

Thousand Islands Bridge Authority  
Friday, June 18, 2021, 10:30 A.M.  
American Administration Building

**PRESENT** Patrick Simpson, Vice Chairman  
Micheline Dubé, Secretary-Treasurer  
Natalie Kinloch, Assistant Secretary-Treasurer  
Jacques E. Pigeon, Assistant Secretary-Treasurer  
Douglas D. Dier, Assistant Secretary-Treasurer  
Peter Walton, Legal Counsel  
Timothy Sturick, Executive Director  
Bill Moulton, Director, Bridge Facilities Operations & Maintenance  
Bryan Olson, Manager, Finance & Administration  
Brian Salisbury, Director, Boldt Facilities Operations  
& Maintenance/Construction  
Patrick Labiendo, Facilities Safety & Security Officer  
Keri Jobson, Boldt Facilities Operations Manager  
Corey Fram, Director of Tourism

**ALSO** Ronald Thomson

**MEDIA** 1

**MINUTES**

The meeting was called to order by Douglas D. Dier, Assistant Secretary-Treasurer.

Upon motion by Patrick Simpson and seconded by Natalie Kinloch, the minutes of the meeting held on May 21, 2021, were unanimously approved.

**COMMUNICATIONS**

Mr. Sturick reported that Mr. Simpson, Mr. Pigeon, Ms. Dubé, Ms. Kinloch and Mr. Fram were participating via conference call. Mr. Armstrong and Mr. Storms asked to be excused for this month's meeting. Mr. Sturick reported that Audrey Garrett passed away recently. She was the wife of the late Francis Garrett who was a TIBA board member. Mr. Sturick reported that Ms. Wakefield and he attended the George C. Boldt Scholarship and Reception on Thursday, June 17, 2021, at the Harbor Hotel in Clayton, New York. Ms. Kinloch reported that the anniversary of the East Rift Bridge opening was June 19, 1960.

**FINANCIAL MATTER**

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of May 31, 2021, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$8,088,965 compared to \$9,364,026 for the prior fiscal year representing a decrease of \$1,275,061 or 13.62% below the previous period. Mr. Olson reported Total Facilities to date of \$65,023,320 compared to \$65,990,565, for the prior fiscal year representing a decrease of \$967,245 or 1.47% below the previous period. Mr. Olson reported Total Assets to date of \$77,724,026 compared to \$79,099,114, for the prior fiscal year representing a decrease of \$1,375,088 or 1.74% below the previous period. Mr. Olson reported Payables total to date of \$8,599,588 compared to \$7,901,820 for the prior fiscal year, representing an increase of \$697,768 or 8.83% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$191,330 compared to \$375,473 for the prior fiscal year representing a decrease of \$184,143 or 49.04% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$52,876,033, compared to \$49,381,294 for the previous fiscal year, representing an increase of \$3,494,739 or 7.08% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$1,699,406 versus \$1,515,448 for the previous period representing an increase of \$183,958 or 12.14% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$1,518,151 versus \$1,768,214 for the previous period representing a decrease of \$250,063 or 14.14% below the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$7,896 versus (\$46,304) for the previous period representing an increase of \$54,200 or 117.05% above the previous period. Mr. Olson reported total Net Revenue (Loss) is recorded at \$173,359 versus (\$206,462), for the previous period representing an increase of \$379,821 or

183.97% above the previous year. Mr. Olson reported FBCL's Net Revenue (Loss) Share is recorded at \$86,578 as compared to (\$122,531) the previous period representing an increase of \$209,109 or 170.66% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through May 31, 2021, is recorded at (\$323,113) as compared to (\$116,733) for the previous period representing a decrease of \$206,380 or 176.80% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$378,785 compared to \$233,411 for the previous period representing an increase of \$145,374 or 62.28% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$697,610 compared to \$383,607 for the previous period representing an increase of \$314,003 or 81.86% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of (\$318,825) as compared to (\$150,196) for the prior year, representing a decrease of \$168,629 or 112.27% below the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through May 31, 2021 is (\$641,938) compared to (\$266,929) for the prior fiscal year, representing a decrease of \$375,009 or 140.49% 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 \$107,870 compared to \$202,805 the prior fiscal year, representing a decrease of \$94,935 or 46.81% 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 \$122,195 compared to \$1,067,834 representing a decrease of \$945,639 or 88.56% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$122,195 compared to \$1,073,357 for the prior

