

Thousand Islands Bridge Authority  
Friday, July 23, 2021, 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  
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** Jim Corbin, TIRTDC Chairman  
Jody Pettit, TIRTDC Co-Chairwoman  
Ronald Thomson, TIRTDC Secretary-Treasurer  
Peter Whitmore, TIRTDC Member

**MEDIA** 1

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Jacques E. Pigeon and seconded by Micheline Dubé, the minutes of the meeting held on June 18, 2021, were unanimously approved.

**COMMUNICATIONS**

Mr. Sturick reported that Mr. Simpson, Mr. Pigeon, Ms. Dubé, Ms. Kinloch, Mr. Dier Mr. Thomson, Ms. Pettit and Mr. Whitmore were participating via conference call.

Mr. Armstrong introduced Mr. Corbin, Chairman of the Thousand Islands Regional Tourism Development Corporation (TIRTDC).

**FINANCIAL MATTER**

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of June 30, 2021, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$8,120,646 compared to \$8,544,300 for the prior fiscal year representing a decrease of \$423,654 or 4.96% below the previous period. Mr. Olson reported Total Facilities to date of \$64,842,141 compared to \$65,972,979, for the prior fiscal year representing a decrease of \$1,130,838 or 1.71% below the previous period. Mr. Olson reported Total Assets to date of \$79,675,790 compared to \$78,716,129, for the prior fiscal year representing an increase of \$959,661 or 1.22% above the previous period. Mr. Olson reported Payables total to date of \$11,244,186 compared to \$7,792,368 for the prior fiscal year, representing an increase of \$3,451,818 or 44.30% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$186,606 compared to \$306,883 for the prior fiscal year representing a decrease of \$120,277 or 39.19% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$54,914,475, compared to \$53,943,918 for the previous fiscal year, representing an increase of \$970,557 or 1.80% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$2,341,685 versus \$1,977,149 for the previous period representing an increase of \$364,536 or 18.44% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$2,017,237 versus \$2,339,380 for the previous period representing a decrease of \$322,143 or 13.77% below the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$40,436 versus \$212,949 for the previous period representing a decrease of \$172,513 or 81.01% below the previous period. Mr. Olson reported total Net Revenue (Loss) is recorded at

\$284,012 versus (\$575,179), for the previous period representing an increase of \$859,191 or 149.38% above the previous year. Mr. Olson reported FBCL's Net Revenue (Loss) Share is recorded at \$128,422 as compared to (\$353,542) the previous period representing an increase of \$481,964 or 136.32% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through June 30, 2021, is recorded at (\$388,914) as compared to (\$254,439) for the previous period representing a decrease of \$134,475 or 52.85% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$832,685 compared to \$287,744 for the previous period representing an increase of \$544,941 or 189.38% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$1,124,530 compared to \$546,670 for the previous period representing an increase of \$577,860 or 105.71% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of (\$291,846) as compared to (\$258,926) for the prior year, representing a decrease of \$32,920 or 12.71% below the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through June 30, 2021 is (\$680,759) compared to (\$513,365) for the prior fiscal year, representing a decrease of \$167,394 or 32.61% 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 \$318,985 compared to \$188,076 the prior fiscal year, representing an increase of \$130,909 or 69.60% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of zero, compared to \$7,684 for the previous year representing a decrease of \$7,684 or 100.00% below the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$148,468 compared to \$1,654,990 representing a decrease of \$1,506,522 or 91.03% below the previous fiscal year. Mr. Olson

