

**DRAFT**

Thousand Islands Bridge Authority  
Friday, August 22, 2025, 3:00 P.M.  
American Administration Building

**PRESENT** Bruce Armstrong, Chairman  
Natalie Kinloch, Vice-Chairwoman  
Robert J. Storms, Secretary-Treasurer  
Richard Iglinski, Assistant Secretary-Treasurer  
Douglas D. Dier, Assistant Secretary-Treasurer  
Barry Ormsby, Assistant Secretary-Treasurer  
Thye Lee, Assistant Secretary-Treasurer  
Peter Walton, Legal Counsel  
Bill Moulton, Deputy Executive Director  
Bryan Olson, Manager, Finance & Administration  
Patrick Labiendo, Manager, Safety & Security  
Keri Jobson, Director, Boldt Facilities Operations  
& Maintenance  
Susan Mowers, Manager, Information Technology  
Lohanne Messenger, Senior Accountant/Office Manager  
Renee Gill, Confidential Secretary to the Executive Director  
Jill Trickey, Confidential Secretary to the Executive Director

**ALSO** Nicole Melendez, P.E., Principal Project Engineer,  
Parsons Transportation Group  
Hollie Armstrong  
Kolby Young

**MEDIA** Pamela McDowell, Thousand Islands Sun

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Richard Iglinski, seconded by Barry Ormsby, the minutes of the meeting held on July 17, 2025, were approved as drafted with Thye Lee abstaining due to not being present at the meeting.

## **COMMUNICATIONS**

Mr. Moulton reported that Mr. Sturick, Executive Director, asked to be excused and stated that he would be reporting on his behalf. Mr. Moulton reported that Dean Garceau, Manager of Boldt Facilities Maintenance and Construction, asked to be excused. Mr. Moulton asked Ms. Kinloch to introduce Ms. Young. Ms. Kinloch explained that Ms. Young is an employee at Blue Water Bridge, and that Ms. Young had won a raffle which granted her the opportunity to job shadow her and to attend the Management Dinner, which would be held later that evening at the Rift Facilities. Mr. Moulton reported that the eighty-seventh (87<sup>th</sup>) anniversary of the Thousand Islands International Bridge system being in operation was on August 18, 2025. Mr. Moulton shared one of the original souvenir programs from the dedication of the Bridge System, as well as the invitations sent to President Franklin D. Roosevelt and Prime Minister Mackenzie King requesting their attendance at the opening ceremonies. Mr. Moulton introduced Nicole Melendez P.E., Principal Project Engineer, from Parsons Transportation Group of New York, New York (Parsons). Ms. Melendez then conducted a presentation on the vulnerability study of the U.S. span of the Bridge, which was in the process of being conducted, as well as an overview of the proposed Wind Tunnel Study, which would be done in collaboration with RWDI of Guelph, Ontario. Ms. Melendez emphasized the importance of both of these studies, and the board members had the opportunity to ask questions after the presentation.

## **FINANCIAL MATTER**

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of July 31, 2025, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$15,459,535 compared to \$15,509,718 for the prior fiscal year, representing a decrease of \$50,183 or 0.32% below the previous period. Mr. Olson reported Total Facilities to date of \$58,569,036 compared to \$58,736,783 for the prior fiscal year, representing a decrease of \$167,747 or 0.29% below the previous period. Mr. Olson reported Total Assets to date of \$87,715,338 compared to \$90,669,938 for the prior fiscal year, representing a decrease of \$2,954,600 or 3.26% below the previous period. Mr. Olson reported Payables total to date of \$8,806,907 compared to \$10,660,470 for the prior fiscal year, representing a decrease of \$1,853,563 or 17.39% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$123,936 compared to \$142,937 for the prior fiscal year, representing a decrease of \$19,001 or 13.29% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$62,523,802 compared to \$61,066,264 for the previous fiscal year, representing an increase of \$1,457,538 or 2.39% above the previous period.

