

Thousand Islands Bridge Authority
Friday, April 26, 2024, 10:30 A.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
Thye Lee, Assistant Secretary-Treasurer
Peter Walton, Legal Counsel
Timothy Sturick, Executive Director
Bill Moulton, Deputy Executive Director
Patrick Labiendo, Manager, Safety & Security
Bryan Olson, Manager, Finance & Administration
Brian Salisbury, Director, Boldt Facilities Operations, Maintenance
& Construction
Keri Jobson, Deputy Director, Boldt Facilities Operations
& Maintenance
Susan Mowers, Manager, Information Technology
Lohanne Messenger, Senior Accountant/Office Manager

ALSO

MEDIA 1

MINUTES

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Natalie Kinloch, seconded by Richard Iglinski, the minutes of the meeting held on March 22, 2024, were approved as drafted.

COMMUNICATIONS

Mr. Sturick reported that Mr. Ormsby asked to be excused. Mr. Sturick reported that Mr. Walton was participating remotely. Mr. Sturick reported to date one (1) communication by email has been received regarding the Rules and Regulations being revised to eliminate the sixteen (16) trip commuter tags as of June 1, 2024. Mr. Sturick reported that at the May 24, 2024, monthly

meeting a proposed resolution will be presented for approval of revising the Rules and Regulations regarding eliminating the sixteen (16) trip commuter tags and keeping the seventy-two (72) trip commuter tags the same. Mr. Sturick reported that Resolution No. 9 dated July 28, 2023, honoring Russell I. Wilcox for his dedication and charitable contributions to the Thousand Islands Bridge Authority stated that the Board Room would be named Russell I. Wilcox Thousand Islands Bridge Authority Board Room. Mr. Sturick reported that a plaque was created to be displayed in the board room and the plaque was available for the board members to review. Mr. Sturick reported that Sunday, April 28, 2024, is Mr. Moulton's birthday and everyone wished Mr. Moulton a happy birthday.

FINANCIAL MATTER

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of March 31, 2024, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$13,802,526 compared to \$10,317,434 for the prior fiscal year representing an increase of \$3,485,092 or 33.78% above the previous period. Mr. Olson reported Total Facilities to date of \$59,204,945 compared to \$60,466,570 for the prior fiscal year, representing a decrease of \$1,261,625 or 2.09% below the previous period. Mr. Olson reported Total Assets to date of \$88,539,517, compared to \$79,495,605 for the prior fiscal year, representing an increase of \$9,043,912 or 11.38% above the previous period. Mr. Olson reported Payables total to date of \$9,612,347 compared to \$10,478,092 for the prior fiscal year, representing a decrease of \$865,745 or 8.26% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$151,900 compared

to \$65,971 for the prior fiscal year, representing an increase of \$85,929 or 130.25% above the previous period. Mr. Olson reported Total Statutory Equity stands at \$59,975,004, compared to \$58,235,130 for the previous fiscal year, representing an increase of \$1,739,874 or 2.99% above the previous period.

In reviewing Exhibit B (Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$991,642 versus \$943,677 for the previous period representing an increase of \$47,965 or 5.08% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$605,232 versus \$597,936 for the previous period representing an increase of \$7,296 or 1.22% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$10,941 versus (\$26,387) for the previous period representing an increase of \$37,328 or 141.46% above the previous period. Mr. Olson reported total Net Revenue is recorded at \$375,468 versus \$372,128 for the previous period representing an increase of \$3,340 or 0.90% above the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$187,734 as compared to \$186,064 for the previous period representing an increase of \$1,670 or 0.90% above the previous period. Mr. Olson reported TIBA's Net Revenue Bridge Facility through March 31, 2024, is recorded at \$66,394 as compared to \$66,452 for the previous period representing a decrease of \$58 or 0.09% below the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$263,466 compared to \$198,710 for the previous period representing an increase of \$64,756 or 32.59% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$247,513 compared to \$200,944 for the previous period