reported Total Use of Funds year-to-date total \$148,468 compared to \$1,662,674 for the prior year, representing a decrease of \$1,514,206 or 91.07% 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 \$170,517 compared to (\$1,474,599) for the prior fiscal year, representing an increase of \$1,645,116 or 111.56% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for June 30, 2021, reported \$9,508 for the month and year to date expenses totaling \$9,790.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of June 30, 2021, 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 June 30, 2021 noting the Total TIBA•FBCL Projects Budget is \$85,000, with the obligated amount being \$9,790 and incurred to-date of \$9,790 and a balance due of \$9,507. 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 \$9,790, incurred to-date of \$9,790 and a balance due of \$9,507. Mr. Olson reported Total Boldt Facilities Projects budget is \$517,000 with the obligated amount being \$112,712 and incurred to-date of \$112,712 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 \$122,502 and incurred to-date of \$122,502 and a balance due of \$9,507.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated June 30, 2021 in detail noting investments totaling \$8,120,646 with an average rate of return of .08% 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. 10:** 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 Vehicle Traffic & Revenue Comparison:**

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

FY21-22	Total Vehicles	101,992	-	13,180	-	14.8%
	Total Revenue	\$642,505	-	\$161,255	-	33.5%

**4 Months March/June (2021-2022 compared to 2020-2021)**

FY21-22	Total Vehicles	330,482	-	1,710	-	0.5%
	Total Revenue	\$2,350,429	-	\$359,406	-	18.1%

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

FY21-22	Total Vehicles	55,994	-	7,397	-	15.2%
	Total Revenue	\$303,472	-	\$69,648	-	29.8%

Mr. Sturick reported total vehicles and total revenue for June 2019 and the totals for the four (4) 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 June 2021 and June 2020. Mr. Sturick reported total crossings for YTD June 2021 and June 2020 were 446,874 compared to 550,521 the previous period YTD representing a decrease of 103,647 or 18.8% below the previous period.

Boldt Facilities Admissions and Revenue Comparison

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 and open for two (2) days for the month of June 2020 due to the COVID-19 pandemic.

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

Total Admissions	23,218	-	(3,354)	-	(12.6%)
Total Revenue	\$241,381	-	\$11,859	-	5.2%

2 Months May/June (FY 21-22 compared to FY19-20)

Total Admissions	34,785	-	(2,038)	-	(5.5%)
Total Revenue	\$357,908	-	\$43,372	-	13.8%

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

Total Admissions	21,028	-	(4,003)	-	(16.0%)
Total Revenue	\$202,434	-	(\$17,928)	-	(8.1%)

Food Concession/Revenue Reports:

1 Month June (FY 21-22 compared to FY 19-20)

Total Revenue	\$37,071	-	(\$4,531)	-	(10.9%)
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2 Months May/June (FY 21-22 compared to FY 19-20)

Total Revenue	\$51,229	-	(\$1,053)	-	(2.0%)
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14 days of July (FY 21-22 compared to FY19-20)

Total Revenue	\$34,475	-	(\$7,693)	-	(18.2%)
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Gift Concession/Revenue Reports:

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

Total Revenue	\$118,261	-	\$13,304	-	12.7%
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2 Months May/June (FY 21-22 compared to FY19-20)

Total Revenue	\$178,786	-	\$35,482	-	24.8%
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14 Days of July (FY 21-22 compared to FY19-20)

Total Revenue	\$98,420	-	\$17,815	-	22.1%
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**General Insurance Program Renewal (Property and Casualty) – Proposed**

**Resolution No. 11:** Mr. Olson read the following resolution which was moved by Douglas D. Dier and seconded by Patrick Simpson and duly adopted.

**SEE ATTACHMENT 2****PROJECT REPORTS****Bridge Facilities**Operations and Maintenance Activities

Mr. Moulton reported that representatives from Parsons Transportation Group are on-site for the bridge inspections which include the Follow-Up Inspection of the Canadian Crossing and the Detailed Inspections of the U.S. Crossing, Rift Bridges and the Boldt Yacht House Bridges. Mr. Moulton reported that the U.S. Department of Transportation and the Federal Highway Administration (FHWA) set the guidelines for bridges that are public roadways over 20ft which must be inspected within a two (2) year period. Mr. Moulton reported that the FHWA oversees the National Bridge Inspections program and standards which are downloaded to the New York State Department of Transportation (NYSDOT) to oversee bridge inspections. Mr. Moulton reported that the bridge inspectors follow the procedures of the American Association of State Highway Transportation manual and the NYSDOT inspection manual. Mr. Moulton reported that all inspectors must submit their credentials to the FHWA for approval including what their role is in the inspection. Mr. Moulton reported that once the inspection is complete, the report is uploaded to the

