



## SAULT STE. MARIE BRIDGE AUTHORITY

### SAULT STE. MARIE, ONTARIO

NATALIE KINLOCH, CHAIR  
MICHELINE DUBÉ, MEMBER  
ANTHONY PICKETT, MEMBER  
ANDRÉ GIRARD, 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  
August 15, 2019  
James McIntyre Board Room  
Sault Ste. Marie, Michigan**

- Present:** Natalie Kinloch, Chair  
Linda Hoath, Vice Chair  
Micheline Dubé – Member  
André Girard - Member  
Anthony Pickett, Member  
Scott Shackleton, Member  
Nicholas White, Member
- Absent:** Thomas Buckingham, Sr., 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  
Brad Rouse – Steeplejack, IBA  
Dan Weingarten – MDOT Communications Representative  
Warren Askew – FBCL Chief Operations Officer

Chair Kinloch called the meeting to order at 9:04 a.m.

Chair Kinloch introduced FBCL Chief Operations Officer, Warren Askew. Warren’s office is located at the Blue Water Bridge though he will oversee operations across four bridges. Welcome Warren!

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

A motion was made by Vice Chair Hoath to approve the May 16, 2019 regular meeting minutes as written. The motion was seconded by Member Dubé. Motion carried unanimously.

REPLY TO: PETER M. PETAINEN, GENERAL MANAGER

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## II. **General Manager Comments**

- Peter welcomed Brad Rouse, IBA Steeplejack to the meeting. Additionally, he welcomed Emily Jacques, the IBA's new Chief Financial Officer. Emily is a licensed CPA and comes to us from the Easter Upper Peninsula Intermediate School District.

Member Shackleton made a motion to approve Emily Jacques, CPA as authorized signatory for the IBA's Canadian Imperial Bank of Commerce operating accounts, Royal Bank of Canada investment accounts, and the Soo Coop Credit Union cash clearing account. The motion was seconded by Member Pickett. Motion carried unanimously.

- Peter presented the board with a copy of an updated IBA organizational chart. The biggest change has been the reorganization of the toll department which is now referred to as "operations and services" and is still overseen by Operations Manager, Fiore Cappelli. Fiore has also resumed responsibility of the IBA custodial staff.
- The IBA recently hosted a visit by the State Transportation Commission Chair Todd Wyett and Dr. Marc Mallory, the husband of Michigan Governor Whitmer.
- The Ministry of Natural Resources & Forestry recently conducted annual outbound inspections on the Canadian Plaza; the new plaza layout has made these visits extremely nondisruptive to traffic.
- Four staff from the IBA maintenance department will be going to Duluth, Minnesota in October for Reachall training. The remainder of the staff will go the following year at which time all staff will be trained to operate this new piece of equipment.
- The 33<sup>rd</sup> Annual Bridge Walk saw an increased attendance; all went smooth with a lot of positive feedback received.

## III. **Financial Operations**

### A. Traffic, Revenue, and Operations

CFO Emily Jacques reported total year-to-date traffic as of 6/30/19 is down 9.9% compared to 2018. She stated revenue and operations are right on budget.

### B. Second Quarter Financial Activity

Emily reported total assets as of 6/30 show a decrease of 8% compared to the same time last year; this can be attributed to capital assets and depreciation. Balance sheet assets as of 6/30 were up 6%. Total liabilities remain consistent from 2018 with the majority being accrued payroll. Total fund balances are up 13% due to the April 1, 2019 toll increase. Revenue and expenditures are at or near 50% of budget as of 6/30.

### C. Draft 2020-2024 Business Plan

A draft copy of the 2020-2024 business plan has been sent to the board members for review and input. General Manager Peter Petainen stated the audit committee met yesterday afternoon and reviewed planning assumptions and a sensitivity analysis which resulted in a few changes to the overall business plan. A revised draft copy will be sent via e-mail to all board members; if you have any suggested changes or questions please submit them to the IBA by mid-October, at which time they will be incorporated into the final plan which will be submitted for board approval at the November meeting.

