

Thousand Islands Bridge Authority  
Friday, August 20, 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

**ALSO**

**MEDIA** 1

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Jacques E. Pigeon and seconded by Douglas D. Dier, the minutes of the meeting held on July 23, 2021, were unanimously approved.

**COMMUNICATIONS**

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

Mr. Sturick introduced Michael W. Crowley, CPA and Pamela J. Halloran, CPA of Crowley & Halloran, CPA's, P.C. Mr. Crowley and Ms. Halloran presented the financial statements audit of the Thousand Islands Bridge Authority for fiscal years ending February 28, 2021 and February 29, 2020, respectively.

**FINANCIAL MATTER**

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of July 31, 2021, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$8,157,461 compared to \$8,120,227 for the prior fiscal year representing an increase of \$37,234 or 0.46% above the previous period. Mr. Olson reported Total Facilities to date of \$64,620,536 compared to \$65,868,010, for the prior fiscal year representing a decrease of \$1,247,474 or 1.89% below the previous period. Mr. Olson reported Total Assets to date of \$79,969,423 compared to \$78,335,367, for the prior fiscal year representing an increase of \$1,634,056 or 2.09% above the previous period. Mr. Olson reported Payables total to date of \$11,205,766 compared to \$7,672,698 for the prior fiscal year, representing an increase of \$3,533,068 or 46.05% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$175,323 compared to \$261,745 for the prior fiscal year representing a decrease of \$86,422 or 33.02% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$55,257,811, compared to \$53,727,964 for the previous fiscal year, representing an increase of \$1,529,847 or 2.85% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$3,009,517 versus \$2,514,639 for the previous period representing an increase of \$494,878 or 19.68% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$2,498,367 versus \$3,153,410 for the previous period representing a decrease of \$655,043 or 20.77% below the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$29,154 versus \$167,810 for the previous period representing a decrease of \$138,656 or 82.63%

below the previous period. Mr. Olson reported total Net Revenue (Loss) is recorded at \$481,996 versus (\$806,582), for the previous period representing an increase of \$1,288,578 or 159.76% above the previous year. Mr. Olson reported FBCL's Net Revenue (Loss) Share is recorded at \$226,249 as compared to (\$397,661) the previous period representing an increase of \$623,910 or 156.89% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through July 31, 2021, is recorded at (\$416,190) as compared to (\$441,723) for the previous period representing an increase of \$25,533 or 5.78% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$1,678,000 compared to \$689,427 for the previous period representing an increase of \$988,573 or 143.39% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$1,599,234 compared to \$952,012 for the previous period representing an increase of \$647,222 or 67.98% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of \$78,766 as compared to (\$262,586) for the prior year, representing an increase of \$341,352 or 130.00% above the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through July 31, 2021 is (\$337,423) compared to (\$704,309) for the prior fiscal year, representing an increase of \$366,886 or 52.09% above 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 \$912,257 compared to \$454,225 the prior fiscal year, representing an increase of \$458,032 or 100.84% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of zero, compared to \$32,106 for the previous year representing a decrease of \$32,106 or 100.00% below the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$176,963 compared to \$2,001,320

representing a decrease of \$1,824,357 or 91.16% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$176,963 compared to \$2,033,426 for the prior year, representing a decrease of \$1,856,463 or 91.30% 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 \$735,294 compared to (\$1,579,202) for the prior fiscal year, representing an increase of \$2,314,496 or 146.56% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for July 31, 2021, reported \$2,330 for the month and year to date expenses totaling \$12,120.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of July 31, 2021, a motion to accept the financial report was moved by Patrick Simpson, seconded by Robert J. Storms, and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated July 31, 2021 noting the Total TIBA•FBCL Projects Budget is \$85,000, with the obligated amount being \$12,120 and incurred to-date of \$12,120 and a balance due of \$11,837. 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 \$12,120, incurred to-date of \$12,120 and a balance due of \$11,837. Mr. Olson reported Total Boldt Facilities Projects budget is \$517,000 with the obligated amount being \$138,207 and incurred to-date of \$138,207 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 \$150,327 and incurred to-date of \$150,327 and a balance due of \$11,837.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated July 31, 2021 in detail noting investments totaling \$8,157,461 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. 12:** 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:**

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

FY21-22	Total Vehicles	122,928	-	14,892	-	13.8%
	Total Revenue	\$668,138	-	\$130,267	-	24.2%

**5 Months March/July (2021-2022 compared to 2020-2021)**

FY21-22	Total Vehicles	453,410	-	16,602	-	3.8%
	Total Revenue	\$3,018,566	-	\$489,673	-	19.4%

