

Thousand Islands Bridge Authority
Friday, July 26, 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
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
Brian Salisbury, Director, Boldt Facilities Operations, Maintenance
& Construction
Keri Jobson, Deputy Director, Boldt Facilities Operations
& Maintenance
Susan Mowers, Manager, Information Technology
Lohanne Messenger, Senior Accountant/Office Manager

ALSO Rande Richardson, Executive Director, Northern New York
Community Foundation (NNYCF)
Mary Perrine, Coordinator of Partnerships, NNYCF
Kenneth Eysaman, Director of Communications, NNYCF
Dawson Rastley
Donna Rastley
Carl Herman
Lois Herman
Ronald Thomson

MEDIA 1

MINUTES

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Richard Iglinski, seconded by Douglas D. Dier, the minutes of the meeting held on June 21, 2024, were approved as drafted.

COMMUNICATIONS

Mr. Sturick reported that Ms. Mowers was participating remotely. Mr. Sturick introduced Rande Richardson, Executive Director, NNYCF. Mr. Richardson thanked the Board and staff for hosting the George C. Boldt Scholarship event on July 18, 2024, at Boldt Castle. Mr. Richardson reported this marks the 3rd annual Russell I. Wilcox Thousand Islands Bridge Authority Scholarship, a component of the "Family Fund" endowed through the NNYCF. Ms. Perrine, Coordinator of Partnerships, NNYCF, introduced Dawson Rastley, a graduate of General Brown Central School District and noted Mr. Rastley will be attending Jefferson Community College (JCC) in the fall of 2024 and majoring in criminal justice with hopes of a career in the New York State Police. Also attending to honor Mr. Rastley was his grandfather Carl Herman, a retiree from TIBA, his grandmother Lois Herman and his mother Donna Rastley. Mr. Sturick reported that he spoke with Mr. Wilcox over the phone and he wanted to pass along his congratulations to the scholarship recipient Dawson Rastley on behalf of the Thousand Islands Bridge Authority board members and staff.

Mr. Sturick introduced Laurie Podvin, CPA and Lyndi Hill, MBA of Bowers & Company, CPAs PLLC. Ms. Podvin and Ms. Hill presented the financial statements audit of the Thousand Islands Bridge Authority for fiscal years ending February 29, 2024, respectively.

FINANCIAL MATTER

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of June 30, 2024, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$14,706,609 compared to \$11,039,246 for the prior fiscal year representing an

increase of \$3,667,363 or 33.22% above the previous period. Mr. Olson reported Total Facilities to date of \$58,735,721 compared to \$59,930,013 for the prior fiscal year, representing a decrease of \$1,194,292 or 1.99% below the previous period. Mr. Olson reported Total Assets to date of \$89,321,375, compared to \$86,805,812 for the prior fiscal year, representing an increase of \$2,515,563 or 2.90% above the previous period. Mr. Olson reported Payables total to date of \$9,956,815 compared to \$10,781,483 for the prior fiscal year, representing a decrease of \$824,668 or 7.65% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$137,852 compared to \$65,375 for the prior fiscal year, representing an increase of \$72,477 or 110.86% above the previous period. Mr. Olson reported Total Statutory Equity stands at \$60,426,441, compared to \$58,692,672 for the previous fiscal year, representing an increase of \$1,733,769 or 2.95% above the previous period.

In reviewing Exhibit B (Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$4,134,622 versus \$4,004,295 for the previous period representing an increase of \$130,327 or 3.25% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$2,684,289 versus \$2,476,143 for the previous period representing an increase of \$208,146 or 8.41% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$19,598 versus (\$56,399) for the previous period representing an increase of \$75,997 or 134.75% above the previous period. Mr. Olson reported total Net Revenue is recorded at \$1,430,735 versus \$1,584,551 for the previous period representing a decrease of \$153,815 or 9.71% below the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$687,085 as compared to \$769,222