representing an increase of \$46,569 or 23.17% above the previous period. Mr. Olson reported Total Net Revenue from Other Facilities & Programs year-to-date of \$15,953 as compared to (\$2,234) for the prior year, representing an increase of \$18,187 or 813.97% above the previous year. Mr. Olson reported Net Revenue from all operations (Bridge, Other Facilities & Programs), through March 31, 2024, is \$82,347 compared to \$64,218 for the prior fiscal year, representing an increase of \$18,129 or 28.23% above 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 \$316,526 compared to \$295,713 for the prior fiscal year, representing an increase of \$20,813 or 7.04% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$1,167, compared to \$13,175 for the previous year representing a decrease of \$12,008 or 91.14% below the previous fiscal year. Mr. Olson reported Use of Funds for Other Facilities & Programs year-to-date total \$60,307 compared to \$28,500 representing an increase of \$31,807 or 111.60% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$61,474 compared to \$41,675 for the prior year, representing an increase of \$19,799 or 47.51% above the previous year. In terms of Net Increase in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$255,052 compared to \$254,037 for the prior fiscal year, representing an increase of \$1,015 or 0.40% above the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for March 31, 2024, reported zero for the month and year to date expenses totaling zero.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of March 31, 2024, a motion to accept the financial report was moved by Robert J. Storms, seconded by Douglas D. Dier and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated March 31, 2024, noting the Total TIBA•FBCL Projects Amended Budget is \$130,000, with the obligated amount being zero and incurred to-date of zero and a balance due of zero. Mr. Olson reported Total TIBA Projects Budget is \$1,048,000, with the obligated amount being \$1,167 and incurred to date of \$1,167 and a balance due of zero. Mr. Olson reported Total Bridge-Facilities Projects Budget is \$1,178,000, with the obligated amount being \$1,167, incurred to date of \$1,167 and a balance due of zero. Mr. Olson reported Total Boldt Facilities Projects amended budget is \$834,000 with the obligated amount being \$60,307 and incurred to-date of \$60,307 and a balance due of \$25,079. Mr. Olson reported Other Capital Budget is \$330,000, with the obligated amount being zero and incurred to date of zero and a balance due of zero. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2024-2025 is \$2,342,000 with the current obligated amount being \$61,474 and incurred to-date of \$61,474 and a balance due of \$25,079.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated March 31, 2024, in detail noting investments totaling \$13,802,526 with an average interest rate of 4.27% versus 2.33% in 2023. 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 \$5,640,065. 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. 9: Mr. Sturick read the following resolution which was moved Thye Lee, seconded by Robert J. Storms and duly adopted.

SEE ATTACHMENT 1

Bridge Facility Vehicle Traffic & Revenue Comparison:

31 Days of March (FY2024/2025 compared to FY2023/2024)

		<u>FY2024/2025</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY24-25	Total Vehicles	141,415	-	15,310	-	12.1%
	Total Revenue	970,343	-	\$43,462	-	4.7%

1 Month March/ (FY2024/2025 compared to FY2023/2024)

		<u>FY2024/2025</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY24-25	Total Vehicles	141,415	-	15,310	-	12.1%
	Total Revenue	\$970,343	-	\$43,462	-	4.7%

14 Days April (FY2024/2025 compared to FY2023/2024)

		<u>FY2024/2025</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY24-25	Total Vehicles	69,933	-	2,715	-	4.0%
	Total Revenue	\$471,285	-	\$18,809	-	4.2%

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD March 2024 and March 2023. Mr. Sturick reported total crossings for YTD March 2024 and March 2023 were 359,431 compared to 326,902 the previous period YTD representing an increase of 32,529 or 10.0% above the previous period.

Amendment No. 2 to the Thousand Islands Bridge Authority Section

125 Cafeteria Plan - Proposed Resolution No. 10: Mr. Olson read the following resolution which was moved Douglas D. Dier, seconded by Robert J. Storms and duly adopted.

