

Thousand Islands Bridge Authority  
Friday, November 20, 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  
Peter Walton, Legal Counsel  
Timothy Sturick, Executive Director  
Bryan Olson, Manager, Finance & Administration  
Keri Jobson, Boldt Facilities Operations Manager  
Patrick Labiendo, Facilities Safety & Security Officer  
Lohanne Messenger, Senior Accountant/Office Manager

**ALSO**

**MEDIA** None in attendance.

**MINUTES**

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

**COMMUNICATIONS**

Mr. Sturick reported that Mr. Armstrong, Mr. Simpson, Ms. Kinloch, Mr. Pigeon, Ms. Dubé and Mr. Walton were participating via conference call. Mr. Storms asked to be excused for this month's meeting.

**FINANCIAL MATTER**

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of October 31, 2020, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$7,931,529 compared to \$12,488,437 for the prior fiscal year representing a decrease of \$4,556,908 or 36.49% below the previous period. Mr. Olson reported Total Facilities to date of \$65,565,511 compared to \$63,198,241,

for the prior fiscal year representing an increase of \$2,367,270 or 3.75% above the previous period. Mr. Olson reported Total Assets to date of \$78,565,205 compared to \$79,370,678 for the prior fiscal year representing a decrease of \$805,473 or 1.01% below the previous period. Mr. Olson reported Payables total to date of \$7,778,197 compared to \$7,915,909 for the prior fiscal year, representing a decrease of \$137,712 or 1.74% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$209,226 compared to \$569,031 for the prior fiscal year representing a decrease of \$359,805 or 63.23% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$53,904,822, compared to \$49,445,210 for the previous fiscal year, representing an increase of \$4,459,612 or 9.02% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$4,195,650 versus \$7,305,932 for the previous period representing a decrease of \$3,110,282 or 42.57% below the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$5,025,160 versus \$5,647,391 for the previous period representing a decrease of \$622,231 or 11.02% below the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$231,578 versus \$686,472 for the previous period representing a decrease of \$454,894 or 66.27% below the previous period. Mr. Olson reported total Net Revenue (Loss) is recorded at (\$1,061,088) versus \$972,070, for the previous period representing a decrease of \$2,033,158 or 209.16% below the previous year. Mr. Olson reported FBCL's Net Revenue (Loss) Share is recorded at (\$141,822) as compared to \$849,851 the previous period representing a decrease of \$991,673 or 116.69% below the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through October 31, 2020 is recorded at (\$957,715) as compared to \$80,416 for the previous period representing a decrease of \$1,038,131 or 1290.95% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded

at \$2,453,640 compared to \$3,886,312 for the previous period representing a decrease of \$1,432,672 or 36.86% below the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$1,791,738 compared to \$2,659,520 for the previous period representing a decrease of \$867,782 or 32.63% below the previous period. Mr. Olson reported Total Net Revenue from Other Facilities & Programs year-to-date of \$661,903 as compared to \$1,226,792 for the prior year, representing a decrease of \$564,889 or 46.05% below the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through October 31, 2020 is (\$295,813) compared to \$1,307,208 for the prior fiscal year, representing a decrease of \$1,603,021 or 122.63% 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 \$1,557,841 compared to \$2,533,237 the prior fiscal year, representing a decrease of \$975,396 or 38.50% below the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total \$27,146, compared to \$4,047,013 for the previous year representing a decrease of \$4,019,867 or 99.33% below the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$2,395,121 compared to \$3,633,850 representing a decrease of \$1,238,729 or 34.09% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$2,422,267 compared to \$7,680,863 for the prior year, representing a decrease of \$5,258,596 or 68.46% 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 (\$864,426) compared to (\$5,147,626) for the prior fiscal year, representing an increase of \$4,283,200 or 83.21% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for October 31, 2020, reported zero for the month and year to date expenses totaling \$8,295.

