

Thousand Islands Bridge Authority  
Friday, May 21, 2021, 10:30 A.M.  
American Administration Building

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

**ALSO** Ronald Thomson

**MEDIA** None in attendance.

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Robert J. Storms and seconded by Natalie Kinloch, the minutes of the meeting held on April 23, 2021, were unanimously approved.

**COMMUNICATIONS**

Mr. Sturick reported that Mr. Pigeon, Ms. Dubé, Ms. Kinloch, Mr. Dier and Mr. Fram were participating via conference call. Mr. Simpson and Mr. Moulton 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 April 30, 2021, reported that the Authority's directly held Cash

and Investment Obligations, total to date of \$8,309,384 compared to \$9,381,129 for the prior fiscal year representing a decrease of \$1,071,745 or 11.42% below the previous period. Mr. Olson reported Total Facilities to date of \$65,235,133 compared to \$66,131,933, for the prior fiscal year representing a decrease of \$896,800 or 1.36% below the previous period. Mr. Olson reported Total Assets to date of \$78,020,945 compared to \$79,224,596, for the prior fiscal year representing a decrease of \$1,203,651 or 1.52% below the previous period. Mr. Olson reported Payables total to date of \$8,746,423 compared to \$7,905,036 for the prior fiscal year, representing an increase of \$841,387 or 10.64% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$225,518 compared to \$429,999 for the prior fiscal year representing a decrease of \$204,481 or 47.55% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$52,991,930, compared to \$49,449,033 for the previous fiscal year, representing an increase of \$3,542,897 or 7.16% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$1,112,875 versus \$1,108,983 for the previous period representing an increase of \$3,892 or 0.35% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$1,041,602 versus \$1,301,148 for the previous period representing a decrease of \$259,546 or 19.95% below the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$42,084 versus \$8,223 for the previous period representing an increase of \$33,861 or 411.79% above the previous period. Mr. Olson reported total Net Revenue is recorded at \$29,189 versus (\$200,389), for the previous period representing an increase of \$229,578 or 114.57% above the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$14,493, as compared to (\$100,194) the previous period representing an increase of \$114,687 or 114.47% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through April 30,

2021, is recorded at (\$270,095) as compared to (\$132,996) for the previous period representing a decrease of \$137,099 or 103.08% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$145,247 compared to \$200,148 for the previous period representing a decrease of \$54,901 or 27.43% below the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$401,194 compared to \$306,372 for the previous period representing an increase of \$94,822 or 30.95% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of (\$255,947) as compared to (\$106,224) for the prior year, representing a decrease of \$149,723 or 140.95% below the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through April 30, 2021 is (\$526,041) compared to (\$239,220) for the prior fiscal year, representing a decrease of \$286,821 or 119.90% 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 (\$26,169) compared to \$73,936 the prior fiscal year, representing a decrease of \$100,105 or 135.39% below the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of zero, compared to \$5,523 for the previous year representing a decrease of \$5,523 or 100.00% below the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$83,909 compared to \$1,052,541 representing a decrease of \$968,632 or 92.03% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$83,909 compared to \$1,058,064 for the prior year, representing a decrease of \$974,155 or 92.07% 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 (\$110,078) compared to (\$984,128) for the prior fiscal year, representing an increase of \$874,050 or 88.81% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for April 30, 2021, reported \$283 for the month and year to date expenses totaling \$283.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of April 30, 2021, a motion to accept the financial report was moved by Micheline Dubé, seconded by Jacques E. Pigeon, and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated April 30, 2021 noting the Total TIBA•FBCL Projects Budget is \$85,000, with the obligated amount being \$283 and incurred to-date of \$283 and a balance due of zero. Mr. Olson reported Total TIBA Projects Budget is \$190,000 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 \$275,000, with the obligated amount being \$283, incurred to-date of \$283 and a balance due of zero. Mr. Olson reported Total Boldt Facilities Projects budget is \$517,000 with the obligated amount being \$59,310 and incurred to-date of \$59,310 and a balance due of zero. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2021-2022 is \$792,000 with the current obligated amount being \$59,593 and incurred to-date of \$59,593 and a balance due of zero.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated April 30, 2021 in detail noting investments totaling \$8,309,384 with an average rate of return of .10% versus.49% in 2020. 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 Natalie Kinloch and seconded by Douglas D. Dier and duly adopted.

**SEE ATTACHMENT 1**

**Bridge Facility Vehicle Traffic & Revenue Comparison:**

**30 Days of April (2021-2022 compared to 2020-2021)**

FY21-22	Total Vehicles	72,007	-	18,683	-	35.0%
	Total Revenue	\$586,897	-	\$195,336	-	49.9%

**2 Months March/April (2021-2022 compared to 2020-2021)**

FY21-22	Total Vehicles	140,714	-	(30,896)	-	(18.0%)
	Total Revenue	\$1,099,379	-	(\$10,461)	-	(0.9%)

**14 Days May (2021-2022 compared to 2020-2021)**

FY21-22	Total Vehicles	36,908	-	9,013	-	32.3%
	Total Revenue	\$277,628	-	\$100,508	-	56.7%

Mr. Sturick reviewed the Traffic Report for the Bridge and Tunnel Operators Association (BTOA) for YTD April 2021 and April 2020. Mr. Sturick reported total crossings for YTD April 2021 and April 2020 were 256,681 compared to 393,359 the previous period YTD representing a decrease of 136,678 or 34.8% below the previous period.

