

Thousand Islands Bridge Authority
Friday, June 23, 2017, 4:00 P.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
Shane Sanford, Director Boldt Facilities Operations & Maintenance
Patrick Labiendo, Facilities Safety & Security Officer
Lohanne Messenger, Senior Accountant

ALSO Robert F. Hagemann, III, County Administrator
Sarah Baldwin, Deputy Administrator
Michael Montigelli, Chairman, Finance & Rules Committee
Thye Lee, Director, Engineering & Construction/ Acting Vice President Engineering
& Construction, FBCL

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 May 26, 2017 were unanimously approved.

COMMUNICATIONS

Welcome: Mr. Horr took the opportunity to welcome the members of the Jefferson County Board of Legislators and Senior Management from Jefferson County.

Mr. Horr reported that the completion of the new Canada Border Service Agency (CBSA) Traffic and Commercial Building is now open. Mr. Horr reported that notification has been

received from U.S. General Services Administration (GSA) that they have awarded a construction contract for the new U.S. Customs Facility on Wellesley Island, NY to Northland/Cianbro and joint project. Mr. Horr congratulated Mr. Lee on his recent appointment to the Board of Directors at the Seaway International Bridge.

FINANCIAL MATTER

Financial Statement: Mr. Sturick, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of May 31, 2017, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$21,976,895 compared to \$21,254,290 for the prior fiscal year representing an increase of \$722,605 or 3.4% above the previous period. Mr. Sturick reported Total Facilities to date of \$48,973,055 compared to \$48,678,264 for the prior fiscal year representing an increase of \$294,791 or 0.6% above the previous period. Mr. Sturick reported Total Assets to date of \$72,707,677 compared to \$70,949,715 for the fiscal year representing an increase of \$1,757,962 or 2.5% above the previous period. Mr. Sturick reported Payables total to date of \$7,614,671 compared to \$7,584,300 for the prior fiscal year, representing an increase of \$30,371 or 0.4% above the previous period. Mr. Sturick reported the Provision for Canadian Dollar Conversion total to date of \$1,634,960 compared to \$1,212,847 for the prior fiscal year representing an increase of \$422,113 above the previous period. Mr. Sturick reported Total Statutory Equity stands at \$45,861,996, compared to \$44,028,562 for the fiscal year, representing an increase of \$1,833,434 or 4.2% above the previous period.

In reviewing Exhibit B (Net Revenue – Bridge, Other Facilities & Programs), Mr. Sturick reported Toll Income at \$2,451,552 versus \$2,527,133 for the previous period representing a decrease of \$75,581 or 3.0% below the previous period. Mr. Sturick reported total Cost of Operations for Bridge Facilities is recorded at \$1,914,781 versus \$1,965,234 for the previous period representing a decrease of \$50,453 or 2.6% below the previous year. Mr.

Sturick reported total Canadian Dollar Conversion is recorded at \$216,735, versus \$57,986 for the previous period representing an increase of \$158,749 above the previous period. Mr. Sturick reported total Net Revenue is recorded at \$320,037 versus \$503,914 for the previous period representing a decrease of \$183,877 below the previous year. Mr. Sturick reported FBCL's Net Revenue Share is recorded at \$171,108 as compared to \$138,701 the previous period representing an increase of \$32,407 above the previous period. Mr. Sturick reported TIBA's Net Revenue (Loss) Share through May 31, 2017 is recorded at \$171,108 as compared to \$316,984 for the previous period representing a decrease of \$145,876 or 46% below the previous period. Mr. Sturick reported the Total Revenue from Other Facilities & Programs is recorded at \$553,797 compared to \$632,942 for the previous period representing a decrease of \$79,145 below the previous period. Mr. Sturick reported the Cost of Operations from Other Facilities & Programs is recorded at \$661,965 compared to \$697,263 for the previous period representing a decrease of \$35,298 or 5.1% below the previous period. Mr. Sturick reported Total Net Loss from Other Facilities & Programs year-to-date of (\$108,168) as compared to (\$64,320) for the prior year, representing a decrease of \$43,848 below the previous year. Mr. Sturick reported Net Revenues from all operations (Bridge, Other Facilities & Programs), through May 31, 2017 is \$62,940 compared to \$252,664 for the prior fiscal year, representing a decrease of \$189,724 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 \$416,493 compared to \$605,545 the prior fiscal year, representing a decrease of \$189,052 below the previous fiscal year. Mr. Sturick reported Bridge Facilities Use of Funds year-to-date total \$54,298 compared to \$482,308 for the previous year representing a decrease of \$428,010 below the previous fiscal year. Mr. Sturick reported Other Facilities & Programs year-to-date total \$239,550 compared to \$426,044 representing a decrease of

