

Thousand Islands Bridge Authority
 Friday, May 25, 2018, 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
 Robert J. Storms, Assistant Secretary-Treasurer
 Robert G. Horr, III, Executive Director
 Peter Walton, Legal Counsel
 Megan Kendall, Legal Counsel
 Bill Moulton, Director, Bridge Facilities Operations & Maintenance
 Timothy Sturick, Deputy Executive Director
 Shane Sanford, Director Boldt Facilities Operations & Maintenance
 Patrick Labiendo, Facilities Safety & Security Officer
 Lohanne Messenger, Senior Accountant

ALSO Robert F. Hagemann, III, Jefferson County Administrator
 Tom Weir, Commercial Insurance Consultants

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 April 27, 2018, were unanimously approved.

COMMUNICATIONS

On behalf of the Authority and staff, Mr. Horr welcomed Mr. Storms who was appointed to the TIBA Board by the Jefferson County Board of Legislators.

FINANCIAL MATTER

Financial Statement: Mr. Sturick, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of April 30, 2018, reported that the Authority's directly held

Cash and Investment Obligations, total to date of \$21,857,451 compared to \$22,410,696 for the prior fiscal year representing a decrease of \$553,245 or 2.5% below the previous period. Mr. Sturick reported Total Facilities to date of \$50,471,793 compared to \$48,982,801 for the prior fiscal year representing an increase of \$1,488,992 or 3.0% above the previous period. Mr. Sturick reported Total Assets to date of \$74,792,300 compared to \$73,096,648 for the fiscal year representing an increase of \$1,695,652 or 2.3% above the previous period. Mr. Sturick reported Payables total to date of \$7,012,733 compared to \$7,884,160 for the prior fiscal year, representing a decrease of \$871,427 or 11.1% below the previous period. Mr. Sturick reported the Provision for Canadian Dollar Conversion total to date of \$1,081,455 compared to \$1,812,580 for the prior fiscal year representing a decrease of \$731,125 or 40.3% below the previous period. Mr. Sturick reported Total Statutory Equity stands at \$49,269,061, compared to \$45,803,857 for the fiscal year, representing an increase of \$3,465,204 or 7.6% above the previous period.

In reviewing Exhibit B (Net Revenue – Bridge, Other Facilities & Programs), Mr. Sturick reported Toll Income at \$1,658,141 versus \$1,558,961 for the previous period representing an increase of \$99,180 or 6.4% above the previous period. Mr. Sturick reported total Cost of Operations for Bridge Facilities is recorded at \$1,313,902 versus \$1,295,993 for the previous period representing an increase of \$17,909 or 1.4% above the previous year. Mr. Sturick reported total Canadian Dollar Conversion is recorded at \$72,318 versus \$211,656 for the previous period representing a decrease of \$139,338 below the previous period. Mr. Sturick reported total Net Revenue is recorded at \$271,922 versus \$51,313, for the previous period representing an increase of \$220,609 above the previous year. Mr. Sturick reported FBCL's Net Revenue Share is recorded at (\$259,817) as compared to \$94,168 the previous period representing a decrease of \$353,985 below the previous period. Mr. Sturick reported TIBA's Net Revenue Share through April 30, 2018 is recorded at \$141,900 as compared to \$94,168

for the previous period representing an increase of \$47,732 above the previous period. Mr. Sturick reported the Total Revenue from Other Facilities & Programs is recorded at \$316,692 compared to \$301,509 for the previous period representing an increase of \$15,183 or 5.0% above the previous period. Mr. Sturick reported the Cost of Operations from Other Facilities & Programs is recorded at \$374,404 compared to \$390,875 for the previous period representing a decrease of \$16,471 or 4.2% below the previous period. Mr. Sturick reported Total Net Revenue from Other Facilities & Programs year-to-date of (\$57,712) as compared to (\$89,366) for the prior year, representing an increase of \$31,654 or 35.4% above the previous year. Mr. Sturick reported Net Revenues from all operations (Bridge, Other Facilities & Programs), through April 30, 2018 is \$84,188 compared to \$4,802 for the prior fiscal year, representing an increase of \$79,386 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 \$319,890 compared to \$240,504 the prior fiscal year, representing an increase of \$79,386 above the previous fiscal year. Mr. Sturick reported Bridge Facilities Use of Funds year-to-date total \$68,988 compared to \$19,013 for the previous year representing an increase of \$49,975 above the previous fiscal year. Mr. Sturick reported Other Facilities & Programs year-to-date total \$278,522 compared to \$166,730 representing an increase of \$111,792 above the previous fiscal year. Mr. Sturick reported Total Use of Funds year-to-date total \$347,510 compared to \$185,743 for the prior year, representing an increase of \$161,767 above 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 (\$27,619) compared to \$54,761 for the prior fiscal year, representing a decrease of \$82,380 or 150.4% below the previous year.

