

Thousand Islands Bridge Authority  
Friday, January 27, 2017, 10:30 A.M.  
American Administration Building

**PRESENT** Robert V.R. Barnard, Chairman  
Bruce Armstrong, Vice Chairman  
Francis G. Garrett, Assistant Secretary-Treasurer  
Natalie Kinloch, Assistant Secretary-Treasurer  
Jacques E. Pigeon, Assistant Secretary-Treasurer  
Patrick Simpson, Assistant Secretary-Treasurer  
Dennis Whelpley, Legal Counsel  
Bill Moulton, Director, Bridge Facilities Operations & Maintenance  
Timothy Sturick, Director of Finance  
Patrick Labiendo, Facilities Safety & Security Officer  
Shane Sanford, Director Boldt Facilities Operations & Maintenance  
Lohanne Messenger, Senior Accountant

**ALSO** Megan Kendall, Conboy, McKay, Bachman & Kendall, LLP  
Jeffrey Timerman

**MEDIA** None in attendance.

**MINUTES**

The meeting was called to order by Robert V.R. Barnard, Chairman. Upon motion by Jacques E. Pigeon and seconded by Natalie Kinloch, the minutes of the meeting held on December 15, 2016 were unanimously approved.

**COMMUNICATIONS**

Mr. Horr reported that Mr. Garrett was participating via conference call. Mr. Horr introduced and welcomed Ms. Kendall of Conboy, McKay, Bachman & Kendall, LLP.

**Executive Committee (Proposed Resolution No. 33):** Mr. Horr read the following resolution which was moved by Patrick Simpson and seconded by Bruce Armstrong and duly adopted.

**SEE ATTACHMENT 1**

**FINANCIAL MATTER**

Financial Statement: Mr. Sturick, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of December 31, 2016, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$22,675,613 compared to \$21,278,325 for the prior fiscal year representing an increase of \$1,397,288 or 6.6% above the previous period. Mr. Sturick reported Total Facilities to date of \$48,583,586 compared to \$48,198,686 for the prior fiscal year representing an increase of \$384,900 or 0.8% above the previous period. Mr. Sturick reported Total Assets to date of \$72,697,374 compared to \$70,682,052 for the fiscal year representing an increase of \$2,015,322 or 2.9% above the previous period. Mr. Sturick reported Payables total to date of \$7,301,535 compared to \$7,693,189 for the prior fiscal year, representing a decrease of \$391,654 or 5.1% below the previous period. Mr. Sturick reported the Provision for Canadian Dollar Conversion total to date of \$1,753,757 compared to \$1,089,916 for the prior fiscal year representing an increase of \$663,841 above the previous period. Mr. Sturick reported Total Statutory Equity stands at \$45,518,078, compared to \$43,774,943 for the fiscal year, representing an increase of \$1,743,135 or 4.0% above the previous period.

In reviewing Exhibit B (Net Revenue – Bridge, Other Facilities & Programs), Mr. Sturick reported Toll Income at \$8,552,753 versus \$7,812,266 for the previous period representing an increase of \$740,487 or 9.5% above the previous period. Mr. Sturick reported total Cost of Operations for Bridge Facilities is recorded at \$6,229,613 versus \$6,028,908 for the previous period representing an increase of \$200,705 or 3.3% above the previous year. Mr. Sturick reported total Canadian Dollar Conversion is recorded at \$659,647 versus \$741,456 for the previous period representing a decrease of \$81,809 below the previous period. Mr. Sturick reported total Net Revenue is recorded at \$1,663,493 versus \$1,041,903 for the previous period representing an increase of \$621,590 above the previous year. Mr. Sturick

reported FBCL's Net Revenue Share is recorded at \$964,274 as compared to \$812,222 the previous period representing an increase of \$152,052 above the previous period. Mr. Sturick reported TIBA's Net Revenue Share through December 31, 2016 is recorded at \$205,150 as compared to \$19,085 for the previous period representing an increase of \$186,065 above the previous period. Mr. Sturick reported the Total Revenue from Other Facilities & Programs is recorded at \$4,301,626 compared to \$3,840,731 for the previous period representing an increase of \$460,895 or 12.0% above the previous period. Mr. Sturick reported the Cost of Operations from Other Facilities & Programs is recorded at \$2,764,597 compared to \$2,327,756 for the previous period representing an increase of \$436,841 or 18.8% above the previous period. Mr. Sturick reported Total Net Revenue (Other Facilities & Programs) year-to-date of \$1,537,029 as compared to \$1,512,975 for the prior year, representing an increase of \$24,054 or 1.6% above the previous year. Mr. Sturick reported Net Revenues from all operations (Bridge, Other Facilities & Programs), through December 31, 2016 is \$1,742,179 compared to \$1,532,060 for the prior fiscal year, representing an increase of \$210,119 or 13.7% above the previous fiscal year.

