



SAULT STE. MARIE BRIDGE AUTHORITY

SAULT STE. MARIE, ONTARIO
NATALIE KINLOCH, CHAIR
ANTHONY PICKETT, MEMBER
WARREN ASKEW, MEMBER
THYE LEE, MEMBER

SAULT STE. MARIE, MICHIGAN
LINDA HOATH, VICE CHAIR
THOMAS BUCKINGHAM SR., MEMBER
SCOTT SHACKLETON, MEMBER
NICHOLAS WHITE, MEMBER

**Sault Ste. Marie Bridge Authority
Minutes
November 7, 2019
James McIntyre Board Room
Sault Ste. Marie, Michigan**

- Present:** Natalie Kinloch, Chair
Linda Hoath, Vice Chair
Warren Askew – Member
Thye Lee - Member
Anthony Pickett, Member
Nicholas White, Member
- Absent:** Thomas Buckingham, Sr., Member
Scott Shackleton, Member
- Also Present:** Laura Mester, Chief Administrative Officer, MDOT
Michael Dittenber – Attorney General’s Office, MDOT
Peter Petäinen – General Manager, IBA
Emily Jacques – 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
Suzanne Moreau – Account Technician, IBA
Holly Bishop – Calculations Assistant, IBA
Miles Munro – Student Assistant, IBA
Jeremy Sprague – Steeplejack Crew Leader, IBA
Drew Hojnoski – Equipment Technician, IBA
Dan Weingarten – MDOT Communications Representative
Richard Wianecki – Hardesty & Hanover, LLC
Mark Helinski – Hardesty & Hanover, LLC
Casey Collings – Great Lakes Engineering Group, LLC
Joel Amo – Chippewa Luce Mackinac Community Action Agency

Chair Kinloch called the meeting to order at 9:01 a.m.

I. **Approval of Minutes**

A motion was made by Vice Chair Hoath to approve the August 15, 2019 regular meeting minutes as written. The motion was seconded by Member Pickett. Motion carried unanimously.

REPLY TO: PETER M. PETAINEN, GENERAL MANAGER

II. General Manager Comments

- Peter welcomed two new members to the Sault Ste. Marie Bridge Authority, Thye Lee and Warren Askew; both members were appointed to SSMBA effective November 1, 2019.
- Peter stated per the Intergovernmental Agreement, he will present details for renewal and approval of insurance coverages at the February SSMBA meeting; current coverage has been extended through March 1, 2020.
- A vendor has been selected for the toll software update study; Peter will report on the successful vendor as well as negotiated contract price at the February SSMBA meeting.
- Transport Canada was onsite yesterday for a security site assessment, Peter will share any follow up from their visit at the February SSMBA meeting.
- Our lease with Parks Canada is scheduled for its 15-year renewal in the summer of 2020; IBA staff have begun the lease renewal process and will keep the board updated on any progress.
- Peter introduced Joel Amo, the Chippewa Luce Mackinac Community Action Agency (CLMCAA) Transit Coordinator. Mr. Amo provided an update of bridge bus operations. He stated CLMCAA has received federal grant money to purchase new vehicles; one of which will be a full-sized transit van to replace the current bridge bus, anticipated delivery of the new van is February/March of 2020. Ridership continues to decline with a total of 2,618 riders year-to-date for 2019. Mr. Amo discussed actions his area is taking to help increase awareness of the service to try to increase ridership; some of the things being worked on is:
 - Exterior window decals have been tested and were a success; this could potentially generate advertising revenue for the service.
 - Six new tablets will be purchased and will be integrated with CLMCAA's current dispatch software. The use of these tablets will allow bridge bus users to access applications that communicate directly with the bridge bus to reduce rider wait times. Delivery of the tablets are not expected until September of 2020.
 - The color of the bridge bus vehicle will be changed from the current red to blue, in an attempt to bring more visibility/awareness to the service.

Discussion took place regarding SSMBA Member concern for the increasing subsidy costs and continual ridership declines. All present agreed that the board is supportive of the service but wants to see improvements made to increase ridership and decrease costs. Peter will arrange for Mr. Amo to provide quarterly updates to the board to report on the progress of these improvements/changes.

Member Pickett made a motion to authorize the IBA to share in the local financial cost of the Chippewa Luce Mackinac Community Action Agency (CLMCAA) bridge bus service in support of the contract with the City of Sault Ste. Marie Michigan beginning October 1, 2019 and ending March 31, 2020. SSMBA's financial support is for an amount not to exceed equal amounts of \$7,500 (USD) from SSMBA and \$7,500 (USD) from the Michigan Department of Transportation bridge owner reserve; and the IBA will continue to subsidize the bridge toll for the bus through March 31, 2020. This motion is contingent upon quarterly reviews of progress of CLMCAA in completing modernization efforts, increasing marketing efforts, as well as results on ridership; it is noted that these quarterly reviews are not cursory reviews and may

result in ending the subsidy after March 31, 2020 if insufficient progress is shown. Member White seconded the motion. Motion carried unanimously.

III. **Financial Operations**

A. Traffic, Revenue, and Operations

CFO Emily Jacques reported total traffic as of September 30, 2019 is down 7.4% compared to last year. This decrease has improved slightly from the decrease reported as of June 30, 2019.