Mr. Sturick reviewed Exhibit D (Shared Special Maintenance Project Expenses) for April 30, 2018, reported \$485,199 for the month and year to date expenses totaling \$355,537.

Financial Statements April: Upon Mr. Sturick's presentation of the financial statements for the month of April 30, 2018, 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 April 30, 2018 noting the Total TIBA•FBCL Projects Budget is \$985,000, with the obligated amount being \$487,566, and incurred to-date of \$487,566 and a balance due of \$482,189. Mr. Sturick reported Total TIBA Projects Budget is \$5,987,000 with the obligated amount being \$68,988 and incurred to-date of \$68,988 and a balance of \$32,271. Mr. Sturick reported Total Bridge Facilities Projects is \$6,972,000, with the obligated amount being \$556,554 and incurred to-date of \$556,554 and a balance due of \$514,460. Mr. Sturick reported Total Boldt Facilities Projects budget is \$2,733,000 with the obligated amount being \$137,128 and incurred to-date of \$137,128 and a balance due of \$1,545. Mr. Sturick reported Total Other Capital is \$860,000 with the obligated amount of \$141,395 and incurred to-date of \$141,395 and a balance of \$141,395. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY2018-2019 is \$10,565,000 with the current obligated amount being \$835,077 and incurred to-date of \$835,077 and a balance due year-to-date of \$657,400.

Investment Report: Mr. Sturick reviewed the Fund & Investment Report dated April 30, 2018 in detail noting investments totaling \$21,857,451 with an average rate of return of .41% versus .33% in 2017. Mr. Sturick also reported pledged securities for each U.S. institution were in place and at levels equal to or more than the required minimum (100%).

Review, Approval/Ratification of Routine and Special Expense Payments

(Proposed Resolution No. 8): Mr. Horr read the following resolution which was moved by Bruce Armstrong and seconded by Robert J. Storms and duly adopted.

SEE ATTACHMENT 1

Bridge Facility Traffic & Revenue Reports:

30 Days of April (2018-2019 compared to 2017-2018)

FY18-19	Total Vehicles	146,613	-	(9,126)	-	(5.9%)
	Total Revenue	\$858,918	+	\$67,467	+	8.5%

2 Months March/April (2018-2019 compared to 2017-2018)

FY18-19	Total Vehicles	286,687	-	(556)	-	(0.2%)
	Total Revenue	\$1,656,018	+	\$126,579	+	8.3%

21 Days May (2018-2019 compared to 2017-2018)

FY18-19	Total Vehicles	114,577	+	6,431	+	5.9%
	Total Revenue	\$620,414	+	\$57,992	+	10.3%

Mr. Horr reviewed the Total Vehicle Comparison report for the month of April 2017 and April 2018. Mr. Horr reported total crossings for the month of April 2017 and April 2018 were 497,973 compared to 508,376 the previous fiscal period representing a decrease of \$10,403 below the previous period.

10 Days of May (2018 compared to 2017)

Total BC Admissions	3,440	+	1,243	+	56.6%
Total Revenue	\$44,787	+	\$22,481	+	100.8%

Food Concession/Revenue Reports:

10 Days of May (2018 compared to 2016)

Total Revenue	\$6,591	+	\$2,091	+	46.5%
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Gift Concession/Revenue Reports:

10 Days of May (2018 compared to 2016)

Total Revenue	\$18,860	+	\$1,920	+	11.3%
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U.S. Employees Workers' Compensation Plan Renewal (Proposed Resolution No.

9): Mr. Sturick read the following resolution which was moved by Bruce Armstrong and seconded by Micheline Dubé and duly adopted.

