



SAULT STE. MARIE BRIDGE AUTHORITY

SAULT STE. MARIE, ONTARIO

NATALIE KINLOCH, CHAIR
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 4, 2021 Virtual Meeting via Zoom

Present: Natalie Kinloch, Chair (Ottawa, Ontario)
Linda Hoath, Vice Chair (Detroit, Michigan)
Thye Lee, Member (Ottawa, Ontario)
Warren Askew, Member (Sarnia, Ontario)
Scott Shackleton, Member (Sault Ste. Marie, Michigan)
Nicholas White, Member (Petoskey, Michigan)

Absent: Thomas Buckingham, Sr., Member

Also Present: Peter Petäinen, Bridge Director, IBA
Laura Mester, Chief Administrative Officer, MDOT
Michael Dittenber, Attorney General's Office, MDOT
Sara Moore, International Border Crossing & Trade Specialist, MDOT
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, Accounting Technician, IBA
Holly Bishop, Calculations Assistant, IBA
Dan Weingarten, MDOT Communications Representative
Richard Wianecki – Hardesty & Hanover, LLC
Mark Helinski – Hardesty & Hanover, LLC

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

I. **Approval of Minutes**

A motion was made by Vice Chair Hoath to approve the August 19, 2021 Sault Ste. Marie Bridge Authority regular meeting minutes with the following change: the correct spelling of Member Thye Lee's location is "*Maberly*". The motion was seconded by Member Lee. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

REPLY TO: PETER M. PETAINEN, BRIDGE DIRECTOR

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II. **Bridge Director's Comments**

A. Anticipated Border Changes

Peter stated the U.S. will begin opening its border and allow vaccinated non-essential travelers to enter the U.S. beginning on November 8, 2021. When travelers return to Canada, they will still need to meet all Canadian requirements which includes providing a negative PCR COVID test within the previous 72 hours. It is anticipated that Canada may lift the PCR testing requirement shortly after the new year. The IBA will be closely watching for an announcement of phase two of the U.S. border opening to occur sometime in January 2022, at which time it appears all travelers, essential or non-essential, will be required to be fully vaccinated.

B. Toll Software Replacement Project

Peter reported the project is progressing well and is currently in the third design milestone. Test lane loops are currently being installed and equipment is scheduled for delivery in early December. Factory acceptance testing will be done in January/February and it is anticipated the new software will go live in early June, which is several months ahead of when the current Conduit contract will be expiring.

III. **Capital Projects**

A. 2021 Routine Detailed 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 Member Shackleton to enter closed session, Member Askew 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.

Member White made a motion to re-open the meeting to the public. Vice Chair 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 10:01 a.m.

Rick Wianecki from Hardesty & Hanover stated the 2021 Routine Detailed Inspection went well with no significant changes from the previous year and that the Bridge continues to be in good-fair condition.

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 2021 Routine Detailed Inspection report dated November 2021 as prepared and submitted by Hardesty and Hanover with no exceptions taken. Member Shackleton seconded the motion. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

B. Pier Monitoring Project Update

Bridge Engineer Karl Hansen reported the pier monitoring project is coming to a close due to the U.S. Army Corps of Engineers completing the lock deepening by the end of this month. The seismic monitoring devices will remain in service and available for monitoring should they be needed for any upcoming work at the locks. Final project costs for the pier monitoring will be reported at the February SSMBA meeting.

IV. **Finance and Operations**

A. Traffic, Revenue, and Operations

CFO Emily Jacques reported total traffic as of September 30, 2021 showed a 56.2% decrease compared to 2020.

B. Third Quarter Financial Report

CFO Emily Jacques reported combined balance sheet assets as of September 30, 2021 were at \$6.56M and the combined cash and investments were at \$4.31M. Total liabilities were at \$693K. Total net revenue for quarter end was \$2.8M with total next expenditures totaling \$3.8M.

C. 2022-2026 Business Plan

Peter stated comments by board members at the August meeting related to the continued and increasing risk the closed border has on the Authority's ability to fund and perform the necessary work to protect the respective owner interests in the bridge and related assets have been incorporated into the executive summary; the plan also anticipates reduced traffic lasting into 2024.

Vice Chair Hoath made a motion to approve and adopt the Sault Ste. Marie Bridge Authority (SSMBA) 2022-2026 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, 2022 as presented. Member Askew seconded the motion. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

D. 2021 Budget Amendments

Member White made a motion to amend the 2021 budgets as presented, including the respective revenue fund expense and revenue budgets by \$176,883 each to account for the contracted CBSA snow plowing income and expense, and by \$92,000 to account for the increase in liability insurance coverage. The motion was seconded by Member Askew. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

V. **Maintenance Operations**

A. Activity and Project Tracking Report

Asset Manager Marcus Eidenier stated overall labor and equipment usage spending is down 30% for the third quarter of 2021; the decrease is attributed to a decrease in winter plowing and sanding activities along with the payroll savings realized from staff temporary reassignments and four full time vacancies. It is anticipated that these costs will increase soon as the IBA begins to increase maintenance staffing levels as border restrictions continue to loosen.

B. Maintenance Projects

Marcus stated the maintenance crew comprised of three fulltime staff members focused their efforts this summer on completing routine maintenance items identified in the 2019 inspection. As a result of the current low staffing levels, several routine maintenance projects such as individual crack sealing, cleaning/coating of the ivory curb rail, U.S. arch spot painting, and concrete repairs to pier 19 are being postponed until next season. IBA maintenance staff have completed the removal of the decommissioned Shaw utility cable, Shaw Cable is covering all costs associated with the removal.

VI. **Election of 2022 SSMBA Chair / Vice Chair**

Member Shackleton made a motion to elect Nicholas White as the 2022 SSMBA Chair. Vice Chair Hoath seconded the motion. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

Member Askew made a motion to elect Natalie Kinloch as the 2022 SSMBA Vice-Chair. Member Lee seconded the motion. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

Member White made a motion to elect Thye Lee as the 2022 SSMBA Audit Committee Chair. Member Lee seconded the motion. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

Member Shackleton made a motion to appoint Thye Lee, Warren Askew, Linda Hoath, and Tom Buckingham as members of the SSMBA Audit Committee. Vice Chair Hoath seconded the motion. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

VII. **Selection of 2022 SSMBA Meeting Dates**

Member White made a motion to set the following dates for the 2022 Sault Ste. Marie Bridge Authority regular meetings:

February 24, 2022

May 12, 2022

August 18, 2022

November 10, 2022

Member Askew seconded the motion. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

VIII. **Public Comment**

There was no public comment.

IX. **Adjournment**

Vice Chair Hoath made a motion to adjourn. The motion was seconded by Member Lee. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously and the meeting was adjourned at 10:44 a.m.

Respectfully Submitted,
International Bridge Administration



Peter M. Petäinen
Bridge Director

PP:cs