\$186,494 below the previous fiscal year. Mr. Sturick reported Total Use of Funds year-to-date total \$293,848 compared to \$908,351 for the prior year, representing a decrease of \$614,503 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 \$122,645 compared to a net loss of (\$302,807) for the prior fiscal year, representing an increase of \$425,452.

Mr. Sturick reviewed Exhibit D (Shared Special Maintenance Project Expenses) for May 31, 2017, reported \$114,843 for the month and year to date expenses totaling (\$22,180).

Financial Statements May: Upon Mr. Sturick's presentation of the financial statements for the month of May 31, 2017, a motion to accept the financial report was moved by Bruce Armstrong, seconded by Francis G. Garrett and duly accepted.

Capital Projects Obligation Report: Mr. Sturick reviewed the report dated May 31, 2017 noting the Total TIBA•FBCL Projects Budget is \$1,716,000, with the obligated amount being \$156,449 and a balance due of \$23,933. Mr. Sturick reported Total TIBA Projects Budget is \$3,772,000 with the obligated amount being \$65,098 and a balance of \$35,506. Mr. Sturick reported Total Bridge Facilities Projects is \$5,488,000, with the obligated amount being \$221,547 and a balance due of \$59,439. Mr. Sturick reported Total Boldt Facilities Projects budget is \$1,144,000 with the obligated amount being \$547,556 and a balance due of \$325,250. Mr. Sturick reported Total Other Capital is \$200,000 with the obligated amount of \$17,245 and a balance due of zero. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY2016-2017 is \$6,832,000 with the current obligated amount being \$786,348 and a balance due year-to-date of \$384,689.

Investment Report: Mr. Sturick reviewed the Fund & Investment Report dated May 31, 2017 in detail noting investments totaling \$21,976,895 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. 9): Mr. Horr read the following resolution which was moved by Natalie Kinloch and seconded by Jacques E. Pigeon and duly adopted.

SEE ATTACHMENT 1

General Insurance Program Ratification (Proposed Resolution No. 10): Mr. Horr read the following resolution which was moved by Francis G. Garrett and seconded by Bruce Armstrong and duly adopted.

SEE ATTACHMENT 2

Revised Toll Classification and Rate Schedule Currency Rate of Exchange

(Proposed Resolution No. 11): Mr. Horr read the following resolution which was moved by Patrick Simpson and seconded by Micheline Dubé and duly adopted

SEE ATTACHMENT 3

Bridge Facility Traffic & Revenue Reports:

31 Days of May (2017-2018 compared to 2016-2017)

FY17-18	Total Vehicles	170,660	-	(4,419)	-	(2.5%)
	Total Revenue	\$892,491	+	\$52,803	+	6.3%

3 Months March/May (2017-2018 compared to 2016-2017)

FY17-18	Total Vehicles	457,903	-	(1,023)	-	(0.2%)
	Total Revenue	\$2,421,930	-	(\$104,192)	-	(4.1%)

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

FY17-18	Total Vehicles	124,838	-	(1,892)	-	(1.5%)
	Total Revenue	\$582,639	-	(\$26,500)	-	(4.4%)

Mr. Horr reviewed the Total Vehicle Comparison report for the month of May 2016 and May 2017. Mr. Horr reported total crossings for the month of May 2016 and May 2017 were 679,036 compared to 669,374 the previous fiscal period representing an increase of \$9,662 above the previous period.