NYSDOT website for their records. Mr. Moulton reported that the maintenance staff have been assisting the inspectors with access to the bridges and are currently working in a number of areas on both the U.S. Bridge and International Rift Bridges. Mr. Moulton reported that the 2<sup>nd</sup> suspender cable on the Canadian bridge is scheduled to be replaced on July 28, 2021, during the annual bridge inspections.

### Safety, Security & Wellness

Mr. Labiendo reported one (1) new injury in the past month with two (2) open claims. Mr. Labiendo reported that there have been discussions with management staff regarding discontinuing the daily self-assessment form for the U.S. and Canadian staff in the coming weeks. Mr. Labiendo reported that the visitor self-assessment and the daily cleaning and disinfecting logs will still be required. Mr. Labiendo reported that he forwarded the 2021 required security data to Marc Moreau, Federal Bridge Corporation Limited (FBCL) for forwarding with FBCL's required security data to Transport Canada for review and approval. Mr. Labiendo reported that he will be scheduling meetings with all the tour boat operators to obtain updated Declaration of Security documents for Boldt Castle. Mr. Labiendo reported the representatives from the local Pharmacy, Kinney Drugs, are scheduled to be on site for the annual flu shot clinic on October 7, 2021, from 7:30 a.m. – 10:00 a.m. Mr. Labiendo has begun the renewing process for his security clearance for Canada which will expire in September 2021.

### **Other Facilities and Programs**

#### Boldt Facilities

Ms. Jobson reported that July 24<sup>th</sup> and July 25<sup>th</sup> is the last weekend that TIBA will be hosting a version of the Riverfest in conjunction with AUSA for the military members and their families at Fort Drum, New York, with 800 tickets purchased to date through Uncle Sam Boat Tours. Ms. Jobson reported that Ms. Wakefield recently met with Andrew

McCrea the founder and host of the podcast American Country which features events and destinations. Ms. Jobson reported thirty-seven (37) weddings are scheduled for the 2021 operating season and ten (10) weddings are scheduled so far for the 2022 operating season.

Mr. Salisbury reported that the new Wastewater Treatment Plant is running well and D.C. Building Systems, Inc. is currently working on the as-built drawings and closeout documents. Mr. Salisbury reported that staff have been trimming trees and bushes at Boldt Castle and the Boldt Yacht House, lighting repairs at the Boldt Landing Marina, repairs to the fire sprinkler system at the Boldt Yacht House, equipment repairs at the concessions as well as maintaining the flowerbeds.

#### **OTHER MATTERS**

Mr. Pigeon reported that he would be abstaining from discussions relating to the reimbursement of wages due to a conflict as he is a TIRTDC board member and a TIBA board member. Mr. Sturick reported that he would be abstaining from discussions relating to the reimbursement of wages due to a conflict as he is a TIRTDC board member. Mr. Armstrong thanked the TIRTDC board members for their patience to discuss their concerns as a result for the COVID-19 pandemic. Mr. Armstrong reported that in 1997, TIBA and TIRTDC entered into a Facilities, Services & Human Resources Cooperative Agreement. Mr. Armstrong reported that TIBA staff were on loan to the TIRTDC as a result of this agreement. Mr. Armstrong reported that TIBA paid all staff wages and fringe benefits as part of its contribution to the TIRTDC. Mr. Armstrong reported that in July of 2020, TIBA asked to be reimbursed for the wages of four (4) of the five (5) staff members. Mr. Armstrong reported that TIBA continued to pay for the four (4) staff members fringe benefits and the director of tourism wages and fringe benefits. Mr. Armstrong reported as a result of the TIRTDC extending wage reimbursements to TIBA, at the March 17, 2021, meeting a resolution was approved to reimburse TIBA for staff wages through September

