



## SAULT STE. MARIE BRIDGE AUTHORITY

SAULT STE. MARIE, MICHIGAN

THOMAS BUCKINGHAM SR., CHAIR  
LINDA HOATH, MEMBER  
SCOTT SHACKLETON, MEMBER  
NICHOLAS WHITE, MEMBER

SAULT STE. MARIE, ONTARIO

MICHELINE DUBÉ, VICE CHAIR  
NATALIE KINLOCH, MEMBER  
ANTHONY PICKETT, MEMBER  
ANDRÉ GIRARD, MEMBER

**Sault Ste. Marie Bridge Authority  
Minutes  
November 8, 2018  
James McIntyre Board Room  
Sault Ste. Marie, Michigan**

**Present:** Thomas Buckingham, Sr., Chair  
Micheline Dubé – Vice Chair  
Linda Hoath, Member  
Nicholas White, Member  
André Girard - Member  
Natalie Kinloch, Member  
Anthony Pickett, Member

**Absent:** Scott Shackleton, Member

**Also Present:** Laura Mester, Chief Administrative Officer, MDOT  
Michael Dittenber – Attorney General’s Office, MDOT  
Peter Petäinen – General Manager, IBA  
Crystal Knutsen – Chief Financial Officer, IBA  
Karl Hansen – Bridge Engineer, IBA  
Marcus Eidenier – Facilities & Asset Manager, IBA  
Fiore Cappelli – Operations Manager, IBA  
Cheryn Sanford – Departmental Analyst, IBA  
Dan Weingarten – MDOT Communications Representative  
Miles Munro – Student Assistant, IBA  
Jeremy Sprague – Steeplejack, IBA  
Harry Cuevas-Martinez – Bridge Safety Officer, IBA  
Rick Wianecki – Hardesty & Hanover  
Jeremy Vanlerberg – Hardesty & Hanover  
Oliver Turner – City Manager, Sault Ste. Marie, Michigan  
Anita Benson – Transportation Director, CLM Community Action  
Eric Barron – Tulgestka Transport

Chair Buckingham called the meeting to order at 9:00 a.m.

### Old Business

#### I. **Approval of Minutes**

A motion was made by Member Hoath to approve the August 16, 2018 Sault Ste. Marie Bridge Authority regular meeting minutes as written. The motion was seconded by Member Pickett. Motion carried unanimously.

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## II. **Bridge Bus Update**

Sault Ste. Marie Michigan City Manager, Oliver Turner, addressed the board. Mr. Turner stated the bridge bus partnership was created in 1962 and has served both communities well and is a strong symbol of the Twin Sault's being pulled together via transportation. Ridership statistics were reviewed for the period of 2013-2018; bridge bus ridership in 2018 dropped 24.2% down to 3,110 riders in 2018 compared to 4,108 riders in 2017. Mr. Turner stated it is clear that changes need to be made in 2019 to make the bridge bus more cost effective. Some potential changes could be to transition the service from a bus to a van, reduce hours, and potentially go to an on-demand service. The goal is to have some improvements made by December 31, 2018.

Mr. Turner respectfully recommended the board approve the continued cost sharing between the IBA, MDOT, and the City of Sault Ste. Marie, Michigan for FY2019.

A motion was made by Vice Chair Dubé to authorize the IBA to share in the local financial cost of the Sault Ste. Marie bridge bus operation beginning October 1, 2018 and ending September 30, 2019 in an amount not to exceed \$15,000 (USD); an amount equal to the City of Sault Ste. Marie Michigan, and the Michigan Department of Transportation cash subsidy; and to authorize the IBA to continue to subsidize the bridge toll for the bus operation through September 30, 2019.

## III. **Canada Border Services Agency (CBSA) Plaza Redevelopment Project Update**

Vice Chair Dubé reported this will be the last update as the \$51.6M total project is now 100% complete. Chair Dubé thanked IBA staff for all of their efforts during the project.

## IV. **Capital Project Updates**

### A. HVAC Retrofit

Bridge Engineer Karl Hansen stated the IBA is under contract with Henderson Metals of Sault, Ontario to upgrade the HVAC system in the administration building. The goal is for the majority of the work to be completed before the next SSMBA meeting.

A motion was made by Member White to dispose of:

- One Carrier 48C 20-ton gas heating/electric cooling roof top unit
- One Carrier 48C 17-ton gas heating/electric cooling roof top unit

The motion was seconded by Member Kinloch. Motion carried unanimously.

### B. 2018 Annual and Fracture Critical Inspection

Due to the confidential nature of the materials to be discussed, per article 15.268 of the Open Meetings Act, Section 8, Paragraph H, a motion was made by Vice Chair Dubé to enter closed session, Member Hoath seconded the motion. A roll call vote was taken by all members present to go into closed session. All present voted aye. The meeting was closed to the public at 9:22 a.m.

Vice Chair Dubé made a motion to re-open the meeting to the public. Member Hoath seconded the motion. A roll call vote was taken by all members present to re-open the meeting. All present voted aye. Meeting re-opened to the public at 9:49 a.m.

Rick Wianecki from Hardesty & Hanover stated the Bridge continues to be in good condition with no major findings.

