

Thousand Islands Bridge Authority
Friday, June 19, 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
Keri Jobson, Boldt Facilities Operations 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 Natalie Kinloch and seconded by Jacques E. Pigeon, the minutes of the meeting held on May 29, 2020, were unanimously approved.

COMMUNICATIONS

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

FINANCIAL MATTER

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of May 31, 2020, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$9,364,026 compared to \$14,370,524 for the

prior fiscal year representing a decrease of \$5,006,498 or 34.84% below the previous period. Mr. Olson reported Total Facilities to date of \$65,990,565 compared to \$61,911,443, for the prior fiscal year representing an increase of \$4,079,122 or 6.59% above the previous period. Mr. Olson reported Total Assets to date of \$79,099,114 compared to \$79,665,545 for the prior fiscal year representing a decrease of \$566,431 or 0.71% below the previous period. Mr. Olson reported Payables total to date of \$7,901,820 compared to \$9,595,984 for the prior fiscal year, representing a decrease of \$1,694,164 or 17.65% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$375,473 compared to \$652,674 for the prior fiscal year representing a decrease of \$277,201 or 42.47% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$49,381,294, compared to \$47,976,359 for the previous fiscal year, representing an increase of \$1,404,935 or 2.93% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$1,515,448 versus \$2,519,083 for the previous period representing a decrease of \$1,003,635 or 39.84% below the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$1,768,214 versus \$2,153,234 for the previous period representing a decrease of \$385,020 or 17.88% below the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at (\$46,304) versus \$278,674 for the previous period representing a decrease of \$324,978 or 116.62% below the previous period. Mr. Olson reported total Net Revenue (Loss) is recorded at (\$206,462) versus \$87,175, for the previous period representing a decrease of \$293,637 or 336.84% below the previous year. Mr. Olson reported FBCL's Net Revenue (Loss) Share is recorded at (\$122,531) as compared to \$43,587 the previous period representing a decrease of \$166,118 or 381.12% below the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through May 31, 2020 is recorded at (\$116,733) as compared to \$10,785 for the

previous period representing a decrease of \$127,518 or 1182.34% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$233,411 compared to \$620,287 for the previous period representing a decrease of \$386,876 or 62.37% below the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$383,607 compared to \$792,680 for the previous period representing a decrease of \$409,073 or 51.61% below the previous period. Mr. Olson reported Total Net (Loss) from Other Facilities & Programs year-to-date of (\$150,196) as compared to (\$172,393) for the prior year, representing an increase of \$22,197 or 12.88% above the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through May 31, 2020 is (\$266,929) compared to (\$161,608) for the prior fiscal year, representing a decrease of \$105,321 or 65.17% below the previous fiscal year.

With respect to Exhibit C (Statement of Source & Use of Funds), Mr. Olson reported that Net Revenue (Loss) plus the adjustment for non-cash cost of depreciation reflects total funds available of \$202,805 compared to \$308,126 the prior fiscal year, representing a decrease of \$105,321 or 34.18% below the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total \$5,523, compared to \$3,470,014 for the previous year representing a decrease of \$3,464,491 or 99.84% below the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$1,067,834 compared to \$559,451 representing an increase of \$508,383 or 90.87% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$1,073,357 compared to \$4,029,465 for the prior year, representing a decrease of \$2,956,108 or 73.36% 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 (\$870,552) compared to (\$3,721,339) for the prior fiscal year, representing an increase of \$2,850,787 or 76.61% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for May 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 May 31, 2020, a motion to accept the financial report was moved by Micheline Dubé, seconded by Patrick Simpson and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated May 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 \$1,344 and incurred to-date of \$1,344 and a balance due of \$1,344. Mr. Olson reported Total Bridge Facilities Projects Budget is \$351,000, with the obligated amount being \$1,344, incurred to-date of \$1,344 and a balance due of \$1,344. Mr. Olson reported Total Boldt Facilities Projects budget is \$2,459,000 with the obligated amount being \$1,066,755 and incurred to-date of \$1,066,755 and a balance due of \$856,344. Mr. Olson reported Total Other Capital budget is \$451,000 with the obligated amount of \$7,887 and incurred to-date of \$7,887 and a balance due of \$7,887. 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 \$1,075,986 and incurred to-date of \$1,075,986 and a balance due of \$865,575.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated May 31, 2020 in detail noting investments totaling \$9,364,026 with an average rate of return of .21% versus .86% 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. 18: Mr. Sturick read the following resolution which was moved by Robert J. Storms and seconded by Natalie Kinloch and duly adopted.