D. Approval of Auditor for FY2019

General Manager Peter Petainen stated our current contract with Anderson Tackman & Company is good through 2022; however, it does require annual renewal approval by the SSMBA board.

Member White made a motion to exercise the option to renew the contract with Anderson Tackman & Company as the Sault Ste. Marie Bridge Authority's independent auditor for the fiscal year ending December 31, 2019. The motion was seconded by Member Girard. 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. He reported there was a 44% decrease in landscaping/mowing activities; this is due to the very wet spring weather we experienced. Training shows a 118% increase which is a result of all fulltime maintenance staff attending working at heights training as well as two fulltime maintenance staff becoming certified welders. Marcus stated a new graph will now be included in the quarterly maintenance report; the graph shows total costs for labor, benefits, and equipment.

B. Maintenance Projects for 2019

Asset Manager Marcus Eidenier reviewed the main projects the maintenance staff are working to complete this season:

- Cleaning and Coating of the Ivory Curb Rail; this project is behind schedule with crews just starting to clean/prep the ivory rail.
- Flood coating between piers 18R – 22 took place last week. Having the flood coating applied will decrease the amount of individual crack sealing which save several man hours each year. A liquid silicone product was added to the flood coating product which results in the concrete being less porous and is believed to prolong the life of the flood coat. The MDOT crew left a supply of this product and the maintenance crew is going to test it on the vertical surfaces of the bridge piers which has proven to be difficult to seal in the past. With this project being complete, half of the bridge surface is now covered with a flood coating.
- Completion of the arch handrail is scheduled to begin August 19 during which time all arch tours will be suspended.
- The number of EMSEAL joint replacements this year has been reduced from 10 to 5.
- The crew has completed seven of the green rail upright replacements; the goal is to complete 20 this year.
- To date, 108 of the 236 (or 46%) routine maintenance projects have been complete; the goal is to complete 85%.

A photo of a piece of equipment designed and built by one of our fulltime maintenance members, Brad Rouse, was displayed for the board to see. The unit will assist the crew with completing the arch handrail and it will also be very useful in spot painting the arches. Hardesty and Hanover are currently reviewing the piece of equipment to assign a load rating to it and ensure the safety of its operation.

With the upgrade to the below deck security lighting in 2016, the IBA has several outdated metal halide light fixtures to dispose of. The units will be placed on the State of Michigan's auction site first prior to disposal.

Member Dubé made a motion to approval disposal of up to 21 outdated and out-of-service fully depreciated metal halide security system light fixtures. The motion was seconded by Vice Chair Hoath. Motion carried unanimously.

V. **Capital Project Update**

A. HVAC Retrofit Update

Bridge Engineer Karl Hansen reported the HVAC retrofit project is now substantially complete with training for staff scheduled for August 27, 2019. The noise levels and temperature fluctuations are much improved.

B. Underwater Inspection

Karl reported Great Lakes Engineering Group (GLEG) conducted the onsite underwater inspection during the first week of June with no significant findings reported. The inspection team did take a sample of the paint located on the armor plates to test for lead; results were positive for lead. The final report will include a recommendation for remediation of this paint in the future.

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

Karl reported seismic instrumentation was installed on Piers 20 and 21 and are now collecting data. This data will be electronically sent to Lansing and will then be shared with the IBA and Hardesty & Hanover. The goal is to establish a good baseline of data in various conditions to compare to activity once the blasting work commences.

D. 2019 Annual and Fracture Critical Inspections

The Hardesty & Hanover inspection team is onsite and currently working on the annual and fracture critical inspection. A presentation of the final report along with any findings will be presented at the November SSMBA meeting.

VI. **Public Comment**

There was no public comment.

VII. **Adjournment**

Member White made a motion to adjourn. The motion was seconded by Member Girard. The motion carried unanimously, and the meeting was adjourned at 9:50 a.m.

Respectfully Submitted,  
International Bridge Administration



Peter M. Petäinen  
General Manager