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

FY21-22	Total Vehicles	28,314	-	3,495	-	14.1%
	Total Revenue	\$149,498	-	\$22,364	-	17.6%

Mr. Sturick reported total vehicles and total revenue for July 2019 and the totals for the five (5) 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 July 2021 and July 2020. Mr. Sturick reported total crossings for YTD July 2021 and July 2020 were 658,557 compared to 569,802 the previous period YTD representing a decrease of 88,755 or 13.5% 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 2020/2021. Due to the Boldt Facilities closure for part of fiscal year 2020/2021, Mr. Sturick reported that this was not a good comparison. Mr. Sturick noted that fiscal 2019/2020 was also included on the report for comparison and represented a better comparison for purposes of evaluating the Boldt Facilities.

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

Total Admissions	48,108	-	(5,801)	-	(10.8%)
Total Revenue	\$420,786	-	(\$161,478)	-	(27.7%)

3 Months May/July (FY 21-22 compared to FY19-20)

Total Admissions	82,893	-	(7,839)	-	(8.6%)
Total Revenue	\$778,694	-	(\$118,106)	-	(13.2%)

7 Days of August (FY 21-22 compared to FY 19-20)

Total Admissions	10,709	-	(4,010)	-	(27.2%)
Total Revenue	\$94,083	-	(\$77,482)	-	(45.2%)

Food Concession/Revenue Reports:

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

Total Revenue	\$77,421	-	(\$15,849)	-	(17.0%)
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3 Months May/July (FY 21-22 compared to FY 19-20)

Total Revenue	\$128,650	-	(\$16,902)	-	(11.6%)
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7 days of August (FY 21-22 compared to FY19-20)

Total Revenue	\$16,860	-	(\$6,716)	-	(28.5%)
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Gift Concession/Revenue Reports:

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

Total Revenue	\$218,161	-	\$44,625	-	25.7%
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3 Months May/July (FY 21-22 compared to FY19-20)

Total Revenue	\$396,947	-	\$80,107	-	25.3%
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7 Days of August (FY 21-22 compared to FY19-20)

Total Revenue	\$48,285	-	\$6,732	-	16.2%
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**TIBA Acceptance of Certified Public Accountant Report (FY 20-21) Proposed No.**

**13:** Mr. Olson read the following resolution which was moved by Patrick Simpson and seconded by Natalie Kinloch and duly adopted.

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

Mr. Moulton reported that representatives from Parsons Transportation Group completed the bridge inspections which took place between July 19<sup>th</sup> – July 30<sup>th</sup>, 2021. Mr. Moulton reported that the inspections included 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, the Federal Highway Administration (FHWA) and the NYS Department of Transportation (NYSDOT) have 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 once the inspection is complete, the report is uploaded to the NYSDOT website for their records and TIBA will receive an electronic and hardcopy of the reports. Mr. Moulton reported that the maintenance staff was provided a preliminary list of minor items to address on the Bridges. Mr. Moulton reported that the 2<sup>nd</sup> suspender cable on the Canadian bridge was replaced on July 28, 2021, during the annual bridge inspections which was completed by TIBA

maintenance staff. Mr. Moulton reported that engineers from Parsons Transportation Group, Federal Bridge Corporation, Ltd. and the Seaway International Bridge were on site.

### Safety, Security & Wellness

Mr. Labiendo reported two (2) new injuries in the past month with four (4) open claims. Mr. Labiendo reported that the 2021 required security data has been approved by Transport Canada. Mr. Labiendo reported that he recently received the most recent newsletter from U.S. Department of Homeland Security regarding the National Terrorism Advisory Bulletin which has been forwarded to staff. Mr. Labiendo reported that TIBA's Emergency Response Plan will be updated and will be ready for distribution at the January 2022 board meeting.

### **Other Facilities and Programs**

#### Boldt Facilities

Ms. Jobson reported that the visitation is fair during the week and the weekends are experiencing good visitation. Ms. Jobson reported that the gift shop sales continue to do well. Ms. Jobson reported they are placing ads for employment due to the colleges and schools opening soon which will result in a shortage of staffing. Ms. Jobson reported thirty-five (35) weddings are scheduled for the 2021 operating season and thirteen (13) weddings are scheduled for the 2022 operating season.

