

Thousand Islands Bridge Authority  
Friday, April 24, 2020, 10:30 A.M.  
American Administration Building

**PRESENT** Bruce Armstrong, Chairman  
Patrick Simpson, Vice Chairman  
Micheline Dubé, Secretary-Treasurer  
Natalie Kinloch, Assistant Secretary-Treasurer  
Jacques E. Pigeon, Assistant Secretary-Treasurer  
Robert J. Storms, Assistant Secretary-Treasurer  
Peter Walton, Legal Counsel  
Timothy Sturick, Executive Director  
Bryan Olson, Manager, Finance & Administration  
Bill Moulton, Director, Bridge Facilities Operations & Maintenance  
Patrick Labiendo, Facilities Safety & Security Officer  
Brian Salisbury, Director, Boldt Facilities Operations  
& Maintenance/Construction  
Lohanne Messenger, Senior Accountant/Office Manager  
Corey Fram, Director of Tourism

**ALSO**

**MEDIA** None in attendance

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Jacques E. Pigeon and seconded by Robert J. Storms, the minutes of the meeting held on March 27, 2020, were unanimously approved.

**COMMUNICATIONS**

Mr. Sturick reported that Ms. Kinloch, Mr. Armstrong, Mr. Pigeon, Mr. Storms, Ms. Dubé, Mr. Simpson, Mr. Walton, Mr. Olson and Mr. Fram were participating via conference call.

**FINANCIAL MATTER**

Financial Statement: Mr. Olson reported that Exhibits A through D were subject to the Certified Public Accountant's year-end audit adjustments. Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of March 31, 2020, reported

that the Authority's directly held Cash and Investment Obligations, total to date of \$9,651,553 compared to \$17,244,084 for the prior fiscal year representing a decrease of \$7,592,531 or 43.96% below the previous period. Mr. Olson reported Total Facilities to date of \$66,091,181 compared to \$56,799,626, for the prior fiscal year representing an increase of \$9,291,555 or 16.36% above the previous period. Mr. Olson reported Total Assets to date of \$79,366,809 compared to \$75,897,028 for the prior fiscal year representing an increase of \$3,469,781 or 4.57% above the previous period. Mr. Olson reported Payables total to date of \$7,681,394 compared to \$6,976,925 for the prior fiscal year, representing an increase of \$704,469 or 10.10% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$466,692 compared to \$1,154,443 for the prior fiscal year representing a decrease of \$687,751 or 59.57% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$49,778,195, compared to \$50,336,610 for the previous fiscal year, representing a decrease of \$558,415 or 1.11% below the previous period.

In reviewing Exhibit B (Net Revenue – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$718,061 versus \$927,041 for the previous period representing a decrease of \$208,980 or 22.54% below the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$668,804 versus \$651,596 for the previous period representing an increase of \$17,208 or 2.64% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$44,915 versus \$41,793 for the previous period representing an increase of \$3,122 or 7.47% above the previous period. Mr. Olson reported total Net Revenue is recorded at \$4,342 versus \$233,653, for the previous period representing a decrease of \$229,311 or 98.14% below the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$2,171 as compared to \$116,827 the previous period representing a decrease of \$114,656 or 98.14% below the previous period.

Mr. Olson reported TIBA's Net Revenue (Loss) Share through March 31, 2020 is recorded at (\$30,631) as compared to \$116,827 for the previous period representing a decrease of \$147,458 or 126.22% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$180,009 compared to \$180,937 for the previous period representing a decrease of \$928 or .51% below the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$158,429 compared to \$235,042 for the previous period representing a decrease of \$76,613 or 32.60% below the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of \$21,580 as compared to (\$54,105) for the prior year, representing an increase of \$75,685 or 139.89% above the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through March 31, 2020 is (\$9,052) compared to \$62,722 for the prior fiscal year, representing a decrease of \$71,774 or 114.43% below the previous fiscal year.

With respect to Exhibit C (Statement of Source & Use of Funds), Mr. Olson reported that Net Revenue plus the adjustment for non-cash cost of depreciation reflects total funds available of \$147,527 compared to \$183,413 the prior fiscal year, representing a decrease of \$35,886 or 19.57% below the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total \$4,179, compared to \$394,688 for the previous year representing a decrease of \$390,509 or 98.94% below the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$856,555 compared to \$187,908 representing an increase of \$668,647 or 355.84% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$860,734 compared to \$582,596 for the prior year, representing an increase of \$278,138 or 47.74% above the previous year. In terms of Net Decrease in Operating Cash and Other Net Current Assets, the current year-to-date amount

