

Thousand Islands Bridge Authority  
Friday, October 23, 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  
Keri Jobson, Boldt Facilities Operations Manager  
Patrick Labiendo, Facilities Safety & Security Officer

**ALSO**

**MEDIA** None in attendance.

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Patrick Simpson and seconded by Robert J. Storms, the minutes of the meeting held on October 23, 2020, were unanimously approved.

**COMMUNICATIONS**

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

**FINANCIAL MATTER**

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of September 30, 2020, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$8,154,771 compared to \$13,016,845 for the prior fiscal year representing a decrease of \$4,862,074 or 37.35% below the previous period. Mr. Olson reported Total Facilities to date of \$65,583,870 compared to \$62,571,476,

for the prior fiscal year representing an increase of \$3,012,394 or 4.81% above the previous period. Mr. Olson reported Total Assets to date of \$78,924,999 compared to \$79,253,623 for the prior fiscal year representing a decrease of \$328,624 or 0.41% below the previous period. Mr. Olson reported Payables total to date of \$7,685,770 compared to \$7,961,178 for the prior fiscal year, representing a decrease of \$275,408 or 3.46% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$236,769 compared to \$502,590 for the prior fiscal year representing a decrease of \$265,821 or 52.89% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$54,329,501, compared to \$49,349,326 for the previous fiscal year, representing an increase of \$4,980,175 or 10.09% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$3,655,662 versus \$6,420,885 for the previous period representing a decrease of \$2,765,223 or 43.07% below the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$4,311,405 versus \$5,006,960 for the previous period representing a decrease of \$695,555 or 13.89% below the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$143,751 versus \$588,291 for the previous period representing a decrease of \$444,540 or 75.56% below the previous period. Mr. Olson reported total Net Revenue (Loss) is recorded at (\$799,495) versus \$825,635, for the previous period representing a decrease of \$1,625,130 or 196.83% below the previous year. Mr. Olson reported FBCL's Net Revenue (Loss) Share is recorded at (\$390,634) as compared to \$776,634 the previous period representing a decrease of \$1,167,268 or 150.30% below the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through September 30, 2020 is recorded at (\$451,457) as compared to \$7,199 for the previous period representing a decrease of \$458,656 or 6371.23% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is

recorded at \$2,256,576 compared to \$3,605,575 for the previous period representing a decrease of \$1,348,999 or 37.41% below the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$1,676,254 compared to \$2,401,449 for the previous period representing a decrease of \$725,195 or 30.20% below the previous period. Mr. Olson reported Total Net Revenue from Other Facilities & Programs year-to-date of \$580,322 as compared to \$1,204,126 for the prior year, representing a decrease of \$623,804 or 51.81% below the previous year. Mr. Olson reported Net Revenue from all operations (Bridge, Other Facilities & Programs), through September 30, 2020 is \$128,865 compared to \$1,211,325 for the prior fiscal year, representing a decrease of \$1,082,460 or 89.36% 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 \$1,750,812 compared to \$2,280,776 the prior fiscal year, representing a decrease of \$529,964 or 23.24% below the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total \$45,788, compared to \$3,967,165 for the previous year representing a decrease of \$3,921,377 or 98.85% below the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$2,167,238 compared to \$2,930,355 representing a decrease of \$763,117 or 26.04% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$2,213,026 compared to \$6,897,520 for the prior year, representing a decrease of \$4,684,494 or 67.92% 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 (\$462,213) compared to (\$4,616,744) for the prior fiscal year, representing an increase of \$4,154,531 or 89.99% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for September 30, 2020, reported zero for the month and year to date expenses totaling \$8,295.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of September 30, 2020, a motion to accept the financial report was moved by Robert J. Storms, seconded by Patrick Simpson, and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated September 30, 2020 noting the Total TIBA•FBCL Projects Budget is \$80,000, with the obligated amount being \$8,295 and incurred to-date of \$8,295 and a balance due of \$8,115. Mr. Olson reported Total TIBA Projects Budget is \$271,000 with the obligated amount being \$27,146 and incurred to-date of \$27,146 and a balance due of \$24,404. Mr. Olson reported Total Bridge Facilities Projects Budget is \$351,000, with the obligated amount being \$35,441, incurred to-date of \$35,441 and a balance due of \$32,519. Mr. Olson reported Total Boldt Facilities Projects budget is \$2,459,000 with the obligated amount being \$1,732,500 and incurred to-date of \$1,732,500 and a balance due of \$200,518. Mr. Olson reported Total Other Capital budget is \$451,000 with the obligated amount of \$435,795 and incurred to-date of \$435,795 and a balance due of \$362,279. 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 \$2,203,736 and incurred to-date of \$2,203,736 and a balance due of \$595,316.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated September 30, 2020 in detail noting investments totaling \$8,154,770 with an average rate of return of .21% versus .87% 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. 40:** Mr. Sturick read the following resolution which was moved by Patrick Simpson and seconded by Micheline Dubé and duly adopted.