Mr. Sturick reported that TIBA borrowed \$200,000 on November 2, 2020 from Watertown Savings Bank and would soon be borrowing between \$350,000 - \$400,000 to pay for some outstanding project costs. Mr. Sturick reported that there would be an interest accrual on the November financials. Mr. Sturick reported that the cash balance is stable at the present time.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of October 31, 2020, 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. Olson reviewed the report dated October 31, 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 zero. 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 \$24,404. Mr. Olson reported Total Boldt Facilities Projects budget is \$2,459,000 with the obligated amount being \$1,932,510 and incurred to-date of \$1,932,510 and a balance due of \$367,475. Mr. Olson reported Total Other Capital budget is \$451,000 with the obligated amount of \$463,617 and incurred to-date of \$463,617 and a balance due of \$340,101. 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 \$2,431,568 and incurred to-date of \$2,431,568 and a balance due of \$731,980.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated October 31, 2020 in detail noting investments totaling \$7,931,529 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. 41:** 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:**

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

FY20-21	Total Vehicles	79,422	-	(93,503)	-	(54.1%)
	Total Revenue	\$539,848	-	(\$347,390)	-	(39.2%)

**8 Months March/October (2020-2021 compared to 2019-2020)**

FY20-21	Total Vehicles	719,483	-	(799,977)	-	(52.6%)
	Total Revenue	\$4,229,976	-	(\$3,093,132)	-	(42.2%)

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

FY20-21	Total Vehicles	32,388	-	(34,783)	-	(51.8%)
	Total Revenue	\$252,139	-	(\$112,246)	-	(30.8%)

Mr. Sturick reviewed the Total Vehicle Comparison report for the Bridge and Tunnel Operators Association (BTOA) for YTD October 2020 and October 2019. Mr. Sturick reported total crossings for YTD October 2020 and October 2019 were 941,232 compared to 1,778,654 the previous period YTD representing a decrease of 837,422 below the previous period.

**U.S. Employees and Retirees Health Insurance Program - Proposed Resolution**

**No. 42:** Mr. Olson read the following resolution which was moved by Natalie Kinloch and seconded by Patrick Simpson and duly adopted.

**SEE ATTACHMENT 2**

Mr. Sturick reported that the Canadian Employees Extended Health Plan, Long Term Disability and Life Insurance Program rates will be available the first week of December 2020. Mr. Sturick reported that the resolution will be presented at the December 18, 2020 meeting.

## **PROJECT REPORTS**

### **Bridge Facilities**

#### **Operations and Maintenance Activities**

Mr. Sturick reported that the staff continue inspecting the hardware on the suspender cables which has resulted in the recommendation from the consulting engineers, Parsons Transportation Group of the replacement of a second suspender cable on the Canadian Bridge. Mr. Sturick reported that Mr. Moulton had a conference call recently with Parsons Transportation Group to discuss the recommended replacement of a second suspender cable on the Canadian Bridge. Mr. Sturick reported that bridge deck repairs and the main tower bearing maintenance are completed on the U.S. and Canadian Bridge. Mr. Sturick reported that staff worked with representatives from Parsons Transportation Group to adjust the rocker bearing on the U.S. Bridge at Pier 21. Mr. Sturick reported that the draft report for 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 which took place from September 14, 2020 – September 25, 2020 would be available soon for TIBA & FBCL review. Mr. Sturick reported that D.C. Building Systems, Inc. is currently working on the as-built drawings for the International Rift Water Treatment Plant Replacement Project. Mr. Sturick reported that Industrial Electrical Contractors Brockville Ltd. has repaired the concrete and drainage issues in toll lanes 2 & 3 for the Canadian Toll Plaza Rehabilitation Project – Phase 2 and has since de-mobilized.