SEE ATTACHMENT 2

PROJECT REPORTS

Bridge Facilities

Operations and Maintenance Activities

Mr. Moulton reported that the required testing/safety programs for the 2024 Bridge Painting Program are scheduled for the week of April 29, 2024. Mr. Moulton reported that recruiting for the seasonal bridge maintenance applicants was scheduled earlier this year, which was successful with fifteen (15) seasonal bridge maintenance workers hired for each bridge for the 2024 Bridge Painting Program. Mr. Moulton reported in the past, the seasonal bridge maintenance positions were budgeted for twelve (12) on each side. Mr. Moulton reported that crews are scheduled beginning Sunday, May 5, 2024, to begin working between the overnight hours of 10:00 pm and 6:00 am (Sunday-Friday), removing the winter sand and washing down the bridges as well as bridge road deck repairs. Mr. Moulton reported that the U.S. and Canadian maintenance staff will run one-way traffic to make repairs to the bridge road deck. Mr. Moulton reported that the night work will be completed within approximately four (4) to six (6) weeks and the crews will return to the day shift to begin the 2024 Bridge Painting Program on both bridges. Mr. Moulton reported that the staff have been working on maintenance items such as cleaning the grounds, washing down the parking lots, concrete curb repairs

and wall repairs and painting at the various TIBA buildings. Mr. Moulton reported that the 2024 Detailed Inspection of the Canadian Crossing, underwater inspection of Pier 17, the Follow-Up Inspection of the U.S. Crossing, Rift Bridges and the Boldt Yacht House Bridges are scheduled in August 2024. Mr. Moulton reported that representatives from Barton & Loguidice, D.P.C. of Syracuse, New York, were on site April 12, 2024, for a site visit regarding the design for the replacement of asphalt in the parking lots near the administrative buildings and the Ammex Duty Free Store. Mr. Moulton reported that the subsurface testing will be scheduled soon. Mr. Moulton reported that the design should be at 50% in May of 2024 and submitted to TIBA for review. Mr. Moulton reported that the weigh-in-motion scales project at the U.S. Toll Plaza will include the removal of the frame, foundation and platforms located in lane 1. Mr. Moulton reported that a proposal has been received and a site visit was completed by J.B. Brady, Inc. of Syracuse, New York, for the replacement of the weigh-in-motion scales project at the U.S. Toll Plaza. Mr. Moulton reported that the proposal from J.B. Brady, Inc. also proposed an alternative solution to the project and staff are still reviewing the proposed alternative solution. Mr. Moulton reported that a proposed resolution for the roof replacement project at the Thousand Islands International Tourism Council Building is on the agenda for board approval. Mr. Moulton reported that PTL Contracting Corporation of Theresa, New York, is ready to start the project as soon as the proposed resolution has been awarded to replace the existing asphalt shingles on the building roof. Mr. Moulton reported that staff continue to assist the FBCL with traffic control operations related to the rehabilitation projects on the Canadian Bridges.

Safety & Security

Mr. Labiendo reported on the U.S. side there were no new injuries in the past month with one (1) open claim. Mr. Labiendo reported that the required testing/safety programs for the 2024 Bridge Painting Program are scheduled to begin on April 29, 2024, with the U.S. and Canadian seasonal staff completing employment paperwork, clothing forms, identification cards, and the U.S. and Canadian seasonal and full-time Bridge maintenance staff are scheduled for training for TIBA security awareness, sexual harassment and review of the Emergency Response Plan. Mr. Labiendo reported the seasonal and full-time Bridge maintenance staff will be scheduled for medical tests which includes blood tests, pulmonary and respirator fit tests with a representative from the River Hospital of Alexandria Bay, NY on April 29, 2024. Mr. Labiendo reported that on May 1st & May 2nd, 2024, the seasonal and full-time Bridge maintenance staff will complete the fall protection and prevention, Workplace Hazardous Material Identification System (WHMIS) training, traffic control/flag person and chemical spill response training with Brian Fish from STACS, Inc. of Toronto, Ontario, Canada on May 2nd. Mr. Labiendo reported that the U.S. and Canadian seasonal and full-time Bridge maintenance staff will be allowed time to go and purchase work pants and boots from designated vendors and be fitted for hard hats, safety vests and shirts from TIBA. Mr. Labiendo reported that the final staff preplanning meeting took place on April 5, 2024, to finalize the security plans for the Eclipse on April 8, 2024. Mr. Labiendo reported that TIBA staff arrived at 7:00 am to set up cones and blocked the service road to eliminate people on TIBA property as well as stationed in different areas around the TIBA & Boldt Facilities properties. Mr. Labiendo reported that staff did not encounter

any issues on the day of the Eclipse. Mr. Labiendo reported that he recently submitted a recap of TIBA's planning for the Eclipse including the activities that took place during the event as an actual event security exercise to Transport Canada to satisfy TIBA's obligations under the Memorandum of Understanding with Transport Canada. Mr. Labiendo reported that he recently received the signed Memorandum of Understandings from the NYSP and OPP related to enforcement of truck spacing, speeding and other TIBA Rules & Regulations.