In reviewing Exhibit B (Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$5,111,240 versus \$5,412,500 for the previous period, representing a decrease of \$301,260 or 5.57% below the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$3,611,334 versus \$3,480,922 for the previous period, representing an increase of \$130,412 or 3.75% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at (\$169,142)

versus \$24,684 for the previous period, representing a decrease of \$193,826 or 785.24% below the previous period. Mr. Olson reported total Net Revenue is recorded at \$1,669,048 versus \$1,906,894 for the previous period, representing a decrease of \$237,846 or 12.47% below the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$803,063 as compared to \$925,165 for the previous period, representing a decrease of \$122,102 or 13.20% below the previous period. Mr. Olson reported TIBA's Net Revenue Bridge Facility through July 31, 2025, is recorded at \$335,067 as compared to \$370,816 for the previous period, representing a decrease of \$35,749 or 9.64% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$2,700,713 compared to \$3,019,802 for the previous period, representing a decrease of \$319,089 or 10.57% below the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$2,028,580, compared to \$2,086,658 for the previous period, representing a decrease of \$58,078 or 2.78% below the previous period. Mr. Olson reported Total Net Revenue from Other Facilities & Programs year-to-date of \$672,133 as compared to \$933,144 for the prior year, representing a decrease of \$261,011 or 27.97% below the previous year. Mr. Olson reported Net Revenue from all operations (Bridge, Other Facilities & Programs), through July 31, 2025, is \$1,007,200 compared to \$1,303,960 for the prior fiscal year, representing a decrease of \$296,760 or 22.76% below the previous fiscal year.

With respect to Exhibit C (Statement of Source & Use of Funds), Mr. Olson reported that Net Revenue plus the adjustment for non-cash cost of depreciation

reflects total source of funds of \$2,115,905 compared to \$2,474,855 for the prior fiscal year, representing a decrease of \$358,950 or 14.50% below the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$627,446 compared to \$148,739 for the previous year, representing an increase of \$478,707 or 321.84% above the previous fiscal year. Mr. Olson reported Use of Funds for Other Facilities & Programs year-to-date total \$916,142 compared to \$381,940, representing an increase of \$534,202 or 139.87% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$1,543,588 compared to \$530,680 for the prior year, representing an increase of \$1,012,908 or 190.87% above the previous year. In terms of Increase in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$572,317 compared to \$1,944,175 for the prior fiscal year, representing a decrease of \$1,371,858 or 70.56% below the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for July 31, 2025, reported zero (0) for the month, and year to date expenses totaling \$8,793.

In reviewing Exhibit E (Budget vs. Actual – Bridge, Other Facilities & Programs), Mr. Olson compared the YTD Budget to YTD Actual results, noting key variances from budgeted expectations. Overall, the Net – Bridge, Other Facilities & Programs reported a positive variance of \$104,200 over the YTD budget.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of July 31, 2025, a motion to accept the financial report was moved by Douglas D. Dier, seconded by Barry Ormsby, and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated July 31, 2025, noting the Total TIBA•FBCL Projects Budget is \$200,000, with the obligated amount being \$8,793 and incurred to-date of \$8,793 and a balance due of zero (0). Mr. Olson reported Total TIBA Projects Budget is \$1,176,000, with the obligated amount being \$676,446 and incurred to date of \$627,446 and a balance due of \$18,900. Mr. Olson reported Total Bridge Facilities Projects Budget is \$1,376,000, with the obligated amount being \$685,239, incurred to date of \$636,239 and a balance due of \$18,900. Mr. Olson reported Total Boldt Facilities Projects Budget is \$1,114,000 with the obligated amount being \$764,408 and incurred to date of \$570,671 and a balance due of \$103,142. Mr. Olson reported Other Capital Budget is \$580,000, with the obligated amount being \$345,471 and incurred to date of \$345,471 and a balance due of \$20,794. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2025-2026 are \$3,070,000 with the current obligated amount being \$1,795,118 and incurred to date of \$1,552,381 and a balance due of \$142,836.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated July 31, 2025, in detail noting investments totaling \$15,459,535 with an average interest rate of 3.00% versus 4.14% in 2024. Mr. Olson also reported pledged securities for each U.S. institution were in place and at levels equal to or greater than the required minimum (100%). Mr. Olson reported that uncollateralized deposits at authorized Canadian financial institutions totaled \$5,227,902. The credit ratings for the Canadian financial institutions were within the guidelines established by the Investment Policy.

**Approval/Ratification of Routine and Special Expense Payments –**

**Proposed Resolution No. 17:** Mr. Moulton read the following resolution which was moved Robert J. Storms, seconded by Richard Iglinski, and duly adopted.