**U.S. Employees Workers' Compensation Plan Renewal – Proposed Resolution No.**

**8:** Mr. Olson read the following resolution which was moved by Robert J. Storms and seconded by Micheline Dubé and duly adopted.

**SEE ATTACHMENT 2**

## PROJECT REPORTS

### **Bridge Facilities**

#### Operations and Maintenance Activities

Mr. Sturick reported that staff have been raking, mowing and washing down parking lots. Mr. Sturick reported that the U. S. and Canadian maintenance staff are scheduled to work the overnight hours from 10:00 p.m. to 6:00 a.m. for the week beginning Sunday, May 23, 2021, to complete removing the winter sand and washing down the bridges. Mr. Sturick reported that the U.S. and Canadian maintenance staff have been running one-way traffic to make repairs to the bridge road deck and below road deck inspections on both bridges. Mr. Sturick reported that the staff will complete the deck inspection and replace the clip angles which connect between the floor beams and stringers to support the bridge deck. Mr. Sturick reported that the 2021 Follow-Up Inspection of the Canadian Crossing and the Detailed Inspections of the U.S. Crossing, Rift Bridges and the Boldt Yacht House Bridges are scheduled to take place in July 2021. Mr. Sturick reported that representatives from Parsons Transportation Group recommended replacing the second suspender cable on the Canadian bridge. Mr. Sturick reported that Wire Rope Works, Inc. in Williamsport, Pennsylvania, would be ordering the new suspender cable and fabricating would take place once the availability of the sockets required are obtained. Mr. Sturick reported that the second suspender cable on the Canadian bridge is planned to be replaced in 2021. Mr. Sturick reported that the two (2) surplus dump trucks purchased from Blue Water Bridge are currently located on Wellesley Island for approximately thirty-five (35) days waiting for the NYSDOT to release the trucks, at which time they can be registered and titled.

## Safety, Security & Wellness

Mr. Labiendo reported no new injuries in the past month with one (1) open claim. Mr. Labiendo reported that he contacted Faith Lustik, Public Health Planner of Jefferson County Public Health Services, Watertown, N.Y., inquiring if the Canadian employees were eligible to receive their COVID-19 vaccination in the U.S. Mr. Labiendo reported that Ms. Lustik said that if they are eligible to work in the U.S., they could receive their vaccination in the U.S. Mr. Labiendo reported that the U. S. tour boat operators Declaration of Security documents are complete. Mr. Labiendo reported that he met with the Boldt Castle staff on Tuesday, May 4, 2021, to review the policies, procedures, and security awareness. Mr. Labiendo reported that he provided the required medical testing/safety programs for the seasonal and full-time bridge maintenance staff on May 5<sup>th</sup> and May 6<sup>th</sup>, 2021. The safety programs included working at heights, flagger training, security awareness and Workplace Hazardous Material Identification Training (WHMIS). Mr. Labiendo reported that two (2) first aid, CPR and AED classes were held on Thursday, May 20, 2021 with fourteen (14) employees attending.

## **Other Facilities and Programs**

### Boldt Facilities

Ms. Jobson reported that the visitation for the past weekend of May 15<sup>th</sup> and May 16<sup>th</sup>, 2021, was similar to the 2019 visitation totals which resulted in seventy-three (73) additional visitors for 2021 compared to 2019. Ms. Jobson reported for the past weekend of May 15<sup>th</sup> and May 16<sup>th</sup>, 2021, concessions sales for were \$1,379 compared to \$2,032 in 2019 and the gift shop sales for the past weekend of May 15<sup>th</sup> and May 16<sup>th</sup>, 2021, were \$8,297 compared to \$5,915 in 2019. Ms. Jobson reported that the first wedding of the 2021 operating season took place on Saturday, May 15, 2021. Ms. Jobson reported thirty

(30) weddings are scheduled for the 2021 operating season. Ms. Jobson reported that the masks are still required on the shuttle and the tour boats. Ms. Jobson reported TIBA will be hosting a version of the Riverfest in conjunction with AUSA, U.S. Army Family and Morale Welfare and Recreation (MWR) and Uncle Sam Boat Tours. Ms. Jobson reported that the event will be reserved for a day within a specified timeframe for military members and their families can purchase tickets through Uncle Sam Boat Tours or MWR.