stands at (\$713,208) compared to (\$399,183) for the prior fiscal year, representing a decrease of \$314,025 or 78.67% below the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for March 31, 2020, reported zero for the month and year to date expenses totaling zero.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of March 31, 2020, a motion to accept the financial report was moved by Micheline Dubé, seconded by Natalie Kinloch and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated March 31, 2020 noting the Total TIBA•FBCL Projects Budget is \$80,000, with the obligated amount being zero and incurred to-date of zero and a balance due of zero. Mr. Olson reported Total TIBA Projects Budget is \$271,000 with the obligated amount being zero and incurred to-date of zero and a balance due of zero. Mr. Olson reported Total Bridge Facilities Projects Budget is \$351,000, with the obligated amount being zero, incurred to-date of zero and a balance due of zero. Mr. Olson reported Total Boldt Facilities Projects budget is \$2,459,000 with the obligated amount being \$849,716 and incurred to-date of \$849,716 and a balance due of \$823,701. Mr. Olson reported Total Other Capital budget is \$451,000 with the obligated amount of \$6,840 and incurred to-date of \$6,840 and a balance due of \$6,840. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2020-2021 is \$3,261,000 with the current obligated amount being \$856,556 and incurred to-date of \$856,556 and a balance due of \$830,541.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated March 31, 2020 in detail noting investments totaling \$9,651,553 with an average rate of return of .49% versus .83% in 2019. Mr. Olson 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.7:** Mr. Sturick read the following resolution which was moved by Patrick Simpson and seconded by Jacques E. Pigeon and duly adopted.

**SEE ATTACHMENT 1**

**Bridge Facility Traffic & Revenue Reports:**

**31 Days of March (2020-2021 compared to 2019-2020)**

FY20-21	Total Vehicles	118,286	-	(14,207)	-	(10.7%)
	Total Revenue	\$718,279	-	(\$63,773)	-	(8.2%)

**1 Month March/March (2020-2021 compared to 2019-2020)**

FY20-21	Total Vehicles	118,286	-	(14,207)	-	(10.7%)
	Total Revenue	\$718,279	-	(\$63,773)	-	(8.2%)

**14 Days April (2020-2021 compared to 2019-2020)**

FY20-21	Total Vehicles	24,341	-	(42,581)	-	(63.6%)
	Total Revenue	\$181,978	-	(\$196,803)	-	(52.0%)

Mr. Sturick reviewed the Total Vehicle Comparison report for the Bridge and Tunnel Operators Association (BTOA) for YTD March 2020 and March 2019. Mr. Sturick reported total crossings for the month of March 2020 and March 2019 were 340,101 compared to 331,967 the previous period YTD representing an increase of 8,134 above the previous period.

**PROJECT REPORTS**

**Bridge Facilities**

**Operations and Maintenance Activities**

Mr. Moulton reported that due to the COVID-19 pandemic, the required testing and training/safety programs for the seasonal and full-time bridge maintenance crews scheduled for the week of May 4, 2020 are postponed. Mr. Moulton reported that discussions have taken place to possibly bring back a partial crew for the 2020 Bridge

Painting Program. Mr. Moulton reported that at this time, no seasonal landscape staff have been hired on the U.S. side and four (4) seasonal staff have been hired on the Canadian side to help with the cleanup of the grounds at Canada Border Services Agency (CBSA). Mr. Moulton reported that the U. S. and Canadian maintenance staff continue working with two (2) separate crews on split shifts working eleven (11) hours per day and seven (7) days per week to follow the distancing requirement. Mr. Moulton reported that the maintenance hours will go back to normal when it is time to remove the winter sand and wash down the bridges as well as bridge road deck repairs Mr. Moulton reported that he is working with CBSA regarding work permits in order for American Crane to complete the required OSHA inspection on the eight (8) permanently installed maintenance platforms on the Canadian side and on the U.S. side. Mr. Moulton reported that the 2020 Detailed Inspection of the Canadian Crossing, underwater inspection of Pier 17, the Follow-Up Inspection of the U.S. Crossing and the Boldt Yacht House Bridges are scheduled to commence in August 2020. Mr. Moulton reported that D.C. Building Systems, Inc. was scheduled to decommission the old International Rift Water Treatment Plant in the spring of 2020 which has been postponed until further notice as well as the replacement of a section of waterline running North to the Rift Bridge. Mr. Moulton reported that with Board approval of Proposed Resolution No. 8, Rifenburg Construction, Inc. will replace the water main in the median of I-81 which services the U.S. Customs and Border Protection Agency and U.S. Duty Free.