15 Days of May (2017 compared to 2016)

Total BC Admissions	7,950	-	(5,780)	-	(42.1%)
Total Revenue	\$79,894	-	(\$40,004)	-	(33.4%)

14 Days of June (2017 compared to 2016)

Total BC Admissions	8,798	-	(1,066)	-	(10.8%)
Total Revenue	\$77,161	+	\$9,852	+	14.6%

Food/Gift Concession/Revenue Reports:15 Days of May (2017 compared to 2016)

Total Revenue	\$36,360	-	(\$35,713)		(49.5%)
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14 Days of June (2017 compared to 2016)

Total Revenue	\$47,814	+	\$4,258	+	9.8%
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PROJECT REPORTS**Bridge Facilities**Operations and Maintenance Activities

Mr. Moulton reported that the 2017 annual Painting & Maintenance Program has begun on both Spans. 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 are scheduled to commence in July 2017. Mr. Moulton reported regarding the US Toll Plaza Rehabilitation Project, the door thresholds have been installed and the contractor will be repairing an electrical problem in the basement of Main Station 1 as well as making an adjustment to the lightning arrester at the US Toll Plaza. Mr. Moulton reported that the bids were due June 8, 2017 for the Canadian Toll Plaza Rehabilitation Project which resulted in one (1) bid from Daoust Construction of Cumberland, Ontario, Canada which is currently under review. Mr. Moulton reported that an Industry Outreach Meeting was held on June 6, 2017 for the Microwave Upgrade Project. 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 design is complete for the US Bridge South Abutment and Toll Plaza Concrete Rehabilitation Project and that advertising for the project will begin. Mr. Moulton reported that the installation of the above deck inspection platforms on both Spans will be installed the next few weeks for the Bridge System Main Cable Inspection schedule to commence July 10, 2017. Mr. Moulton reported that the revised preliminary construction estimate from representatives of Aubertine & Currier of Watertown, NY, is under review by TIBA staff for the Main Station #1 Deck & Sidewalk Project. Mr. Moulton reported that the TIBA Rift Water Treatment Plant Project is under design by Aubertine & Currier of Watertown, NY as well as work on the NYS Environmental Quality Review Act (SEQRA) process is underway.

Safety, Security & Wellness

Mr. Labiendo reported two (2) new injuries this past month with five (5) claims open at the present time. Mr. Labiendo commended the Boldt Castle staff with no injuries since opening for the 2017 season considering the challenges with the high water levels. Mr. Labiendo reported that he attended the Annual Meeting of the Public Employer Risk Management Association (PERMA). Mr. Labiendo reported that he accepted an award for TIBA's 15 years of membership to PERMA on behalf of the Board of Directors and staff. Mr. Labiendo reported that he and Mrs. Mowers recently attended the Intelligent Transportation Society of NY Conference in Saratoga Springs, NY.

Other Facilities and Programs

Boldt Facilities

Mr. Sanford reported that the Boldt Facilities maintenance crew capped the docks and built landing platforms which resulted in all boat tour operators able to dock and drop off visitors. Mr. Sanford reported that the Boldt Yacht House, Heart Island Power House,

gift shop on the dock and food concessions continue to be closed due to the high water. Mr. Sanford reported that 3,400 soldiers and their families attended the 27th Annual AUSA River Day on Thursday, June 15, 2017 and on Friday, June 16, 2017, 150 guests from the Admiralty Group attended a dinner at Boldt Castle. On Saturday, June 17, 2017 the 4th Annual Family Fun Day was held with 2,000 visitors. Mr. Sanford reported sixty (60) weddings scheduled so far for the 2017 operating season. Mr. Sanford reported that 2017 marks the Thousands Islands Bridge Authority's 40th year of ownership and operations of the Boldt Facilities.

OTHER

TIBA Rift Water Treatment Plant Project – NYS Environmental Quality Review Act (SEQRA) (Proposed Resolution No. 12): Mr. Horr read the following resolution which was moved by Francis G. Garrett and seconded by Natalie Kinloch and duly adopted.

SEE ATTACHMENT 4

With no other business, a motion to adjourn the Meeting by Jacques E. Pigeon 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, July 28, 2017 @ 10:30 am, in the American Administration Building.