for the previous period representing a decrease of \$82,137 or 10.68% below the previous period. Mr. Olson reported TIBA's Net Revenue Bridge Facility through June 30, 2024, is recorded at \$258,289 as compared to \$323,221 for the previous period representing a decrease of \$64,932 or 20.09% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$1,829,131 compared to \$1,497,768 for the previous period representing an increase of \$331,363 or 22.12% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$1,423,284, compared to \$1,285,903 for the previous period representing an increase of \$137,381 or 10.68% above the previous period. Mr. Olson reported Total Net Revenue from Other Facilities & Programs year-to-date of \$405,848 as compared to \$211,865 for the prior year, representing an increase of \$193,983 or 91.56% above the previous year. Mr. Olson reported Net Revenue from all operations (Bridge, Other Facilities & Programs), through June 30, 2024, is \$664,137 compared to \$535,086 for the prior fiscal year, representing an increase of \$129,051 or 24.12% 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 \$1,600,853 compared to \$1,461,066 for the prior fiscal year, representing an increase of \$139,787 or 9.57% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$139,727, compared to \$81,894 for the previous year representing an increase of \$57,833 or 70.62% above the previous fiscal year. Mr. Olson reported Use of Funds for Other Facilities & Programs year-to-date total \$155,549 compared to

\$118,198 representing an increase of \$37,351 or 31.60% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$295,276 compared to \$200,092 for the prior year, representing an increase of \$95,184 or 47.57% above the previous year. In terms of Increase in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$1,305,577 compared to \$1,260,974 for the prior fiscal year, representing an increase of \$44,603 or 3.54% above the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for June 30, 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 June 30, 2024, a motion to accept the financial report was moved by Natalie Kinloch, seconded by Barry Ormsby and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated June 30, 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 \$133,382 and incurred to date of \$133,382 and a balance due of \$54,800. Mr. Olson reported Total Bridge-Facilities Projects Budget is \$1,178,000, with the obligated amount being \$133,382, incurred to date of \$133,382 and a balance due of \$54,800. Mr. Olson reported Total Boldt Facilities Projects budget is \$834,000 with the obligated amount being \$150,461 and incurred to-date of \$150,461 and a balance due of zero. Mr. Olson reported Other Capital Budget is \$330,000, with the obligated amount

being \$5,087 and incurred to date of \$5,087 and a balance due of \$5,087.

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 \$288,930 and incurred to-date of \$288,930 balance due of \$59,887.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated June 30, 2024, in detail noting investments totaling \$14,706,609 with an average interest rate of 4.15% versus 2.52% 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 \$5,646,068. 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.17: Mr. Sturick read the following resolution which was moved Barry Ormsby, seconded by Robert J. Storms and duly adopted.

SEE ATTACHMENT 1

Bridge Facility Vehicle Traffic & Revenue Comparison:

30 Days of June (FY2024/2025 Compared to FY2023/2024)

		<u>FY2024/2025</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY24-25	Total Vehicles	192,476	-	10,420	-	5.7%
	Total Revenue	1,113,239	-	\$43,243	-	4.0%

4 Months March/June (FY2024/2025 Compared to FY2023/2024)

		<u>FY2024/2025</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY24-25	Total Vehicles	654,438	-	42,700	-	7.0%
	Total Revenue	\$4,149,311	-	\$129,804	-	3.2%

14 Days of July (FY2024/2025 Compared to FY2023/2024)

		<u>FY2024/2025</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY24-25	Total Vehicles	110,547	-	2,109	-	1.9%
	Total Revenue	\$565,375	-	\$10,698	-	1.9%

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Report for YTD June 2024 and June 2023. Mr. Sturick reported total crossings for YTD June 2024 and June 2023 were 872,454 compared to 812,535 the previous period YTD representing an increase of 59,919 or 7.4% above the previous period.