With respect to Exhibit C (Statement of Source & Use of Funds), Mr. Sturick reported that Net Revenue plus the adjustment for non-cash cost of depreciation reflects total funds available of \$2,918,449 compared to \$2,694,230 the prior fiscal year, representing an increase of \$224,219 or 8.3% above the previous fiscal year. Mr. Sturick reported Bridge Facilities Use of Funds year-to-date total \$210,641 compared to \$323,434 for the previous year representing a decrease of \$112,793 or 34.9% below the previous fiscal year. Mr. Sturick reported Other Facilities & Programs year-to-date total \$1,079,396 compared to \$1,241,944 representing a decrease of \$162,548 or 13.1% below the previous fiscal year. Mr. Sturick reported Total Use of Funds year-to-date total \$1,290,037 compared to \$1,565,378 for the prior year, representing a decrease of \$275,341 below the previous year. In terms of Net

Increase (Decrease) in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$1,628,411 compared to \$1,128,852 for the prior fiscal year, representing an increase of \$499,559.

Mr. Sturick reviewed Exhibit D (Shared Special Maintenance Project Expenses) for December 31, 2016, reported \$231,061 for the month and year to date expenses totaling \$461,255.

Financial Statements December: Upon Mr. Sturick's presentation of the financial statements for the month of December 31, 2016, a motion to accept the financial report was moved by Jacques E. Pigeon, seconded by Natalie Kinloch and duly accepted.

Capital Projects Obligation Report: Mr. Sturick reviewed the report dated December 31, 2016 noting the Total TIBA•FBCL Projects Budget is \$2,220,000, with the obligated amount being \$583,786 and a balance due of \$95,000. Mr. Sturick reported Total TIBA Projects Budget is \$3,205,000 with the obligated amount being \$222,121 and a balance of zero. Mr. Sturick reported Total Bridge Facilities Projects is \$5,425,000, with the obligated amount being \$805,907 and a balance due of 95,000. Mr. Sturick reported Total Boldt Facilities Projects budget is \$1,260,000 with the obligated amount being \$1,001,965 and a balance due of zero. Mr. Sturick reported Total Other Capital is \$90,000 with the obligated amount \$83,977 and a balance due of \$5,596. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY2016-2017 is \$6,775,000 with the current obligated amount being \$1,891,849 and a balance due year-to-date of \$100,596.

Investment Report: Mr. Sturick reviewed the Fund & Investment Report dated December 31, 2016 in detail noting investments totaling \$22,675,613 with an average rate of return of .33% versus .28% in 2015. Mr. Sturick also reported pledged securities for each U.S. institution were in place and at levels equal to or in excess of the required minimum (100%).

**Review, Approval/Ratification of Routine and Special Expense Payments**

**(Proposed Resolution No. 34):** Mr. Horr read the following resolution which was moved by Francis G. Garrett and seconded by Bruce Armstrong on and duly adopted.

**SEE ATTACHMENT 2**

**Bridge Facility Traffic & Revenue Reports:**

**31 Days of December (2016-2017 compared to 2015-2016)**

FY16-17	Total Vehicles	122,312	-	(1,777)	-	(1.4%)
	Total Revenue	\$617,905	-	(\$56,657)	-	(8.4%)

**10 Months March/December (2016-2017 compared to 2015-2016)**

FY16-17	Total Vehicles	1,765,756	-	(41,980)	-	(2.3%)
	Total Revenue	\$8,551,747	+	\$651,794	+	8.3%

**21 Days January (2016-2017 compared to 2015-2016)**

FY16-17	Total Vehicles	79,604	+	4,067	+	5.4%
	Total Revenue	\$427,758	-	(\$34,569)	-	(7.5%)

Mr. Horr reviewed the Total Vehicle Comparison report for the month of December 2015 and December 2016. Mr. Horr reported total crossings for the month of December 2015 and December 2016 were 2,003,264 compared to 2,014,725 the previous fiscal period representing a decrease of 11,481 below the previous period.

