling \$13,994,459 with an average interest rate of 4.14% versus 2.46% 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 \$5,634,729. The credit ratings for the Canadian financial institutions were within the guidelines established by the Investment Policy.

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

**Proposed Resolution No.15:** Mr. Sturick read the following resolution which was moved Barry Ormsby, seconded by Thye Lee and duly adopted.

**SEE ATTACHMENT 1**

Bridge Facility Vehicle Traffic & Revenue Comparison:

31 Days of May (FY2024/2025 Compared to FY2023/2024)

		<u>FY2024/2025</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY24-25	Total Vehicles	172,733	-	9,281	-	5.7%
	Total Revenue	1,064,343	-	\$3,377	-	0.3%

3 Months March/May (FY2024/2025 Compared to FY2023/2024)

		<u>FY2024/2025</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY24-25	Total Vehicles	461,962	-	32,280	-	7.5%
	Total Revenue	\$3,036,072	-	\$86,562	-	2.9%

7 Days June (FY2024/2025 Compared to FY2023/2024)

		<u>FY2024/2025</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY24-25	Total Vehicles	40,147	-	2,541	-	6.8%
	Total Revenue	\$244,234	-	\$9,356	-	4.0%

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD May 2024 and May 2023. Mr. Sturick reported total crossings for YTD May 2024 and May 2023 were 679,978 compared to 630,479 the previous period YTD representing an increase of 49,499 or 7.9% above the previous period.

Twenty (20) Operating Days of May (FY 24-25 Compared to Eighteen (18) days in FY 23-24)

Total Admissions	12,712	-	(124)	-	(1.0%)
Total Revenue	\$146,814	-	\$5,656	-	4.0%

7 Days of June (FY 24-25 Compared to FY 23-24)

Total Admissions	7,158	-	2,341	-	48.6%
Total Revenue	\$58,641	-	\$9,375	-	19.0%

Food Concession/Revenue Reports:

Twenty (20) Operating Days of May (FY 24-25 Compared to Eighteen (18) Operating Days in FY 23-24)

Total Revenue	\$18,589	-	(\$1,561)	-	(7.7%)
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7 Days of June (FY 24-25 Compared to FY 23-24)

Total Revenue	\$10,637	-	\$4,724	-	79.9%
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Gift Concession/Revenue Reports:

Twenty (20) Operating Days of May (FY 24-25 Compared to Eighteen (18) Operating Days in FY 23-24)

Total Revenue	\$67,650	-	\$1,628	-	2.5%
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7 Days of June (FY 24-25 Compared to FY 23-24)

Total Revenue	\$35,578	-	\$8,888	-	33.3%
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Mr. Sturick reported that the Boldt Facilities for fiscal year 2023-2024 were open for eighteen (18) days compared to twenty (20) days for fiscal year 2024-2025.

**Boldt Yacht House Bridges Consulting Engineers Inspection**

**Agreement- Proposed Resolution No. 16:** Mr. Sturick read the following resolution which was moved Thye Lee, seconded by Natalie Kinloch and duly adopted.

**SEE ATTACHMENT 2**

**PROJECT REPORTS**

**Bridge Facilities**

**Operations and Maintenance Activities**

Mr. Moulton reported that the required testing/safety programs for the 2024 Bridge Painting Program took place the week of April 29, 2024. On Sunday, May 5, 2024, crews began working between the overnight hours of 10:00 pm and 6:00 am (Sunday-Friday), removing the winter sand and washing down the bridges as well as bridge road deck repairs and the 2024 Bridge Painting Program began on June 1, 2024, with under deck inspection of the clip angles which connect the floor beams and stringers to support the bridge deck. Mr. Moulton reported that the U.S. maintenance staff have been focusing on painting the exposed section of the girder above deck and sidewalk area on the west side and a crew is also working below deck on the north side. Mr. Moulton reported that the Canadian maintenance staff have been working on the Warren Truss Span and sections of the viaduct spans. Mr. Moulton reported that representatives from Barton & Loguidice, D.P.C. of Syracuse, New York, are working on the design, specification and construction management