Boldt Facilities Admissions, Concessions and Gift Store Comparison30 Operating Days of June (FY 24-25 Compared to FY 23-24)

Total Admissions	30,316	-	239	-	0.8%
Total Revenue	\$306,053	-	\$24,382	-	8.7%

2 Months May/June (FY 24-25 compared to FY23-24)

Total Admissions	43,028	-	115	-	0.3%
Total Revenue	\$452,867	-	\$30,038	-	7.1%

14 Days of July (FY 24-25 Compared to FY 23-24)

Total Admissions	25,054	-	(125)	-	(0.5%)
Total Revenue	\$270,629	-	\$14,888	-	5.8%

Food Concession/Revenue Reports:30 Operating Days of June (FY 24-25 Compared to FY 23-24)

Total Revenue	\$48,857	-	\$871	-	1.8%
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2 Months May/June (FY 24-25 compared to FY 23-24)

Total Revenue	\$67,446	-	(\$690)	-	(1.0%)
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14 Days of July (FY 24-25 Compared to FY 23-24)

Total Revenue	\$52,628	-	\$14,288	-	37.3%
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Gift Concession/Revenue Reports:30 Operating Days of June (FY 24-25 Compared to FY 23-24)

Total Revenue	\$156,312	-	\$1,747	-	1.1%
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2 Months May/June (FY 24-25 compared to FY 23-24)

Total Revenue	\$223,962	-	\$3,375	-	1.5%
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14 Days of July (FY 24-25 Compared to FY 23-24)

Total Revenue	\$112,099	-	\$7,117	-	6.8%
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Acceptance of Audited Financial Statements and Audited Additional

Statements (FY 23-24) - Proposed Resolution No.18: Mr. Sturick read the following resolution which was moved Barry Ormsby, seconded by Richard Iglinski and duly adopted.

SEE ATTACHMENT 2**General Insurance Program Renewal (Property and Casualty) -**

Proposed Resolution No.19: Mr. Olson read the following resolution which was moved Douglas D. Dier, seconded by Thye Lee and duly adopted with a correction on Page 2 which says "Total Whitmore Agency" should be changed to "Total Acrisure".

SEE ATTACHMENT 3**Proposed Agreement for Legal Services with Walton Law Office -**

Proposed Resolution No. 20: Mr. Sturick read the following resolution which was moved Barry Ormsby, seconded by Douglas D. Dier and duly adopted.

SEE ATTACHMENT 4

Employee Retirement Purchase and Fund Withdrawal Authorization

- Proposed Resolution No.21: Mr. Sturick read the following resolution which was moved Robert J. Storms, seconded by Barry Ormsby and duly adopted.

SEE ATTACHMENT 5

Spill Prevention, Control and Countermeasure (SPCC) Plan –

Proposed Resolution No. 22: Mr. Walton read the following resolution which was moved Richard Iglinski, seconded by Robert J. Storms and duly adopted.

SEE ATTACHMENT 6

Establishing a Canadian Group Registered Retirement Savings Plan for

Full-Time Canadian Employees – Proposed Resolution No. 23: Mr. Sturick read the following resolution which was moved Natalie Kinloch, seconded by Thye Lee and duly adopted.

SEE ATTACHMENT 7

PROJECT REPORTS

Bridge Facilities

Operations and Maintenance Activities

Mr. Moulton reported the 2024 Bridge Painting Program is in its thirteenth (13th) week. Mr. Moulton reported that there are currently twenty-five (25) seasonal bridge maintenance staff working between both bridges. Mr. Moulton reported that the U.S. maintenance staff have been focusing on painting the exposed section of the main girder above deck and the east side is 80% completed with the west side completed with the pedestrian sidewalk now open to the public. Mr. Moulton reported that the Canadian maintenance staff continue working on the Warren Truss Span and the viaduct spans below deck, girder repairs near the North Tower and making concrete and caulking repairs

at the International Rift Bridges. Mr. Moulton reported that TIBA staff and representatives from Barton & Loguidice, D.P.C. of Syracuse, New York, have reviewed their 50% design submittal for 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 design included an estimated construction cost, which was higher than anticipated. Mr. Moulton reported that TIBA staff are reviewing various options for this project including splitting between two (2) budget years. Mr. Moulton reported that it has been determined after a local contractor evaluated the AMMEX Duty Free Store entrance area that it may need more work than anticipated. Mr. Moulton reported that Barton & Loguidice, D.P.C. submitted a proposal to investigate the entrance area at the AMMEX Duty Free Store to determine what needs to be fixed. Mr. Moulton reported that representatives from Barton & Loguidice, D.P.C. are currently on site looking at the area. Mr. Moulton reported that the weigh-in-motion scales project at the U.S. Toll Plaza will begin after Labor Day 2024. Mr. Moulton reported that J.B. Brady, Inc. of Syracuse, New York, has ordered the equipment for the replacement of the weigh-in-motion scales project at the U.S. Toll Plaza. 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 to commence on August 19, 2024, for approximately two (2) weeks.

