

**DRAFT**

Thousand Islands Bridge Authority  
Friday, July 28, 2017, 10:30 A.M.  
American Administration Building

**PRESENT** Robert V.R. Barnard, Chairman  
Bruce Armstrong, Vice Chairman  
Micheline Dubé, 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  
Shane Sanford, Director Boldt Facilities Operations & Maintenance  
Patrick Labiendo, Facilities Safety & Security Officer

**ALSO**

**MEDIA** 1

**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 June 23, 2017 were unanimously approved.

**COMMUNICATIONS**

Mr. Horr introduced Michael W. Crowley, CPA and Pamela J. Halloran, CPA of Crowley & Halloran, CPA's, P.C. Mr. Crowley and Ms. Halloran presented the financial audit of the Thousand Islands Bridge Authority for fiscal year ending February 28, 2017.

**FINANCIAL MATTER**

Financial Statement: Mr. Sturick, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of June 30, 2017, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$21,941,172 compared to \$21,614,659 for the prior fiscal year representing an increase of \$326,513 or 1.5% above the previous

period. Mr. Sturick reported Total Facilities to date of \$49,060,934 compared to \$48,773,566 for the prior fiscal year representing an increase of \$287,368 or 0.6% above the previous period. Mr. Sturick reported Total Assets to date of \$72,923,395 compared to \$71,259,195 for the fiscal year representing an increase of \$1,664,200 or 2.3% above the previous period. Mr. Sturick reported Payables total to date of \$8,045,646 compared to \$7,578,839 for the prior fiscal year, representing an increase of \$466,807 or 6.2% above the previous period. Mr. Sturick reported the Provision for Canadian Dollar Conversion total to date of \$1,162,841 compared to \$1,222,818 for the prior fiscal year representing a decrease of \$59,977 or 4.9% below the previous period. Mr. Sturick reported Total Statutory Equity stands at \$46,118,858, compared to \$44,333,532 for the fiscal year, representing an increase of \$1,785,326 or 4.0% above the previous period.

In reviewing Exhibit B (Net Revenue – Bridge, Other Facilities & Programs), Mr. Sturick reported Toll Income at \$3,313,315 versus \$3,434,949 for the previous period representing a decrease of \$121,634 or 3.5% below the previous period. Mr. Sturick reported total Cost of Operations for Bridge Facilities is recorded at \$2,598,292 versus \$2,617,740 for the previous period representing a decrease of \$19,448 or 0.7% below the previous year. Mr. Sturick reported total Canadian Dollar Conversion is recorded at \$107,616, versus \$67,957 for the previous period representing an increase of \$39,659 above the previous period. Mr. Sturick reported total Net Revenue is recorded at \$607,406 versus \$749,252 for the previous period representing a decrease of \$141,846 or 18.9% below the previous year. Mr. Sturick reported FBCL's Net Revenue Share is recorded at \$293,796 as compared to \$261,370 the previous period representing an increase of \$32,426 above the previous period. Mr. Sturick reported TIBA's Net Revenue (Loss) Share through June 30, 2017 is recorded at \$260,995 as compared to \$439,653 for the previous period representing a decrease of \$178,658 below the previous period. Mr. Sturick reported the Total Revenue from Other Facilities & Programs is

recorded at \$1,057,112 compared to \$1,186,011 for the previous period representing a decrease of \$128,899 below the previous period. Mr. Sturick reported the Cost of Operations from Other Facilities & Programs is recorded at \$998,304 compared to \$1,068,030 for the previous period representing a decrease of \$69,726 or 6.5% below the previous period. Mr. Sturick reported Total Net Revenue from Other Facilities & Programs year-to-date of \$58,808 as compared to \$117,981 for the prior year, representing a decrease of \$59,173 below the previous year. Mr. Sturick reported Net Revenues from all operations (Bridge, Other Facilities & Programs), through June 30, 2017 is \$319,802 compared to \$557,634 for the prior fiscal year, representing a decrease of \$237,832 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 \$791,206 compared to \$1,028,142 the prior fiscal year, representing a decrease of \$236,936 below the previous fiscal year. Mr. Sturick reported Bridge Facilities Use of Funds year-to-date total \$149,994 compared to \$527,107 for the previous year representing a decrease of \$377,113 below the previous fiscal year. Mr. Sturick reported Other Facilities & Programs year-to-date total \$311,785 compared to \$594,174 representing a decrease of \$282,389 below the previous fiscal year. Mr. Sturick reported Total Use of Funds year-to-date total \$461,778 compared to \$1,121,281 for the prior year, representing a decrease of \$659,503 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 \$329,428 compared to a net loss of (\$93,139) for the prior fiscal year, representing an increase of \$422,567.

