

Thousand Islands Bridge Authority
Friday, May 26, 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
Jacques E. Pigeon, Assistant Secretary-Treasurer
Patrick Simpson, Assistant Secretary-Treasurer
Robert G. Horr, III, Executive Director
Bill Moulton, Director, Bridge Facilities Operations & Maintenance
Timothy Sturick, Director of Finance
Shane Sanford, Director Boldt Facilities Operations & Maintenance
Lohanne Messenger, Senior Accountant

ALSO

MEDIA

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 April 28, 2017 were unanimously approved.

COMMUNICATIONS

Mr. Horr advised there were no additional communications.

FINANCIAL MATTER

Financial Statement: Mr. Sturick, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of April 30, 2017, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$22,410,696 compared to \$21,584,204 for the prior fiscal year representing an increase of \$826,492 or 3.8% above the previous period. Mr. Sturick reported Total Facilities to date of \$48,982,801 compared to \$48,269,015 for the prior fiscal year representing an increase of \$713,786 or 1.5% above

the previous period. Mr. Sturick reported Total Assets to date of \$73,096,648 compared to \$70,826,878 for the fiscal year representing an increase of \$2,269,770 or 3.2% above the previous period. Mr. Sturick reported Payables total to date of \$7,884,160 compared to \$7,980,130 for the prior fiscal year, representing a decrease of \$95,970 or 1.2% below the previous period. Mr. Sturick reported the Provision for Canadian Dollar Conversion total to date of \$1,812,580 compared to \$985,813 for the prior fiscal year representing an increase of \$826,767 above the previous period. Mr. Sturick reported Total Statutory Equity stands at \$45,803,857, compared to \$43,736,931 for the fiscal year, representing an increase of \$2,066,926 or 4.7% above the previous period.

In reviewing Exhibit B (Net Revenue – Bridge, Other Facilities & Programs), Mr. Sturick reported Toll Income at \$1,558,961 versus \$1,551,240 for the previous period representing an increase of \$7,721 or .50% above the previous period. Mr. Sturick reported total Cost of Operations for Bridge Facilities is recorded at \$1,295,993 versus \$1,266,633 for the previous period representing an increase of \$29,360 or 2.3% above the previous year. Mr. Sturick reported total Canadian Dollar Conversion is recorded at \$211,656, versus (\$164,852) for the previous period representing an increase of \$376,508 above the previous period. Mr. Sturick reported total Net Revenue is recorded at \$51,313 versus \$449,459 for the previous period representing a decrease of \$398,146 below the previous year. Mr. Sturick reported FBCL's Net Revenue Share is recorded at \$94,168 as compared to \$209,938 the previous period representing a decrease of \$115,770 below the previous period. Mr. Sturick reported TIBA's Net Revenue (Loss) Share through April 30, 2017 is recorded at \$94,168 as compared to \$177,124 for the previous period representing a decrease of \$82,956 below the previous period. Mr. Sturick reported the Total Revenue from Other Facilities & Programs is recorded at \$301,509 compared to \$299,375 for the previous period representing an increase of \$2,134 or 0.7% above the previous period. Mr. Sturick reported the Cost of Operations

from Other Facilities & Programs is recorded at \$390,875 compared to \$373,636 for the previous period representing an increase of \$17,239 or 4.6% above the previous period. Mr. Sturick reported Total Net Loss from Other Facilities & Programs year-to-date of (\$89,366) as compared to (\$74,261) for the prior year, representing an increase of \$15,105 above the previous year. Mr. Sturick reported Net Revenues from all operations (Bridge, Other Facilities & Programs), through April 30, 2017 is \$4,802 compared to \$102,863 for the prior fiscal year, representing a decrease of \$98,061 below 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 \$240,504 compared to \$335,297 the prior fiscal year, representing a decrease of \$94,793 below the previous fiscal year. Mr. Sturick reported Bridge Facilities Use of Funds year-to-date total \$19,013 compared to \$185,250 for the previous year representing a decrease of \$166,237 below the previous fiscal year. Mr. Sturick reported Other Facilities & Programs year-to-date total \$166,730 compared to \$165,915 representing an increase of \$815 above the previous fiscal year. Mr. Sturick reported Total Use of Funds year-to-date total \$185,743 compared to \$351,165 for the prior year, representing a decrease of \$165,422 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 \$54,761 compared to a net loss of (\$15,868) for the prior fiscal year, representing an increase of \$70,629.

Mr. Sturick reviewed Exhibit D (Shared Special Maintenance Project Expenses) for April 30, 2017, reported \$46,659 for the month and year to date expenses totaling (\$137,022).

Financial Statements April: Upon Mr. Sturick's presentation of the financial statements for the month of April 30, 2017, a motion to accept the financial report was moved by Jacques E. Pigeon, seconded by Francis G. Garrett and duly accepted.

Capital Projects Obligation Report: Mr. Sturick reviewed the report dated April 30, 2017 noting the Total TIBA•FBCL Projects Budget is \$1,716,000, with the obligated amount being \$41,607 and a balance due of \$27,793. Mr. Sturick reported Total TIBA Projects Budget is \$3,772,000 with the obligated amount being \$29,813 and a balance of \$11,773. Mr. Sturick reported Total Bridge Facilities Projects is \$5,488,000, with the obligated amount being \$71,420 and a balance due of \$39,566. Mr. Sturick reported Total Boldt Facilities Projects budget is \$1,144,000 with the obligated amount being \$477,675 and a balance due of \$346,948. Mr. Sturick reported Total Other Capital is \$200,000 with the obligated amount of \$14,305 and a balance due of \$14,305. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY2016-2017 is \$6,832,000 with the current obligated amount being \$563,400 and a balance due year-to-date of \$400,819.

Investment Report: Mr. Sturick reviewed the Fund & Investment Report dated April 30, 2017 in detail noting investments totaling \$22,410,696 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. 7): Mr. Horr read the following resolution which was moved by Bruce Armstrong and seconded by Francis G. Garrett and duly adopted.

SEE ATTACHMENT 1

LaFargeville, Central School District PILOT Agreement (Proposed Resolution No.

8): Mr. Horr read the following resolution which was moved by Micheline Dubé and seconded by Patrick Simpson and duly adopted.

SEE ATTACHMENT 2

Bridge Facility Traffic & Revenue Reports:30 Days of April (2017-2018 compared to 2016-2017)

FY17-18	Total Vehicles	155,739	+	8,308	+	5.6%
	Total Revenue	\$791,451	-	(\$41,889)	-	(5.0%)

2 Months April (2017-2018 compared to 2016-2017)

FY17-18	Total Vehicles	287,243	+	3,396	+	1.2%
	Total Revenue	\$1,529,439	-	(\$156,995)	-	(9.3%)

21 Days May (2017-2018 compared to 2016-2017)

FY17-18	Total Vehicles	108,146	-	(1,707)	-	(1.6%)
	Total Revenue	\$582,426	+	\$39,686	+	7.3%

Mr. Horr reviewed the Total Vehicle Comparison report for the month of April 2016 and April 2017. Mr. Horr reported total crossings for the month of April 2016 and April 2017 were 155,739 compared to 147,431 the previous fiscal period representing an increase of \$8,308 above the previous period.

PROJECT REPORTS**Bridge Facilities****Operations and Maintenance Activities**

Mr. Moulton reported that crews started working between the overnight hours of 11:00 pm and 7:00 am (Sunday-Friday) removing the winter sand and washing down the bridges as well as bridge deck repairs with the US Span complete and the Canadian Span near completion. Mr. Moulton reported that the 2017 annual Painting & Maintenance Program has begun on the US Span and the Canadian Span will commence soon. Mr. Moulton reported that the maintenance crews have been washing down and cleaning parking areas around the various TIBA buildings and mowing. Mr. Moulton reported that the Landscape crews have been planting flowers. Mr. Moulton reported regarding the US Toll Plaza Rehabilitation Project, the doors and windows have been installed and currently waiting for the delivery of the door thresholds. Mr. Moulton reported that a pre-bid mandatory meeting

was held on May 10, 2017, with three (3) potential bidders for the Canadian Toll Plaza Rehabilitation Project. Mr. Moulton reported that the Microwave Upgrade Project design is complete with an Industry Outreach Meeting scheduled for June 6, 2017, with potential bidders. Mr. Moulton reported that the Street Light Rehabilitation Project is complete with the exception of the Rift Bridges and Duty Free America's Inc. on Wellesley Island, NY. Mr. Moulton reported that the installation of the above deck inspection platforms on both Spans will be installed prior to the Bridge System Main Cable Inspection in July 2017. Mr. Moulton reported that TIBA staff met with representatives from Aubertine & Currier of Watertown, NY on May 12, 2017, to discuss the outcome of the investigation and project design and scheduling regarding Main Station #1 Deck & Sidewalk Project. Mr. Moulton reported that the US Bridge South Abutment and Toll Plaza Concrete Rehabilitation Project is currently under design by Parsons Transportation Group. Mr. Horr reported that three (3) proposals were received for the the Toll Collection System Upgrade. Mr. Horr reported that each company was scheduled to present an oral presentation and demonstration of the system. Mr. Horr reported that letters and questions were sent out to the individual companies and were asked to resubmit proposal addressing questions and providing Best and Final Offer (BAFO) to TIBA.

Safety, Security & Wellness

No report.

Other Facilities and Programs

Boldt Facilities

Mr. Sanford reported that Boldt Castle opened on Saturday, May 6, 2017, and closed Sunday, May 7, 2017, due to rising high water levels. Mr. Sanford reported that the Boldt Facilities maintenance crew were able to cap the docks and build landing platforms which resulted in Boldt Castle reopening on Saturday, May 13, 2017. Mr. Sanford reported that

all boat tour operators are able to dock and drop off visitors and US Customs inspection station has been moved to food concessions. Mr. Sanford reported that the Boldt Yacht House, Power House, gift shop on the dock and food concessions were closed due to the high water. Mr. Sanford reported that they are selling some food items as well as hot dogs from the satellite food station. Mr. Sanford reported sixty (60) weddings scheduled so far for the 2017 operating season. Mr. Sanford reported that the Second Floor Core Area Project is complete. Mr. Sanford reported that the staff have installed 90% of the restored original millwork and have been working on ornate moldings.

OTHER

With no other business, a motion to adjourn the Meeting by Francis G. Garrett and seconded by Bruce Armstrong and unanimously carried.

NEXT AUTHORITY MEETING

By unanimous consent, the time and place of the next Authority meeting were set for Friday, June 23, 2017 @ 4:00 pm, in the American Administration Building.

Secretary

ATTACHMENT 1

RESOLUTION NO. 7

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

The following resolution was moved by Bruce Armstrong, seconded by Francis G. Garrett 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 April 28, 2017, were available and reviewed by the Authority during the meeting held on May 26, 2017 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
04/28/17	3127	24874-24898 - US / C7838-C7863 - CD	\$147,846.57
05/02/17	3128	24899-24946 - US / C7864-C7867 - CD	326,132.85
05/09/17	3129	24947-24987 - US / C7868-C7877 - CD	118,942.83
05/16/17	3130	24988-25025 - US / C7878-C7896 - CD	87,668.88
05/23/17	3131	25026-25064 - US / C7897-C7902 - CD	<u>167,124.17</u>
			<u><u>\$847,715.30</u></u>

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 May 26, 2017 (viz):

	<u>Amount</u>
Aubertine & Currier - Professional Services - Boldt Castle Wastewater Treatment Facility Replacement & Administration Building #1 Exterior Restoration Project	\$ 5,990.00
Black River Paper Company, Inc. - Yearly Custodial Supplies	15,616.11
Bowers & Company CPA's PLLS - Internal Audit	10,000.00
BPAS Actuarial & Pension- Plan Document	6,750.00
Burke Group, LLC - GASB 45 Actuarial Services FY 2016-2017	2,000.00
Ber-National Controls, Inc. - Toll Gate Replacement - US Toll Plaza	3,750.00
C & K Systems - Yearly Counterpoint Software Support - Boldt Castle	1,125.00
CNY Exterminating, Inc. - Pesticide Treatment - Boldt Facilities	1,150.00
Gateway Ticketing Systems - 12 Credit Card Terminals - Boldt Castle	4,400.16
Graybar - 40 LED Street Lights - Street Light Rehabilitation Project	12,400.00
Hanes Supply, Inc. - Supplies - Bridge Painting Program	1,800.00
Industrial Hearing Testing - Medical Testing - Pre-season Bridge & Maintenance Employees	1,460.00
Koester Associates - Techcheck - Waste Water Treatment Plant - Boldt Castle	3,546.18