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 on July 7,

2024, an incident occurred involving a small private plane flying beneath the U.S. Span. Mr. Labiendo reported that the registration number was obtained as well as video and the information was shared with the Federal Aviation Administration. Mr. Labiendo reported that representatives from the River Hospital were on site for mid-season blood tests for bridge maintenance staff. Mr. Labiendo reported that the NYSP and OPP continue enforcing the truck spacing, speeding and other TIBA Rules & Regulations. Mr. Labiendo reported that representatives from American Crane were recently on site to repair a traveler and while they were on site, they provided training on safety and proper operation while using the travelers for TIBA bridge maintenance staff.

Other Facilities and Programs

Boldt Facilities

Ms. Jobson reported that the Boldt Facilities operations continue to run smoothly since opening on May 11, 2024. Ms. Jobson reported that hiring is ongoing due to the college-age staff returning to school within the next few weeks. Ms. Jobson reported that WPBS of Watertown, N.Y. will be hosting another murder mystery at Boldt Castle on September 7, 2024. Ms. Jobson reported forty-eight (48) weddings scheduled for the 2024 operating season and twenty (20) are scheduled for the 2025 operating season. Mr. Salisbury reported that Lupini Construction, Inc. of Utica, New York, continues work on the Boldt Castle Eastern Exposure Masonry Project with 60% completed. Mr. Salisbury reported that staff have started back working on the Alster Tower Kitchen Restoration Project. Mr. Salisbury reported that the original millwork, cabinets, doors and molding have been restored and reproduced in the Boldt Landing Shop and are currently being installed. Mr. Salisbury reported that a

tile installer will be hired to complete the ornate floor tile and wall tile. Mr. Salisbury reported that staff have been painting and staining doors and windows at Boldt Castle, continue to make dock repairs at the Boldt Facilities, making repairs to the dock building at the Boldt Marina, replaced some fascia and installed a new rain gutter at the Boldt Yacht House as well as paver and masonry repairs. Mr. Salisbury 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

A request was made by Bruce Armstrong at approximately 12:21 p.m. to go into Executive Session to discuss property matters. Barry Ormsby made a motion to go into Executive Session to discuss property matters, the motion was seconded by Richard Iglinski and unanimously carried and the TIBA Board Members went into Executive Session. At approximately 1:56 p.m., a motion to adjourn the Executive Session was made by Thye Lee, seconded by Barry Ormsby and unanimously carried.

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

NEXT AUTHORITY MEETING

By unanimous consent, the place of the next Authority meeting was set for Friday, August 23, 2024, at 10:30 a.m. at the American Administration Building.

Secretary

ATTACHMENT 1

RESOLUTION NO. 17
RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS
AND APPROVAL OF SPECIAL EXPENSE PAYMENTS

The following resolution was moved by Barry Ormsby, seconded by Robert J. Storms 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 June 21, 2024, were available and reviewed by the Authority during the meeting held on July 26, 2024 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
06/25/24	3504	35783-35814 - US / C11013-C11019 - CD	\$ 1,134,835.35
07/02/24	3505	35815-35846 - US / C11020-C11025 - CD	126,502.00
07/09/24	3506	35847-35858 - US / C11026-C11028 - CD	34,889.53
07/16/24	3507	35859-35890 - US / C11029-C11045 - CD	201,107.18
07/23/24	3508	35891-35917 - US / C11046-C11052 - CD	<u>258,017.13</u>
			<u>\$ 1,755,351.19</u>

NOTE: CDN check #11010 was voided & replaced with U.S. check #35860. The original check should have been cut in U.S. funds rather than CDN.