**SEE ATTACHMENT 1**

**Bridge Facility Traffic & Revenue Reports:**30 Days of September (2020-2021 compared to 2019-2020)

FY20-21	Total Vehicles	93,459	-	(88,745)	-	(48.7%)
	Total Revenue	\$568,780	-	(\$281,409)	-	(33.1%)

7 Months March/September (2020-2021 compared to 2019-2020)

FY20-21	Total Vehicles	640,061	-	(706,474)	-	(52.5%)
	Total Revenue	\$3,690,128	-	(\$2,745,742)	-	(42.7%)

14 Days October (2020-2021 compared to 2019-2020)

FY20-21	Total Vehicles	39,421	-	(45,072)	-	(53.3%)
	Total Revenue	\$256,245	-	(\$138,571)	-	(35.1%)

Mr. Sturick reviewed the Total Vehicle Comparison report for the Bridge and Tunnel Operators Association (BTOA) for YTD September 2020 and September 2019. Mr. Sturick reported total crossings for YTD September 2020 and September 2019 were 861,810 compared to 1,600,659 the previous period YTD representing a decrease of 738,849 or 46.2% below the previous period.

Mr. Sturick reported on the Boldt Facilities admissions and revenue reports.

**Boldt Castle/Revenue Reports:**30 Days of September (2020 compared to 2019)

Total BC Admissions	23,478	-	(10,409)	-	(30.7%)
Total Revenue	\$186,948	-	(\$134,364)	-	(41.8%)

5 Months May/September (2020 compared to 2019)

Total Admissions	88,998	-	(101,988)	-	(53.4%)
Total Revenue	\$737,745	-	(\$1,033,596)	-	(58.4%)

4 Days of October (2020 compared to 2019)

Total Admissions	2,922	-	1,336	-	84.2%
Total Revenue	\$20,288	-	\$11,668	-	135.4%

**Food Concession/Revenue Reports:**30 Days of September (2020 compared to 2019)

Total Revenue	\$20,820	-	(\$17,246)	-	(45.3%)
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5 Months May/September (2020 compared to 2019)

Total Revenue	\$94,227	-	(\$188,323)	-	(66.7%)
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4 Days of October (2020 compared to 2019)

Total Revenue	\$1,602	-	(\$198)	-	(11.0%)
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**Gift Concession/Revenue Reports:**30 Days of September (2020 compared to 2019)

Total Revenue	\$94,645	-	\$1,827	-	2.0%
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5 Months May/September (2020 compared to 2019)

Total Revenue	\$381,188	-	(\$213,388)	-	(35.9%)
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4 Day of October (2020 compared to 2019)

Total Revenue	\$11,113	-	\$5,405	-	94.7%
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**PROJECT REPORTS****Bridge Facilities**Operations and Maintenance Activities

Mr. Moulton reported that the staff have completed the work from the summer months and are near completion removing and inspecting the hardware on the suspender cables as well as bridge deck repairs on the U.S. Bridge. Mr. Moulton reported that staff have been inspecting and rotating the bearings, making repairs to the bearing assemblies in the main towers, taking measurement readings at the hanger pin connections at the end of the suspended cables and removing the staging on the Canadian Bridge. 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 took place from September 14, 2020 – September 25, 2020 with the draft report available in November 2020. Mr. Moulton reported the new suspender cable for the Canadian Bridge was installed by the TIBA maintenance staff with the guidance of representatives from Parsons Transportation Group on September 24, 2020. Mr. Moulton reported that D.C. Building Systems, Inc. replaced the heat trace tape that was installed on the waterline for the International Rift Water Treatment Plant Replacement Project and is currently working on the as-built drawings. Mr. Moulton reported that Industrial Electrical Contractors Brockville Ltd. has repaired the concrete and drainage in toll lanes 1 & 2 and currently caulking the expansion joints 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 staff continue 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. Mr. Labiendo reported representatives from the local U.S. pharmacy, Kinney Drugs, were on site for the annual flu shot clinic on October 8, 2020 with thirty (30) employees participating. Mr. Labiendo reported that he has provided a list of pharmacies and contact information in Canada that provide flu shots to the Canadian staff. Mr. Labiendo reported that he and Mr. Sturick attended a meeting on September 30, 2020 hosted by the NYS Police regarding the preparedness of winter weather which was also attended by the Emergency Management agencies and the NYS Department of Transportation. Mr. Labiendo reported that he is currently scheduling staff every Wednesday for the annual required sexual harassment training. Mr. Sturick reported that

the U.S. board members annual sexual harassment training will be scheduled in the future after a board meeting. Mr. Sturick reported that a virtual training will take place for the Canadian board members.

