

Thousand Islands Bridge Authority  
Friday, March 24, 2017, 10:30 A.M.  
American Administration Building

**PRESENT** Robert V.R. Barnard, Chairman  
Bruce Armstrong, Vice Chairman  
Micheline Dubé, Secretary-Treasurer  
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  
Robert G. Horr, III, Executive Director  
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

**ALSO** Jeffrey Timerman

**MEDIA** 1

**MINUTES**

The meeting was called to order by Robert V.R. Barnard, Chairman. Upon motion by Patrick Simpson and seconded by Micheline Dubé, the minutes of the meeting held on February 24, 2017 were unanimously approved.

**COMMUNICATIONS**

Mr. Sturick reported that Mr. Garrett and Mr. Horr are participating via conference call.

**FINANCIAL MATTER**

Financial Statement: Mr. Sturick reported that Exhibits A through D were subject to the Certified Public Accountant's year-end audit adjustments. Mr. Sturick, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of February 28, 2017, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$22,501,872 compared to \$21,562,437 for the prior fiscal year representing an increase of

\$939,435 or 4.4% above the previous period. Mr. Sturick reported Total Facilities to date of \$48,478,174 compared to \$48,150,285 for the prior fiscal year representing an increase of \$327,889 or 0.7% above the previous period. Mr. Sturick reported Total Assets to date of \$72,428,601 compared to \$70,888,692 for the fiscal year representing an increase of \$1,539,909 or 2.2% above the previous period. Mr. Sturick reported Payables total to date of \$7,232,324 compared to \$7,979,954 for the prior fiscal year, representing a decrease of \$747,630 or 9.4% below the previous period. Mr. Sturick reported the Provision for Canadian Dollar Conversion total to date of \$1,699,679 compared to \$1,150,665 for the prior fiscal year representing an increase of \$549,014 above the previous period. Mr. Sturick reported Total Statutory Equity stands at \$45,372,593, compared to \$43,634,068 for the fiscal year, representing an increase of \$1,738,525 or 4.0% above the previous period.

In reviewing Exhibit B (Net Revenue – Bridge, Other Facilities & Programs), Mr. Sturick reported Toll Income at \$9,797,973 versus \$9,161,679 for the previous period representing an increase of \$636,294 or 6.9% above the previous period. Mr. Sturick reported total Cost of Operations for Bridge Facilities is recorded at \$7,372,057 versus \$7,085,071 for the previous period representing an increase of \$286,986 or 4.1% above the previous year. Mr. Sturick reported total Canadian Dollar Conversion is recorded at \$605,569, versus \$802,205 for the previous period representing a decrease of \$196,636 below the previous period. Mr. Sturick reported total Net Revenue is recorded at \$1,820,347 versus \$1,274,403 for the previous period representing an increase of \$545,944 above the previous year. Mr. Sturick reported FBCL's Net Revenue Share is recorded at \$914,425 as compared to \$806,854 the previous period representing an increase of \$107,571 above the previous period. Mr. Sturick reported TIBA's Net Revenue (Loss) Share through February 28, 2017 is recorded at \$88,802 as compared to (\$45,284) for the previous period representing an increase of \$134,086 above

the previous period. Mr. Sturick reported the Total Revenue from Other Facilities & Programs is recorded at \$4,569,075 compared to \$4,105,452 for the previous period representing an increase of \$463,623 above the previous period. Mr. Sturick reported the Cost of Operations from Other Facilities & Programs is recorded at \$3,061,182 compared to \$2,668,984 for the previous period representing an increase of \$392,198 above the previous period. Mr. Sturick reported Total Net Revenue from Other Facilities & Programs year-to-date of \$1,507,893 as compared to \$1,436,468 for the prior year, representing an increase of \$71,425 or 5.0% above the previous year. Mr. Sturick reported Net Revenues from all operations (Bridge, Other Facilities & Programs), through February 28, 2017 is \$1,596,695 compared to \$1,391,185 for the prior fiscal year, representing an increase of \$205,510 or 14.8% 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 \$3,008,219 compared to \$2,787,282 the prior fiscal year, representing an increase of \$220,937 or 7.9% above the previous fiscal year. Mr. Sturick reported Bridge Facilities Use of Funds year-to-date total \$232,423 compared to \$333,605 for the previous year representing a decrease of \$101,182 below the previous fiscal year. Mr. Sturick reported Other Facilities & Programs year-to-date total \$1,187,456 compared to \$1,417,298 representing a decrease of \$229,842 or 16.2% below the previous fiscal year. Mr. Sturick reported Total Use of Funds year-to-date total \$1,419,880 compared to \$1,750,903 for the prior year, representing a decrease of \$331,023 below the previous year. In terms of Net Increase in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$1,588,339 compared to \$1,036,378 for the prior fiscal year, representing an increase of \$551,961 or 53.3%.