#### Safety, Security & Wellness

Mr. Labiendo reported no new injuries the past month with two (2) open claims. Mr. Labiendo reported that he continues getting familiar with COVID-19 from different health organizations, weekly webinars and press conferences to assure TIBA staff are safe. Mr. Labiendo reported that the departments are using precautions by wearing gloves, masks,

hand sanitizer, wipes, frequent handwashing, and disinfectant spray which is getting hard to obtain due to shortages in supplies.

## **Facilities and Programs**

### Boldt Facilities

Mr. Salisbury reported that the Wastewater Treatment Plant Replacement Project has been shut down due to the COVID-19 requirement that all non-essential construction be shut down until further notice. Mr. Salisbury reported that all restoration projects are currently on hold and staff have been getting the Boldt Facilities ready to open for the 2020 operating season as soon as the current restrictions in place are lifted and any approvals to operate are obtained. Mr. Salisbury reported that the Boldt Landing Marina is now open to customers for the 2020 operating season. Mr. Salisbury reported twenty-four (24) weddings scheduled so far for the 2020 operating season.

### OTHER

**Contract with Rifenburg Construction, Inc. for the Water Main Replacement in the Median of I-81, Rift Water Treatment Plant Replacement Project - Proposed Resolution No.8:** Mr. Sturick read the following resolution which was moved by Robert J. Storms and seconded by Patrick Simpson and duly adopted.

#### **SEE ATTACHMENT 2**

**Contract with the Development Authority of the North Country for Wastewater Treatment Facility Operations and Maintenance Services - Proposed Resolution No.9:** Mr. Sturick read the following resolution which was moved by Natalie Kinloch and seconded by Micheline Dubé and duly adopted.

#### **SEE ATTACHMENT 3**

Mr. Walton reported that Joseph Kearney, Senior Vice President of Business Development of Duty Free Americas, Inc. contacted Mr. Sturick regarding the lease

agreement that the Thousand Islands Bridge Authority has with the Duty Free Store located on Wellesley Island, NY. Mr. Walton reported that Mr. Kearney requested rent concessions of twenty-one percent of gross revenues of the store for April and May due to the current border restrictions. Mr. Walton reported that the difference from the monthly rent for April and May 2020 and the monthly amount agreed to in the current lease agreement would be paid together over a twelve (12) month period which would commence with the rent for June 2020. Mr. Walton reported that he has drafted up a Letter Amendment to Lease and will have Mr. Kearney review for approval and signature. Mr. Walton reported that due to the COVID-19 which resulted in restricted travel between the United States and Canada has caused cash flow issues which may have to be discussed again in the future along with a longer payback time frame. Mr. Walton reported that there needs to be Board approval for the Letter Amendment to Lease and that a Resolution at the May 29, 2020 meeting will ratify the approval. A motion was made by Bruce Armstrong to send a draft Letter Amendment to Lease to Mr. Kearney, Senior Vice President of Business Development of Duty Free Americas, Inc. and ratify with a resolution at the May 29, 2020 monthly meeting and was seconded by Robert J. Storms and approved by all members.

With no other business, a motion to adjourn the Meeting was made by Robert J. Storms and seconded by Micheline Dubé and unanimously carried.

#### **NEXT AUTHORITY MEETING**

By unanimous consent, the time and place of the next Authority meeting were set for Friday, May 29, 2020, @ 10:30 am, in the American Administration Building.

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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 Patrick Simpson, seconded by Jacques E. Pigeon 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 March 27, 2020, were available and reviewed by the Authority during the meeting held on April 24, 2020 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
03/31/20	3283	30340-30344 - US / C9312-C9312 - CD	\$ 4,244.52
04/07/20	3284	30345-30365 - US / C9313-C9316 - CD	133,001.29
04/14/20	3285	30366-30380 - US / C9317-C9318 - CD	12,481.89
04/21/20	3286	30381-30402 - US / C9319-C9328 - CD	<u>53,756.10</u>
			<u>\$ 203,483.80</u>

NOTE: U.S. checks #30345 & #30346 were voided  
and replaced with check #30347.

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 April 24, 2020 (viz):

	<u>Amount</u>
Aubertine & Currier - Professional Services	
Boldt Castle Wastewater Treatment Facility Replacement	\$ 22,787.69
International Rift Water Plant Project	6,840.00
Bach Environmental, Inc. - Annual Testing - US Shop & Boldt Yacht House	1,225.00
Bowers & Company CPA's PLLS - Professional Services - Internal Audit - Progress Payment	10,000.00
Cazenova Equipment Company - Repair - John Deere - Landscape	2,932.60
DM Shaver, Inc. - Generator Service Agreement - Boldt Castle	1,185.00
Gateway Ticketing Systems - Tickets - Boldt Castle	2,778.46
Gilco Auto & Truck Service Center - Repair - Truck #8 - Water Truck	3,168.37
LaFargeville Central School District - 2019-2020 PILOT	32,802.10
McQuade & Bannigan, Inc. - Supplies - Bridge Painting Program	7,897.00
Parsons Transportation Group - Professional Services	
- Detailed Inspection US Crossing & Follow-up Inspection Canadian Crossing	45,511.00
- Biennial Inspection of Yacht House Bridges	2,933.00
- Retainer & Overweight Permits - December 2019 - February 2020	28,272.25