Other Facilities and Programs

Boldt Facilities

Ms. Jobson reported that the hiring process continues. Ms. Jobson reported that a few of the applicants are only interested in part-time work. Ms. Jobson reported that the POS systems have been upgraded and set up for opening day of May 11, 2024. Ms. Jobson reported the annual U.S. Coast Guard inspection of the Boldt Castle Shuttle went well. Ms. Jobson reported that the Boldt Facilities orientation was held on April 24, 2024, at TIBA for the seasonal employees that were able to attend to complete their employment paperwork and complete the mandatory training. Ms. Jobson reported that the concessions orders have been placed and Jenn Baker, seasonal assistant concessions manager, has been cleaning and prepping the kitchen and storage areas. Ms. Jobson reported forty-four (44) weddings scheduled for the 2024 operating season and six (6) scheduled for the 2025 operating season. Ms. Jobson reported that the Boldt Facilities will open Saturday, May 11, 2024, for the 2024 operating season which is approximately two (2) weeks away. Ms. Jobson reported that Kathryn Gollinger, Boldt Castle gift shop manager, will begin work on May 1, 2024 and Meghan Dudo, Boldt Castle operations

manager will begin work on May 6, 2024. Mr. Salisbury reported that all the boats are in the water, the tools and equipment have been taken back to Boldt Castle, Boldt Facilities water treatment plant is up and running, annual inspection of the Boldt Yacht House fire suppression system is complete and the Boldt Yacht House sprinkler system has been brought online. Mr. Salisbury reported that the Boldt Castle gift shop merchandise has been transported by a barge to Boldt Castle and is now on the 2nd floor of Boldt Castle and the staff are organizing and setting up the gift store. Mr. Salisbury reported that all the seasonal grounds and maintenance staff have returned. Mr. Salisbury reported that the grounds staff are working on the Boldt Castle grounds picking up tree limbs and branches that have fallen as well as raking up the remaining leaves on the Boldt Castle grounds. Mr. Salisbury reported that the maintenance staff have been making repairs and painting and staining all the dock buildings, benches and plaster and paint repairs are being made to the main Boldt Castle walls and ceilings. Mr. Salisbury reported that all the fountains and the swimming pool are being repaired and painted. Mr. Salisbury reported that the staff built three (3) window units over the winter months and are currently installing them in the tunnel at Boldt Castle. Mr. Salisbury reported that the new CBP booth is near completion for checking in visitors on Canadian tour boats located in the picnic area near concessions on the main dock. Mr. Salisbury reported that the visitors will be able to exit onto the grounds near the CBP Booth or exit onto the grounds at the other end of the dock. Mr. Salisbury reported that the new booth will accommodate up to four (4) CBP officers plus a ticket booth. Mr. Salisbury reported that CBP has committed to having three (3) officers working on Friday, Saturday and Sunday

during the operating season. Mr. Salisbury reported that there is one (1) vacant seasonal maintenance position available as well as other seasonal vacancies in other departments.

OTHER MATTERS

Roof Replacement Project - Proposed Resolution No. 11: Mr. Sturick read the following resolution which was moved Robert J. Storms, seconded by Natalie Kinloch and duly adopted.

SEE ATTACHMENT 3

Mr. Sturick reported that a public meeting will be on the agenda at the May 24, 2024 monthly meeting regarding any public comments to the Rules and Regulations being revised to eliminate the sixteen (16) trip commuter tags effective June 1, 2024.

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

NEXT AUTHORITY MEETING

By unanimous consent, the place of the next Authority meeting was set for Friday, May 24, 2024, at 10:30 a.m. at the American Administration Building.