Mr. Sturick reviewed Exhibit D (Shared Special Maintenance Project Expenses) for February 28, 2017, reported \$48,239 for the month and year to date expenses totaling \$717,806.

Financial Statements February: Upon Mr. Sturick's presentation of the financial statements for the month of February 28, 2017, a motion to accept the financial report was moved by Natalie Kinloch, seconded by Jacques E. Pigeon and duly accepted.

Capital Projects Obligation Report: Mr. Sturick reviewed the report dated February 28, 2017 noting the Total TIBA-FBCL Projects Budget is \$2,220,000, with the obligated amount being \$792,837 and a balance due of \$47,500. Mr. Sturick reported Total TIBA Projects Budget is \$3,230,000 with the obligated amount being \$243,903 and a balance of zero. Mr. Sturick reported Total Bridge Facilities Projects is \$5,450,000, with the obligated amount being \$1,036,740 and a balance due of 47,500. Mr. Sturick reported Total Boldt Facilities Projects budget is \$1,260,000 with the obligated amount being \$1,109,264 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 \$4,835. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY2016-2017 is \$6,800,000 with the current obligated amount being \$2,229,981 and a balance due year-to-date of \$52,335.

Investment Report: Mr. Sturick reviewed the Fund & Investment Report dated February 28, 2017 in detail noting investments totaling \$22,501,872 with an average rate of return of .33% versus .28% in 2016. 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. 1):** Mr. Sturick read the following resolution which was moved by Francis G. Garrett and seconded by Bruce Armstrong and duly adopted.

**SEE ATTACHMENT 1**

**Bridge Facility Traffic & Revenue Reports:**

**28 Days of February (2016-2017 compared to 2015-2016)**

FY16-17	Total Vehicles	107,498	+	5,618	+	5.5%
	Total Revenue	\$608,395	-	(\$77,437)	-	(11.3%)

**12 Months March/February (2016-2017 compared to 2015-2016)**

FY16-17	Total Vehicles	1,986,889	-	(31,292)	-	(1.6%)
	Total Revenue	\$9,797,182	+	\$547,274	+	5.9%

**14 Days March (2016-2017 compared to 2015-2016)**

FY16-17	Total Vehicles	58,236	+	542	+	0.9%
	Total Revenue	\$324,076	-	(\$46,652)	-	(12.6%)

Mr. Sturick reviewed the Total Vehicle Comparison report for the month of February 2016 and February 2017. Mr. Horr reported total crossings for the month of February 2016 and February 2017 were 221,133 compared to 210,448 the previous fiscal period representing an increase of 10,685 above 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 and routine maintenance. Mr. Moulton reported that the three (3) seasonal vacant positions on the US side have been filled and interviews continue for the two (2) remaining positions available on the Canadian side. Mr. Moulton reported that the Bridge System Main Cable Inspection is scheduled to take place in July 2017 and the staff are currently working on assembly and fabrication of parts for access platforms required in order

to get to the inspection areas. Mr. Moulton reported that American Crane will be on site in April 2017 to complete the required OSHA inspection on the eight (8) permanently installed maintenance platforms located below deck on both Spans. Mr. Moulton reported that a progress meeting is scheduled for March 29, 2017 regarding the US Toll Plaza Rehabilitation Project and waiting for the delivery of the windows and doors. Mr. Moulton reported that the final documents for the Canadian Toll Plaza Rehabilitation Project are complete and currently finalizing dates and anticipate awarding the project at the June 23, 2017 Board Meeting. Mr. Moulton reported that TIBA staff and TIBA legal counsel have reviewed the documents for the design of the Microwave Upgrade Project and comments have been sent to Parsons Transportation for review. Mr. Moulton reported that the Street Light Rehabilitation Project which is a staff project includes replacing 166 streetlights with more efficient LED fixtures.