U.S. check #35887 was voided & replaced with U.S. check #35890. The company name was incorrect on the first 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 July 26, 2024 (viz):

	<u>Amount</u>
American Crane & Equipment Corporation - Annual Inspection & Repairs to Bridge Maintenance Platforms	\$ 17,754.50
Anderson Equipment Company - Repair Compressor - Canadian Shop	1,921.16
Barton & Loguidice, D.P.C. - Professional Services	
- U.S. Fuel Tank Replacement Project for February 2024	4,850.00
- U.S. Toll, Maintenance & AMMEX Duty Free Parking Lot Restoration and Asphalt Replacement Project for June 2024	9,250.00
Custom Truck One - Repair of Man Lift	24,906.83

ATTACHMENT 1

Davis-Ulmer Fire Protection - NCWC		
- Internal Inspection of One (1) Wet Sprinkler System and One (1) Dry Sprinkler System	3,035.00	
- Annual Inspection of One (1) Wet Sprinkler, One (1) Dry Sprinkler, One (1) Fire Pump and Two (2) Backflows	2,720.00	
- Annual Inspection of One (1) Fire Alarm	2,860.00	
Gateway Ticketing System - Maintenance & Support (9/1/24 - 11/30/24) - Boldt Facilities	6,252.34	
Gillee's Auto Truck & Marine - Yearly Automotive Supplies for General Maintenance	1,137.00	
Hanes Supply, Inc. - Low Profile Mag Drill for Maintenance	1,046.88	
Hyde-Stone Mechanical Contractors - Spring HVAC Preventative Maintenance at the NCWC	2,282.18	
Koester Associates, Inc. - Filters for Rift Water Treatment Plant	4,218.76	
Lubrite Technologies - Four (4) Bronze Bearings for U.S. Bridge	32,790.69	
McQuade & Bannigan, Inc. - Supplies for Bridge Painting Program	1,133.51	
New York State Thruway Authority - E-ZPass Expenses - January 2024 - March 2024	8,847.00	
Riveredge Resort - Annual Meeting/Reception - TIBA/JCBOL	10,728.40	
The Marindus Company, Inc. - Supplies for Bridge Painting Program	6,790.02	
Transcore - Six (6) Readers with Installation -Toll	88,380.00	
BGM Metalworks - Steel for the Girder Repair Project on the Canadian Bridge	1,204.81	CD
Fast Response Fire System - Service Call with Replacement of Detector Head - CBSA	1,328.28	CD
GFL Environmental, Ltd. - Disposal of Paint Chips & Oil & Sludge/Drums - Bridge Painting Program	3,178.73	CD
HTS Engineering Ltd. - HVAC Preventative Maintenance Service - CBSA - April 2024	9,149.10	CD
Leading Edge Overhead Doors - Repair to Garage Door at CBSA	2,478.09	CD
Levac Supply Ltd. - Supplies for Bridge Painting Program	11,397.69	CD
REL Controls - Service Agreement for quarter ending June 30, 2024 - CBSA	6,377.72	CD
	<u>\$ 266,018.69</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. 3504 through No. 3508 as set forth herein, totaling \$1,755,351.19, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$266,018.69.

ATTACHMENT 2

RESOLUTION NO. 18

RE: ACCEPTANCE OF AUDITED FINANCIAL STATEMENTS AND AUDITED ADDITIONAL STATEMENTS (FY 23-24)

The following resolution was moved by Barry Ormsby, seconded by Richard Iglinski and duly adopted.

WHEREAS, Bowers CPAs & Advisors of Watertown, New York (“Bowers”) reviewed the results of the audited financial statements for the fiscal years ending February 29, 2024 and February 28, 2023, which included an Unmodified Opinion within the Independent Auditor’s Report, and

WHEREAS, Bowers reviewed the results of the audited additional statements for the fiscal year ending February 29, 2024, which included an Unmodified Opinion within the Independent Auditor’s Report, and

WHEREAS, Bowers reviewed the results of the audited financial statements and audited additional statements (the “Reports”) with TIBA management via an exit conference.

NOW THEREFORE BE IT

RESOLVED, the Authority accepts the Reports and recommendations made by Bowers.