R & R Industries - Safety Vests & Shirts - Bridge Maintenance & Toll Department	1,180.65	
Safety-Kleen Systems, Inc. - Oil Water Separator Service - Landscape	1,103.90	
HTS Engineering Ltd. - HVAC Preventative Maintenance - Canada Border Services Agency (CBSA)	5,193.08	CD
Levac Supply Ltd. - Supplies - Bridge Painting Program	21,936.78	CD

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\$197,746.88

WHEREAS, the Executive Director has recommended approval of all Routine and Special Expense Payments as proper obligations of this Authority.

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.3283 through No. 3286 as set forth herein, totaling \$203,483.80, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$197,746.88.

ATTACHMENT 2

**RESOLUTION NO. 8**

**RE: CONTRACT WITH RIFENBURG CONSTRUCTION INC. FOR THE WATER  
MAIN REPLACEMENT IN THE MEDIAN OF I-81, RIFT WATER  
TREATMENT PLANT REPLACEMENT PROJECT**

The following resolution was moved by Robert J. Storms, seconded by Patrick Simpson and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (“Authority”) has substantially completed the Rift Water Treatment Plant Replacement Project; and

WHEREAS, it has been determined that the water main in the median of Interstate 81 which services both U.S. Customs and the U.S. Duty Free Store is also in need of replacement (the “Project”); and

WHEREAS, time is of the essence in completing the Project, as additional construction in the area of the water main will be undertaken in conjunction with the continuing construction of the new U.S. Boarder Facilities, making the scope of work more difficult and more expensive if performed at a later date; and

WHEREAS, the Authority does not have time to bid the Project if the Project is to be completed before additional work is done in the Interstate 81 median area; and

WHEREAS, Rifenburg Construction Inc. (“Rifenburg”) is currently performing work at the U.S. Boarder Facilities Project, and in reviewing the scope of work prepared by the Authority’s Engineers, Aubertine and Currier, Architects, Engineers & Land Surveyors, PLLC (“Aubertine & Currier”), has agreed to complete the project for the sum of \$230,000.00; and

WHEREAS, the Authority and Aubertine and Currier believes this quote to be reasonable and appropriate and finds Rifenburg to be a reliable and responsible contractor.

NOW THEREFORE BE IT

RESOLVED, that the Authority enter into a contract (the “Contract”) with Rifenburg to complete the Project upon the terms and conditions set forth in the Contract Documents and Technical Specifications as prepared by Aubertine & Currier for the sum of \$230,000.00; and

FURTHER BE IT

RESOLVED, that the Authority hereby directs and empowers the Executive Director to execute and deliver the Contract to Rifenburg upon the terms as set forth above, on behalf of the Authority as its proper act and deed.

ATTACHMENT 3

**RESOLUTION NO. 9**

**RE: CONTRACT WITH THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY FOR WASTEWATER TREATMENT FACILITY OPERATION AND MAINTENANCE SERVICES**

The following resolution was moved by Natalie Kinloch, seconded by Micheline Dubé and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (“Authority”) has determined it necessary to contract with an outside contractor to provide operation and maintenance services for operation of the Authority’s Wastewater Treatment Facilities during weekends, holidays and vacation time of its employees who are employed in such capacity; and

WHEREAS, the Development Authority of the North Country (“DANC”) has offered to provide such services at the price of \$1,187.50 per month or at a prorated portion based on the monthly rate for services rendered less than a month; and

WHEREAS, the Executive Director of the Authority has recommended that the Board of the Authority enter a contract with DANC to provide such services at the aforementioned cost to the Authority.

NOW THEREFORE BE IT

RESOLVED, that the Authority enter a contract (the “Contract”) with DANC to provide weekend, holiday and vacation time operation and maintenance services at the Authority’s Wastewater Treatment Facilities at the cost of \$1,187.50 per month or at a prorated portion based on the monthly rate for services rendered less than a month; and

FURTHER BE IT

RESOLVED, that the Authority hereby directs and empowers the Executive Director to execute and deliver the Contract to DANC upon the terms as set forth above, on behalf of the Authority as its proper act and deed.