SEE ATTACHMENT 1

Bridge Facility Traffic & Revenue Reports:

31 Days of May (2020-2021 compared to 2019-2020)

FY20-21	Total Vehicles	68,350	-	(100,739)	-	(59.6%)
	Total Revenue	\$399,934	-	(\$484,411)	-	(54.8%)

3 Months March/May (2020-2021 compared to 2019-2020)

FY20-21	Total Vehicles	239,960	-	(211,405)	-	(46.8%)
	Total Revenue	\$1,509,773	-	(\$1,007,989)	-	(40.0%)

7 Days June (2020-2021 compared to 2019-2020)

FY20-21	Total Vehicles	18,388	-	(20,981)	-	(53.3%)
	Total Revenue	\$107,182	-	(\$98,915)	-	(48.0%)

Mr. Sturick reviewed the Total Vehicle Comparison report for the Bridge and Tunnel Operators Association (BTOA) for YTD May 2020 and May 2019. Mr. Sturick reported total crossings for YTD May 2020 and May 2019 were 461,709 compared to 650,839 the previous period YTD representing a decrease of 189,130 below the previous period.

TIBA Deferred Compensation Plan Amendment and Restatement to Adopt

Updated Model Plan – Proposed Resolution No. 19: Mr. Sturick read the following

resolution which was moved by Micheline Dubé and seconded by Patrick Simpson and duly adopted.

SEE ATTACHMENT 2

Employee Retirement Annuity Purchase and Fund Withdrawal Ratification –

Proposed Resolution No. 20: Mr. Sturick read the following resolution which was moved by Robert J. Storms and seconded by Jacques E. Pigeon and duly adopted.

SEE ATTACHMENT 3

Authorization for Advertisement and Sale of Used Equipment – Proposed

Resolution No. 21: Mr. Sturick read the following resolution which was moved by Micheline Dubé and seconded by Bruce Armstrong and duly adopted.

SEE ATTACHMENT 4

PROJECT REPORTS

Bridge Facilities

Operations and Maintenance Activities

Mr. Moulton reported that the U. S. and Canadian maintenance staff have returned to the day shift and recently worked the overnight hours from 10:00 p.m. to 6:00 a.m. removing the winter sand and washing down the bridges. Mr. Moulton reported that the staff have the bridge deck repairs complete and are currently finishing removing the sand from the top of the concrete pier pedestals and replacing the clip angles which connect between the floor beams and stringers to support the bridge deck. Mr. Moulton reported that he recently participated in a virtual meeting which is held annually with the New York State Department of Transportation (NYSDOT) Bridge Authorities Meeting in Albany, New York regarding required training for bridge inspectors and reporting requirements. 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 on August 17, 2020 – August 28, 2020. Mr. Moulton reported that the Water Main Replacement in the Median of I-81, Rift Water Treatment Plant Replacement Project is underway and Rifenburg Construction, Inc. has

installed 50% of the 600 feet of water pipe in the median of I-81 North of U.S. Customs & Border Protection and installation of a precast concrete metering pit. Mr. Moulton reported that D.C. Building Systems, Inc. is currently decommissioning the old water treatment plant. Mr. Moulton reported that D.C. Building Systems, Inc. will soon begin work on the waterline and installation of a concrete metering pit for the International Rift Potable Water Treatment Plant Replacement Project. Mr. Moulton reported the consultants from WSP Canada, Inc. and TIBA staff have approved the proposal from Industrial Electrical Contractors Brockville Ltd. to repair the concrete and drainage in toll lanes 2 & 3 on the Canadian side for the Canadian Toll Plaza Rehabilitation Project – Phase 2.