**PROJECT REPORTS**

**Bridge Facilities**

**Operations and Maintenance Activities**

Mr. Moulton reported that the staff have been working on maintenance items such as snow and ice removal, vehicle repairs, repaired the temperature in-take system at the Rift Water Treatment Facility and routine maintenance. Mr. Moulton reported that TIBA staff have been in contact with returning seasonal bridge maintenance staff for the 2017 season with the total of eight (8) positions available. Mr. Moulton reported that they are currently advertising for the eight (8) positions available which three (3) are on the US side and five (5)

on the Canadian side and have completed some preliminary interviews. Mr. Moulton reported that the final report has been received for the Detailed Inspection of the Canadian Crossing and the Underwater Inspection of Pier 17. Mr. Moulton reported that the US Toll Plaza Rehabilitation Project is on schedule and the contractor has installed the new dynamic message sign and the toll booth canopy and will be installing a wireless camera and antenna on the New York State Department of Transportation (NYSDOT) sign structure south of the toll plaza as well as waiting for the delivery of the windows and doors. Mr. Moulton reported that the specifications for the Canadian Toll Plaza Rehabilitation Project have been received for review and they include the additional generator that will assist the existing generator to support the additional electrical load and a site meeting has taken place. Mr. Moulton reported that the TIBA Welcome Center Restroom Rehabilitation Project is complete with the exception of the installation of the door mechanism.

#### Safety, Security & Wellness

Mr. Labiendo reported no new injuries the past month with two (2) claims opened year-to-date. Mr. Labiendo reported that on Wednesday, January 4, 2017 during the day and Wednesday January 11, 2017, during the night experienced high winds which resulted in restrictions. Mr. Labiendo reported that he has been working on the schedule for the required testing and training/safety programs for the seasonal and full time bridge maintenance crews which will begin the week of April 24<sup>th</sup>. Mr. Labiendo reported that a meeting was held on Tuesday, January 17, 2017, with the New York State Police (NYSP) and the Ontario Provincial Police (OPP). Mr. Labiendo reported that the Health and Safety Committee meeting was held on Thursday, January 19, 2017 with staff.

## **Other Facilities and Programs**

### Boldt Facilities

Mr. Sanford reported that the Boldt Facilities will open for the 2017 season on Saturday, May 6, 2017. Mr. Sanford reported that letters have been sent out to returning Boldt Facilities staff for the 2017 operating season and available positions are posted on the website as well as in the local newspapers. Mr. Sanford reported that he and Mr. Sourwine have scheduled seasonal employee interviews. Mr. Sanford reported that additional audio guides and brochures have been ordered for the 2017 operating season. Mr. Sanford reported that the Thousand Islands International Tourism Council Summer Co-op TV Advertising Campaign meeting will be held in February 2017. Mr. Sanford reported forty-seven (47) weddings are scheduled so far for the 2017 operating season. Mr. Sanford reported that the final version of the Boldt Castle movie has been received from Jack Serino. Mr. Sanford reported that TIBA staff continue to meet with tour boat operators regarding the 2017 operating season. Mr. Sanford reported staff have been restoring the original wainscot panels and doors for the Alster Tower Game Room. Mr. Sanford reported that staff have been producing all of the millwork and moldings for the Second Floor Core Area Project and the six (6) vintage doors for the second floor are being built by Vintage doors of Hammond, NY.

### **OTHER**

With no other business, a motion to adjourn the Meeting by Jacques E. Pigeon and seconded by Natalie Kinloch and unanimously carried.

**NEXT AUTHORITY MEETING**

By unanimous consent, the time and place of the next Authority meeting were set for Friday, February 24, 2017 @ 10:30 am, in the American Administration Building.

---

Secretary



ATTACHMENT 1

**RESOLUTION NO. 33**

**RE: EXECUTIVE COMMITTEE**

The following resolution was moved by Patrick Simpson, seconded by Bruce Armstrong and duly adopted.