services for the replacement of asphalt in the parking lots near the U.S. administrative buildings and the Ammex Duty Free Store. Mr. Moulton reported that the area was tested to make sure no utilities were under the asphalt and core sampling and compaction testing has been completed. Mr. Moulton reported that the design is near 50% complete and when the design is at 50%, it will be reviewed by TIBA staff. Mr. Moulton reported that the New York State Department of Transportation (NYSDOT) requires a work permit for the replacement of asphalt in the parking lots near the administrative buildings and the Ammex Duty Free Store due to the parking lots enter on and exit off Interstate 81. Mr. Moulton reported that the weigh-in-motion scales project at the U.S. Toll Plaza will include the removal of the frame, foundation and platforms located in lane 1. Mr. Moulton reported that a proposal was 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. Mr. Moulton reported that the proposal from J.B. Brady, Inc. included a proposal for an alternative solution to the project and after reviewing and researching the information, TIBA staff have decided to go with the original proposal which is a traditional installation. Mr. Moulton reported that the Thousand Islands Central School District recently advertised that they were accepting bids for a 2015 Chevrolet van and TIBA was the high bidder. Mr. Moulton reported that a 2005 Dodge Caravan is being used currently for the painting program and TIBA was recently looking for something different and the 2015 Chevrolet became available to bid on. Mr. Moulton reported that staff are getting it ready to put on the road. Mr. Moulton reported that the consultant from Barton & Loguidice, D.P.C. developed the Spill Prevention, Control, and Countermeasure Plan (SPCC) which includes

procedures regarding steps to follow for spill prevention as the result of the U.S. maintenance shop fueling station replacement project. Mr. Moulton reported that representatives from Barton & Loguidice, D.P.C. performed an inspection of the TIBA facilities and it was recommended that the two (2) tanks in the front office be replaced. Mr. Moulton reported that the New York State Department of Environmental Conservation (NYSDEC) requires that the removal of above ground tanks be decommissioned and all newly installed above ground tanks be registered with the NYSDEC. Mr. Moulton reported the current contractor on the rehabilitation projects on the Canadian Bridges has been doing night work the past two (2) weeks and the Canadian staff have been assisting the FBCL with traffic control operations during the night shift. 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, Rift Bridges and the Boldt Yacht House Bridges are scheduled for August 2024.

#### Safety & Security

Mr. Labiendo reported on the U.S. side there were no new injuries in the past month with one (1) open claim. Mr. Labiendo reported that he has been working with Corey Bertrand, Manager of Corporate Security, Risk and Compliance and has completed updating the FBCL/TIBA security plan. Mr. Labiendo reported that Mr. Bertrand sent the updated FBCL/TIBA security plan to Transport Canada on May 30, 2024. Mr. Labiendo reported that the security plan is presently under review to ensure it is meeting the requirements as outlined in the Transport Canada's International Bridges and Tunnels Memorandum of Understanding. Mr. Labiendo reported due to the high heat

index forecast and advisories this week, he emailed a memo out to TIBA staff reminding them of the dangers of heat stress. Mr. Labiendo reported that no heat related incidents were reported during the week. Mr. Labiendo reported that he is working with representatives from River Hospital regarding a date for mid-season blood tests and testing for bridge maintenance.

### **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 local school groups and bus groups have been visiting the Boldt Facilities daily. Mr. Sturick reported the Annual AUSA River Day was held on Friday, June 7, 2024, which resulted in approximately 1,700 soldiers and their families visiting the Boldt Facilities. Mr. Sturick reported that the Boldt Castle gift shop has had a great start to the 2024 operating season and has already submitted reorders for a few locally made items. Mr. Sturick reported forty-six (46) weddings scheduled for the 2024 operating season and sixteen (16) are scheduled for the 2025 operating season. Mr. Sturick reported that Lupini Construction, Inc. of Utica, New York, has commenced work on the Boldt Castle Eastern Exposure Masonry Project. Mr. Sturick reported that representatives from Tri-City Scaffolding Co., Inc. completed the construction of the scaffolding for the Boldt Castle Eastern Exposure Masonry Project. Mr. Sturick reported that staff replaced the roof top ventilator system on the concession stand and have made other appliance repairs. Mr. Sturick reported repairs to the wooden arch bridge that leads to the Swan Pond Island has been completed and staff continue making masonry repairs around the island. Mr. Sturick reported that the grounds staff continue

to plant and care for the flower beds and keep the lawns mowed and trimmed at the Boldt Facilities.

**OTHER MATTERS**

Mr. Sturick congratulated Mr. Walton on the opening of his new law firm. Mr. Sturick reported that the Canadian RSP Plan has been distributed to the board members for review and that a proposed resolution would be presented soon. Mr. Sturick reported that Mr. Olson and himself have been working with the Authority's insurance broker and consultant on the insurance renewals for the upcoming year. Mr. Sturick reported that Chubb Insurance Company will be willing to consider a two (2) year renewal period but would require an inspection. Mr. Sturick reported that a proposed resolution for the property & casualty insurance will be available for approval at the board meeting on July 26, 2024.

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, July 26, 2024, at 10:30 a.m. at the American Administration Building.