Secretary

ATTACHMENT 1

RESOLUTION NO. 9

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

The following resolution was moved by Natalie Kinloch, seconded by Jacques E. Pigeon 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 May 26, 2017, were available and reviewed by the Authority during the meeting held on June 23, 2017 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
05/30/17	3132	25065-25093 - US / C7903-C7911 - CD	\$124,610.35
06/06/17	3133	25094-25133 - US / C7912-C7921 - CD	127,475.21
06/13/17	3134	25134-25190 - US / C7922-C7937 - CD	89,397.56
06/20/17	3135	25191-25228 - US / C7938-C7942 - CD	<u>157,492.95</u>
			<u><u>\$498,976.07</u></u>

NOTE: US Check #25093 was voided

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 June 23, 2017 (viz):

	<u>Amount</u>
Advanced Business Systems - Copier - Administration	\$ 5,321.35
Aubertine & Currier - Professional Services - International Rift Potable Water Plant & Boldt Castle Wastewater Treatment Facility Replacement	16,697.50
Crowd Control Warehouse - Belt Barriers, Stanchions and Accessories - Boldt Castle	1,149.00
D.S. Brown Company - Supplies - Bridge System Main Cable Inspection	8,060.03
Fairytale Princesses - Supplies - Family Fun Day - June 17, 2017 - Boldt Castle	6,500.00
Graybar - 40 LED Street Lights - Street Light Rehabilitation Project	12,400.00
Greenman-Pedersen - Professional Services - Bridge Painting Program	5,600.00
Grignard Company, LLC - Supplest - Bridge System Main Cable Inspection	2,714.09
Webster Ford dba Henderson Ford - 2 Ford Taurus - Toll	51,656.00
Robert Horr - Reimbursement - IBTTA Past Presidents Workshop	2,950.27
Parsons Transportation Group - Retainer & Overweight Permits March 2017 - May 2017	40,512.25

Parsons Transportation Group - Professional Services - Bridge Facilities Microwave Communications System Replacement	20,900.00
Parsons Transportation Group - Professional Services - U.S. Bridge South Abutment and Toll Plaza Concrete Rehabilitation Project	37,800.00
RBC Wealth Management - Annual Contribution - Supplemental Retirement Plan	41,095.50
Riveredge Resort - Annual IAG/EMC Meeting/Reception	3,159.40
River Restorations - Shore Dinner - IBTTA Past Presidents Workshop	2,100.00
Synergy Global Solutions - Firewall - Point of Sale (POS) - Boldt Castle	1,356.00
TerryBerry - Staff Years Service Pins	1,597.45
1000 Islands Harbor Hotel - IBTTA Past Presidents Workshop - 6/12/17 - 6/13/17	2,937.00
1000 Islands International Tourism Council - 2017 Boldt Castle Summer Marketing Campaign Advertising	11,100.00
Village of Alexandria Bay - 2017-2018 PILOT Payment	10,799.69
Walldroff Farm Equipment, Inc. - Parts - Tractor - Canadian Maintenance	1,193.64
UPS, SCS - Broker Fees- Street Light Replacement Project	1,159.41 CD

\$ 288,758.58

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. 3132 through No. 3135 as set forth herein, totaling \$498,976.07, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$288,758.58.

ATTACHMENT 2

RESOLUTION NO. 10

RE: GENERAL INSURANCE PROGRAM RATIFICATION

The following resolution was moved by Francis G. Garrett seconded by Bruce Armstrong and duly adopted.

WHEREAS, in accordance with the Adopted Budgets for FY 2017-2018, the Authority's Insurance Consultant, Commercial Insurance Consultant's, Inc. (CIC) of Williamsville, New York prepared specifications and requested proposals for the Authority's Property & Casualty Insurance programs for all policies that expire July 1, 2017, and

WHEREAS, the Executive Director and CIC reviewed the proposals and recommend to place the Authority's property and casualty policies with the Whitmore Group of NY, NY in the amount of \$470,990 plus applicable taxes prior to the expiration date of July 1, 2017.

NOW THEREFORE BE IT

RESOLVED, the Authority hereby accepts the proposal from the Whitmore Group of NY, NY in the amount of \$470,990 plus applicable taxes and directs and empowers the Executive Director to place the property and casualty insurance policies that expire July 1, 2017 (viz):

<u>PROGRAM COVERAGE</u>	<u>PREMIUM</u>
U.S. Bridge – Physical Damage & Use & Occupancy	\$236,603
Property – Heart Island	Included
Property – Other than Heart Island	Included
Inland Marine – Included in Property – Other	Included
Boiler & Machine	Included
General Liability	54,422
Umbrella	75,578
Crime	2,507
Directors & Officers	16,120
Travel Accident	2,250
Storage Tank Pollution	4,894