Member Hoath made a motion per Article VII, Section 1, Paragraph D of the Intergovernmental Agreement which requires approval of the annual report filed by the engineering consultant, with or without disapproval of certain elements. The Sault Ste. Marie Bridge Authority does hereby approve the 2018 annual engineering report and fracture critical report dated November 2018 as prepared and submitted by Hardesty and Hanover with no exceptions. Member Girard seconded the motion. Motion carried unanimously.

Bridge Engineer, Karl Hansen, stated the Infrared study findings were discussed yesterday at the SSMBA Audit Committee meeting. The report showed a very slight increase (1%) in delamination's from the previous study performed in 2013; there were no other major findings.

## New Business

### V. **Capital Projects**

#### A. Underwater Inspection

Bridge Engineer Hansen stated three proposals have been received for the Underwater Inspection which was last performed in 2014. Proposals will be reviewed, and an update will be provided to the board at the February SSMBA meeting.

#### B. USACOE North Channel Blasting Project

Bridge Engineer Hansen reported the Soo Locks project appears to be progressing. The north channel currently is not deep enough and a lead-in project to renovating the locks will be for the U.S. Army Corps of Engineers to remove 400,000 cubic yards of bedrock along the bottom of the north channel; this could happen as early as the summer of 2019. The bridge piers 20 and 21 are located in this location; The IBA has contracted Hardesty & Hanover to monitor seismic activity to ensure no damage is done to the bridge piers. Karl stated MDOT's Bureau of Bridge and Structures and MDOT's Structures and Geotechnical section will be part of the project team during the monitoring process.

### VI. **Maintenance Activity and Project Tracking Report**

#### A. Activity and Project Tracking Report

Current maintenance activity and project tracking reports were included in the packet for review. Facilities and Asset Manager, Marcus Eidenier, reviewed the data for quarter three. Marcus stated the warranty has run out for the CBSA Traffic Building; therefore, he does expect to see building maintenance costs increase.

Marcus provided an overview of the major projects completed in 2018 stating 20% of cleaning and coating of the ivory rail has been complete and 60% of the routine maintenance projects has been completed to date.

VII. **Financial Operations**

A. Traffic, Revenue, and Operations

Chief Financial Officer Crystal Knutsen reported total traffic for the month ending September 30, 2018 was down 4.1% compared to September 2017; however, year-to-date traffic is up 5.4%.

B. Third Quarter Financial Activity

Crystal reported staff continue to be very diligent in spending, only purchasing necessary items which has led to a 64.9% increase in the combined governmental fund balance.

C. 2019-2023 Business Plan

Crystal stated all received comments have been incorporated into the 2019-2023 Business Plan and respectfully requested board approval.

A motion was made by Member White to approve and adopt the Sault Ste. Marie Bridge Authority (SSMBA) 2019-2023 Five Year Business Plan, including the proposed SSMBA fiscal year budgets ending December 31, 2019, the 40 Year Capital Plan, and the 30 Year Long Range Financial Plan as presented. Member Girard seconded the motion. Motion carried unanimously.

D. Budget Amendment

Crystal requested board approval for a Capital Fund budget amendment in the amount of \$224,000 for the administration buildings HVAC retrofit project.

A motion was made by Member Hoath to increase the 2018 Capital Fund budget by \$286,900 (CDN) to fund the administration building HVAC retrofit project. Member Pickett seconded the motion. Motion carried unanimously.

E. Tax Attorney

Crystal stated she continues to work towards issuing 1099's to vendors and would like to seek the services of an outside tax attorney if she is unable to get assistance within the State of Michigan.

A motion was made by Vice Chair Dubé to hire a tax attorney to assist with issuing form 1099 to IBA vendors. Member White seconded the motion. Motion carried unanimously.

VIII. **Election of 2019 SSMBA Chair / Vice Chair**

Vice Chair Dubé made a motion to elect Natalie Kinloch as the 2019 SSMBA Chair. Member Pickett seconded the motion. Motion carried unanimously.

Member White made a motion to elect Linda Hoath as the 2019 SSMBA Vice-Chair. Member Dubé seconded the motion. Motion carried unanimously.

**IX. Selection of 2019 SSMBA Meeting Dates**

Member Pickett made a motion to set the following dates for the 2019 Sault Ste. Marie Bridge Authority regular meetings:

February 7, 2019 (Meeting Location Blue Water Bridge Canada)  
May 16, 2019  
August 15, 2019  
November 7, 2019

Member White seconded the motion. Motion carried unanimously.

**X. General Manager's Comments**

- Peter briefly reviewed his comments that were included in the letter to the board dated October 31, 2018.

**VII. Public Comment**

Eric Barron from Tulgestka Transport addressed the board. Below is a summary of his comments:

- He discussed the difficulty transport trucks have getting up the Canadian Arch during inclement weather.
- He discussed commercial pre-paid accounts and inquired as to the possibility of having credit extended to a driver when an account is flat.
- He expressed his opinion that a photo of the current sitting U.S. President be included by the Governor and Prime Minister's photograph.

**VIII. Adjournment**

Member Hoath made a motion to adjourn. The motion was seconded by Member Kinloch. The motion carried unanimously, and the meeting was adjourned at 11:01 a.m.

Respectfully Submitted,  
International Bridge Administration



Peter M. Petäinen  
General Manager