30, 2021. Mr. Armstrong reported that an Ad-Hoc Committee was formed in May 2021 and the members include Mr. Corbin, Ms. Pettit and Mr. Thomson from TIRTDC and Mr. Storms and himself from TIBA. Mr. Armstrong reported that he and Mr. Storms planned on updating the TIBA board members of what was discussed at the Ad-Hoc Committee Meeting at the monthly June 18, 2021, meeting but they both were unable to attend. Mr. Armstrong reported that correspondence has been sent via email between Mr. Corbin and himself. Mr. Armstrong reported that Jefferson County received funds from the American Rescue Plan and the TIRTDC has applied for funding from Jefferson County. Mr. Armstrong reported that TIBA needs to know what the reimbursement amount will be from the County and see what happens at the Border before making a commitment. Mr. Storms reported that the TIRTDC has requested that TIBA help fund what they paid to TIBA out of their reserve funds during this agreement. Mr. Storms reported that he and Mr. Armstrong hoped that they made it clear that lost revenues due to the COVID-19 pandemic puts TIBA in a difficult position to consider replenishing the funds to the TIRTDC. Mr. Armstrong asked if any TIBA board member had any comments or questions. Ms. Kinloch and Mr. Dier asked questions addressed to Mr. Corbin and Mr. Sturick. Mr. Armstrong asked if anyone else attending the meeting had any comments or questions. Mr. Corbin reported that there wasn't a formal agreement, it was an offer to pay the wages to bring the staff back to fulfill our mission through a resolution by the TIRTDC board. Mr. Corbin reported that the TIRTDC board members feel uncomfortable drawing down reserve funds any further. Mr. Thomson reported that they are led to believe that the TIRTDC meets the criteria for the funding. Ms. Pettit asked if TIBA could commit as of October 1, 2021, to start paying the staff wages again. Mr. Storms reported that the TIBA board members need to discuss further and then follow-up with an Ad-Hoc Committee Meeting. Mr. Armstrong

proposed to get additional input from TIBA board members and that he would contact Mr. Corbin to schedule an Ad-Hoc Committee meeting.

With no other business, a motion to adjourn the meeting was made by Robert J. Storms 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, August 20, 2021, @ 10:30 am, in the American Administration Building.

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Secretary

**ATTACHMENT 1**

**RESOLUTION NO. 10**

**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 June 18, 2021, were available and reviewed by the Authority during the meeting held on July 23, 2021 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
06/22/21	3347	31593-31616 - US / C9772-C9776 - CD	\$ 109,914.67
06/29/21	3348	31617-31651 - US / C9777-C9782 - CD	139,786.66
07/06/21	3349	31652-31670 - US / C9783-C9789 - CD	48,467.29
07/13/21	3350	31671-31694 - US / C9790-C9791 - CD	136,458.79
07/20/21	3351	31695-31719 - US / C9792-C9801 - CD	387,492.34
			<u>\$ 822,119.75</u>

NOTE: CDN check #9761 was voided & replaced with check #9792. Original check was lost in the mail.