**SEE ATTACHMENT 1**

Bridge Facility Vehicle Traffic & Revenue Comparison:

31 Days of July (FY2025/2026 Compared to FY2024/2025)

		<u>FY2025/2026</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY25-26	Total Vehicles	207,210	-	(34,361)	-	(14.2%)
	Total Revenue	1,230,388	-	(\$47,810)	-	( 3.7%)

5 Months March/July (FY2025/2026 Compared to FY2024/2025)

		<u>FY2025/2026</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY25-26	Total Vehicles	743,683	-	(152,326)	-	(17.0%)
	Total Revenue	\$5,126,764	-	(\$300,745)	-	( 5.5%)

14 Days of August (FY2025/2026 Compared to FY2024/2025)

		<u>FY2025/2026</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY25-26	Total Vehicles	97,133	-	(17,717)	-	(15.4%)
	Total Revenue	\$564,114	-	(\$34,593)	-	( 5.8%)

Mr. Moulton reviewed the Bridge and Tunnel Operators Association (BTOA) Report for YTD July 2025 and July 2024. Mr. Moulton reported total crossings for YTD July 2025, and July 2024 were 943,135 compared to 1,114,025 the previous period YTD representing a decrease of 170,890 or 15.34% below the previous period. Mr. Moulton stated that these traffic trends are similar to what has been reported for the previous few months.

### Boldt Facilities Admissions, Concessions and Gift Store Comparison

#### 31 Operating Days of July (FY 25-26 Compared to FY 24-25)

Total Admissions	45,741	-	(8,125)	-	(15.1%)
Total Revenue	\$502,040	-	(\$88,964)	-	(15.1%)

#### 3 Months May/July (FY 25-26 compared to FY24-25)

Total Admissions	82,897	-	(13,997)	-	(14.4%)
Total Revenue	\$895,867	-	(\$148,006)	-	(14.2%)

#### 14 Days of August (FY 25-26 Compared to FY 24-25)

Total Admissions	23,849	-	(2,287)	-	(8.8%)
Total Revenue	\$274,330	-	(\$17,324)	-	(5.9%)

### Food Concession/Revenue Reports:

#### 31 Operating Days of July (FY 25-26 Compared to FY 24-25)

Total Revenue	\$98,860	-	(\$14,104)	-	(12.5%)
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#### 3 Months May/July (FY 25-26 compared to FY 24-25)

Total Revenue	\$169,333	-	(\$11,077)	-	(6.1%)
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#### 14 Days of August (FY 25-26 Compared to FY 24-25)

Total Revenue	\$53,866	-	\$4,908	-	10.0%
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### Gift Concession/Revenue Reports:

#### 31 Operating Days of July (FY 25-26 Compared to FY 24-25)

Total Revenue	\$188,583	-	(\$50,754)	-	(21.2%)
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#### 3 Months May/July (FY 25-26 compared to FY 24-25)

Total Revenue	\$361,878	-	(\$101,421)	-	(21.9%)
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#### 14 Days of August (FY 25-26 Compared to FY 24-25)

Total Revenue	\$83,767	-	(\$22,374)	-	(21.1%)
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**Property Insurance Program Renewal – Proposed Resolution No.18:**

Mr. Olson read the following resolution which was moved by Douglas D. Dier, seconded by Barry Ormsby, and duly adopted. Mr. Olson stated that although the incumbent insurance provider had a larger cost increase, it was a better overall policy. Mr. Olson said that TIBA will remain with this current renewal timeline in order to provide more time to adequately review the insurance proposals.

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

Mr. Moulton reported the 2025 Bridge Painting Program is moving along well due to the dry weather conditions this season. Mr. Moulton reported that the 2025 Detailed Inspection of the U.S Crossing, Rift Bridges, Boldt Yacht House Bridges, as well as the Follow-Up Inspection of the Canadian Crossing, are currently taking place by representatives from Parsons Transportation Group. Mr. Moulton reported that TIBA staff will be conducting the Suspender Cable Replacement Project on the U.S. Span on Wednesday, August 27, 2025, while Parsons is on-site to observe. Mr. Moulton reported that Blackstone Electric of Dexter, New York, has completed much of the work on the Landscape Facility Electrical Repairs and Upgrade Project, however they are currently waiting for a date from National Grid, as their assistance will be needed to disconnect and replace the main electrical conductors between the building and transformer. Mr. Moulton stated that the contract has been

executed with Cold Spring Construction of Akron, New York, regarding their proposal for the U.S. Crossing Electrical Repairs and Upgrade Project, however a tentative start date has not been scheduled. Mr. Moulton reported that the project will need to be completed by the end of November 2025. Mr. Moulton reported that the Canadian staff continue to assist the FBCL with traffic control operations for the rehabilitation projects on the Canadian Bridges, which is scheduled to be completed by the end of September 2025. There was a Board discussion regarding the proposed Wind Study which was presented by Parsons. Mr. Moulton stated that the cost of the Wind Study is significantly more than what was originally expected, but the cost could be phased over two (2) fiscal years in order to ease the financial burden.