Safety, Security & Wellness

Mr. Labiendo reported no new injuries the past month with one (1) open claim. Mr. Labiendo reported that the COVID-19 Safety Plan was implemented on June 1, 2020. Mr. Labiendo reported that staff have been diligent in making sure that the COVID-19 employee self-assessment form is completed upon arrival to work and that all visitor self-assessment forms are completed as well as keeping disinfectant and cleaning logs up-to-date and documents are kept with Mr. Labiendo and available to the New York State Department of Health (NYSDOH) and Health Canada upon request. Mr. Labiendo reported that he would be meeting with the U. S. tour boat operators regarding the Declaration of Security documents for the 2020 Boldt Castle operating season. Mr. Labiendo reported that he participated in a virtual tabletop exercise on Wednesday, June 17, 2020 with U.S. and Canadian participants. Mr. Labiendo reported that the scenario was a cyber-attack along the shipping route on the St. Lawrence River. Mr. Labiendo reported that the exercise went well.

Facilities and Programs

Boldt Facilities

Ms. Jobson reported that she and Mr. Salisbury continue updating the TIBA COVID-19 Safety Plan and Ms. Wakefield is preparing signage for the COVID-19 requirements. Ms. Jobson reported that she has been in contact with the U.S. and Canadian tour boat operators regarding their new procedures. Ms. Jobson reported that the computers are up and running in the gift shop, admissions and food concessions. Ms. Jobson reported that she and Mr. Salisbury have been contacting seasonal staff to start as needed. Ms. Jobson reported that the flowers are currently being planted at Boldt Castle. Ms. Jobson reported seventeen (17) weddings scheduled for the 2020 operating season.

Mr. Salisbury reported that the Wastewater Treatment Plant Replacement Project is going well with the electrical connections, plumbing work to be finished, cabinets and counter tops to be installed in the control building as well as installing the perimeter fencing. Mr. Salisbury reported that the full-time maintenance staff have returned to work. Mr. Salisbury reported that the maintenance staff have been working on the water and sewer getting them up and running, installing plexiglass barriers in the concession and other areas and hand sanitizer stations and will be working on the grounds and docks next.

OTHER

Contract with the Development Authority of the North Country for Wastewater Treatment Facility Operation and Maintenance Services - Amended - Proposed

Resolution No. 22: Mr. Sturick read the following resolution which was moved by Patrick Simpson and seconded by Natalie Kinloch and duly adopted.

SEE ATTACHMENT 5

Second Temporary Amendment of Lease with AMMEX Tax and Duty Free Shops,

Inc. – Proposed Resolution No. 23: Mr. Sturick read the following resolution which was moved by Robert J. Storms and seconded by Bruce Armstrong and duly adopted.

SEE ATTACHMENT 6

Approval of Contract between Cornell Cooperative Extension of Jefferson

County and the Thousand Islands Regional Tourism Development Corporation –

Proposed Resolution No. 24: Mr. Walton read the following resolution which was moved by Jacques E. Pigeon and seconded by Natalie Kinloch and duly adopted. A discussion was held during which it was declared by Mr. Armstrong that based on his affiliation with Cornell Cooperative Extension of Jefferson County, he had a conflict of interest in participating in the discussion or voting on the issue. Upon call of the issue by the Chairman, those voting in favor were Mr. Simpson, Ms. Dubé, Ms. Kinloch, Mr. Pigeon and Mr. Storms. Those opposed: none. Those abstaining: Mr. Armstrong.

SEE ATTACHMENT 7

With no other business, a motion to adjourn the Meeting was made by Bruce Armstrong and seconded by Patrick Simpson and unanimously carried.

NEXT AUTHORITY MEETING

By unanimous consent, the time and place of the next Authority meeting were set for Friday, July 24, 2020, @ 10:30 am, in the American Administration Building.