Boats	19,854
Automobile	58,762
TOTAL The Whitmore Group	\$470,990

NOTE:

Expiring coverages at updated exposures were \$469,889
Budget Amount - \$583,000

ATTACHMENT 3

RESOLUTION NO: 11

RE: REVISED TOLL CLASSIFICATION AND RATE SCHEDULE

CURRENCY RATE OF EXCHANGE

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

WHEREAS, in accordance with Sections 4 and 19 of the Operations Agreement by and between the Federal Bridge Corporation Limited and the Thousand Islands Bridge Authority, ("Authority") dated July 1, 2010, the parties have mutually agreed to certain revisions in the Currency Rate of Exchange for the Tolls and other charges to effect equity in currency exchange rates as applied to the tolls, and

WHEREAS, the Authority is authorized to set Currency Rate of Exchange for tolls and Other Charges as provided in the 21 NYCRR Section 550.2.1 (g).

NOW THEREFORE BE IT

RESOLVED, that the Authority does hereby approve the Currency Rate of Exchange for Tolls and Other Charges for the U.S. and Canadian Toll Plazas effective July 1, 2017 as follows:

<u>Category No.</u>	<u>U.S. Currency</u>	<u>Canadian Currency</u>
1A.....	\$ 2.75	\$ 3.75
1B.....	\$ 4.25	\$ 5.50
11.....	\$ 6.50	\$ 8.25
111.....	\$ 1.50	\$ 2.25

1 TRIP FARE CARDS

Sixteen (16) Trip Fare Card	\$20.00	\$27.00
Seventy-two (72) Trip Fare Card	\$32.00	\$43.00
Escort Permit	\$125.00	\$175.00

ATTACHMENT 4

RESOLUTION NO. 12

RE: TIBA RIFT WATER TREATMENT PLANT PROJECT – NYS ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)

WHEREAS, the Thousand Islands Bridge Authority (the “Board”) is considering authorizing the design, construction and funding of a water treatment plant, as described in “The Water Treatment Plant Capacity Expansion Report” by Aubertine And Currier Architects, Engineers, & Land Surveyors, PLLC dated September, 2016 (the “Project”) or (the “Report”), copies of which are on file with the Board’s office;

WHEREAS, the Board must evaluate all proposed actions submitted for its consideration that may affect the environment in light of the New York State Environmental Quality Review Act and the regulations promulgated thereunder (“SEQRA”);

WHEREAS, the approval, undertaking and funding of the project would constitute such an “action”;

WHEREAS the New York State Departments of Environmental Conservation, Transportation, State, Health and Office of General Services are the only involved agencies as that term is defined in 6 N.Y.C.R.R. §617.2(s) and the Board desires to conduct a coordinated review as that term is defined in 6 N.Y.C.R.R. §617.6 with the aforesaid agencies;

WHEREAS, the Board desires to determine whether its actions on the Project may have a “significant effect upon the environment” and, therefore, require the preparation of an Environmental Impact Statement;

WHEREAS, the Board desires to serve and act as the lead agency for the purposes of SEQRA;

WHEREAS, to aid the Board in its determination as to whether the Project will have a significant effect upon the environment, Part I and II of the long-form Environmental Assessment Form and the Report have been prepared and circulated at this June 23, 2017 Board meeting, copies of which are on file at the Board’s office.

NOW, THEREFORE, BE IT RESOLVED BY THE THOUSAND ISLANDS BRIDGE AUTHORITY:

1. The Board makes the following findings and determinations with respect to the Project:
 - a. The Project constitutes an “unlisted action” as that term is defined in 6 (A-3) N.Y.C.R.R. §617.2 (a k); and

b. The Board desires to conduct a coordinated review and serve as lead agency for the purposes of SEQRA;

2. The Board's Engineers are hereby directed to deliver copies of long-form Environmental Assessment Form (Part I completed) and a copy of this Resolution, and notify the above-listed involved agencies that a lead agency must be agreed upon pursuant to 6 N.Y.C.R.R. §617.6.

3. This resolution shall take effect immediately.

Dated: June 23, 2017

Introduced by: Francis G. Garrett

Seconded by: Natalie Kinloch

Voting Aye:

Voting Nay:

Abstained:

Absent