#### Safety & Security

Mr. Labiendo reported on the U.S. side there were no new injuries in the past month with two (2) open claims. Mr. Labiendo reported that an additional eighteen (18) staff members recently completed the first aid, CPR and AED class. Mr. Labiendo reported that forty-eight (48) staff members are now certified. Mr. Labiendo reported that he has had preliminary discussions with Kinney Drugs of Clayton, New York, regarding the U.S. staff and family members annual on-site flu shot clinic. Mr. Labiendo reported that he has applied for and been awarded the 2025 Work Zone Equipment Grant Package from PERMA, which totaled over \$2,500 in safety equipment. Mr. Labiendo reported that he recently attended a very informative Security Training & Preparedness Webinar. Mr. Labiendo reported that on August 20, 2025, he participated in a meeting to prepare for TIBA's assistance with the "Bridge the Gap" event, which will be held on September 14, 2025.

## **Other Facilities and Programs**

### Boldt Facilities

Ms. Jobson reported that day-to-day operations have been going well at Boldt Castle, however, many employees that attend college have left in order to return to school, therefore, staffing is at a minimum. Ms. Jobson reported that Boldt Castle will be hosting the New York Aviation Management Association (NYAMA) in September 2025 for an after-hours reception. Ms. Jobson reported that the organization will be hosting their annual meeting in Clayton, New York, this year and that up to two hundred (200) guests and vendors from New York State airports are expected to attend the reception. Ms. Jobson reported that forty-three (43) weddings are scheduled for the 2025 operating season and twenty-two (22) are scheduled for the 2026 operating season. Ms. Jobson reported on behalf of Mr. Garceau and stated that Lupini Construction, Inc. (Lupini) of Utica, New York, has finished all work on the Boldt Castle Riverside Overlook Masonry Project and that the scaffold is currently being removed. Ms. Jobson reported that representatives from Foundation Design and Bell & Spina Architects-Engineers, P.C. of Syracuse, New York, were on-site in early August to assess the condition of the docks for the upcoming Boldt Yacht House Roof Project, and that they will have a full report to review soon. Ms. Jobson reported that the framing and electrical work has been completed for the Alster Tower Stairway and Landing Project. Ms. Jobson reported that repairs to floor joists in the concession area were made. Ms. Jobson reported that the grounds staff have been using the sprinklers daily due to severely dry conditions, and that general daily maintenance continues at the Boldt Facilities.

**OTHER MATTERS**

A request was made by Bruce Armstrong at approximately 4:29 p.m. to go into Executive Session to discuss personnel matters. Natalie Kinloch made a motion to go into Executive Session to discuss personnel matters, the motion was seconded by Barry Ormsby and unanimously carried, and the TIBA Board Members went into Executive Session. At approximately 4:43 p.m., a motion to adjourn the Executive Session was made by Natalie Kinloch, seconded by Thye Lee and unanimously carried.

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

**NEXT AUTHORITY MEETING**

By unanimous consent, the place of the next Authority meeting was set for Friday, September 26, 2025, at 10:30 a.m. at the American Administration Building.

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Secretary

ATTACHMENT 1

**RESOLUTION NO. 17**

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

The following resolution was moved by Robert J. Storms, seconded by Richard Iglinski, 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 17, 2025, were available and reviewed by the Authority during the meeting held on August 22, 2025 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
07/22/25	3559	36903-36928 - US / C11471-C11480 - CD	\$ 316,225.32
07/29/25	3560	36929-36936 - US / C11481-C11485 - CD	112,252.06
08/05/25	3561	36937 -36950 - US / C11486-C11488 - CD	105,773.22
08/12/25	3562	36951 -36969 - US / C11489-C11500 - CD	523,279.95
08/19/25	3563	36970 -36986 - US / C11501-C11508 - CD	<u>231,810.78</u>
			<u><u>\$ 1,289,341.33</u></u>

**NOTE:** U.S. check #36894 was voided and replaced with  
U.S. check #36981. The original check was lost in  
the mail.

CDN check #11458 was voided and replaced with  
CDN check #11482. The 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 August 22, 2025 (viz):