Secretary

ATTACHMENT 1

RESOLUTION NO. 18

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

The following resolution was moved by Robert J. Storms, seconded by Natalie Kinloch 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 29, 2020, were available and reviewed by the Authority during the meeting held on June 19, 2020 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
06/02/20	3292	30450-30461- US	\$ 547,156.20
06/09/20	3293	30462-30471 - US / C9360-C9366 - CD	56,527.36
06/16/20	3294	30472-30488 - US / C9367-C9376 - CD	<u>39,347.84</u>
			<u>\$ 643,031.40</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 June 19, 2020 (viz):

	<u>Amount</u>
AIG - Global Recovery Services - Claim 07/08/19	\$1,310.64
American Crane & Equipment Corporation - Annual Inspection & Repairs to Bridge Maintenance Platforms	13,897.36
Dragonfly Pottery - Tile Restoration - Alster Tower Café Room Project	1,752.00
Aubertine & Currier - Professional Services	
- Boldt Castle Wastewater Treatment Facility Replacement	6,807.70
- International Rift Water Plant Project	1,047.20
Bond, Schoeneck & King, PLLC - Professional Services	1,255.50
Bowers & Company CPA's PLLS - Professional Services - Internal Audit - Fiscal Year Ending 02/29/2020	14,800.00
Cornell Cooperative Extension Jefferson County - Operation of the Taste of New York Store (Market) - July 1, 2018 - June 2019 - Final Reimbursement (Pass Thru)	9,587.04
Custom Truck One Source - Repairs to Lift - Landscape	3,947.37
McQuade & Bannigan, Inc. - Supplies - Bridge Painting Program	1,548.00
New York State Thruway Authority - E-ZPass Expenses - January 2020 - March 2020	12,321.86
The Marindus Company - Supplies - Bridge Painting Program	2,658.33

Desjardins Financial Security- Purchase of Retirement Annuity		
- Retired Employee	8,368.08	CD
Fast Response Fire Systems, Inc.		
- Inspection of Sprinkler System, Fire Alarm, Extinguishers		
& Emergency Lighting - CBSA	2,919.10	CD
- Repair to Drip Drum - CBSA	<u>1,134.63</u>	CD
	<u>\$83,354.81</u>	

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. 3292 through No. 3294 as set forth herein, totaling \$643,031.40, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$83,354.81

ATTACHMENT 2

RESOLUTION NO. 19

**RE: TIBA DEFERRED COMPENSATION PLAN AMENDMENT AND
RESTATEMENT TO ADOPT UPDATED MODEL PLAN**

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

WHEREAS, the New York State Deferred Compensation Board (the "*Board*"), pursuant to Section 5 of the New York State Finance Law ("*Section 5*") and the Regulations of the New York State Deferred Compensation Board (the "*Regulations*"), has promulgated the Plan Document of the Deferred Compensation Plan for Employees of Thousand Islands Bridge Authority (the "*Model Plan*") and offers the Model Plan for adoption by local employers, and

WHEREAS, Thousand Islands Bridge Authority ("Authority"), pursuant to Section 5 and the Regulations, has adopted and currently administers the Model Plan known as the Deferred Compensation Plan for Employees of Thousand Islands Bridge Authority, and

WHEREAS, effective August 26, 2011, the Authority adopted the amended the Model Plan to adopt current provisions relating to regulations pertaining to Section 457 as they apply to the Model Plan and to adopt modifications that update certain administrative provisions, and

WHEREAS, since the last amendment, the Board amended and restated the Model Plan, and

WHEREAS, upon due deliberation, the Authority has concluded that it is prudent and appropriate to amend the Plan for employees of the Authority by adopting the amended Model Plan.

NOW, THEREFORE, BE IT

RESOLVED, that the Authority hereby amends the Plan for employees of the Authority by adopting the amended Model Plan effective June 19, 2020, including the optional provisions in Schedule A, in the form attached hereto as Exhibit A.

ATTACHMENT 3

RESOLUTION NO. 20

**RE: EMPLOYEE RETIREMENT ANNUITY PURCHASE AND FUND
WITHDRAWAL RATIFICATION**

The following resolution was moved by Robert J. Storms, seconded by Jacques E. Pigeon and duly adopted.