year, representing a decrease of \$951,162 or 88.62% 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 (\$14,325) compared to (\$870,552) for the prior fiscal year, representing an increase of \$856,227 or 98.35% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for May 31, 2021, reported zero 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 May 31, 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 May 31, 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 \$86,439 and incurred to-date of \$86,439 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 \$86,722 and incurred to-date of \$86,722 and a balance due of zero.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated May 31, 2021 in detail noting investments totaling \$8,088,965 with an average rate of return of .10% versus .21% 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. 9:** Mr. Sturick read the following resolution which was moved by Patrick Simpson and seconded by Natalie Kinloch and duly adopted.

**SEE ATTACHMENT 1**

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

**31 Days of May (2021-2022 compared to 2020-2021)**

FY21-22	Total Vehicles	87,776	-	19,426	-	28.4%
	Total Revenue	\$608,545	-	\$208,612	-	52.2%

**3 Months March/May (2021-2022 compared to 2020-2021)**

FY21-22	Total Vehicles	228,490	-	(11,470)	-	(4.8%)
	Total Revenue	\$1,707,924	-	\$198,151	-	13.1%

**7 Days June (2021-2022 compared to 2020-2021)**

FY21-22	Total Vehicles	22,447	-	4,059	-	22.1%
	Total Revenue	\$145,965	-	\$38,783	-	36.2%

Mr. Sturick reported total vehicles and total revenue for May 2019 and the totals for the three (3) months of fiscal year 2019/2020 indicating that fiscal year 2021/2022 vehicles and revenues are considerably lower than fiscal year 2019/2020.

Mr. Sturick reviewed the Traffic Report for the Bridge and Tunnel Operators Association (BTOA) for YTD May 2021 and May 2020. Mr. Sturick reported total crossings for YTD May 2021 and May 2020 were 344,882 compared to 461,709 the previous period YTD representing a decrease of 116,827 or 25.3% below the previous period.

**Boldt Facilities Admissions and Revenue Comparison**

**1 Month May (FY 21-22 compared to FY19-20)**

Total Admissions	11,567	-	10,245	-	12.9%
Total Revenue	\$116,527	-	\$82,712	-	40.9%

14 Days of June (FY 21-22 compared to FY 19-20)

Total Admissions	8,328	-	8,955	-	(7.0%)
Total Revenue	\$77,005	-	\$92,880	-	(17.1%)

Food Concession/Revenue Reports:1 Month May (FY 21-22 compared to FY 19-20)

Total Revenue	\$14,158	-	\$11,790	-	20.1%
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14 days of June (FY 21-22 compared to FY19-20)

Total Revenue	\$13,079	-	\$12,653	-	3.4%
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Gift Concession/Revenue Reports:1 Month May (FY 21-22 compared to FY19-20)

Total Revenue	\$60,525	-	\$39,136	-	54.7%
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14 Days of June (FY 21-22 compared to FY19-20)

Total Revenue	\$45,391	-	\$40,069	-	13.3%
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Mr. Sturick reported that the Boldt Facilities Admissions and Revenue Comparison for fiscal 2021/2022 is compared to fiscal 2019/2020 due to no comparison for fiscal 2020/2021 as the facility was closed for the month of May 2020 due to the COVID-19 pandemic.

**PROJECT REPORTS****Bridge Facilities****Operations and Maintenance Activities**

Mr. Moulton reported that the U.S. and Canadian maintenance staff have removed the winter sand, washed down, repaired the bridge road deck, below road deck inspection, removed and replaced the floor beams to the stringer connection angles and the thread rods that stabilize the diagonal bracings on both bridges. Mr. Moulton reported that the maintenance staff are currently working at the International Rift Bridges repointing of the

masonry stone and recalking various areas and will soon be working on concrete repairs below deck on one of the abutment walls. Mr. Moulton reported that the maintenance staff are currently replacing a steel angle diaphragm on the Canadian bridge. Mr. Moulton 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 from July 19<sup>th</sup> – July 30<sup>th</sup>, 2021. Mr. Moulton reported that TIBA staff are working with representatives from Parsons Transportation Group on the details of the 2<sup>nd</sup> suspender cable on the Canadian bridge being replaced possibly during the annual bridge inspections which is a staff project. Mr. Sturick reported that the two (2) surplus dump trucks purchased from Blue Water Bridge are currently located on Wellesley Island and the USDOT should be releasing the trucks soon, at which time they can be registered and titled.