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 July 23, 2021 (viz):

	<u>Amount</u>
American Crane & Equipment Corporation - Annual Inspection & Repairs to Bridge Maintenance Platforms	\$ 13,774.17
Bond, Schoeneck & King, PLLC - Professional Services	1,765.84
Bowers & Company CPA's PLLS - Professional Services - Internal Audit	19,500.00
BPAS Actuarial & Pension - Professional Services - Actuarial Valuation Services	9,025.00
Burke Group, LLC - GASB 45 Actuarial Services Fiscal Year Ending February 28, 2021	3,250.00
Community Bank, N.A. - Annual Fee - Professional Services - TIBA Retirement Payment Service	1,000.00
Cornell Cooperative Extension of Jefferson County - Taste of New York Store (Market) - March 2021 Reimbursement	23,077.68
Development Authority of the North Country (DANC) - Operations & Maintenance Services - Boldt Castle Wastewater Treatment Facility - June 2021	4,687.50

DRCS LLC - Annual Renewal - Virus Software - TIBA, Boldt Castle & North Country Welcome Center	2,552.40	
Koester Associates, Inc. - Techcheck - Rift Water Treatment Plant	1,375.00	
The Whitmore Group - Property & Casualty Insurance	544,868.45	
Travelers (The Whitmore Group) - Auto Insurance 7/1/21 - 7/1/22	78,255.00	
Village of Alexandria Bay - 2021-2022 PILOT Payment	12,523.06	
Wirerope Works, Inc. - Canadian Bridge	9,507.56	
Fast Response Fire Systems, Inc. - Canada Border Services Agency (CBSA) - Sprinkler Inspection	2,919.10	CD
HTS Engineering, Ltd. - Canada Border Services Agency (CBSA) - Repair Humidifiers and Chiller	3,130.10	CD
REL Controls - Canada Border Services Agency (CBSA) - Inspect and Repair Motion Sensors	1,166.73	CD
	<u>732,377.59</u>	
	<u>\$ 732,377.59</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 its proper act and deed, hereby approves and ratifies in all respects the routine and special expense payments represented by Requisition No. 3347 through No. 3351 as set forth herein, totaling \$822,119.75, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$732,377.59.

**ATTACHMENT 2**

**RESOLUTION NO. 11**

**RE: GENERAL INSURANCE PROGRAM RENEWAL (PROPERTY AND CASUALTY)**

The following resolution was moved by Douglas D. Dier, seconded by Patrick Simpson and duly adopted.

WHEREAS, in accordance with the Adopted Budgets for FY 2021-2022, the Authority's Insurance Consultant, Commercial Insurance Consultant's, Inc. (CIC) of Buffalo, New York prepared specifications and requested proposals for the Authority's Property & Casualty Insurance programs for all policies that expire July 1, 2021, and

WHEREAS, the Executive Director and CIC reviewed the proposals and recommend placing the Authority's property and casualty policies with Whitmore Group of New York, NY in the amount of \$623,873 plus applicable taxes prior to the expiration date of July 1, 2021.

NOW THEREFORE BE IT

RESOLVED, the Authority hereby accepts the renewal proposals from Whitmore Group of New York, NY in the amount of \$623,873 plus applicable taxes for the property and casualty insurance policies that expire July 1, 2021 (viz):

<b><u>PROGRAM COVERAGE</u></b>	<b><u>PREMIUM</u></b>
U.S. Bridge – Physical Damage & Use & Occupancy	\$300,138*
Property – Heart Island	Included
Property – Other than Heart Island	Included
Inland Marine – Included in Property – Other	Included
Boiler & Machine	Included
General Liability	70,045
Umbrella	111,694
Crime	2,937
Directors & Officers	18,600
Travel Accident	750
Storage Tank Pollution	5,746

Cyber Security	8,146
Marine	27,562
Automobile	78,255
<b>TOTAL Whitmore Group</b>	<b>\$623,873</b>

**NOTES:**

Expiring coverages at updated exposures were \$537,570.

Budget Amounts: \$482,000 (Bridge Facilities) and \$77,800 (Other Facilities and Programs) – total budget amount of \$559,800. Anticipated property renewal to be comparable to previous three-year policy rate due to decreases in traffic and revenue; however, property premium increased 20.2% over prior year due to insurance market conditions.

\*Two-year policy, premium in year two estimated at \$315,145 based upon no triggers per the Multi-Year Program Conditions Endorsement.