SEE ATTACHMENT 2**PROJECT REPORTS****Bridge Facilities****Operations and Maintenance Activities**

Mr. Moulton reported that the five (5) seasonal vacant positions on the US side and the Canadian side have been filled. Mr. Moulton reported that the seasonal and full-time bridge maintenance crews medical testing and training/safety programs was completed the week of April 30th. Mr. Moulton reported that crews worked between the overnight hours of 10:00 pm and 6:00 am (Sunday-Friday) removing the winter sand and washing down the bridges as well as bridge road deck repairs on the US Span and the Canadian Span. Mr. Moulton reported that the 2018 Detailed Inspection of the Canadian Crossing and the Follow-Up Inspection of the US Crossing, Rift Bridges and the Boldt Yacht House Bridges are scheduled to commence mid July 2018. Mr. Moulton reported that the contractor was on site and made the required repairs to the asphalt problem at the South Abutment as the result of the US Bridge South Abutment and toll Plaza Concrete Rehabilitation Project. Mr. Moulton reported that the Landscape crews have been planting the flowers. Mr. Moulton reported that the Weigh In Motion Scale Upgrade Project is going well with the software upgraded on the US side complete and the Canadian side will begin June 1, 2018. Mr. Moulton reported that D.E.W. Builders, Inc. of Adams Center, NY have the new windows installed, masonry work has begun and the concrete work on the walkway will begin on the Main Station #1 Deck and Sidewalk Project. Mr. Moulton reported that Atlantic Testing Laboratories, Ltd. of Canton,

NY performed soil testing and a meeting was held with the New York State Department of Environmental Conservation and the U.S. Army of Corps of Engineers regarding the new International Rift Water Treatment Plant Project. Mr. Moulton reported that in determining the power and communication cables for the new International Rift Water Treatment Plant Project an inspection and maintenance of the existing electrical switch gear is scheduled for May 31, 2018. Mr. Moulton reported the windows and doors were reordered and should be installed in June 2018 for the Canadian Toll Plaza Rehabilitation Project. Mr. Moulton reported that the Main Station #2 Furnace Upgrade will begin soon which includes replacing the oil-fired heating system with a propane system and removing the existing underground oil tank. Mr. Moulton reported that staff are fabricating brackets for the inspection platforms for Bridge System Main Cable Inspection in July 2018.

Safety, Security & Wellness

Mr. Labiendo reported two (2) new injuries the past month with three (3) open claims. Mr. Labiendo reported that the 2018 required medical testing/safety programs for seasonal and full time Bridge Maintenance staff was held the week of April 30th which included Workplace Hazardous Material Identification Training (WHIMIS), CPR Training, blood and hearing tests, respirator fit test, fall protection training, noise & hearing, safety guidelines, flagger training, rescue training, workplace violence, bullying, harassment and security. Mr. Labiendo reported that two (2) first aid, CPR and AD classes were recently held with thirteen (13) employees attending which resulted in forty-six (46) employees certified. Mr. Labiendo distributed TIBA's Safety Reference Guide to the board members and noted that all TIBA staff received a copy of the Safety Reference Guide. Mr. Labiendo reported that the annual inspection of the Boldt Yacht House Shuttle by the U.S. Coast Guard on May 7, 2018 went well.

Other Facilities and Programs

Boldt Facilities

Mr. Sanford reported that the Boldt Facilities opened for the 2018 season on Saturday, May 12, 2018 which marks the Thousand Islands Bridge Authority's 41st year of ownership and operations of the Boldt Facilities. Mr. Sanford reported that the Food & Gift Concessions are doing well. Mr. Sanford reported that the Boldt Castle Audio Guide Application download has been well received with 605 downloads year-to-date. Mr. Sanford reported that the Brochure Swap recently took place at the Wellesley Island State Park. Mr. Sanford reported that the Thousand Islands International Tourism Council Hospitality & Tourism Expo is scheduled for Wednesday, June 6, 2018, 28th Annual AUSA River Day is scheduled for Thursday, June 14, 2018, and the 5th Annual Family Fun Day is scheduled for Saturday, June 16, 2018. Mr. Sanford reported fifty-four (54) weddings are scheduled for the 2018 operating season and fourteen (14) scheduled for the 2019 operating season. Mr. Sanford reported that NNY Business Magazine will be featuring Boldt Castle in an upcoming edition as well as featured in The Diplomat Magazine. Mr. Sanford reported that the Alster Tower Venetian Room Restoration Project is complete and is now open to the public and staff is currently working on the exterior door castings for the stained-glass door. Mr. Sanford reported that staff is currently installing the millwork and the original restored doors in the hall on the Boldt Castle Second Floor Core Area. Mr. Sanford reported that a site meeting with the Army Corps of Engineers, NYS Department of Environmental Conservation, TIFA staff and a representative from Aubertine & Currier took place on May 2, 2018 regarding the Boldt Facilities Wastewater Treatment Plant Replacement. Mr. Sanford reported that the staff are currently working on plaster and paint repairs on the walls and ceilings at the Heart Island Power House.

OTHER

With no other business, a motion to adjourn the Meeting by Robert J. Storms 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, June 29, 2018, @ 4:00 pm, in the American Administration Building.

Secretary