#### Safety, Security & Wellness

Mr. Labiendo reported one (1) new injury in the past month with one (1) open claim. Mr. Labiendo reported that there was a good response from the Canadian staff scheduling their COVID-19 vaccinations in the U.S. Mr. Labiendo reported that even though NYS recently relaxed the COVID-19 guidelines, the U.S. and Canadian staff continue completing the daily self-assessment form and completing the daily cleaning and disinfecting logs to keep unity between the U.S. and Canada as well as less confusion among staff. Mr. Labiendo reported that he participated virtually in the Annual Meeting of the Public Employer Risk Management Association (PERMA) on May 26<sup>th</sup> – May 28<sup>th</sup>, 2021. Mr. Labiendo reported that due to the upcoming legislation legalizing marijuana, he is currently reviewing and updating TIBA's drug and alcohol policy. Mr. Labiendo reported that Mr. Moulton and himself attended a virtual training with the U.S. Department of Homeland Security Cybersecurity and Infrastructure Security Agency on June 8, 2021.

## **Other Facilities and Programs**

### Boldt Facilities

Ms. Jobson reported that the visitation for the weekend of June 5<sup>th</sup> was 1,554 compared to 1,218 in 2019 which includes 191 Canadian visitors. Ms. Jobson reported that the visitation for the weekend of June 12<sup>th</sup> was 2,090 compared to 2,440 in 2019 which includes 630 Canadian visitors. Ms. Jobson reported visitation for the first fifteen (15) days was 7,331 compared to 10,372 which includes 1,732 Canadian visitors. Ms. Jobson reported for the weekend of June 5<sup>th</sup> concessions sales were \$3,038 compared to \$1,595 in 2019 and the gift shop sales were \$10,153 compared to \$5,263 in 2019. Ms. Jobson reported for the weekend of June 12<sup>th</sup> concessions sales were \$4,056 compared to \$4,138 in 2019 and the gift shop sales were \$12,332 compared to \$8,106 in 2019. Ms. Jobson reported that the group visitations during the week has improved attendance. Ms. Jobson reported thirty-four (34) weddings are scheduled for the 2021 operating season. Ms. Jobson reported TIBA is 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 beginning the weekends of June 19<sup>th</sup>, June 26<sup>th</sup>, July 24<sup>th</sup> and July 31<sup>st</sup> for military members and their families at Fort Drum, New York, with 528 ticket purchased to date through Uncle Sam Boat Tours.

Mr. Salisbury reported that the new Wastewater Treatment Plant is up and running with no major issues. Mr. Salisbury reported that the ice cream and hot dog satellite food station has been well received. Mr. Salisbury reported that representatives from WPBS-TV were on site with Guitarist Trevor Gordon Hall filming him at the Boldt Castle Italian Garden. Mr. Salisbury reported that Trevor Gordon Hall would be performing at the Clayton Opera House, Clayton, NY, June 18, 2021. Mr. Salisbury reported that staff recently discovered three (3) vintage signs and two (2) vintage pamphlets. Mr. Salisbury



reported that the pamphlets were from the Uncle Sam Boat Tours of Alexandria Bay, NY, from the 1930's or 1940's advertising boat rides to Boldt Castle for a round trip for \$0.75 and the other pamphlet offered boat fare and admission to Boldt Castle for \$0.60. Mr. Salisbury reported that the vintage signs and pamphlets would be on display at Boldt Castle. Mr. Salisbury reported that a few donations have been received for current and future displays at Boldt Castle. Mr. Salisbury reported that staff made repairs to the tunnel arches, paver walks, dock repairs at the Boldt Landing Marina, working in the flowerbeds and routine maintenance. Mr. Salisbury reported that representatives and volunteers from Save The River participated in the shoreline clean-up along the St. Lawrence River shoreline starting from the Boldt Landing Marina on Friday, June 11<sup>th</sup> and Saturday, June 12<sup>th</sup>, 2021.

