



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
February 22, 2018
Hyatt Regency Hotel
Buffalo, New York**

- Present:** Thomas Buckingham, Sr., Chair
Micheline Dubé – Vice Chair
Linda Hoath, Member
Scott Shackleton, Member
Nicholas White, Member
André Girard - Member
Natalie Kinloch, Member
Anthony Pickett, 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
- Teleconference:** Karl Hansen – Bridge Engineer, IBA
Fiore Cappelli – Operations Manager, IBA
Suzanne Moreau – Account Technician, IBA
Cheryn Sanford – Departmental Analyst, IBA

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

I. Approval of Minutes

A motion was made by Member Hoath to approve the November 9, 2017 Sault Ste. Marie Bridge Authority regular meeting minutes as written. The motion was seconded by Member Kinloch. Motion carried unanimously.

A motion was made by Member White to approve the November 9, 2017 Sault Ste. Marie Bridge Authority closed session minutes as written. The motion was seconded by Vice Chair Dubé. Motion carried unanimously.

REPLY TO: PETER M. PETAINEN, GENERAL MANAGER

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

Vice Chair Dubé reported CBSA staff have been operating in the new building since December 18, 2017. There remains \$625K in the budget, which is being used to add back in some items that were originally removed from the scope of work. There are a few small things that remain unfinished; however, they will be completed in early spring. FBCL is having discussions with the Minister's office as to whether or not a ribbon cutting ceremony will occur, Vice Chair Dubé stated she will provide an update at the May SSMBA meeting.

III. **Capital Project Updates**

A. Rocker Link Project

Karl reported he has been closely monitoring the rocker links and how the new plates are performing. It appears the colder it gets, the less the beams shrink which is allowing the newly installed plates to work as is. Karl states he will continue to monitor these through one more winter via the installation of a camera, this will give a clear picture as to whether or not new plates will need to be mounted.

IV. **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. Karl reported we are still seeing a lot of fluctuation in the amount of labor spent on custodial duties due to the new CBSA facilities. The IBA has been given the approval to post a temporary full time janitorial position which will be 100% funded through MDOT's Veterans Program; this position will be good for two years.

B. Maintenance Projects for 2018

Karl stated the annual asset management report was sent to the board via e-mail prior to the meeting. Karl reported 2017 was not a typical year at the IBA as most of the fulltime maintenance staff were dedicated to capital projects, which resulted in less routine maintenance projects being complete. This trade off from asset management productivity resulted in over \$1M in cost savings in capital projects. Karl stated 2018 will be a preventative maintenance intensive year with crack sealing, ivory and green rail painting, and spot painting on the U.S. Arch being the main focus.

C. Indefinite Delivery of Services (IDS) Contract

Karl stated the current three year Indefinitely Delivery of Services contract with Hardesty and Hanover expires in May 2018. This three year contract is used to perform annual inspections, routine studies, or other emergency response items that come up throughout the three year period. The IBA issued a request for proposals in September 2018 in which we received six proposals. All six were excellent proposals and after being thoroughly evaluated by a five person scoring panel, Hardesty and Hanover was selected as the most qualified firm.

Member Shackleton made a motion to approve a three-year \$1,000,000 (USD) Indefinite Delivery of Services contract with Hardesty and Hanover for annual inspections and other engineering services as may be authorized. Member Girard seconded the motion. Motion carried unanimously.

V. **Financial Operations**

A. Traffic and Revenue

Chief Financial Officer, Crystal Knutsen, reported traffic for 2017 ended with a slight (1%) decrease from 2016. There have been five new commercial accounts in the past couple of months which prevented that decrease from being much larger.

Crystal stated the radio ads we purchased in 2017 did not result in the increase in traffic that was anticipated; therefore, she will continue to pursue alternate avenues to increase traffic.

Crystal stated we expect the 100,000,000 crossing to occur in mid-March; when this occurs we will recognize a crossing coming from both north and south; this is what was done in 1965 at the 10,000,000 crossing.

B. December 31, 2017 Draft Year End Financial Statements

Crystal stated draft year-end financial statements were provided to the board for review. Any changes that occur by the Auditors from audit adjustments will be presented to the board at the May meeting.

Crystal stated she is pleased to report she did not have to touch any investments and that cash flow is currently stable and all expenditures remain on target.

C. Budget Correction

Crystal stated when the board approved the 2018 budget in November, there was a calculation error in the payroll portion which changed the budget from \$3.8M to \$5.7M. The error has been corrected and the board is asked to approve a budget amendment to account for this change.

Member Shackleton made a motion to approve the amended 2018 Revenue Fund Budget as presented. Member Pickett seconded the motion. Motion carried unanimously.

D. Letter to the Governor

A draft letter to the Governor was included in the SSMBA packet for board review.

Member Girard made a motion to approve the draft letter to the Governor, subject to any board changes, and submit to the Governor on or by March 31, 2018. Member White seconded the motion. Motion carried unanimously.

VI. **General Manager's Comments**

- Peter expressed his appreciation to FBCL for delaying their cash withdrawal for property purchases to help the IBA's cash flow. Other internal changes are being made in regards to accounts payable and purchasing which will allow better cash flow planning in the future.
- Peter stated he continues to work with City of Sault, Michigan City Manager, Oliver Turner, to make improvements to the bride bus route which we hope will increase ridership.

- Peter reported he, Karl, and Crystal met with Congressman Jack Bergman over I-500 weekend. The fix for the GSA retaining wall as well as the bridge widening project were the main topics of discussion.
- Pete and Crystal expressed their appreciation to Suzanne Moreau at the IBA for making all the travel and meeting arrangements for this trip.


VII. **Public Comment**

There was no public comment.

VIII. **Adjournment**

Member Shackleton made a motion to adjourn. The motion was seconded by Member Kinloch. The motion carried unanimously and the meeting was adjourned at 9:53 a.m.

Respectfully Submitted,
International Bridge Administration

A handwritten signature in blue ink, appearing to read 'P. Petäinen', with a long horizontal line extending to the right.

Peter M. Petäinen
General Manager

PP:cs