



## SAULT STE. MARIE BRIDGE AUTHORITY

SAULT STE. MARIE, ONTARIO

NATALIE KINLOCH, CHAIR  
THYE LEE, MEMBER  
RÉMI PAQUETTE, MEMBER  
KAREN RICHARDS, MEMBER

SAULT STE. MARIE, MICHIGAN

THOMAS BUCKINGHAM SR., VICE CHAIR  
LINDA HOATH, MEMBER  
SCOTT SHACKLETON, MEMBER  
NICHOLAS WHITE, MEMBER

### Sault Ste. Marie Bridge Authority

#### Minutes

November 16, 2023

James McIntyre Board Room

Sault Ste. Marie, Michigan

**Present:** Natalie Kinloch, Chair  
Thomas Buckingham, Sr., Vice Chair  
Thye Lee, Member  
Rémi Paquette, Member  
Karen Richard, Member  
Linda Hoath, Member  
Scott Shackleton, Member

**Absent:** Nicholas White, Member

**Also Present:** Peter Petäinen, Bridge Director, IBA  
Michael Dittenber, Attorney General's Office, MDOT  
Emily Jacques, Chief Financial Officer, IBA  
Karl Hansen, Bridge Engineer, IBA  
Cheryn Sanford, Departmental Analyst, IBA  
Dan Weingarten, MDOT Communications Representative  
Mark Helinski, Hardesty & Hanover, LLC  
Jeremy Sprague, IBA Maintenance Lead Worker  
Sheldon Salvalaggio, IBA Steeplejack  
Drew Hojnoski, IBA Equipment Technician  
Dyllon Anderson, IBA Laborer  
Nate Jeffreys, IBA State Worker

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

Chair Kinloch introduced and welcomed the newest SSMBA member, Karen Richards, FBCL Chief Operations Officer.

#### I. Approval of Minutes

A motion was made by Member Paquette to approve the August 17, 2023, Sault Ste. Marie Bridge Authority regular meeting minutes as written. The motion was seconded by Member Hoath. Motion carried unanimously.

REPLY TO: PETER M. PETAINEN, BRIDGE DIRECTOR

## II. **Bridge Director's Comments**

- A link to the 2023 International Bridge Tunnel and Turnpike Association Toll Excellence Award presentation was included in the board packet for members who wish to view the presentation. Bridge Director Petainen stated it was a privilege to be a part of the team accepting the award.
- Bridge Director Petainen stated he was invited by Sault, Michigan City Manager, Brian Chapman, to make a presentation to the first joint City Council/Commission meeting since 2017 on September 25, 2023. A link to the presentation was included in the board packet.
- The new approved toll rates and the new escort fee policy went into effect on October 1, 2023. The updates have gone very smooth, and we have received no comments or concerns from the public.

## III. **Bridge Engineering and Maintenance**

### A. 2023 Routine Detailed Inspection

Bridge Engineer Karl Hansen introduced Mark Helinski from Hardesty & Hanover, LLC who was here to present the 2023 Routine Detailed Inspection report findings.

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 Lee to enter closed session, Member Shackleton 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 9:07 a.m.

Vice Chair Buckingham 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 9:40 a.m.

Mark Helinski from Hardesty & Hanover stated the 2023 Routine Detailed Inspection went well with no new significant findings, and no prior findings having advanced. Mr. Helinski stated the Bridge continues to be in good to 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 2023 Routine Detailed Inspection report dated November 2023 as prepared and submitted by Hardesty and Hanover with no exceptions taken. The motion was seconded by Member Hoath. Motion carried unanimously.

Karl Hansen introduced the maintenance staff who are in attendance today to hear the inspection report findings. Karl expressed his appreciation to all of the

maintenance staff for their continued efforts in getting projects complete while working short staffed. Chair Kinloch stated SIBC staff recently experienced a workplace tragedy, details of which she will share with Pete and Karl to allow roundtable discussions to see if any further safety measures can be put into place. Chair Kinloch stated even though the current environment is “doing more with less” safety must remain the number one priority.

B. 2024-2027 IDS Contract

Karl stated the current IDS contract is set to expire in March 2024. The IBA is working to extend the IDS contract for a one-year period; an update will be provided at the February 2024 SSMBA meeting. No board action required at this time.

C. 2024 Underwater Inspection

The next underwater inspection is due to take place in 2024. Karl will be reaching out to the four MDOT prequalified consultants to request qualifications-based proposals before the end of the year. An update will be provided at the February 2024 SSMBA meeting. No board action required at this time.