WHEREAS, the Authority, as Trustees of the TIBA Employees Retirement Benefit Trust, GA-1262 (The Plan), authorized the Executive Director to seek qualified quotations for the purchase of an annuity (Resolution No. 3, 3/27/2020) for the benefit of Cathy Shepherd, who requested retirement benefits effective July 1, 2020, and

WHEREAS, the Executive Director, after consultation with the TIBA Benefits Consultant, Manley Financial Group, Kingston, Ontario, received two (2) quotations for said annuity purchase, for reasons of pricing and rating, recommended the quotation by Desjardins Financial Security in the amount of \$8,368.08* (cdn), and

NOW THEREFORE BE IT

RESOLVED, that the Authority, as its proper act and deed, hereby approves and ratifies in all respects the actions of the Executive Director accepting the quotation by Desjardins Financial Security, in the amount of \$8,368.08* (cdn) for the purchase of a retirement annuity for the benefit of Cathy Shepherd, and

FURTHER BE IT

RESOLVED, that the Authority, as its proper act and deed, approves and ratifies that transfer of said amount from the TIBA Employees Retirement Benefit Trust Plan to Desjardins Financial Security for said annuity.

QUOTATIONS RECEIVED

INSURANCE COMPANY

QUOTATION IN CDN. FUNDS

Canada Life	\$8,893.60
Desjardins Financial Security	\$8,368.08*

ATTACHMENT 4

RESOLUTION NO. 21

RE: AUTHORIZATION FOR ADVERTISEMENT AND SALE OF USED EQUIPMENT

The following resolution was moved by Micheline Dubé, seconded Bruce Armstrong and duly adopted.

WHEREAS, Authority maintenance practices has been to identify Authority equipment that has been uneconomical to maintain due to usage, age, parts availability, maintenance requirements, etc., and provided however that no member of the Authority, supervisory/management staff member or relative, or other employee of the Authority who is involved in the decision to sell such equipment or handles any such bids or who can approve such sale shall be deemed to be a qualified bidder, and

WHEREAS, said equipment is advertised for public sale and replaced as approved in the Authority adopted fiscal year budgets, the following equipment has been identified and is recommended for sale:

<u>EQUIPMENT CONTROL NO</u>	<u>ITEM DESCRIPTION</u>	<u>YEAR</u>	<u>MILEAGE</u>
1858	Chevy Tahoe	2007	171,110
1815	Chevy Impala	2010	114,994
-	90 HP Force Outboard Motor*	-	-

NOW THEREFORE BE IT

RESOLVED, that the Authority hereby authorizes the Executive Director to publicly advertise the sale of the subject equipment upon receipt of replacement equipment or otherwise on a date deemed appropriate and to accept the highest qualified bid for same.

*Motor came on a pontoon boat purchased in 2014 (EC #2257). Motor was not separately identified from the pontoon boat. The Authority does not know the year or hours on the motor. Newer motor (EC #2573) purchased to replace this motor.

ATTACHMENT 5

RESOLUTION NO. 22

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

The following resolution was moved by Patrick Simpson, seconded Natalie Kinloch and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (“Authority”) has previously entered into an agreement with the Development Authority of the North Country (“DANC”) to provide operation and maintenance services at the Authority’s Wastewater Treatment Facilities during weekends, holidays and vacation times of its employees (the “Agreement”); and

WHEREAS, since entering into the Agreement, the Authority’s wastewater plant operator has announced his retirement; and

WHEREAS, the Executive Director of the Authority has recommended that the Board of the Authority enter into a new agreement with DANC (the “New Agreement”) to provide full-time services for operation of the Authority’s Wastewater Treatment Facilities at a cost of \$4,687.50 per month.

NOW THEREFORE BE IT

RESOLVED, that the Authority enter into the New Agreement with DANC to provide full-time operation and maintenance services at the Authority’s Wastewater Treatment Facilities at the cost of \$4,687.50 per month; and it is further

RESOLVED, that the Executive Director, Timothy Sturick, as the proper act and deed of the Authority, is hereby directed and empowered to execute and deliver the New Agreement to DANC, binding the Authority to the terms thereof.