Mr. Salisbury reported that the new Wastewater Treatment Plant is up and running with no major issues. Mr. Salisbury reported that ice cream and hot dogs will be available at the satellite food station beginning Memorial Holiday weekend. Mr. Salisbury reported that staff removed the high-water caps at the Boldt Yacht House, making equipment repairs and modifications at the Boldt Castle dock to accommodate the lower water level, planting the flowerbeds and routine maintenance.

Mr. Armstrong asked if anyone had any questions or comments. Mr. Thomson said that he was attending to observe, and he commented on the economic conditions in the local areas.

With no other business, a motion to adjourn the meeting was made by Natalie Kinloch 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, June 18, 2021, @ 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 Natalie Kinloch, seconded by Douglas D. Dier 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 April 23, 2021, were available and reviewed by the Authority during the meeting held on May 21, 2021 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
04/27/21	3339	31390-31412 - US / C9713-C9714 - CD	\$ 86,278.54
05/04/21	3340	31413-31442 - US / C9715-C9719 - CD	186,750.90
05/11/21	3341	31443-31463 - US / C9720-C9730 - CD	178,778.81
05/18/21	3342	31464-31485 - US / C9731-C9742 - CD	185,955.80
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			<u>\$ 637,764.05</u>

NOTE: U.S. check #31395 was voided & replaced with check #31423. Original check was voided due to a credit on the account.

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 May 21, 2021 (viz):

	<u>Amount</u>
Advanced Business Systems - Copier Annual Maintenance - Administration	\$ 1,392.01
Black River Paper Company, Inc. - Custodial Supplies - Bridge & Boldt Castle	6,926.20
Bond, Schoeneck & King, PLLC - Professional Services	4,207.50
Cornell Cooperative Extension of Jefferson County - Taste of New York Store (Market) - February 2021 Reimbursement	27,226.35
DC Building Systems, Inc. - International Rift Water Plant Project - Progress Payment #16	24,598.67
DRCS LLC - Advanced Security License and Support - Cloud & Firewall	1,300.00
Grays Wholesale - Custodial Supplies - Bridge & Boldt Castle	1,535.83
Hanes Supply, Inc. - MG-Krete Concrete Patch - Bridge Deck Repairs & Plicord Air Hose - U.S. Bridge	14,952.00
Hyde-Stone Mechanical Contractors - Replaced Ball Valves - Restrooms - AMMEX	1,038.97
Net Tech - Fiber Installation - Boldt Castle Wastewater Treatment Plant	6,930.00
Netto Fire Equipment - Fire Extinguisher Inspections	1,672.12

Otis Elevator - Yearly Service Contract - Boldt Castle Elevator	3,521.34	
Public Employer Risk Management Association (PERMA) Workers' Compensation Renewal	125,710.00	
REL Controls - Service Agreement - January 21, 2021 - April 20, 2021 - CBSA	5,791.25	CD
Terra Window Treatments Ltd. - Repair Blinds - CBSA	2,260.00	CD
The Sherwin Williams Company - Paint - Curbs & Bollards - CBSA	2,200.09	CD
	<u>\$ 231,262.33</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. 3339 through No. 3342 as set forth herein, totaling \$637,764.05, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$231,262.33.

**ATTACHMENT 2**

**RESOLUTION NO. 8**

**RE: U.S. EMPLOYEES WORKERS' COMPENSATION PLAN RENEWAL**

The following resolution was moved by Robert J. Storms, seconded by Micheline Dubé and duly adopted.

WHEREAS, in accordance with the Adopted Budgets for FY2021-2022, the Authority's Insurance Consultant, Commercial Insurance Consultants, Inc. (CIC), of Buffalo, New York, requested a renewal proposal for the U.S. Employees Workers' Compensation Insurance Program currently held by Public Employer Risk Management Association, Inc. (PERMA) that expires June 1, 2021, and

WHEREAS, after review of the proposal received, it is the recommendation of the Executive Director and the Authority's Consultant that the U.S. Employees Workers' Compensation coverage set forth herein be renewed with PERMA for a one (1) year period effective June 1, 2021, in the amount of \$131,885\*.

NOW THEREFORE BE IT

RESOLVED, that the Authority hereby accepts the renewal proposal for the U.S. Employees Workers' Compensation Insurance Program as set forth herein, effective June 1, 2021, as submitted by Public Employer Risk Management Association, Inc. (PERMA), and as recommended by the Executive Director and the Authority's Consultant, Commercial Insurance Consultants, Inc. (CIC), of Buffalo, New York, in the amount of \$131,885\*.

**Note 1:**

FY2021-2022 Premium breakdown is as follows:

Annual Contribution	\$124,987
New York State Assessment	<u>6,898</u>
	<u>\$131,885*</u>

Decision to renew with PERMA by April 23, 2021 provided for an additional 3% credit off the contribution (\$3,750). Early payment of annual contribution earns 2% discount (\$2,425).

**Note 2:**

FY2020-2021 Premium breakdown was as follows:

Annual Contribution	\$187,275
New York State Assessment	<u>9,401</u>
	<u>\$196,676</u>