## **Other Facilities and Programs**

### **Boldt Facilities**

Ms. Jobson reported despite the COVID-19 pandemic, visitation at the Boldt Facilities was better than anticipated for the 2020 operating season. Ms. Jobson reported that the Boldt Facilities staff did well following the COVID-19 guidelines and making sure that the visitors were also following the guidelines. Ms. Jobson reported that she was working on updating the ticketing system. Ms. Wakefield is working on new signage and reviewing and updating the brochure, map and audio tour app. Ms. Bieber is moving items from the gift store in preparation for the winter. Ms. Jobson reported that there are twenty-four (24) weddings scheduled for the 2021 operating season.

Ms. Jobson reported that the Wastewater Treatment Plant Replacement Project is near completion and the contractor is currently installing the countertops and cabinets in the lab building as well as the plumbing fixtures are being installed. Ms. Jobson reported that the decommissioning of the old plant and the Boldt Yacht House septic system is complete. Ms. Jobson reported that the maintenance staff have been working on winterizing the Boldt Facilities for the winter season.

### **OTHER**

With no other business, a motion to adjourn the Meeting was made by Patrick Simpson 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, November 20, 2020, @ 10:30 am, in the American Administration Building.

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Secretary

ATTACHMENT 1

**RESOLUTION NO. 40**

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

The following resolution was moved by Patrick Simpson, seconded by Micheline Dubé 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 September 25, 2020, were available and reviewed by the Authority during the meeting held on October 23, 2020 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
09/29/20	3309	30782-30806 - US / C9480-C9486 - CD	\$ 112,272.75
10/06/20	3310	30807-30826 - US / C9487-C9494 - CD	119,129.52
10/13/20	3311	30827-30861 - US / C9495-C9500 - CD	60,610.33
10/20/20	3312	30862-30884 - US / C9501-C9511 - CD	<u>120,812.66</u>
			<u>\$ 412,825.26</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 October 23, 2020 (viz):

	<u>Amount</u>
Aubertine & Currier - Professional Services	
- Boldt Facilities Wastewater Treatment Plant Replacement Project	\$ 1,282.30
- International Rift Water Treatment Plant Replacement Project	2,120.00
Bach & Company - Winter Sand	4,796.27
Cheney Tire, Inc. - Tires - Truck #9 & #11	1,057.36
C & S Operations, Inc. - Facility Maintenance Software - North County Welcome Center	1,835.00
D.C. Building Systems, Inc.	
- Boldt Facilities Wastewater Treatment Plant Replacement Project	
- Progress Payment #11	32,406.40
- International Rift Water Treatment Plant Replacement Project	
- Progress Payment #14	8,436.95
DRCS LLC - Firewall Renewal for 5 years	19,512.00
Hanes Supply, Inc. - Plow Truck Parts	1,251.00
Hyde-Stone Mechanical Contractors - Fall Heating Service	
- U.S. Buildings	4,969.75
- North Country Welcome Center	2,070.00
- Replaced Heat Exchanger - NYS Police Station	2,243.86

Northeast Construction BOGB LLC - Placed Concrete Anchors over Sewage Force Main Pipe Floating Between the Boldt Yacht House and Fern Island - Boldt Facilities Wastewater Treatment Plant Replacement Project	3,800.00	
Pomerville's Septic Service - Pumped Septic - Boldt Facilities	1,520.00	
WSP USA Inc. - Professional Services - Toll System Upgrade & Rehabilitation Project - March 2020 - May 2020	13,355.72	
Fast Response Fire Systems, Inc. - Annual Inspection - Canada Border Services Agency (CBSA)	2,919.10	CD
REL Controls - Service Agreement - Canada Border Services Agency - CBSA - 4/11/20 - 7/10/20	5,635.88	CD
	<u>5,635.88</u>	
	<u>\$109,211.59</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. 3309 through No. 3312 as set forth herein, totaling \$412,825.26, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$109,211.59.