Mr. Sturick reviewed Exhibit D (Shared Special Maintenance Project Expenses) for June 30, 2017, reported \$41,994 for the month and year to date expenses totaling \$19,815.

Financial Statements May: Upon Mr. Sturick's presentation of the financial statements for the month of June 30, 2017, a motion to accept the financial report was moved by Patrick Simpson, seconded by Micheline Dubé and duly accepted.

Capital Projects Obligation Report: Mr. Sturick reviewed the report dated June 30, 2017 noting the Total TIBA•FBCL Projects Budget is \$1,716,000, with the obligated amount being \$177,543 and a balance due of \$17,750. Mr. Sturick reported Total TIBA Projects Budget is \$3,772,000 with the obligated amount being \$197,939 and a balance of \$38,064. Mr. Sturick reported Total Bridge Facilities Projects is \$5,488,000, with the obligated amount being \$375,482 and a balance due of \$55,814. Mr. Sturick reported Total Boldt Facilities Projects budget is \$1,144,000 with the obligated amount being \$603,093 and a balance due of \$325,250. Mr. Sturick reported Total Other Capital is \$200,000 with the obligated amount of \$25,900 and a balance due of zero. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY2017-2018 is \$6,832,000 with the current obligated amount being \$1,004,475 and a balance due year-to-date of \$381,064.

Investment Report: Mr. Sturick reviewed the Fund & Investment Report dated June 30, 2017 in detail noting investments totaling \$21,941,172 with an average rate of return of .35% versus .33% 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. 13):** Mr. Horr read the following resolution which was moved by Micheline Dubé and seconded by Bruce Armstrong and duly adopted.

**SEE ATTACHMENT 1**

Bridge Facility Traffic & Revenue Reports:

30 Days of June (2017-2018 compared to 2016-2017)

FY17-18	Total Vehicles	191,440	-	(219)	-	(0.1%)
	Total Revenue	\$861,672	-	(\$46,110)	-	(5.1%)

4 Months March/June (2017-2018 compared to 2016-2017)

FY17-18	Total Vehicles	649,343	-	(1,242)	-	(0.2%)
	Total Revenue	\$3,283,602	-	(\$150,302)	-	(4.4%)

23 Days July (2017-2018 compared to 2016-2017)

FY17-18	Total Vehicles	188,987	-	(3,036)	-	(1.6%)
	Total Revenue	\$765,600	+	\$8,486	+	1.1%

Mr. Horr reviewed the Total Vehicle Comparison report for the month of June 2016 and June 2017. Mr. Horr reported total crossings for the month of June 2016 and June 2017 were 870,476 compared to 861,123 the previous fiscal period representing an increase of \$9,353 above the previous period.

30 Days of June (2017 compared to 2016)

Total BC Admissions	26,402	-	(1,954)	-	(6.9%)
Total Revenue	\$223,716	-	(\$1,788)	-	(0.8%)

23 Days of July (2017 compared to 2016)

Total BC Admissions	45,687	+	1,456	+	3.3%
Total Revenue	\$409,397	+	\$39,647	+	10.7%

Food/Gift Concession/Revenue Reports:30 Days of June (2017 compared to 2016)

Total Revenue	\$134,979	-	(\$29,278)	-	(17.8%)
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23 Days of July (2017 compared to 2016)

Total Revenue	\$188,071	-	(\$264,344)	-	(58.4%)
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**Agreement with E-ZPASS Group and Kapsch TraffiCom (Proposed Resolution No. 14):**

Mr. Horr read the following resolution which was moved by Jacques E. Pigeon and seconded by Natalie Kinloch and duly adopted.

**SEE ATTACHMENT 2**

**Community Bank Collateral Pledging – Amendment #1 to Third Party Custody**

**Agreement (Proposed Resolution No. 15):** Mr. Horr read the following resolution which was moved by Patrick Simpson and seconded by Micheline Dubé and duly adopted.

**SEE ATTACHMENT 3**

**TIBA Acceptance of Certified Public Accountant Report (FY 16-17) (Proposed**

**Resolution No. 16):** Mr. Horr read the following resolution which was moved by Bruce Armstrong and seconded by Natalie Kinloch and duly adopted.

**SEE ATTACHMENT 4**

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

Mr. Moulton reported that the annual Painting & Maintenance Program is progressing well. Mr. Moulton reported that the 2017 Follow-Up Inspection of the Canadian Crossing and the Detailed Inspections of the US Crossing, Rift Bridges and the Boldt Yacht House Bridges took place between July 10<sup>th</sup> – July 21<sup>st</sup>. Mr. Moulton reported that the Bridge System Main Cable Inspection is near completion with the re-wrapping of the inspected areas. Mr. Moulton reported that the advertising is taking place for the US Bridge South Abutment and Toll Plaza Concrete Rehabilitation Project and bids are due August 10, 2017. Mr. Moulton reported that representatives from JB Brady and the manufacturer, Mettler/Toledo were recently on site to inspect the Weigh In Motion Scale Upgrade Project and will be resubmitting their proposal. Mr. Moulton reported that the TIBA Rift Water Treatment Plant Project is under design by Aubertine & Currier of Watertown, NY and letters were sent to various agencies regarding TIBA's intent to be lead agency for the SEQR process. Mr. Horr

reported that the pre-construction meeting is scheduled for Tuesday, August 1, 2017 at TIBA for the U.S. Customs Project.

### Safety, Security & Wellness

Mr. Labiendo reported no new injuries this past month with five (5) claims open at the present time. Mr. Labiendo reported that two (2) first aid, CPR and AD classes were recently held with fifteen (15) employees attending which resulted in forty-nine (49) employees certified. Mr. Labiendo reported that the mid-season testing for the bridge painters is scheduled for August 8, 2017. Mr. Labiendo reported that he would be working with all the tour boat operators to obtain updated Declaration of Security documents. Mr. Labiendo reported that he recently attended six (6) required PERMA safety training courses which certifies him as the primary contact for safety related communications as the PERMA Certified Safety Coordinator.

### **Other Facilities and Programs**

#### Boldt Facilities

Mr. Sanford reported that the Boldt Yacht House is scheduled to open Saturday, August 5, 2017 and the Heart Island Power House, gift shop on the dock and food concessions will remain closed due to the high water. Mr. Sanford reported during the Holiday weekend of July 1<sup>st</sup> – 4<sup>th</sup>, Boldt Castle experienced over 3,000 visitors a day for two (2) days of the four (4) days. Mr. Sanford reported thirty (30) weddings have been performed out of the sixty (60) weddings scheduled for the 2017 operating season. Mr. Sanford reported that NYS Assemblywoman Jenne and Assembly Speaker Carol Heastie, visited the 1000 Islands on Wednesday, July 19, 2017 to evaluate the high water levels and stopped at Boldt Castle. Mr. Sanford reported that members of the Boldt Family will be visiting the area and that he would be giving them a tour of the Boldt Facilities. Mr. Sanford reported that 2017 marks the Thousands Islands Bridge Authority's 40<sup>th</sup> year of