WHEREAS, due to schedule conflicts, the probability of inclement weather, etc., there is the possibility of being unable to have a quorum at regularly scheduled or special meetings, and

WHEREAS, it is desirable to have a group with authority to act on matters which require action between meetings,

NOW THEREFORE BE IT

RESOLVED, that an Executive Committee of this Authority be and the same hereby is created and named, the members of which shall consist of not less than three (3) members of this Authority who, when called for a meeting of such committee in the following order of priority, to wit:

1) Chairman Robert V.R. Barnard, 2) Vice Chairman Bruce Armstrong, 3) Secretary Treasurer Micheline Dubé, 4) Assistant Secretary Treasurers Natalie Kinloch, 5) Jacques E. Pigeon, 6) Francis G. Garrett 7) Patrick Simpson shall indicate their availability, and of which a majority of those attending, but in no event less than three (3), shall be a quorum; that such Executive Committee be and it hereby is authorized to the fullest extent permitted by law to exercise between meetings of this Authority all of the powers of this Authority, including all executive, administrative and ministerial acts, but excluding the power to establish policy, and such powers are hereby delegated to such committee for that purpose, and such committee is hereby instructed and required to report all action taken by it hereunder at the next duly constituted meeting of the Authority to the end that the same may be either approved and ratified or otherwise acted upon by a quorum of the full Authority.

ATTACHMENT 2

**RESOLUTION NO. 34**

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

The following resolution was moved by Francis G. Garrett, seconded by Bruce Armstrong 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 December 15, 2016, were available and reviewed by the Authority during the meeting held on January 27, 2017 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
12/20/16	3108	24301-24324 - US / C7684-C7690 - CD	\$298,173.31
12/27/16	3109	24325-24357 - US / C7691-C7697 - CD	91,627.90
01/03/17	3110	24358-24367 - US / C7699-C7701 - CD	19,985.60
01/10/17	3111	24368-24393 - US / C7702-C7711 - CD	37,912.38
01/17/17	3112	24394-24408 - US / C7712-C7722 - CD	55,384.22
01/24/17	3113	24409-24434 - US / C7723-C7727 - CD	56,625.24
			<u>\$559,708.65</u>

NOTE: CDN check #7698 was voided, not replaced

U.S. check #24353 was voided, replaced with Check #24371

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 January 27, 2017 (viz):

	<u>Amount</u>
ABSS Manufacturing Co., Inc. - Bridge Main Cable Inspection Project	\$ 8,572.00
Brady Systems - Calibrate Scales - US Toll Plaza	1,600.00
Broadnet Telecom, Inc. - Preventative Maintenance - Microwave System	3,500.00
County of Jefferson - 2016-2017 PILOT Payment	50,000.00
Heartwood Carving - Molding - Alster Tower Game Room Project	2,011.00
Robert Horr - Reimbursement IBTTA Board Meeting 01/18/17 - 01/21/17	1,020.14
North American Equipment UpLifters, Inc. - Basket Repairs - Bridge Maintenance & Painting Program	2,268.72
NRC - Asbestos Abatement of Vermiculite Insulation - Booth 2 - US Toll Plaza	3,565.00

O'Connell Electric Company, Inc. - Progress Payment US Toll Plaza Renovations Project	207,955.00	
P & T Supply & Services, Inc. - Pump - International Rift Water Treatment Facility	2,323.49	
Parsons Transportation Group - Retainer & Overweight Permits September 2016 - November 2016	26,835.94	
RBC Wealth Management - Professional Services	1,565.58	
Security Design Services - Camera Replacement -Security Center (SOC)	3,544.00	
Technical Systems Group, Inc. (TSG) - Annual Support - Licensing Renewal - Security Operations Center (SOC)	2,242.00	
USA Bluebook - Pump & Supplies - Boldt Castle Water Treatment Plant	1,178.92	
Vintage Doors - 6 Doors - Boldt Castle 2nd Floor Rehabilitation Project	12,350.00	
Wire Ropes Works, Inc. - 2 Cable Assemblies - Bridge Maintenance	6,640.71	
Demolition Plus - Asbestos Abatement of Vermiculite Insulation - Booths 1& 2 Canadian Toll Plaza	7,814.55	CD
Hicks Morley Hamilton Stewart Storie, LLP - Professional Services	1,259.95	CD
	<u>\$ 346,247.00</u>	

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

NOW THEREFORE BE IT

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. 3108 through No. 3113 as set forth herein, totaling \$559,708.65, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$346,247.00