#### Safety, Security & Wellness

Mr. Labiendo reported one (1) injury the past month with three (3) claims opened year-to-date. Mr. Labiendo reported that a representative from CITEC, Clarkson University, Potsdam, NY, presented the confined spaces training on March 8, 2017, for Bridge and Boldt Castle Maintenance staff as well as staff from the local highway departments. Mr. Labiendo reported that as the result of the most recent snow storm, Governor Cuomo issue a travel ban for all commercial vehicles on all New York State interstates. Mr. Labiendo reported that commercial vehicles traveling northbound and southbound were able to take Exit 50 on I81 in order to travel alternate routes. Mr. Labiendo reported that the same day of the storm there was an accident on Highway 401 Canada Ontario, involving several vehicles and a chemical spill which resulted in the closure of Highway 401 for several hours. Mr. Labiendo reported that he continues 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 refresher rescue training will be

part of orientation this year. Mr. Labiendo reported that he would be attending the Public Employer Risk Management Association (PERMA) Safety Meeting in Utica, NY on Thursday, March 30, 2017.

## **Other Facilities and Programs**

### Boldt Facilities

Mr. Sourwine reported that he and Mr. Sanford continue to schedule seasonal employee interviews. Mr. Sourwine reported that the updated Boldt Castle video is currently in production. Mr. Sourwine reported that additional audio guides and brochures have been received for the 2017 operating season. Mr. Sourwine reported fifty-three (53) weddings scheduled so far for the 2017 operating season and seven (7) scheduled for 2018. Mr. Sourwine reported that the “I Love New York Campaign” is currently hosting a contest which allows people to vote for their favorite New York State attraction during the month of March. Mr. Sourwine distributed articles which Boldt Castle was mentioned in the “15 Most Romantic Places in NYS” and “How to Create Your Perfect Empire State Summer Vacation”. Mr. Sourwine reported staff have restored the original wainscot panels and the embossed moldings have been completed and will be shipped for the Alster Tower Game Room. Mr. Sourwine reported that staff have completed the new wainscot panels for the Second Floor Core Area Project and currently working on trim work as well as building two (2) new window sashes and the hardwood flooring will be delivered on March 16, 2017.

### **OTHER**

With no other business, a motion to adjourn the Meeting by Micheline Dubé and seconded by Patrick Simpson and unanimously carried.

**NEXT AUTHORITY MEETING**

By unanimous consent, the time and place of the next Authority meeting were set for Friday, April 28, 2017 @ 10:30 am, in the American Administration Building.

---

Secretary



ATTACHMENT 1

**RESOLUTION NO. 1**

**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 February 24, 2017, were available and reviewed by the Authority during the meeting held on March 24, 2017 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
02/28/17	3118	24548-24570 - US / C7764-C7766 - CD	\$133,399.05
03/07/17	3119	24571-24613 - US / C7767-C7779 - CD	85,094.67
03/14/17	3120	24614-24632 - US / C7780-C7789 - CD	49,278.30
03/21/17	3121	24633-24682 - US / C7790-C7801 - CD	117,822.87
			\$385,594.89

NOTE: US check #24410 was voided and replaced by check #24559

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 March 24, 2017 (viz):

	<u>Amount</u>
Alexandria Central School District - PILOT	\$ 10,000.00
Alliance Toll Interoperability - Membership Dues - 2017 -2018	2,500.00
Apple Government - MacBook Pro - Administration	2,249.00
Bach Environmental, Inc. - Installation of Overfill Alarm - Veeder Root System - Maintenance Garage	1,568.00
Cazenovia Equipment Company, Inc. - Supplies - John Deere Snow Blower	1,278.80
Continental Construction - TIBA Welcome Center Restroom Rehabilitation Project	4,834.75
Gateway Ticketing - Yearly Maintenance & Support - Boldt Castle	15,703.97
Graybar - 40 Street Lights - Street Light Rehabilitation Project - Shared Project	12,400.00
Hanes Supply, Inc. - Supplies - Bridge Painting Program	14,239.00
Heartwood Carving - Molding - Alster Tower Game Room Project	2,166.00
International Bridge, Tunnel & Turnpike Association (IBTTA) - Annual Dues 2017	7,547.00