	<u>Amount</u>
Acrisure Insurance Partner Services of NY, LLC	
- 30 Day Extension for Property Policy	33,845.00
- 2025-2026 Casualty Insurance Renewals	345,523.52
Anderson Equipment - Air Compressor Regulator Repair - Canadian Shop	2,402.83
Barrett Paving Materials - Payment Application #2 - TIBA Facilities Parking Lot Improvement Project	33,824.49
Barton & Loguidice - Professional Services - TIBA Facilities Parking Lot Improvement Project	5,219.55
Bowers CPAs & Advisors - Professional Services - FY 2024-2025 Audit	19,300.00
CDW-G - Three (3) HP Elite Mini Desktops - Administration & SOC	2,726.43
Charles R. Heck - Eighteen (18) CPR/AED & First Aid Courses	1,395.00
CNY Exterminating, Inc. - Pesticide Treatment - Boldt Facilities	1,150.00
Daktronics, Inc. - Annual Maintenance Renewal for Message Sign at U.S. Toll	6,680.00
Gateway Ticketing Systems - Boldt Castle Ticket Stock	2,718.51
Gilco Auto & Truck Service Center - NYS Inspection, Front Springs, Pins, & Bushings for 2013 International Plow Truck	3,525.41

# ATTACHMENT 1

Gillees NAPA - Seven (7) Air Filters, Five (5) Fuel Filters, Five (5) Oil Filters, & Three (3) Hydraulic Filters for Plow Trucks	1,128.61	
Hazlewood Mechanicals, Inc.		
- Supply & Install Fan Motor on Condensor - NYSP Barracks	1,381.18	
- Service on Eight (8) Air Conditioner Units - TIBA Facilities	1,210.00	
Heartwood Carving - Thirty-Six (36) Custom Spindles & Twenty-Eight (28) Custom Pearl Beading Lengths - Boldt Castle	8,015.00	
Hyde - Stone Mechanical Contractors, Inc. - Leak Repair - U.S. Duty Free	1,037.85	
ID Wholesaler - ID Card Printer & ID Card Printer Ribbon	1,639.09	
Lupini Construction, LLC - Masonry Restoration Project - Boldt Castle	103,141.88	
Metal Man Services - Jacking Beam Replacement - Suspension Cable Replacement Project	1,131.06	
MTE Equipment Solutions, Inc. - Ventrac Lawn Mower Add Ons - Landscape	3,025.92	
Nottingham Trust - Professional Services - Annual Fee - TIBA Retirement Payment Service	1,000.00	
NYS Department of Transportation - Air Space Lease - U.S. Duty Free	3,000.00	
PTL Contracting Corp. - Gutter Repair - NCWC	16,000.00	
Stark Tech Services LLC - Generator Repair - NCWC	3,387.12	
Town of Alexandria - Fiscal Year 2025-2026 PILOT	26,334.72	
Trojan Technologies Corp. - Senior Assembly - WTP	2,993.95	
A Cross Mechanical - Air Conditioner Condensor Fan Motor Replacement - Canadian Toll	1,140.14	CD
GFL Environmental Services - Cleaning & Pumping Catch Basins at CBSA	7,387.34	CD
HTS Engineering Ltd. - Transducer Replacement - CBSA	1,118.70	CD
IECBL - Patron Fare Pole Replacement - Canadian Toll	1,101.75	CD
Sherwin Williams - Traffic Paint for Roadway Markings - Canadian Toll & CBSA	1,436.41	CD
	<u>\$ 644,921.46</u>	

WHEREAS, the Deputy 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. 3559 through No. 3563 as set forth herein, totaling \$1,289,341.33, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$644,921.46.

## **ATTACHMENT 2**

### **RESOLUTION NO. 18**

#### **RE: PROPERTY INSURANCE PROGRAM RENEWAL**

The following resolution was moved by Douglas D. Dier, seconded by Barry Ormsby, and duly adopted.

WHEREAS, in accordance with the Adopted Budgets for FY 2025-2026, the Authority's Insurance Consultant, Alterity Group, of Amherst, New York, prepared specifications and requested proposals for the Authority's Property Insurance program that expired July 1, 2025, and

WHEREAS, the expiring policy was granted a 30-day extension through July 31, 2025, and

WHEREAS, the Executive Director and the Alterity Group reviewed the proposals and recommend placing the Authority's property policy with Acrisure, LLC of Garden City, NY for the period of August 1, 2025 through July 31, 2026, at a renewal premium of \$486,972.

NOW THEREFORE BE IT

RESOLVED, the Authority hereby accepts the renewal proposal from Acrisure, LLC for the Property Insurance policy for the term August 1, 2025 through July 31, 2026, at a premium of \$486,972.

#### **NOTES:**

Expiring property coverage totaled \$411,786.

Budgeted Property Insurance Amounts: \$512,000 (Bridge Facilities and Other Facilities and Programs). Budgeted amounts are based off Authority's fiscal year, not the insurance policy year.