### 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 that one (1) U.S. staff member recently tested positive for COVID-19 which Mr. Labiendo worked with the Jefferson County Public Health with their contacting tracing to identify any possible exposure risks to other staff members followed by the protocols set forth by the Jefferson County Public Health. Mr. Labiendo reported that on Sunday, November 15, 2020, there were high winds which resulted in holding the U.S. traffic for ten (10) minutes around 6:10 pm with a gust of 61 MPH. Mr. Labiendo reported shortly after, the wind speeds subsided to 35-40 MPH which resulted in the traffic flowing again. Mr. Labiendo reported that he continues scheduling staff every Wednesday for the annual required sexual harassment training which has resulted in approximately 66% of the staff having completed the training. Mr. Labiendo reported that he is currently working on two (2) videos with questions to watch and complete for the U.S. & Canadian board members to meet the requirement of the annual sexual harassment training.

### **Other Facilities and Programs**

#### Boldt Facilities

Ms. Jobson reported that the Boldt Facilities will open on Saturday, May 8, 2021 and close on Monday, October 11, 2021. Ms. Jobson reported that the opening dates and hours of operation as well as the rates have been posted on the TIBA website as well as the community contacts have been emailed. Ms. Jobson reported that the online ticket prices will be updated in fiscal year March 1, 2021 – February 28, 2022. Mr. Jobson reported that the full-time staff have been working on the grounds raking and leaf blowing. Ms.

Jobson reported that Ms. Bieber, concessions manager has moved back to the mainland and continues her inventory process and tagging new merchandise which had a delayed delivery in the 2020 operating season. Ms. Jobson reported that there are twenty-three (23) weddings scheduled for the 2021 operating season. Ms. Jobson reported that she recently picked up donated items which included two (2) end tables which are believed to have been the original to the Castle and a fold out buffet.

Ms. Jobson reported that the decommissioning of the old wastewater plant and the Boldt Yacht House septic system is complete and the lawn areas have been restored and seeded. Ms. Jobson reported that the new automatic transfer switch gear for the backup generator has been installed and is now operational and running its weekly test cycles. Ms. Jobson reported that the Wastewater Treatment Plant Replacement Project is complete with the cabinets installed and countertops in the lab building as well as the plumbing fixtures having been installed. Ms. Jobson reported that the maintenance staff continue winterizing the Boldt Facilities as well as dock repairs and seasonal maintenance on boats and equipment.

#### **OTHER**

Mr. Olson congratulated Mr. Sturick on being named one of the recipients of the Northern New York Business Magazine 20 under 40 which is dedicated to twenty (20) professionals and their accomplishments under forty (40) years old.

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, December 18, 2020, @ 10:30 am, in the American Administration Building.

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Secretary

ATTACHMENT 1

**RESOLUTION NO. 41**

**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 October 23, 2020, were available and reviewed by the Authority during the meeting held on November 20, 2020 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
10/27/20	3313	30885-30906 - US / C9512-C9517 - CD	\$ 129,265.94
11/03/20	3314	30907-30938 - US / C9518-C9524 - CD	\$ 332,615.32
11/10/20	3315	30939-30960 - US / C9525-C9527 - CD	\$ 65,454.30
11/17/20	3316	30961-30990 - US / C9528-C9535 - CD	<u>110,769.24</u>
			<u>\$ 638,104.80</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 November 20, 2020 (viz):

	<u>Amount</u>
Aubertine & Currier - Professional Services	
- Boldt Facilities Wastewater Treatment Plant Replacement Project	\$ 5,324.52
- International Rift Water Treatment Plant Replacement Project	7,130.00
D.C. Building Systems, Inc.	
- Boldt Facilities Wastewater Treatment Plant Replacement Project	
- Progress Payment #12	130,977.88
- International Rift Water Treatment Plant Replacement Project	
- Progress Payment #15	10,135.42
Parsons Transportation Group - Professional Services	
- Retainer & Overweight Permits - June 2020 - August 2020	15,396.25
- Detailed Inspection US Crossing & Follow-up Inspection Canadian Crossing & Underwater Inspection of Pier 17	58,470.50
HTS Engineering Ltd. - HVAC Preventative Maintenance - Canada Border Services Agency (CBSA)	5,219.14 CD
Keyes Sand & Gravel - Winter Sand/Stone Dust	9,582.13 CD
REL Controls - Service Agreement - Canada Border Services Agency - CBSA -1/11/2020 - 4/10/2020 & 7/2/2020 - 10/20/2020	11,427.13 CD
Schindler Elevator Corporation - Quarterly Billing/Contract - 8/1/20 -11/30/20 - Canada Border Services Agency (CBSA)	<u>3,951.69</u> CD
	<u>\$ 257,614.66</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. 3313 through No. 3316 as set forth herein, totaling \$638,104.80, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$257,614.66.

