



SAULT STE. MARIE BRIDGE AUTHORITY

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

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

Sault Ste. Marie Bridge Authority Minutes February 24, 2022 Virtual Meeting via Zoom

Present: Nicholas White, Chair (Petoskey, Michigan)
Natalie Kinloch, Vice Chair (Apple Hill, Ontario)
Thomas Buckingham, Sr., Member (Newberry, Michigan)
Linda Hoath, Member (Sault Ste. Marie, Michigan)
Scott Shackleton, Member (Sault Ste. Marie, Michigan)
Warren Askew, Member (Point Edward, Ontario)
Thye Lee, Member (Ottawa, Ontario)

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
Cheryn Sanford, Departmental Analyst, IBA
Suzanne Moreau, Accounting Technician, IBA
Dan Weingarten, MDOT Communications Representative

Chair White called the meeting to order at 9:03 a.m.

I. **Approval of Minutes**

A motion was made by Member Hoath to approve the November 4, 2021 Sault Ste. Marie Bridge Authority regular meeting minutes as written. The motion was seconded by Vice Chair Kinloch. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

A motion was made by Member Hoath to approve the November 4, 2021 Sault Ste. Marie Bridge Authority closed session minutes as written. The motion was seconded by Member Askew. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

II. **Bridge Director's Comments**

A. Letter to the Governor

Peter reported the following addition was made to the annual letter to the Governor as requested by the Audit Committee during yesterday's meeting; this addition will be added as the second bullet point on page one:

Canadian civil unrest over COVID restrictions resulted in protests which closed critical international border connections between Michigan and Ontario in early 2022. Local protests were managed in Sault Ste Marie through effective bi-national cooperation between local police services and the International Bridge Administration, with support from federal, state and provincial law enforcement agencies. These partnerships aligned, planned and deployed resources quickly as the various border conditions evolved, which helped to deter any significant impact to our shared border crossing.

A motion was made by Member Shackleton to approve the draft letter to the Governor with the above noted addition and submit to the Governor on or by March 31, 2022. The motion was seconded by Chair White. 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 is only 8 months in and is already nearly 50% complete; as a comparison our last toll software replacement project which was started in 2012 took three years to reach 50% completion. Factory acceptance testing was completed this week and user acceptance testing is scheduled for a 13-day period and will be done by the end of May. The IBA's go-live date for the new software is scheduled for June 22, 2022; the current toll software contract with Conduit is set to expire on August 31, 2022. Peter stated he will present the media package that will be distributed to the public at the May SSMBA meeting.

C. Other Comments

Peter reported our border crossing experienced no issues from the recent border protests that took place at several International crossing locations. Peter stated the IBA received great cooperation from local law enforcement and a bi-national team was on site to address any issues that may have developed.

III. **Finance and Operations**

A. Traffic, Revenue, and Operations

CFO Emily Jacques reported total traffic as of December 31, 2021 showed a 42% decrease compared to 2020 and an 85% decreased compared to 2019. Emily stated the main decrease was seen in full-fare passenger and commuter traffic with commercial traffic only seeing a decrease of 2% for the year.

B. December 31, 2021 Preliminary Year End Financial Report

Emily reported the 2021 fiscal year deficit (pre-audit) was at \$745K which was significantly down from the 2020 deficit of \$2.3M.

Emily stated the 2019 Business Plan had \$7.9M budgeted for toll revenue in 2021; actual toll revenue for 2021 came in at \$2.9M which is a 63% budgetary loss.

Total assets as of 12/31/21 were at \$8.9M; total liabilities were at \$4.4M; and total cash and investments were at \$3.8M.

IV. **Maintenance Operations**

A. Activity and Project Tracking Report

Asset Manager Marcus Eidenier stated labor and benefits were down 31% when compared to 2020 which contributed to the reduction in our full-time maintenance staff. Total equipment costs increased by approximately \$19K in 2021 which can be contributed to the significant snowfall we received in the fourth quarter of 2021.

B. Maintenance Projects

Marcus reported in 2022 maintenance crews will focus on completing work items from the routine maintenance list generated from the 2021 bridge inspection report and from the 2020 fracture critical inspection report. Other projects that will be assigned as staff levels permit will be to complete the repair of the delaminated concrete on top of Pier 19, installation of new expansion joint seals, replacement of deteriorating electrical junction boxes on the Canadian Arch, and zone painting and finishing the handrail on the U.S. Arch.

C. Capital Equipment Disposal

The IBA's 2013 F-150 pick-up truck has developed a major engine issue and is currently unusable. The cost of repairs for the truck is estimated at \$8,500. This truck was scheduled for replacement in 2022 and with the repair costs significantly outweighing the value of the fully depreciated vehicle, the IBA respectfully requests board approval to dispose of the vehicle utilizing the State of Michigan's MI-BID auction system.

A motion was made by Member Buckingham to dispose of the 2013 Ford F150 Pick-up Truck, VIN #1FTFW1CT2DKE72215. The motion was seconded by Vice Chair Kinloch. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously.

V. **Capital Projects**

A. Pier Monitoring Project Update

Bridge Engineer Karl Hansen reported the pier monitoring project was completed back in November. Final projects costs have come in as follows:

Original Hardesty & Hanover maximum contract cost:	\$149,147
Total expended to Hardesty & Hanover:	\$ 43,952

Additionally, Karl reported \$4,134 was expended for the project to Verizon for providing the communication services which transmitted data from the bridge piers to Lansing.

VI. **Public Comment**

There was no public comment.

VII. **Adjournment**

A motion was made by Member Hoath to adjourn. The motion was seconded by Member Askew. A roll call vote was taken by all members present. All present voted aye. Motion carried unanimously and the meeting was adjourned at 9:49 a.m.

Respectfully Submitted,
International Bridge Administration



Peter M. Petäinen
Bridge Director

PP:cs