ownership and operations of the Boldt Facilities. Mr. Sanford reported that staff are working on the 80<sup>th</sup> Anniversary plans for Saturday, August 19, 2018 to celebrate the opening of the Thousand Islands Bridge System in 1938. Mr. Sanford reported that the staff are currently building a new fireplace mantle and building wainscot panels for the West side of the room for the Alster Tower Billiards Room Restoration Project. Mr. Sanford reported that representatives from Aubertine & Currier of Watertown, NY continue to work on the topographical survey for the Boldt Facilities Waste Water Treatment Plant Design. Mr. Sanford reported that staff are currently removing an old fountain near the gazebo, electrical work on the second floor of Boldt castle, painting and pressure washing at the Boldt Yacht House prior to the opening of August 5, 2017.

**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, August 25, 2017 @ 4:00 pm, in the American Administration Building.

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Secretary



**ATTACHMENT 1**

**RESOLUTION NO. 13**

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

The following resolution was moved by Micheline Dubé, 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 June 23, 2017, were available and reviewed by the Authority during the meeting held on July 28, 2017 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
06/27/17	3136	25229-25265 - US / C7943-C7948 - CD	\$184,866.75
07/04/17	3137	25266-25297 - US / C7949-C7956 - CD	478,058.62
07/11/17	3138	25298-25335 - US / C7957-C7966 - CD	83,016.30
07/18/17	3139	25336-25364 - US / C7967-C7975 - CD	107,034.56
07/25/17	3140	25365-25414 - US / C7976-C7987 - CD	183,932.13
			<u>\$1,036,908.36</u>

NOTE: U.S. check #25257 was voided and replaced by U.S. check #25358

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 28, 2017 (viz):

	<u>Amount</u>
American Crane & Equipment Corporation - Annual Inspection & Repairs to Bridge Maintenance Platforms	\$ 20,985.39
Aubertine & Currier - Professional Services - International Rift Potable Water Plant & Boldt Castle Wastewater Treatment Facility Replacement	34,700.00
Brady Systems - Calibrate US & Canadian Scales - Toll Plazas	4,340.00
Cheney Tire, Inc. - Truck #8 Water Truck - Tires	3,279.20
Clipper Inn - Reception/Dinner - IBTTA Past Presidents Workshop	4,026.50
Community Bank, N. A. - Annual Fee - Payor /Custodian of the Payor Funds for TIBA Employees' Retirement Trust	1,000.00
Robert Horr - Reimbursement - IBTTA Registration Fee-Planning & AET Meeting - Dallas, TX - 7/14/17 - 7/18/17	1,939.09
Hyde-Stone Mechanical Contractors, Inc. - Service & Repair - Air conditioning Units	4,953.73
LaFargeville Central School District - 2016-2017 PILOT	32,801.05

Med Ready Medical Group - Medical Testing	1,749.56
RBC Wealth Management - Professional Services	1,682.02
Revenue Markets - Treadle Replacement & Repair Keyboard - Toll	4,837.87
Riveredge Resort - Annual Reception/Dinner - Jefferson County Board of Legislators	6,398.50
Safety-Kleen Systems, Inc. - Pumped Oil Water Separator - Landscape	1,323.80
Senstar, Inc. - Service Contract - Security Operations Center (SOC)	7,160.00
Timothy Sturick - Reimbursement - IBTTA Registration Fee-Planning & AET Meeting - Dallas, TX - 7/14/17 - 7/18/17	1,134.58
SWK Technology - Sage FAS Maintenance Plan - MAS90 Software	1,640.00
Synergy Global Solutions - Sonicwall Wireless - Canadian Shop & Toll	1,025.00
Traveler's (The Whitmore Group) - Property & Casualty Insurance	468,739.59
United Rentals - Boom Rental	4,208.71
Victory Promotions - TIBA Staff Hats	1,409.32
WSP USA Inc. - Professional Services - Toll Plaza Rehabilitation Project	7,963.44
WSP USA Inc. - Professional Services - Toll System Upgrade & Rehabilitation Project	38,063.56
WSP USA Inc. - Professional Services - Annual Paint Program Inspection	5,350.00
GFL Environmental, Ltd. - Disposal of Paint Chips, Oil & Sludge/Drums 2017 Bridge Painting Program	1,526.08 CD
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	<u>\$ 662,236.99</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. 3136 through No. 3140 as set forth herein, totaling \$1,036,908.36, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$662,236.99.