ATTACHMENT 3

RESOLUTION NO. 19

RE: GENERAL INSURANCE PROGRAM RENEWAL (PROPERTY AND CASUALTY)

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

WHEREAS, in accordance with the Adopted Budgets for FY 2024-2025, the Authority's Insurance Consultant, Alterity Group, of Amherst, New York, prepared specifications and requested proposals for the Authority's Property & Casualty Insurance programs for all policies that expire July 1, 2024, and

WHEREAS, the Executive Director and the Alterity Group reviewed the proposals and recommend placing the Authority's property and casualty policies with Acrisure, LLC of Garden City, NY in the amount of \$819,610 plus applicable taxes prior to the expiration date of July 1, 2024.

NOW THEREFORE BE IT

RESOLVED, the Authority hereby accepts the renewal proposals from Acrisure, LLC of Garden City, NY in the amount of \$819,610 plus applicable taxes for the property and casualty insurance policies that expire July 1, 2024 (viz):

<u>PROGRAM COVERAGE</u>	<u>PREMIUM</u>
U.S. Bridge – Physical Damage & Use & Occupancy	\$411,786*
Property – Heart Island	Included
Property – Other than Heart Island	Included
Inland Marine – Included in Property – Other	Included
Boiler & Machine	Included
General Liability	81,810
Umbrella	151,666
Crime	3,422
Directors & Officers	16,600
Travel Accident	750
Storage Tank Pollution	8,961

Cyber Security	19,236
Marine	33,812
Automobile	91,567
TOTAL Acrisure, LLC	\$819,610

NOTES:

Expiring coverages at updated exposures were \$788,562.

Budget Amounts: \$720,000 (Bridge Facilities) and \$111,800 (Other Facilities and Programs) – Total budget amount of \$831,800. Budgeted amounts are based off Authority’s fiscal year, not the insurance policy year.

*One year term, carrier will consider a multi-year term after an onsite inspection.

ATTACHMENT 4

RESOLUTION NO. 20

RE: PROPOSED AGREEMENT FOR LEGAL SERVICES WITH WALTON LAW OFFICE

The following resolution was moved by Barry Ormsby, seconded by Douglas D. Dier, and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (the "Authority") previously contracted with the firm of Kendall, Walton & Burrows, Peter L. Walton, of Counsel, to act as Legal Counsel for the Authority, which agreement was terminated as of June 15, 2024; and

WHEREAS, on June 15, 2024, Peter L. Walton left the firm of Kendall, Walton & Burrows and established the firm of Walton Law Office effective June 15, 2024; and

WHEREAS, the Authority desires to have Peter L. Walton continue to serve as Legal Counsel to the Authority, through the new firm of Walton Law Office; and

WHEREAS, Peter L. Walton would like to continue to serve as Legal Counsel to the Authority, and as such has prepared and presented a retainer agreement ("the Retainer Agreement") for legal services to be provided to the Authority on substantially the same terms as those previously provided through his former legal firm.

NOW, THEREFORE, it is hereby

RESOLVED, that the Authority hires the Walton Law Office to serve as Legal Counsel to the Authority, effective as of June 15, 2024; and be it further

RESOLVED, that the Chairman is hereby authorized and directed to execute the Retainer Agreement for legal services prepared by Walton Law Office as its proper act and deed, binding the Authority to the terms thereof.

ATTACHMENT 5

RESOLUTION NO. 21

**RE: EMPLOYEE RETIREMENT PURCHASE AND FUND WITHDRAWAL
AUTHORIZATION**

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

WHEREAS, in accordance with the policies and procedures of the Thousand Islands Bridge Authority Employees' Retirement Benefit Trust (The Plan), Robert Fichthorn, Custodian at the North Country Welcome Center with four (4) years of service, gave written notice under the date of July 8, 2024, of his desire retire from his position on October 15, 2024, and to receive retirement benefits effective November 1, 2024, and

WHEREAS, a calculation shall be requested for Robert Fichthorn's chosen form of retirement payment under The Plan by the Executive Director, who serves as Plan Administrator, and

WHEREAS, the Executive Director has determined that it would be in the best interest of the Authority in this financial climate not to purchase an annuity retirement benefit but rather to make monthly payments through the previously established Payor Account and custodian account for Robert Fichthorn's chosen form of retirement payment option with an effective date of November 1, 2024, and the necessary funds to commence such annuitized payments withdrawn from The Plan.