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Secretary

**ATTACHMENT 1**

**RESOLUTION NO. 15**  
**RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS**  
**AND APPROVAL OF SPECIAL EXPENSE PAYMENTS**

The following resolution was moved by Barry Ormsby, seconded by Thye Lee and duly adopted.

WHEREAS, the below listed requisitions and vouchers, together with invoices and other supporting documentation for routine and special expense payments made since the Authority meeting held on May 24, 2024, were available and reviewed by the Authority during the meeting held on June 21 2024 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
05/28/24	3500	35674-35705 - US / C10979-C10983 - CD	\$ 124,327.91
06/04/24	3501	35706-35723 - US / C10984-C10989 - CD	80,361.45
06/11/24	3502	35724-35758 - US / C10990-C11000 - CD	129,572.55
06/18/24	3503	35759-35782 - US / C11001-C11012 - CD	240,334.88
			\$ 574,596.79

**NOTE:** CDN check #10977 was voided & replaced with U.S. check #35674. The original check should have been cut in U.S. funds rather than CDN.

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 21, 2024 (viz):

	<u>Amount</u>
A. Rifkin, Co. - Eighteen (18) Safety Bags for Toll	1,519.42
Bach Environmental, Inc. - Installed New Above Ground Heating Oil Tank - Main Station 1	7,505.00
Barton & Loguidice, D.P.C. - Professional Services for April 2024 - May 2024 for the U.S. Toll, Maintenance & AMMEX Duty Free Parking Lot Restoration and Asphalt Replacement Project	9,250.00
Cornell Cooperative Extension of Jefferson County - Taste of New York Store (NCWC) - July 2022-& November 2022 Reimbursement	73,972.91
Empire Hydraulics & Machine, LLC - Repair to Truck #22	1,143.16
Hanes Supply, Inc. - Supplies for U.S. Bridge	4,248.00
Hyde-Stone Mechanical Contractors, Inc. - Repaired Air Conditioning Unit at AMMEX	1,313.15
Metal Man Services - Four (4) Galvanized Angles for U.S. Bridge	1,331.86
N.E .Controls, LLC - Site Visit to Water Treatment Plant	1,595.00
PTL Contracting Corp. - Roof Replacement Project at the Thousand Islands International Tourism Council Building & Installation of Gutters at the Rift Camp	63,600.00

**ATTACHMENT 1**

Parsons Transportation Group - Retainer & Overweight Permits - December 2023 - February 2024	11,005.10
Thousand Islands Central School District - 2015 Chevrolet Van	6,627.00
Thousand Islands International Tourism Council - NCWC Information Aides - July 2022 - October 2022 Reimbursement	19,570.48
Thousand Islands Landscaping Company - Landscape Work - NCWC	5,729.88
USA Bluebook - Turbidity Meter Kit for the Boldt Castle Potable Water Treatment Plant	2,019.66
G.A.L. Power Systems Ottawa Ltd. - Preventative Maintenance on Generator at Canadian Toll Administration	1,870.15 CD
Industrial Electrical Contractors Brockville Limited - Four(4) Transformers for Canadian Bridge	6,554.00 CD
Schindler Elevator Corporation - Quarterly Billing/Contract - 6/1/2024 - 8/31/2024 - CBSA	5,198.73 CD
REL Controls - Four (4) Service Calls for Heating Valve Issues at CBSA	1,175.20 CD
Trojan Technologies - Supplies for Water Treatment Plant	<u>6,172.65 CD</u>
	<u>\$ 231,401.35</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. 3500 through No. 3503 as set forth herein, totaling \$574,596.79, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$231,401.35.

**ATTACHMENT 2**

**RESOLUTION NO.16**

**RE: BOLDT YACHT HOUSE BRIDGES CONSULTING ENGINEERS  
INSPECTION AGREEMENT**

The following resolution was moved by Thye Lee, seconded by Natalie Kinloch and duly adopted.

WHEREAS, the Executive Director of the Thousand Islands Bridge Authority (the "Authority") sought a renewal proposal for detailed inspection services for the bridges used in conjunction with the Boldt Yacht House for the years 2025-2027, from Parsons Transportation Group of New York, Inc. (the "Consultant"), and

WHEREAS, in response the Consultant has offered to provide detailed inspection services in 2025 at the rate of \$7,688, and detailed inspection services in 2027 at the rate of \$7,990 (the "Proposal"), and

WHEREAS, the Executive Director recommends award of the Proposal for said services upon the terms set forth in the proposed agreement of the Consultant, as modified by the Authority's Legal Counsel (the "Agreement").

NOW THEREFORE BE IT

RESOLVED, that the Authority hereby accepts the recommendation of the Executive Director for acceptance of the Proposal upon the terms and conditions set forth in the Agreement, and

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 with the Consultant.