



## SAULT STE. MARIE BRIDGE AUTHORITY

SAULT STE. MARIE, ONTARIO

NATALIE KINLOCH, CHAIR  
WARREN ASKEW, MEMBER  
THYE LEE, MEMBER  
ANTHONY PICKETT, 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 February 18, 2021 Virtual Meeting via Zoom

**Present:** Natalie Kinloch, Vice Chair (Apple Hill, Ontario)  
Linda Hoath, Chair (Sault, Michigan)  
Warren Askew, Member (Pt. Edward, Ontario)  
Thye Lee, Member (Ottawa, Ontario)  
Anthony Pickett, Member (Orleans, Ontario)  
Thomas Buckingham, Sr., Member (Newberry, Michigan)  
Scott Shackleton, Member (Sault, Michigan)

**Absent:** Nicholas White, Member

**Also Present:** Peter Petäinen, General Manager, 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

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

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

A motion was made by Member Shackleton to approve the November 5, 2020 Sault Ste. Marie Bridge Authority regular meeting minutes as written. The motion was seconded by Member Pickett. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

REPLY TO: PETER M. PETAINEN, GENERAL MANAGER

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A motion was made by Member Lee to approve the November 5, 2020 Sault Ste. Marie Bridge Authority closed session meeting minutes as written. The motion was seconded by Member Shackleton. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

## II. **General Manager Comments**

### A. Letter to Governor

A draft copy of the letter to the Governor for fiscal year ending December 31, 2020 was included in the packet for review. Peter stated he is happy to report that the first sentence of page 4 of the letter to the Governor has been changed to read: *“A request for an equal amount of support from MDOT has been approved and is pending distribution.”*

A motion was made by Vice Chair Hoath to approve the draft letter to the Governor and to submit it to the Governor on or by March 31, 2021. The motion was seconded by Member Askew. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

### B. Toll Software Replacement Project

Peter reported the project remains in the request for proposal phase; the timeline for when proposals are due has been slightly extended with proposals now being due on February 22, 2021. Proposals will be reviewed during the week of March 8<sup>th</sup> and the review panel will have a vendor recommendation for board consideration and potential approval at the May SSMBA meeting. The Michigan Department of Technology, Management, and Budget (DTMB) is the contracting authority for the current toll software; however, the IBA will be the contracting authority for the new toll software contract with DTMB being a stakeholder. This will allow the IBA to have direct control of the contract and more say over project management.

### C. Sault Ste. Marie Federal Bridge Support

Peter expressed sincere appreciation to FBCL for funding eight Canadian plaza projects via Canadian federal emergency funding sources. The eight projects total \$896,390 with the largest project being a security system upgrade in the amount of \$396k. Chair Kinloch thanked the IBA team for assisting with getting these projects going so quickly and noted all projects have a completion deadline of March 31, 2021.

### D. Other Comments

- Peter stated the Canadian Duty Free owner has submitted requests for federal financial assistance; these requests are pending, and Peter will provide an update at the May SSMBA meeting.
- Peter stated the U.S. Duty Free owner has also submitted a request to the IBA for financial relief. This request was discussed by the SSMBA audit committee yesterday. The audit committee has recommended the IBA work with the

MDOT Real Estate Division to determine what options are available. Options will be presented to the board at the May SSMBA meeting.

### III. **Finance and Operations**

#### A. December 31, 2020 Preliminary Year End Financial Report

Emily reported as of December 31, 2020 the combined balance sheet assets were at \$5.5M; of which \$3.1M was in cash and investments. Emily stated the authority's budgetary revenue loss for 2020 was \$4.1M and the overall decrease in operational cash funds for 2020 was 53%. Total liabilities as of December 31, 2020 were at \$2.8M and total fund balance was at \$2.6M. Toll revenue for 2020 came in at 43% of the budgeted amount at \$3.4M with total revenue for the year at \$3.6M.

Emily reported IBA staff changes in 2020 resulted in a 11.5% decrease in 2020 expenditures. The decrease was a result of staffing reductions through attrition including retirements, separations, and temporary reassignments. The IBA plans to leave these positions vacant in 2021 which will result in an additional 16% expenditure decrease in 2021.

#### B. Bridge Traffic

Total crossings for 2020 were at 340,318 which is a 74.8% decrease from 2019.

### 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 overall project labor shows a decrease of 15.1% compared to 12/31/2019; this is a result of temporary staffing reductions.

#### B. Maintenance Projects 2021

Marcus stated during the 2021 season the maintenance crew will focus on the remaining 26% of routine maintenance items identified in the 2019 annual inspection report. Additionally, staff will work on spot painting on the U.S. Arch, repairs to the top of pier 19, and decommissioning and removal of the Shaw Cable system from the bridge; all expenses relating to the removal of the cable system will be reimbursed by Shaw Cable.

### V. **Capital Project Update**

#### A. Indefinite Delivery of Services Contract

Karl reported the current three-year Indefinite Delivery of Services (IDS) contract with Hardesty and Hanover is scheduled to expire in May 2021. A request for proposals was issued for a new three-year IDS contract with proposals due on January 8, 2021. Proposals were received from Hardesty and Hanover, HDR Michigan, Modjeski & Masters, and Parsons Transportation Group. A selection team consisting of Karl

Hansen and Emily Jacques from the IBA, Carrie Warren from the Bluewater Bridge, Julie Neph from the Mackinac Bridge, and Jasper Boychuk from FBCL met on January 14, 2021 to review the proposals; the committee selected Hardesty and Hanover as the most qualified consultant.

Chair Kinloch asked what some of the deciding factors were in selecting Hardesty and Hanover and how long they have been the IBA's engineer of record. Karl stated they have been our engineer of record since 2009 and that it was Hardesty's partnership with WSP and their past experience with the IBA which resulted in them receiving the highest score.

A motion was made by Vice Chair Hoath to approve a three-year \$1,000,000 (USD) Indefinite Delivery of Services Contract with Hardesty and Hanover for bridge inspections or other engineering services as may be authorized. The motion was seconded by Member Lee. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

VI. **Public Comment**

There was no public comment; however, Chair Kinloch stated it is with great reluctance and sadness that FBCL has accepted Tony Pickett's letter of retirement. Tony will be retiring at the end of March and will be greatly missed.

VII. **Adjournment**

Member Pickett made a motion to adjourn. The motion was seconded by Vice Chair Hoath. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously and the meeting was adjourned at 9:50 a.m.

Respectfully Submitted,  
International Bridge Administration



Peter M. Petäinen  
General Manager