D. U.S. Storm Sewer Main Cleaning and Inspection

Karl stated the U.S. sewer has never been inspected before and is now showing signs of back-up. The IBA will work with a company based out of Escanaba who holds a state contract for sewer inspection services. Karl will work with this company to determine the extent of the obstruction and then will determine what steps are necessary to clear it. Once the obstruction is cleared, Karl will secure the use of MDOT’s robot operated camera at no charge to inspect the physical condition of the sewer structure.

E. Maintenance Projects and Activity

Bridge Engineer, Karl Hanen, stated current project and activity reports were included in the board packets for review. Bridge electrical costs saw a significant increase which can be attributed to the Canadian Arch junction box replacement project. Equipment maintenance costs were also up significantly, which is no surprise with the aging condition of the IBA’s fleet.

IV. **Finance and Operations**

A. Traffic and Revenue

CFO Emily Jacques reported the IBA had a good summer with lots of traffic. As of 9/30/23 there were a total of 734,415 annual bridge crossings which is a 67.2% increase compared to 9/30/22.

B. Third Quarter Financial Report

CFO Emily Jacques reported total combined balance sheet assets were at \$8.2M as of September 30, 2023, and total liabilities were at \$800K. Total fund balances were at \$4.9M, total revenue was at \$5.9M, and total expenditures were at \$5M which is 74% of budgeted amount.

C. 2023 Proposed Budget Amendments

CFO Emily Jacques reported the proposed budget amendments presented to the audit committee yesterday has a net zero-dollar change; the request is to move money within accounts to bring line-item spending in line with budgets.

Member Shackleton made a motion to approve the 2023 budget amendments as presented in the board packet and as recommended by the audit committee. Member Richards seconded the motion. Motion carried unanimously.

D. Equipment Disposal

The 2012 International 7400 Max Force plow truck which was purchased in 2014 has become unusable due to major engine issues. The cost of engine replacement/rebuild is estimated to be \$63,514 (CDN). Considering that the equipment is fully depreciated, the significant repair costs, and no guarantees that similar issues will not re-emerge with this engine model, it is requested the board approve disposal of this truck. To facilitate the 2023-2024 winter plow season, the Mackinac Bridge Authority has loaned the IBA one of its surplus plow/sand trucks which was due for replacement and will be auctioned after his winter season.

Vice Chair Buckingham made a motion to dispose of the 2012 International 7400 Max Force plow truck, vin #1HTWDAAR8CJ620503 via the State of Michigan auction site. Member Paquette seconded the motion. Motion carried unanimously.

Vice Chair Buckingham stated at yesterday's audit committee meeting the IBA was given direction to start pursuing the purchase of a new plow truck. The IBA will look into all purchasing options and will keep the board updated.

E. Insurance Renewals

Vice Chair Buckingham made a motion to approve the insurance policy renewals as prepared by AON and VAST, with the additional recommended changes per the audit committee's recommendation for SSMBA/IBA for December 1, 2023 – November 30, 2024. Member Lee seconded the motion. Motion carried unanimously.

F. Draft 2024-2028 Business Plan

CFO Emily Jacques thanked the board for providing recommended changes to the draft business plan in a timely manner. All recommended changes/additions have been made and were included in the final draft provided to the board for review/approval.

Member Paquette made a motion to approve and adopt the Sault Ste. Marie Bridge Authority 2024-2028 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, 2024 as presented. Member Hoath seconded the motion. Motion carried unanimously.

V. **Election of 2024 SSMBA Chair/Vice Chair**

Member Shackleton made a motion to elect Vice-Chair Buckingham as the 2024 SSMBA Chair. Member Hoath seconded the motion. Motion carried unanimously.

Member Lee made a motion to elect Chair Kinloch as the 2024 SSMBA Vice-Chair. Member Paquette seconded the motion. Motion carried unanimously.

VI. **Selection of 2024 SSMBA Meeting Dates**

Member Hoath made a motion to set the following dates for the 2024 Sault Ste. Marie Bridge Authority regular meetings:

February 22, 2024  
May 16, 2024  
August 15, 2024  
November 21, 2024

Member Richards seconded the motion. Motion carried unanimously.

VII. **Public Comment**

There was no public comment.

VI. **Adjournment**

A motion was made by Vice Chair Buckingham to adjourn. The motion was seconded by Member Lee. Motion carried unanimously and the meeting was adjourned at 10:27 a.m.

Respectfully Submitted,  
International Bridge Administration



Peter M. Petäinen  
Bridge Director