Mr. Sturick reported Mr. Walton and he are working on the 2021-2022 contract with the NYS Department of Agriculture and Markets for operation of the Welcome Center as well as the subcontracts which expire on June 30, 2020.

Mr. Sturick reported that TIBA received a proposal from Duty Free Americas, Inc. regarding rent payments. Mr. Sturick reported that a meeting will be scheduled to discuss the current proposal.

Mr. Sturick reported that Mr. Olson and he recently had a conference call with TIBA's insurance consultant, Commercial Insurance Consultant's, Inc. regarding the General Insurance Program Renewal (Property and Casualty) effective July 1, 2021. Mr. Sturick reported that there will be an approximately 17% increase across all policies resulting in an annual premium of approximately \$625,000. Mr. Sturick reported that the insurance will be effective July 1, 2021, with a resolution for approval at the July 23, 2021, monthly meeting.

Mr. Sturick reported that TIBA Chairman Armstrong, recently sent a letter to TIRTDC Chairman Corbin regarding the current arrangement. Mr. Sturick reported that Chairman Armstrong encouraged Chairman Corbin to contact Jefferson County to apply for assistance through the American Rescue Plan of 2021 which has funding available for tourism marketing. Mr. Sturick reported that Chairman Corbin recently sent a letter to Chairman Gray, Jefferson County Board of Legislators regarding assistance from the American Rescue Plan of 2021 for funds for tourism marketing.

Mr. Dier asked Mr. Thomson if he had any comments and Mr. Thomson's reply was no.

With no other business, a motion to adjourn the meeting was made by Natalie Kinloch and seconded by Douglas D. Dier and unanimously carried.

**NEXT AUTHORITY MEETING**

By unanimous consent, the time and place of the next Authority meeting were set for Friday, July 23, 2021, @ 10:30 am, in the American Administration Building.

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Secretary

**ATTACHMENT 1**

**RESOLUTION NO. 9**

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

The following resolution was moved by Patrick Simpson, 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 21, 2021, were available and reviewed by the Authority during the meeting held on June 18, 2021 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
05/25/21	3343	31486-31509 - US / C9743-C9746 - CD	\$ 69,432.91
06/01/21	3344	31510-31537 - US / C9747-C9752 - CD	59,378.47
06/08/21	3345	31538-31563 - US / C9753-C9759 - CD	62,202.85
06/15/21	3346	31564-31592 - US / C9760-C9771 - CD	71,073.71
			<u>\$ 262,087.94</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 18, 2021 (viz):

	<u>Amount</u>
Aubertine & Currier - Professional Services	
- Boldt Castle Wastewater Treatment Facility Replacement	\$ 11,157.16
Bond, Schoeneck & King, PLLC - Professional Services	7,500.00
DRCS LLC - Annual Renewal - Virus Software - TIBA, Boldt Castle & North Country Welcome Center	2,552.40
Hanes Supply, Inc. - MG-Krete Concrete Patch - Bridge Deck Repairs	7,680.00
Charles R. Heck - Training - CPR/AED, Heartsaver & First Aid Courses	1,085.00
Hyde-Stone Mechanical Contractors, Inc. - HVAC Maintenance Contracts - Bridge Facilities & North Country Welcome Center	5,912.17
Kempney Air - Service Call - Heat Pump in Concessions - Boldt Castle	1,304.50
Koester Associates, Inc. - Supplies - Rift Water Treatment Plant	5,588.44
RBC Wealth Management	
- Employees Retirement Benefit Trust Minimum Required Contribution - Plan Year Ending February 28, 2022	224,304.00
HTS Engineering, Ltd. - Canada Border Services Agency (CBSA)	
- HVAC Preventative Maintenance - April - May 2021	5,219.14 CD
Schindler Elevator Corporation - Quarterly Billing/Contract - 06/1/21 - 08/31/21 - CBSA	4,184.85 CD
<u>\$ 276,487.66</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. 3343 through No. 3346 as set forth herein, totaling \$262,087.94, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$276,487.66.