Secretary

RESOLUTION NO. 9 **ATTACHMENT 1**
RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS
AND APPROVAL OF SPECIAL EXPENSE PAYMENTS

The following resolution was moved by Thye Lee, seconded by Robert J. Storms 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 March 22, 2024, were available and reviewed by the Authority during the meeting held on April 26, 2024 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
03/26/24	3491	35424-35450 - US / C10886-C10888 - CD	\$ 186,297.77
04/02/24	3492	35451-35479 - US / C10889-C10895 - CD	87,464.46
04/09/24	3493	35480-35496 - US / C10896-C10903 - CD	113,214.13
04/16/24	3494	35497-35515 - US / C10904-C10916 - CD	157,476.83
04/23/24	3495	35516-35550 - US / C10917-C10921 - CD	<u>157,116.48</u>
			<u>\$ 701,569.67</u>

NOTE: U.S. check #35399 was voided. The original check was never received. A subsequent payment was made via ACH.

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 April 26, 2024 (viz):

	<u>Amount</u>
Anderson Transportation Services, Inc. - 2023-2024 Commercial Rebate	\$ 277.41 CD
Bay Brokerage - 2023-2024 Commercial Rebate	831.20 CD
Challenger Motor Freight, Inc. - 2023-2024 Commercial Rebate	1,616.70 CD
ERB Transport Limited - 2023-2024 Commercial Rebate	624.06 CD
Gypsum Express Ltd. - 2023-2024 Commercial Rebate	1,478.95 CD
Kairon Transport (6097391 Canada, Inc.) - 2023-2024 Commercial Rebate	1,821.35 CD
KBD Transportation (10672773 Ontario, Inc.) - 2023-2024 Commercial Rebate	1,705.45 CD
Kriska Holdings Ltd. - 2023-2024 Commercial Rebate	4,348.33 CD
Shandex Truck, Inc. - 2023-2024 Commercial Rebate	469.26 CD
Transport Herve Lemieux 1975, Inc. - 2023-2024 Commercial Rebate	710.01 CD
Transport Robert (1973), LTEE - 2023-2024 Commercial Rebate	1,418.90 CD
XTL Transport, Inc. - 2023-2024 Commercial Rebate	1,869.90 CD
Action Printware - Boldt Castle Admission Pamphlets for 2024 Operating Season	5,239.00
Anderson Equipment Company - Repair of Air Compressor at Canadian Shop	6,590.86

Burke Group, LLC - GASB 75 Actuarial Interim Valuation Report for Fiscal Year Ending 02/29/24	2,250.00	
CDW Government - Replaced Batteries for Toll System	6,990.04	
Cazenovia Equipment Company - Wheels/Brushes & Supplies for Tractor at Boldt Castle	1,085.10	
Clayton Marina Sales & Service - Aluminum Trailer for Canadian Maintenance Shop	4,013.50	
DRCS IT Solutions		
- Zix Email Protection for Bridge Facilities, Boldt Facilities and NCWC	4,232.76	
- Wireless Accesspoint for New CBP/Boldt Castle Ticketing Booth Building	2,410.97	
Dell Marketing, LP - Dell Digital KVM Switch for U.S. Toll	1,632.09	
Gateway Ticketing System		
- Maintenance & Support (6/1/24 - 8/31/24) - Boldt Facilities	6,252.34	
- Hand-Held Scanner & ACS License for New Ticket Booth at Boldt Castle	2,006.70	
Griffin Greenhouse Supplies, Inc. - Supplies for Greenhouse	1,111.59	
Hanes Supply, Inc. - Bridge Painting Program	26,400.00	
Charles R. Heck - Training - CPR/AED, Heartsaver & First Aid Courses	1,472.50	
Home Depot - Supplies for New CBP/Boldt Castle Ticketing Booth Building	1,494.49	
Hourglass Abrasives & Coatings Company, Inc. - Supplies for Bridge Painting Program	15,835.50	
Jefferson County Recycling - Recycled Tires	1,304.10	
McQuade & Bannigan, Inc. - Two (2) Inch Main Airline for U.S. Bridge and Canadian Bridge	19,520.00	
Overhead Door Company - U.S. Maintenance Shop Overhead Door Replacement	8,789.00	
Technical Systems Group, Inc. - Four (4) Alarm Panels for SOC	8,659.80	
White Cap, L.P. - Supplies for Bridge Painting Program	12,943.62	
Fast Response Fire Systems, Inc. - Annual & Quarterly Preventative Maintenance and Testing at CBSA	3,631.54	CD
G.A.L. Power Systems Ottawa Ltd. - Preventative Maintenance on Generators at USB & Canadian Shop	9,549.86	CD
HTS Engineering Ltd. - A/C Repair in the CBSA Server Room	1,237.35	CD
Levac - Supplies for Bridge Painting Program	36,457.89	CD
MNP LLP - Professional Services	4,252.50	CD
REL Controls - Service Agreement - January 1, 2024 - March 31, 2024 - CBSA	6,377.72	CD
W.O. Stinson & Son Ltd. - Fuel Line Repair at Canadian Maintenance Shop	2,006.32	CD
	<u>\$ 220,918.66</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. 3491 through No. 3495 as set forth herein, totaling \$701,569.67, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$220,918.66.