ATTACHMENT 2

**RESOLUTION NO. 14**

**RE: AGREEMENT WITH E-ZPASS GROUP AND KAPSCH TRAFFICOM**

The following resolution was moved by Jacques E. Pigeon, seconded by Natalie Kinloch and duly adopted.

WHEREAS, the Authority will be replacing its current toll collection system in FY 2017-2018 with the capability of processing E-ZPASS transactions, and

WHEREAS, the Authority is a full member of the E-ZPASS Group and wishes to participate in the E-ZPASS negotiated discount pricing of certain components that will be required with the installation of a new toll system, and

WHEREAS, the E-ZPASS Group certified Kapsch TraffiCom as the provider of certain components required to accept E-ZPASS transactions and in order for the Authority to participate in the discount pricing the Authority must approve signing on to the E-ZPASS/Kapsch agreements, and

WHEREAS, the Executive Director requested and received the necessary agreements to participate in the E-ZPASS discount pricing program and after review with the assistance of TIBA Legal Counsel recommends approval by the Authority as its proper act and deed.

NOW THEREFORE BE IT

RESOLVED, the Authority has reviewed and concurs with recommendation of the Executive Director and Legal Counsel to enter into the E-ZPASS/Kapsch TraffiCom agreements in order to receive discount pricing of certain components that will be required during the installation of a new toll collection system, and

FURTHER BE IT

RESOLVED, the Authority directs and empowers the Executive Director to execute said agreements on half of the Authority as its proper act and deed.

ATTACHMENT 3

**RESOLUTION NO. 15**

**RE: COMMUNITY BANK COLLATERAL PLEDGING – AMENDMENT #1 TO THIRD PARTY CUSTODY AGREEMENT**

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

WHEREAS, the Authority maintains a banking relationship that includes demand and investment accounts with Community Bank NA (herein, the “Bank”) and is required to seek collateral pledges for all funds held by The Bank on behalf of the Authority, and

WHEREAS, the Authority approved a Third-Party Collateral Custody Agreement (herein, Agreement”) with Community Bank, NA dated 2/28/2012 and the Bank requested an amendment to said Agreement to move from manual calculation of collateral pledging to an automated system that investment securities will be automatically pledged to the Authority’s accounts, and

WHEREAS, the Executive Director and Legal Counsel has reviewed the proposed Amendment #1 in the form presented at this meeting to the Agreement with Community Bank NA and recommends acceptance as its proper act and deed.

NOW THEREFORE BE IT

RESOLVED, the Authority has reviewed the proposed Amendment #1 to Third Party Custody Agreement with Community Bank NA and concurs with the recommendation of the Executive Director and Legal Counsel to accept said amendment in the form presented at this meeting, and

FURTHER BE IT

RESOLVED, the Authority hereby empowers and directs the Executive Director to execute said amendment on behalf of the Authority as its proper act and deed.

**ATTACHMENT 4**

**RESOLUTION NO. 16**

**RE: TIBA ACCEPTANCE OF CERTIFIED PUBLIC ACCOUNTANT  
REPORT (FY 16-17)**

The following resolution was moved by Bruce Armstrong, seconded by Natalie Kinloch and duly adopted.

WHEREAS, Crowley & Halloran, CPA's, P.C. of Watertown, New York, reviewed the results of the Certified Accountant Annual Report for the fiscal period ending February 28, 2017, and the results of the exit conference held with TIBA management staff prior to same.

NOW THEREFORE BE IT

RESOLVED, the Authority accepts the report and recommendations made by the Certified Public Accountant, Crowley & Halloran, CPA's, P.C. of Watertown, NY.