NOW THEREFORE BE IT

RESOLVED, the Authority, as Trustees of The Plan, hereby authorizes the Executive Director, as The Plan Administrator, to seek a calculation of benefits for the retirement payments for the benefit of Robert Fichthorn, and

FURTHER BE IT

RESOLVED, the Plan Administrator is hereby authorized to deposit monies into the Payor Account to commence annuitized payments for the benefit of Robert Fichthorn, to be effective November 1, 2024, and to withdraw the necessary funds from The Plan to be deposited in said account, and

FURTHER BE IT

RESOLVED, that upon completion of the actions authorized herein, the Executive Director, as Plan Administrator, shall report same for ratification at the next regular monthly meeting of this Authority.

ATTACHMENT 6

RESOLUTION NO. 22

RE: SPILL PREVENTION, CONTROL AND COUNTERMEASURE (SPCC) PLAN

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

WHEREAS, the Thousand Islands Bridge Authority (the "Authority") stores oil products at its facilities for providing oil, fluid, fuel and gasoline to the Authority's vehicles, machinery and equipment; and

WHEREAS, pursuant to the authority set forth in 33 United States Code 1251, and the regulations promulgated thereunder at 40 C.F.R. Part 112, the Authority is required to meet the minimum requirements set forth in the U.S. Environmental Protection Agency's Oil Pollution Prevention regulations, including the preparation and adoption of a Spill Prevention, Control and Countermeasure (SPCC) Plan; and

WHEREAS, the Authority has caused an SPCC Plan to be prepared by its consulting engineers, Barton & Loguidice, D.P.C., dated March 2024, and in accordance with the regulations, Barton & Loguidice, D.P.C., has opined that the SPCC Plan meets or exceeds the minimal provisions required by 40 C.F.R. Part 112; and

WHEREAS, the Authority wishes to adopt the SPCC Plan in its entirety as written.

NOW, THEREFORE, be it

RESOLVED, that the Authority fully adopts the SPCC Plan as prepared by Barton & Loguidice, D.P.C., dated March 2024; and be it further

RESOLVED, that the Authority is fully committed to implementation of the SPCC Plan as described therein to prevent accidental discharges of oil into the environment and the waterways of the United States; and be it further

RESOLVED, that the Authority hereby directs the Authority's facilities management team to be committed to making all required expenditures of management oversight, resources, staff, equipment and training necessary to be effective in implementing and carrying out the SPCC Plan; and be it further

RESOLVED, that the Authority's facilities management team address and correct the action items summarized within the Implementation Plan within the timeframes set forth therein; and be it further

RESOLVED, the Authority hereby commits the resources and personnel necessary to implement the SPCC Plan.

ATTACHMENT 7

RESOLUTION NO. 23
RE: ESTABLISHING A CANADIAN GROUP REGISTERED RETIREMENT
SAVINGS PLAN FOR FULL-TIME CANADIAN EMPLOYEES

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

WHEREAS, the Thousand Islands Bridge Authority (the "Authority") received an employee benefits proposal from Peak Benefit Solutions, Kingston, ON (the "Benefits Consultant"), to establish a Group Registered Retirement Savings Plan (the "Plan") available for all full-time Canadian employees, and

WHEREAS, the Plan shall be administered by Canada Life and will provide enrolled employees with lower fees than with individual retail investment funds, convenient payroll deductions, easy management of their savings online, and expert guidance on how to achieve their retirement and savings goals, and

WHEREAS, the Plan will be structured to allow employee pre-tax contributions through bi-weekly payroll withholdings, with no immediate plans for an employer matching contribution, and

WHEREAS, the Authority's Benefits Consultant and the Executive Director have completed a thorough review of the proposal including the Plan provisions, governance and administration, and implementation timeline.

NOW THEREFORE BE IT

RESOLVED, that the Authority hereby accepts and approves the recommendations of the Executive Director for the Plan as presented at this meeting, and

FURTHER BE IT

RESOLVED, that the Authority's Executive Director as Plan Administrator is hereby authorized, empowered and directed to execute a contract with Canada Life on behalf of the Authority as its proper act and deed, and to notify the eligible Canadian employees of said contract, provisions, eligibility, 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 of this Authority.