ATTACHMENT 2

RESOLUTION NO. 10

RE: AMENDMENT NO. 2 TO THE THOUSAND ISLANDS BRIDGE AUTHORITY

SECTION 125 CAFETERIA PLAN

The following resolution was moved by Douglas D. Dier, seconded by Robert J. Storms and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (“Authority”) has previously established a Section 125 Cafeteria Plan in accordance with Section 125 of the Internal Revenue Code (hereinafter “Cafeteria Plan”) which was last amended on November 16, 2000, by Resolution No. 28; and

WHEREAS, the Authority deems it to be in the best interest of its employees to restate and amend the Cafeteria Plan under Section 125 of the Internal Revenue Code of 1986, as amended.

NOW, THEREFORE, based on the foregoing, and upon due consideration, it is hereby

RESOLVED, that the Cafeteria Plan, as presented, is hereby accepted, ratified and confirmed as restated and amended as of April 1, 2024, with an original plan year effective date of January 1, 2024, pursuant to the Adoption Agreement and Cafeteria Plan which are attached hereto, and be it further

RESOLVED, that Timothy Sturick, as Executive Director, is hereby authorized to:

- 1) execute this Adoption Agreement and Amended Cafeteria Plan, and other documents and agreements as may be necessary to implement the Cafeteria Plan;
- 2) appoint a plan administrator for such plan, and change such administrator from time to time with the advice and consent of the Board of Directors;
- 3) contract with OneDigital to provide assistance to the plan administrator in establishing and maintaining such plan; and be it further

RESOLVED, that the Authority hereby directs and empowers the Executive Director as the Cafeteria Plan administrator to enter a copy of this Adoption Agreement and this Cafeteria Plan, as restated and amended, into the records of the Authority, and into the minutes of this meeting binding the Authority to the terms thereof; and further be it

RESOLVED, the Executive Director as the plan administrator shall notify the affected employees of the adoption of Amendment No. 2 of the Cafeteria Plan by providing a copy of the Summary Plan Description to each participating employee.

ATTACHMENT 3

RESOLUTION NO. 11

RE: ROOF REPLACEMENT PROJECT

The following resolution was moved by Robert J. Storms, seconded by Natalie Kinloch and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (“Authority”) owns buildings located at 43373 Collins Landing Road and at the Rift Camp (the “Buildings”); and

WHEREAS, the roof on the building located at 43373 Collins Landing Road has deteriorated and is in need of replacement, and the Rift Camp building is in need of a gutter and downspouts (collectively the “Work”); and

WHEREAS, at the request of the Authority, PTL Contracting Corp. has submitted proposals dated April 5, 2024 (the “Proposals”) for the removal and replacement of the roof at 43373 Collins Landing Road at a cost of \$63,000, and for the installation of a gutter and downspouts at the Rift Camp building at a cost of \$600, for a total cost of \$63,600 for completion of the Work; and

WHEREAS, the Executive Director has recommended acceptance of the Proposals and has directed the Authority’s Legal Counsel to prepare a contract on behalf of the Authority with PTL Contracting Corp. for completion of the Work as set forth in the Proposals (the “Contract”).

NOW THEREFORE BE IT

RESOLVED, that the Authority hereby approves the recommendation of the Executive Director to accept the Proposals; and be it further

RESOLVED, that the Authority hereby directs and empowers the Executive Director to execute the Contract with PTL Contracting Corp. for completion of the Work at a cost of \$63,600.00, binding the Authority to the terms thereof.