Mr. Salisbury reported that the new Wastewater Treatment Plant is running well and he has contacted the contractor regarding finishing up the landscaping. Mr. Salisbury reported that staff have completed the lighting and electrical upgrades at the Boldt Landing Marina, refinishing exterior doors and windows on the 2<sup>nd</sup> floor Boldt Castle veranda outside the Boldt suites, continue trimming trees and bushes, and routine maintenance on equipment and boats. Mr. Salisbury reported that John Luhrs who donated the Kestrel in 2009 for display and use at the Boldt Yacht House recently visited the Boldt Facilities. Mr.



Salisbury reported that officers from the U.S. Customs and Border Protection Service have been on site since August 6, 2021.

### **OTHER MATTERS**

Mr. Sturick reported that he recently uploaded the required data for the Contract with NYS Department of Agriculture and Markets for operation of the Welcome Center for fiscal year 2021-2022 on the NYS Grants Gateway website. Mr. Sturick reported that a draft contract should be available soon for review.

Mr. Sturick reported that Canada recently announced that the National Day for Truth and Reconciliation will be a holiday observed on September 30, 2021, by the Canadian employees. Mr. Sturick reported that the U.S. employees will now observe Columbus Day which is observed on the second Monday in October. Mr. Sturick reported that he would be presenting a proposed resolution to the board updating the Employee Handbook to reflect the two (2) new holidays to be observed at the next Authority meeting.

Ms. Kinloch reported that the 2021 Canadian Federal election was called on Sunday, August 15, 2021, and will be held on Monday, September 20, 2021. Ms. Kinloch reported that there will be no new policies in place unless there is an emergency during this time. Ms. Kinloch reported that they anticipate no delays in the election.

With no other business, a motion to adjourn the meeting was made by Robert J. Storms and seconded by Jacques E. Pigeon and unanimously carried.

### **NEXT AUTHORITY MEETING**

By unanimous consent, the time and place of the next Authority meeting were set for Friday, September 24, 2021, @ 10:30 am, in the American Administration Building.

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Secretary

ATTACHMENT 1

**RESOLUTION NO. 12**

**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 July 23, 2021, were available and reviewed by the Authority during the meeting held on August 20, 2021 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
07/27/21	3352	31720-31749 - US / C9802-C9809 - CD	\$ 140,796.41
08/03/21	3353	31750-31780 - US / C9810-C9813 - CD	57,261.80
08/10/21	3354	31781-31825 - US / C9814-C9820 - CD	142,329.25
08/17/21	3355	31826-31847 - US / C9821-C9827 - CD	68,280.36
			<u>\$ 408,667.82</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 August 20, 2021 (viz):

	<u>Amount</u>
Aubertine & Currier - Professional Services	
- Boldt Castle Wastewater Treatment Facility Replacement	\$ 2,999.92
Cornell Cooperative Extension of Jefferson County - Taste of New York Store (Market) - April 2021 Reimbursement	64,406.68
Parsons Transportation Group - Professional Services	
- Retainer & Overweight Permits - March 2021 - May 2021	13,207.00
- Suspender Cable Replacement and Test Program	4,000.00
Stadium International Trucks - Muffler - Plow Truck #2	1,075.00
TransCore - 5,000 Hang Tags - Toll	49,350.00
1000 Islands International Tourism Council - Fall Marketing - Boldt Castle	2,500.00
United Rentals - Manlift Rental - 7/19/21 - 7/26/21 - US Bridge	4,001.14
Hyde-Stone Mechanical Contractors - Broken Hose Spicket - NCWC	1,250.12
HTS Engineering, Ltd. - Canada Border Services Agency (CBSA)	
- HVAC Preventative Maintenance - June - July 2021	5,219.14 CD

REL Controls - Service Agreement - April 21, 2021 - July 20, 2021 - CBSA	5,791.25 CD
Sheaves Canada - 4 Sheaves Assemblies - Suspended Cable Project - Canadian Bridge	1,657.54 CD
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	<u>\$ 155,457.79</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. 3352 through No. 3355 as set forth herein, totaling \$408,667.82, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$155,457.79.

**ATTACHMENT 2**

**RESOLUTION NO. 13**

**RE: TIBA ACCEPTANCE OF CERTIFIED PUBLIC ACCOUNTANT REPORT  
(FY 20-21)**

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

WHEREAS, Crowley & Halloran, CPA's, P.C. of Watertown, New York, reviewed the results of the Certified Accountant Annual Report for the fiscal period ending February 28, 2021, and the results of the exit conference held with TIBA management staff prior to same.

NOW THEREFORE BE IT

RESOLVED, the Authority accepts the report and recommendations made by the Certified Public Accountant, Crowley & Halloran, CPA's, P.C. of Watertown, NY.