**ATTACHMENT 2**

**RESOLUTION NO. 42**

**RE: U.S. EMPLOYEES AND RETIREES HEALTH INSURANCE PROGRAM**

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

WHEREAS, the Authority on November 22, 2019, approved by Resolution No. 27, authorizing the placement of the U.S. Employees and Retirees Health Insurance Program (“Program”) with Simply Blue Plus Bronze 4, HRA, administered by Benefit Services Group Inc., Watertown, NY, the plan year January 1, 2020 – December 31, 2020, and

WHEREAS, the Executive Director completed a thorough review of the Authority’s health insurance program not limited to benefits, premiums, deductibles, impact of the self insurance portion and cost sharing formulas. The Executive Director recommends to the Authority that it adopt the same Simply Blue Plus Bronze 4, HDHP, HRA insurance plan, by Excellus BC/BS, Utica Region as administered by Benefit Services Group of Watertown, New York.

NOW THEREFORE BE IT

RESOLVED, the Authority hereby accepts and approves the recommendations of the Executive Director for the U.S. Employees/Retirees Health Insurance Program as presented at this meeting (viz):

1. The U.S. Employees and Retirees Health Insurance Program shall be contracted with Excellus BC/BS, Utica Region utilizing the Simply Blue Plus Bronze 4 HRA Plan and at the following monthly premiums for one (1) year period, effective January 1, 2021.

<b><u>COVERAGE CLASSIFICATION</u></b>	<b><u>MONTHLY PREMIUM</u></b>
Individual	\$ 517.10
Two (2) Person	\$1,085.92
Family	\$1,292.77
Medicare (Supplemental)	\$ 403.72

2. The employee/Authority cost sharing of plan premiums, deductibles, and co-insurance shall remain as established by Authority Resolution No. 3, adopted on March 16, 1995 (viz):
  - a) Employee premium contribution – 10% if employed prior to 3/1/93 and 20% if employed thereafter.

3. The retiree/Authority cost sharing of the Plan premium, deductibles and co-insurance shall remain as established by Authority Resolution No. 15 adopted on July 15, 1999 (viz):

a) The retiree premium contribution:

<u>YEARS OF SERVICE</u>	<u>RETIREE PREMIUM SHARE</u>
10 Years but Less Than 15 Years	75%
16 Years but Less Than 20 Years	65%
20 Years or More	50%

b) Retiree is responsible for 100% of program deductibles and co-insurance payments.

c) Retiree who meets eligibility, premium, deductibles and co-insurance requirements are afforded full benefits under the Plan.

and

FURTHER BE IT

RESOLVED, the Authority directs the Executive Director as Plan Administrator to execute said contract with Excellus BC/BS, Utica Region on behalf of the Authority as its proper act and deed, and to notify the participating U.S. employees/retirees of said contract, benefits, deductibles and premium sharing, and

FURTHER BE IT

RESOLVED, that nothing in the foregoing shall limit the Authority's right or authority to modify or terminate this Plan at anytime in the future and nothing in the Plan is intended to create vested or contractual rights for an employee or retiree of this Authority, and

FURTHER BE IT

RESOLVED, that as additionally recommended by the Executive Director, during fiscal 2021-2022 and prior to the renewal date of the current program, a survey of health insurance programs will be completed which will include but not be limited to benefits, premiums, deductibles and employer/employee cost sharing formulas and a report together with recommendations submitted to the Authority.