Kings 1000 Islands Nursery - 300 Bags Pine Bark Nuggets - Landscape	1,080.00
Lubrite Technologies - Bridge Bearings	21,656.00
Med Ready Medical Group - Medical Testing	5,482.56
Netto Welding Supply, LLC - Fire Extinguisher Inspections	1,224.69
O'Connell Electric Company, Inc. - Progress Payment US Toll Plaza Renovations Project	70,752.12
P & T Supply & Services, Inc. - Pump - Canadian Side	5,829.45
Richeleau Syracuse - White Oak - Alster Tower Game Room Restoration Project	4,946.62
Sage Software, Inc. - MAS90/200 Accounting Software - Annual Maintenance Plan	3,187.54
Security Design Services - Fiber Converters for New Cameras -Security Center (SOC)	10,839.40
Smarter Shift - Professional Services - Social Media - Boldt Facilities	2,400.00
Timothy Sturick - Reimbursement/Expenses - IBTTA Summit - 4/20/17 - 4/25/17 & IBTTA Maintenance Meeting - 5/20/17 - 5/23/17	2,836.70
Thousand Islands Auto Boat - Batteries - Canadian Portable Message Sign	1,023.92
WPBS Digital TV- 2017 Annual Family Fun Day - Boldt Castle	5,130.00
WSP USA Inc. - Professional Services - Toll Plaza Rehabilitation Project	19,304.81
WSP USA Inc. - Professional Services - Toll System Upgrade & Rehabilitation Project	32,951.82
Wellesley Island Building Supply - Lumber for Docks - Boldt Castle	9,598.97
GAL Power Systems Ottawa, Ltd. - Generator Load Test Canada Border Services Agency (CBSA)	8,387.99 CD
Levac Supply Ltd. - Supplies - Bridge Painting Program	2,640.81 CD
STACS, Inc. - Fall Protection Staff Training- Bridge Painting & Maintenance	5,507.77 CD
	<u>\$ 284,768.62</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. 3127 through No. 3131 as set forth herein, totaling \$847,715.30, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$284,768.62.

ATTACHMENT 2

RESOLUTION NO. 8

RE: LAFARGEVILLE CENTRAL SCHOOL DISTRICT PILOT AGREEMENT

The following resolution was moved by Micheline Dubé, seconded by Patrick Simpson and duly adopted.

WHEREAS, the accordance with New York State Public Authorities Law, Title 4, Subsection 578-24, the Authority provides Payments in-Lieu of Taxes (herein, PILOTS) in such amount as it solely determines, and

WHEREAS, the Authority received a request from the LaFargeville Central School District that it would like to renew the current five (5) year agreement with a change to the formula in which the PILOT payment is calculated, and

WHEREAS, the PILOT payment calculation will be calculated similarly by multiplying the factor 0.0421329528% by the most recent assessed value of TIBA property within the LaFargeville Central School District for each of the five years, 01/01/17 thru 12/31/2021, and

WHEREAS, the Executive Director and Authority Legal Counsel have reviewed the proposed renewal along the proposed change and recommend acceptance by the Authority as its proper act and deed.

NOW THEREFORE BE IT

RESOLVED, the Authority has reviewed the recommendation of the Executive Director and Authority Legal Counsel and accepts the five (5) year PILOT renewal agreement with the LaFargeville Central School District with the change in the formula in which the PILOT is calculated in the form attached to this resolution, and

FURTHER BE IT

RESOLVED, the PILOT payment calculation will be calculated similarly by multiplying the factor 0.0421329528% by the most recent assessed value of TIBA property within the LaFargeville Central School District for each of the five years, 01/01/17 thru 12/31/2021, and

FURTHER BE IT

RESOLVED, the Authority directs and empowers the Chairman to execute the five (5) year renewal agreement with the LaFargeville Central School District as its proper act and deed.