B. Third Quarter Financial Activity

Emily reported total combined assets as of 9/30 were at \$26.7 million; total liabilities were at \$3 million; toll revenue was \$5.3 million; and the total fund balance was at \$4.2 million.

Chair Kinloch inquired what the strategy is between cash and investments. Emily stated she is currently working on a cash flow analysis to forecast what the total cash balance will be at December 31st, the results of which may lead to an increase in investments.

C. 2020-2024 Business Plan

Emily thanked the board members for taking time to review the draft business plan; she stated all the comments submitted have been incorporated into the final draft of the plan being presented to the board today.

Vice Chair Hoath made a motion to approve and adopt the Sault Ste. Marie Bridge Authority (SSMBA) 2020-2024 Five Year Business Plan, including the Asset Management Plan, Capital Plan, and Long-Range Financial Plan, and the proposed SSMBA fiscal year budgets ending December 31, 2020 as presented. Member Askew seconded the motion. Motion carried unanimously.

D. 2019 Budget Amendment

The annual State Administrative charge for payroll processing is 1.9%. In preparing the 2019 budgets last year, the charge was incorrectly budgeted at 1%. A budget amendment to reflect the correct processing fees is requested at this time.

Member Lee made a motion to increase the 2019 Revenue Fund budgets for the presented payroll accounts by a total of \$35,523 (USD) to correctly fund the annual state civil service charges as invoiced to IBA for payroll processing. Member White seconded the motion. Motion carried unanimously.

IV. **Maintenance Operations**

A. Activity and Project Tracking Report

Asset Manager Marcus Eidenier stated current activity and project tracking reports were included in the board packet for review. Marcus stated it is expected that all 2019 maintenance budgets will be at or below budget.

B. Maintenance Projects for 2019

Asset Manager Marcus Eidenier reviewed the main projects the maintenance staff completed this season:

- 560 feet of ivory curb rail was cleaned and coated in 2019;

- 110 feet of the green handrail was cleaned and coated in 2019; with 17 of the green rail upright posts being replaced and 20 upright posts being cleaned and coated;
- Flood coating was applied to the U.S. Arch span;
- A work platform was designed and constructed by IBA maintenance staff to assist the maintenance crew with arch handrail replacement work; the work platform will also be used in future spot painting of the bridge arches. The design will be rated and sealed by Hardesty and Hanover, and included in the annual bridge inspection report;
- Three expansion joints were replaced with the EMSEAL bridge expansion joint system;
- 189 of the 236 routine maintenance items were completed for a total of 80.1%;
- Concrete repairs were made to the top of pier 20; IBA maintenance staff took this project on in-house which resulted in an estimated savings of \$177,000 compared to if the work would have been contracted. Similar repairs to the top of pier 19 will be done in 2020.

V. **Capital Project Update**

A. U.S. Army Corps Engineers (USACE) North Channel Blasting Project

Karl reported we are currently collecting information to monitor vibratory and seismic load data to establish baseline levels; two gauges have been installed on each affected pier. The project schedule has been amended for contract award for channel deepening in November 2019 with actual work commencing in 2020 through 2021.

B. 2019 Annual, Fracture Critical, and Underwater Inspections

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 Hoath to enter closed session, Member Pickett 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 10:24 a.m.

Member White made a motion to re-open the meeting to the public. Member Lee 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 11:21 a.m.

Casey Collings from Great Lakes Engineering Group, LLC stated the 2019 Underwater Inspection went well and that the structure is in good-fair conditions with no new findings.

Rick Wianecki from Hardesty & Hanover stated the 2019 Annual and Fracture Critical Inspection went well and that the Bridge continues to be in good-fair condition with no significant findings or changes from previous year.

Member Lee 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 2019 annual engineering report and fracture critical report dated November 2019 as prepared and submitted by Hardesty and Hanover; and the 2019 Underwater Inspection report as prepared and submitted by Great Lakes Engineering Group

with no exceptions taken. Vice Chair Hoath seconded the motion. Motion carried unanimously.

VI. Election of 2020 SSMBA Chair, Vice Chair, and Audit Committee Members

Member White made a motion to elect Linda Hoath as the 2020 SSMBA Chair. Chair Kinloch seconded the motion. Motion carried unanimously.

Member Pickett made a motion to elect Natalie Kinloch as the 2020 SSMBA Vice-Chair. Member Askew seconded the motion. Motion carried unanimously.

Member Askew made a motion to appoint Thye Lee as the 2020 SSMBA Audit Committee Chair. Vice Chair Hoath seconded the motion. Motion carried unanimously.

Member Pickett made a motion to appoint Warren Askew, Thomas Buckingham, Natalie Kinloch, and Nicholas White as 2020 SSMBA Audit Committee Members. Member White seconded the motion. Motion carried unanimously.

VII. Selection of 2020 SSMBA Meeting Dates

Vice Chair Hoath made a motion to set the following dates for the 2020 Sault Ste. Marie Bridge Authority regular meetings:

February 6, 2020
May 14, 2020
August 20, 2020
November 5, 2020

Member Pickett seconded the motion. Motion carried unanimously.

VIII. Public Comment

There was no public comment.

VII. Adjournment

Vice Chair Hoath made a motion to adjourn. The motion was seconded by Member Lee. The motion carried unanimously, and the meeting was adjourned at 11:36 a.m.

Respectfully Submitted,
International Bridge Administration



Peter M. Petäinen
General Manager