ATTACHMENT 6

RESOLUTION NO. 23

RE: SECOND TEMPORARY AMENDMENT OF LEASE WITH AMMEX TAX AND DUTY FREE SHOPS, INC.

The following resolution was moved by Robert J. Storms, seconded by Bruce Armstrong and duly adopted.

WHEREAS, Ammex Tax and Duty Free Shops, Inc. (hereinafter "Duty Free") has requested additional temporary relief with respect to its obligation to pay minimum rent under its lease (hereinafter "Lease") with the Thousand Islands Bridge Authority ("Authority") for the month of June, 2020, due to a substantial decline in sales as a result of restricted border travel resulting from the COVID-19 pandemic; and

WHEREAS, the Executive Director and Legal Counsel for the Authority negotiated with Duty Free for an additional one month extension of the terms of the First Temporary Amendment, Resolution No. 14, 05/29/2020, to the Lease as follows:

- a. The monthly rent payment for April, May and June 2020 shall be reduced to twenty one percent (21%) of the gross revenues generated by the duty free store at the Thousand Islands Crossing and shall be paid on the regular scheduled dates for payment of April, May and June rent;
- b. The difference between the monthly rent for April, May and June 2020 as set forth in the Lease and the amount received pursuant to the preceding paragraph shall be amortized and paid by Duty Free to the Authority, together with its regular monthly payment, over a twelve (12) month period commencing with monthly rent for July 2020; and

WHEREAS, further assurance was given to Duty Free that the Authority would give further consideration to future rent concession requests received by Duty Free; and

WHEREAS, the Authority believes that in consideration of the relationship between Duty Free and the Authority, and the revenues received by the Authority by reason of its Lease with Duty Free over many years, it is reasonable to extend the rent accommodation previously granted to Duty Free for an additional month; and

WHEREAS, the aforementioned accommodation has been memorialized in a proposed letter agreement ("Letter Agreement") from Legal Counsel to Duty Free by letter dated June 19, 2020.

NOW THEREFORE BE IT

RESOLVED, that the Second Temporary Amendment of the Lease between TIBA and Duty Free as set forth in the aforementioned Letter Agreement is hereby ratified, approved, and accepted; and it is further

RESOLVED, that Timothy Sturick, as Executive Director of the Authority, is hereby authorized and directed to sign the Letter Agreement as the proper act and deed of the Authority, binding the Authority to the terms thereof.

ATTACHMENT 7

RESOLUTION NO. 24

**RE: APPROVAL OF CONTRACT BETWEEN CORNELL COOPERATIVE
EXTENSION OF JEFFERSON COUNTY AND THE THOUSAND ISLANDS
REGIONAL TOURISM DEVELOPMENT CORPORATION**

WHEREAS, the Thousand Islands Bridge Authority (the "Authority") has approved and ratified a contract between the Authority and the New York State Department of Agriculture and Markets for the Authority to operate and maintain the New York State Welcome Center at the Thousand Islands Crossing for the fiscal year July 1, 2019 through June 30, 2020 (the "Contract"); and

WHEREAS, the Authority has approved and ratified a subcontract for operation of the Taste New York Store within the Welcome Center with Cornell Cooperative Extension of Jefferson County, New York ("Cornell") for the fiscal year July 1, 2019 through June 30, 2020 (the "Sub-Contract"); and

WHEREAS, pursuant to the Subcontract, Cornell and the Thousand Islands Regional Tourism Development Corporation intend to enter into a sub-subcontract for providing tourism and agricultural tourism services at the Welcome Center for the fiscal year July 1, 2019 through June 30, 2020 (the "Sub-Subcontract"), and have presented the same to the Authority for approval.

NOW THEREFORE BE IT

RESOLVED, that the Authority hereby approves the Sub-Subcontract in all material respects and provides its consent to Cornell to execute the same.

Dated: June 19, 2020

Introduced by: Jacques E. Pigeon

Seconded by: Natalie Kinloch

Voting Aye: Micheline Dubé
Robert J. Storms
Patrick Simpson

Voting Nay:

Abstained: Bruce Armstrong

Absent: