

## NEW JERSEY TRANSPORTATION TRUST FUND AUTHORITY

Minutes of the meeting of the New Jersey Transportation Trust Fund Authority (“Authority”) held at the Office of the Commissioner in the Main Office Building of the New Jersey Department of Transportation, 1035 Parkway Avenue, Trenton, New Jersey on June 13, 2013 at 2:30 PM (EDT).

The following Authority members were present:

- James S. Simpson, Commissioner, New Jersey Department of Transportation (NJDOT); Chairman, New Jersey Transportation Trust Fund Authority (NJ TTFa)
- Steven Petrecca, Assistant State Treasurer, New Jersey Office of the Treasurer (Designee for the Honorable Andrew P. Sidamon-Eristoff, New Jersey State Treasurer) – (via teleconference)
- Joseph Ripa, NJ TTFa Vice Chairman- (via teleconference)
- Nelson Ferreira, NJ TTFa Public Member- (via teleconference)
- Robert Briant, Jr., NJ TTFa Public Member- (via teleconference)

Constituting a quorum of the Members of the Authority.

There were also present:

- Gary J. Brune, NJ TTFa Executive Director; CFO, NJDOT
- Aimee Manocchio Nason, Deputy Attorney General, NJDGL
- Lynn Besancon, Deputy Attorney General, NJDOL
- Kerstin Sundstrom, Governor’s Authorities Unit – (via teleconference)
- Judith Sigle, NJ TTFa Comptroller; Director, Division of Accounting and Auditing, NJDOT
- Linda Davino, NJ TTFa Secretary to the Authority
- Mina Tsintzas, NJ TTFa Assistant Secretary to the Authority
- Samuel Braun, Division of Accounting and Auditing, NJDOT
- Alemnesh Tessema, NJ TTFa Evaluation Committee Member, NJDOT
- Basil Giletto, Mid Jersey Chamber
- Vanessa Holman, NJDOT

Commissioner/Chairman James S. Simpson presided at the meeting and Linda Davino, Secretary, kept the minutes.

Commissioner/Chairman James S. Simpson convened the meeting at 2:35 PM. He introduced himself and made the following statement:

*"I wish to announce that adequate notice of today's meeting of the New Jersey Transportation Trust Fund Authority has been provided in accordance with the Open Public Meetings Act. Notice was filed with the Secretary of State. This notice was also e-mailed to five [5] newspapers of general distribution (The Trentonian, Trenton Times, Courier Post, Star Ledger, and the Atlantic City Press); posted on the Authority's website, and posted in the main entrance of the New Jersey Department of Transportation's Headquarters "*

Secretary Linda Davino called the roll. The following acknowledged their presence: James S. Simpson, and via teleconference; Nelson Ferreira, Steven Petrecca, Robert Briant, Jr., and Joseph Ripa.

After acknowledging that a quorum was present, Commissioner/Chairman James S. Simpson called the first order of business by requesting a motion to approve the minutes of the TTFA Board meeting on May 3, 2013.

Mr. Ripa moved the following resolution approving the Authority's May 3, 2013 meeting minutes:

**WHEREAS**, Article II, Section 8 of the Bylaws of the New Jersey Transportation Trust Fund Authority provides that the minutes of actions taken at the meetings of the Authority be approved by the Authority.

**NOW, THEREFORE, BE IT RESOLVED**, that the minutes taken at the meeting of May 3, 2013 of the New Jersey Transportation Trust Fund Authority are hereby approved.

The motion was seconded by Mr. Ferreira. Commissioner / Chairman James S. Simpson asked if anyone had any questions or further discussion. The members did not have any questions or discussion on the motion. The members were polled with all members being in favor, and no members were in opposition; therefore the motion was carried.

Next item on the agenda (Agenda Package, Item/Tab D), was the Appointment of Auditor for Annual Audit of Financial Statements.

Commissioner/Chairman James S. Simpson asked Robert A. Briant, Jr. a member of the Audit Committee, to lead the discussion on the appointment of the auditor for the Annual Audit of the Authority's Financial Statements. Robert A. Briant, Jr. informed the Board that the Evaluation Committee issued an RFP for Auditing Services and received four responses. The Evaluation Committee, reviewed the responses and recommended that Hutchins, Meyer & DiLieto, PA be selected as the Authority's auditor. The Audit Committee, consisting of three members; Robert A. Briant Jr., Joseph Ripa, and Joseph Bertoni, agreed with this recommendation as Hutchins, Meyer & DiLieto was a qualified candidate and lowest bidder.

Mr. Petrecca notified the Board that he would not be participating in any discussion or vote, by stating his recusal from this matter, as his brother is a member of a responding audit firm.

Commissioner/Chairman James S. Simpson then asked the Members if there were any questions or further discussion on this matter. Hearing none, James S. Simpson requested a motion to adopt the resolution to appoint Hutchins, Meyer & DiLieto, PA as Auditor for the annual Audit of the Authority's Financial Statements.

Mr. Briant then moved the following resolution:

**APPOINTMENT OF AUDITOR FOR ANNUAL AUDIT OF FINANCIAL  
STATEMENTS**

**WHEREAS**, pursuant to Section 17 of the New Jersey Transportation Trust Fund Authority Act of 1984, as amended, N.J.S.A. 27:1B-1 et seq. (the "Act"), the New Jersey Transportation Trust Fund Authority (the "Authority") is required to conduct an annual audit of its affairs and deliver a written report with respect to such audit to the Governor and the Legislature; and

**WHEREAS**, the Authority requires the services of a professional accounting firm with respect to the preparation of such audit; and

**WHEREAS**, in accordance with Executive Order No. 122 (McGreevey 2004) and the By-laws of the Authority, the Audit Committee assists the Board in retaining an independent auditor to conduct the annual audit; and

**WHEREAS**, pursuant to the auditor selection process set forth in Executive Order No. 122 (McGreevey 2004) and the By-laws of the Authority, the Evaluation Committee conducts a solicitation and evaluation of eligible auditors and provides a written report to the Audit Committee, which then evaluates the report and makes a recommendation to the Board; and

**WHEREAS**, on March 13, 2013, the Evaluation Committee distributed the request for proposal for an auditor ("RFP"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, to various firms, which RFP provided for the selection of a firm to serve as auditor for the Authority for the one-year term of Fiscal Year 2013, which engagement shall be renewable, at the option of the Authority, for the one (1) one-year term of Fiscal Year 2014,

including the performance of the annual audit for Fiscal Year 2013 and Fiscal Year 2014, respectively, at the rates set forth in the winning firm's proposal; and

**WHEREAS**, the Evaluation Committee received four responses to the RFP from McEnerney, Brady & Company, LLC, ("McErnery"), Mercadien, P.C. ("Mercadien"), Wiss & Co., LLP, ("Wiss"), Hutchins, Meyer & DiLieto ("Hutchins"), reviewed and evaluated the responses from McEnerney, Mercadien, Wiss and Hutchins, and made a written recommendation to the Audit Committee to accept Hutchins proposal, a copy of which proposal is attached hereto as Exhibit "B" and incorporated herein by reference.

**WHEREAS**, the Audit Committee met on May 30, 2013, considered the Evaluation Committee's report, a copy of which is attached hereto as Exhibit "C", and determined to recommend to the Authority that it award the contract for auditor to Hutchins, and a copy of the Audit Committee's Report is attached hereto as Exhibit "D", and

**NOW THEREFORE, BE IT RESOLVED**, that

1. The Authority hereby acknowledges receipt of the recommendation of the Audit Committee, which recommends that the Authority award the contract for auditor to Hutchins.
2. The Authority hereby authorizes the engagement of the firm of Hutchins to serve as auditor for the Authority for the one-year term of Fiscal Year 2013 and to perform the annual audit for the Authority for Fiscal Year 2013, which engagement shall be renewable, at the option of the Authority, for a one (1) year term of Fiscal Year 2014, including the performance of the annual audit for Fiscal Year 2013 and 2014, respectively, at the rates set forth in Hutchins' proposal and in accordance with the terms and condition of the RFP.
3. The Authority hereby authorizes the Executive Director to take and do any and all acts and things as may be necessary or desirable in connection with such selection.
4. This Resolution shall take effect upon adoption in accordance with the Act.

The above resolution was seconded by Mr. Ripa and adopted on a call of roll as follows:

**AYE: 4**

**NAY:**

**ABSTAIN: 1**

**ABSENT: 1**

# NEW JERSEY TRANSPORTATION TRUST FUND AUTHORITY

## REQUEST FOR PROPOSAL FOR AUDITING SERVICES

May 2013

### I. PURPOSE

The New Jersey Transportation Trust Fund Authority (the "Authority") was created by the State of New Jersey (the "State") in 1984 to provide a stable, predictable funding mechanism for transportation projects undertaken by the New Jersey Department of Transportation (the "Department"). Transportation projects financed by the Authority include expenditures for the planning, acquisition, design, construction, repair, and rehabilitation of public facilities for ground, water or air transportation of people or goods. The Authority also finances State aid to counties and municipalities for transportation projects. The Authority is governed by seven members including the Commissioner of the New Jersey Department of Transportation (the "Commissioner") and the State Treasurer who serve as ex-officio members.

Through this Request for Proposal (the "RFP"), the Authority is soliciting responses from accounting firms interested in serving as Auditor for the Authority for *fiscal year 2013 (July 1, 2012 through June 30, 2013), renewable at the option of the Authority for a one year period for the fiscal year ending June 30, 2014*. The primary purpose of this contract is to complete a full audit of the Authority's *FY 2013 financial transactions (ending June 30, 2013)*. Questions concerning this RFP may be directed to Alemnesh Tessema, NJ Transportation Trust Fund Authority; P.O. Box 600; 1035 Parkway Avenue; Trenton, NJ 08625 at 609-530-2276.

### II. BACKGROUND (for a comprehensive overview see [www.state.nj.us/ttfa](http://www.state.nj.us/ttfa))

#### A. History

The Authority is a public body corporate and politic, with corporate succession, constituted as an instrumentality of the State organized and existing under and pursuant to the New Jersey Transportation Trust Fund Authority Act (the "Act"). For the purpose of complying with Article V, Section IV, Paragraph I of the State Constitution, the Authority is allocated within, but is independent of any supervision or control by, the Department. The purpose of the Authority is to provide the payment for and financing of all or a portion of the costs incurred by the Department for the State transportation system, including, without limitation, (i) the State's share (which may include State advances with respect to any Federal share) under Federal Aid Highway Laws of the costs of planning, acquisition, engineering, construction, reconstruction, repair resurfacing and rehabilitation of public highways, (ii) the State's share (which may include State advances with respect to any Federal share) of the costs of planning, acquisition, engineering, construction, reconstruction, repair and rehabilitation of public transportation projects and other transportation projects in the State, and (iii) State aid to counties and municipalities for public transportation projects.

The Authority must submit a financial plan to the State Legislature explaining the financing of

the transportation system projects that the Department has proposed for the upcoming Fiscal Year. The financial plan must contain an enumeration of the Authority revenues, including (i) the proceeds of any anticipated bond issues, (ii) investment income, and (iii) State appropriations. Additionally, the financial plan must include an aggregation of project expenditures for the current Fiscal Year.

Pursuant to the Act, the Commissioner may from time-to-time (but not more frequently than monthly) certify to the Authority an amount necessary to fund payments, made, or anticipated to be made, by or on behalf of the Department. The Authority is obligated to provide such amount from its revenues or other funds, including proceeds from the sale of bonds. The Act directs the Authority, within fifteen (15) days of receipt of the Commissioner's certificate, to transfer funds to the State Treasurer for deposit in a special fund maintained by the State Treasurer (the "Special Transportation Fund") in an amount equal to the amount so certified by the Commissioner. Expenditures from the Special Transportation Fund may be made on behalf of the Department only pursuant to legislative appropriations or authorizations. The Department provides such certificates on a monthly basis, when cash is necessary for transportation system improvement disbursements to minimize the amounts maintained in the Special Transportation Fund.

*The Act was renewed during Fiscal Year 2012. The debt service is provided by constitutionally dedicated revenues comprised of Motor Fuels Taxes, but not less than \$483 million, an amount equivalent to the revenues derived from the tax imposed on the sale of petroleum products of not less than \$200 million in each applicable Fiscal Year, and an amount equivalent to the revenues derived from the tax imposed under the Sales and Use Tax Act on the sale of new motor vehicles of not less than \$200 million for each applicable Fiscal Year, and statutorily dedicated revenues derived from the Toll Road Contributions, Heavy Truck Registration Fees, and Good Drivers Surcharges. Statutorily dedicated revenues are subject to annual appropriation by the Legislature.*

*FY 2012 ended with an outstanding bond balance of \$13,471,020,716. As of January 31, 2013 the Authority issued its Transportation System Bonds, the 2012 Series A and its Program System Bonds, the 2012 Series AA pursuant to its 1995 Transportation System Bond Resolution, adopted on June 15, 1995, as amended and supplemented (the "Bond Resolution") for the purpose of paying State Transportation System Costs. The outstanding bond balance to date is \$14,418,800,716. Bond proceeds are combined with the Authority's revenues to fund State transportation improvement projects and to defease or refund a portion of the Authority's outstanding bonds. "Revenues" under the Bond Resolution include (i) all amounts appropriated by the State Legislature and paid to the Authority by the State Treasurer from the Transportation Trust Fund Account in the State General Fund, (ii) any other amounts appropriated by the State Legislature and paid to the Authority by the State Treasurer, or received by the Authority from any other source and pledged by the Authority as security for the payment of bonds, and (iii) interest received on any moneys or securities held pursuant to the Bond Resolution.*

### **3. Flow of Funds**

Pursuant to the Bond Resolution, all revenues shall be promptly deposited by the Authority as received into the Transportation Improvement Fund. The Authority shall transfer or credit to the Trustee, for deposit in the following Funds and Accounts, on the following date and in the following order of priority the amounts set forth below, but only to the extent the amount in the Transportation Improvement Fund shall be sufficient therefore:

1. On or before each payment date with respect to each Series of Bonds for deposit in the

Trustee Debt Service Fund, the amount, if any, so that the balance in the Fund shall equal the amounts of Debt Service on all Series of Bonds coming due on such Payment Date.

2. On or before the due dates thereof, for deposit in the Debt Service Fund, the amount of any Financing Facility Payment Obligations.
3. On or before the due dates thereof, and subject and subordinate at all times to the payments, credits or transfers required pursuant to paragraphs 1 and 2 above, for deposit in the Subordinated Debt Fund, the amount of any principal, prepayment or redemption price, interest or other amounts payable in connection with any Subordinated Debt.

### C. Systems, Records, and Procedure

1. The Authority maintains its records for the governmental fund financial statements on a modified accrual basis. The State of New Jersey has implemented the changes defined in GASB 34 and any subsequent guidance.
2. All records pertaining to the Authority's Funds are available at the Office of the Director, Division of Accounting and Auditing, New Jersey Department of Transportation.
3. State appropriations are paid to the Authority in accordance with an appropriation schedule established by the Office of Management and Budget.
4. All Transportation Improvement Fund expenditures are disbursed by wire to the State's Special Transportation Fund. All disbursements to the Special Transportation Fund must be audited. Monies disbursed from the Special Transportation Fund are not included in this audit.
5. All Authority Operating and Cost of Issuance Expenses are disbursed by checks, wire, or ACH payments authorized by two signatures. Approximately 116 disbursements were made during the Fiscal Year, which ended *June 30, 2012*.
6. All securities held by the Authority are purchased through the State's Division of Investments.
7. The Authority's short-term investments are held in the State of New Jersey's Cash Management Fund (Money Market).
8. The State staff that maintains the Authority's books and accounts will be available to assist the auditors.

### (ii). Scope of Services

The principal accounting and auditing activities required of the accounting firm will include:

#### A. Annual Audit

An annual audit of all the Authority's books, records *and annual financial statements* prepared in accordance with Generally Accepted Accounting Principles *and perform an audit in accordance with Generally Accepted Audit Standards*, within sixty (60) days of the end of the State Fiscal Year including:



1. Examining deposits, vendors' vouchers, receipted bills, statements and any other supporting documentation.
2. Examining all of the Authority's accounts, obtaining evidence as to the existence of the funds in each account, and determining that fund balances have been classified properly.
3. Verification of monies transferred between different Authority funds and accounts.

#### **B. Signed Reports**

The issuance of a signed report(s) of audit to the Authority and Trustee that includes at least (i) a statement of assets and liabilities of all funds (including operational and investments) held by the Authority and the Trustee as of the end of such Fiscal Year, (ii) a statement of revenues, expenses and changes in fund balance of the Authority for such Fiscal Year, (iii) a statement of cash receipts and disbursements of the Authority for such Fiscal Year, (iv) a statement whether the balance in the Debt Service Reserve Account satisfies the requirements of the Bond Resolution and the Grant Anticipation Bond Resolution, if any, and (v) an opinion that the statements fairly present the financial position of the Authority;

#### **C. Accountants Certificate**

The issuance of an accountant's certificate which shall state whether or not, to the knowledge of the signer, the Authority is in default with respect to any of the covenants, agreements or conditions on its part contained in the Bond Resolution and the Grant Anticipation Bond Resolution, if any, and if so, the nature of such default.

#### **D. Internal Control Reports**

The issuance of separate reports to the Authority assessing the effectiveness of the Authority's internal control procedures, and recommending any changes to those procedures. Internal control assessments should be prepared annually and findings must be discussed in detail with the Authority.

#### **E. Bond Document Review**

The review of the Authority's bond documents for the issuance, when appropriate, of comfort and/or consent letters to facilitate subsequent bond issues of the Authority.

#### **F. Financing Analysis/Review**

The review and analysis of traditional fixed rate synthetic fixed rate bonds (auction rate bonds swapped to a fixed interest rate) and Capital Appreciation Bonds.

### **IV. Information to be Provided In Your Proposal**

#### **A. Firm Description**

Provide a brief description of your firm. Also, include the most recent Peer Review opinion of your firm with the proposal.

## B. Audit Engagement Manager

List the education and experience of the Project/Engagement Manager and Principal that will be responsible for managing the on-site staff and ensuring quality and schedule goals are met.

## C. Key Staff

List the on-site auditors that will be assigned to this audit and include their education and experience.

## D. Firm Experience

1. Provide a detailed summary of the firm's recent *experience during the prior three calendar years ending December 31, 2009*, as an Auditor to large non-profit public agencies that issue bonds. Include the following information:
  - a. Name a *minimum of three clients* for references with telephone numbers and contact person
  - b. Dates of engagements
  - c. Personnel assigned
2. Describe the firm's experience in developing and reviewing accounting systems for high levels of internal control.
3. Provide a description of any experience with the analysis of synthetic fixed rate bonds and capital appreciation bonds in the prior two calendar years.
4. Detail the number of *government-wide annual audits* performed in the last three calendar years in accordance with *Governmental Auditing Standards*.

## E. Cost Proposal

1. Please provide your Cost Proposal as follows:
  - a. Hourly rates for different categories of professionals.
  - b. List the employees to be assigned to this project by name and category
  - c. Provide an estimate of non-labor disbursements if included as an additional cost.
  - d. Maximum compensation for auditing Fiscal Year 2013, ending June 30, 2013.
  - e. Maximum compensation for auditing Fiscal Year 2014, ending June 30, 2014.
2. The Authority will require the invoices for each service to include a breakdown of billed hours by date, task description, and personnel assigned.

## V. Proposed Evaluation Criteria

The Authority has appointed a committee to review the proposals submitted in response to this request and to make recommendations to the Authority's Board. The committee will review all proposals in light of the major evaluation criteria generally set forth below, which are not in order of importance.

1. The bidder's detailed approach and plans to perform the services required by the Scope of Work Section of this RFP.
2. The bidder's documented experience in successfully completing contracts of a similar size and scope to those required by this RFP.
3. The qualifications and experience of the bidder's management, supervisory or other key personnel assigned to the contract, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to those required by the RFP and a Peer Review with an unqualified opinion.
4. The overall ability of the bidder to mobilize, undertake and successfully complete the contract.

**Contract Terms:**

The Authority shall notify the contractor of the number of final copies to be delivered. One copy shall be unbound and an electronic (pdf) file. The distribution of these reports shall be conducted by the Authority.

Audit work papers must be retained for a period of not less than three (3) years from the date of receipt of the contractor's final payment and be made available to the State and/or Authority when requested.

Litigation support is not included in the bid price. The contractor shall provide expert testimony when necessary regarding any litigation resulting from audit work done as part of this contract. Expert testimony support shall be provided at the hourly rates and by the labor titles listed on the contractor's budget for litigation support. The Authority will not assume any liability for the cost of the contractor's legal counsel.

**VI. Submission of Proposal**

One original and four copies of your proposal should be sent to Alemnesh Tessema, Program Supervisor, Internal Auditing, Office of Inspector General, New Jersey Department of Transportation, 1035 Parkway Avenue, PO Box 600, Trenton, NJ 08625. All proposals will be expected by 2:00 p.m. on April 5, 2013. Any proposals received after this date and time will not be given any consideration.

The Authority reserves the right to accept a bid for the first year audit only, to reject any and all proposals and to waive any minor irregularities in a bid. Should the Authority accept a multi-year contract, which is subject to annual appropriation, it reserves the right to terminate the contract after the completion of each annual audit.

Exhibit "B"

## Hutchins, Meyer & DiLieto, PA

Certified Public Accountants • Business & Financial Advisors

Robert H. Hutchins, CPA, CVA  
Eugene M. Farrell, CPA, RMA (1982-2012)  
Alan E. Meyer, CPA, ABA, CFP  
Joann DiLieto, CPA

Glenn G. MacPell, CPA  
Keren D. Davis, CPA, CMA, CFFA, CIA  
Crystal L. Fitzpatrick, CPA  
Eugene T. Marfizio, CPA

512 Main Street • PO Box 1778  
Imms River, NJ 08754  
Tel: (732) 240-5600  
Fax: (732) 505-8258

April 2, 2013

Alemnesh Tessema, Program Supervisor  
Internal Auditing  
Office of Inspector General  
New Jersey Department of Transportation  
1035 Parkway Avenue  
P.O. Box 600  
Trenton, New Jersey 08625-0600

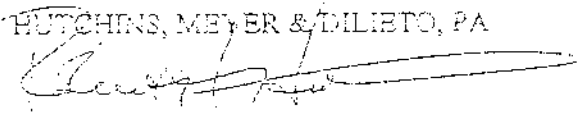
Dear Ms. Tessema:

In response to the Authority's Request for Proposal, please find enclosed one (1) original, four (4) bound copies of our proposal to serve as Auditor for the New Jersey Transportation Trust Fund Authority for the fiscal year ending June 30, 2013.

I trust our proposal is responsive to the Authority's Request for Proposal, however, if you have any questions or need any additional information, please do not hesitate to contact me.

Very truly yours,

HUTCHINS, MEYER & DILIETO, PA

  
Robert H. Hutchins

Enclosures

RHH/tjn

NEW JERSEY TRANSPORTATION  
TRUST FUND AUTHORITY  
PROPOSAL FOR AUDITING SERVICES  
FOR THE YEAR ENDING JUNE 30, 2013

APR 2 2013  
APR 2 2013  
APR 2 2013

Hutchins, Meyer & DiLieto, PA  
512 Main Street, P.O. Box 1778  
Toms River, NJ 08754

Contact: Robert H. Hutchins, CPA  
732/240-5600

April 2, 2013

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## EXECUTIVE SUMMARY

This proposal discusses our approach to the New Jersey Transportation Trust Fund Authority's audit. In reviewing our proposal, we ask you to consider the following points which distinguish Hutchins, Meyer & DiLieto, PA (formerly Hutchins, Farrell, Meyer & Allison, P.A.) from "the pack" and demonstrate why we are your best choice to New Jersey Transportation Trust Fund Authority:

- All professional staff have met and, in most cases, have exceeded the CPE requirements mandated by the American Institute of Certified Public Accountants (AICPA), the New Jersey Society of Certified Public Accountants (NJSCPA), and the single audit standards set by the Yellow Book. Hutchins, Meyer & DiLieto, PA is qualified by the State of New Jersey to give CPE instruction.
- We are not just interested in the clients we serve; we are committed to the public and non-profit sector. We like the business of authorities, government and education. Many of our Principals and Associates serve in leadership positions in authorities and non-profit organizations. We know what Members require from their auditors and advisors.
- Our Peer Review has always resulted in an unqualified "clean" opinion. We urge the Authority to carefully review the Peer Reviews, including letter of comments, if any, of all proposing firms as this can help distinguish one firm from another.
- Principals in our firm have served various steering committees in addressing the everyday problems confronting education and government.

In short, we are offering the New Jersey Transportation Trust Fund Authority the opportunity to retain a firm with a reputation that is untarnished, services that are exemplary, professionals that have outstanding experience and credentials in authorities, non-profits, and governments and the profession, and a commitment to the public sector that is unmatched in the accounting community. We have extensive experience auditing Authorities.

We will perform an annual audit of all of the Authority's books, records and annual financial statements prepared in accordance with generally accepted accounting principles and perform an audit in accordance with auditing standards generally accepted in the United States of America and in accordance with *Government Auditing Standards* within sixty (60) days of the end of the State Fiscal Year. We will:

- Examine deposits, vendors' vouchers, receipted bills, statements and any other supporting documentation.
- Examine all of the Authority's accounts, obtaining evidence as to the existence of the funds in each account, and determine that fund balances have been classified properly.
- Verify monies transferred between different Authority funds and accounts.

## EXECUTIVE SUMMARY (continued)

We will issue:

- Signed report(s) of audit to the Authority and Trustee will include (i) a statement of assets and liabilities of all funds (including operational and investments) held by the Authority and the Trustee as of the end of such Fiscal Year, (ii) a statement of revenues, expenses and changes in fund balance of the Authority for such Fiscal Year, (iii) a statement of cash receipts and disbursements of the Authority for such Fiscal Year, (iv) a statement whether the balance in the Debt Service Reserve Account satisfies the requirements of the Bond Resolution and the Grant Anticipation Bond Resolution, if any, and (v) an opinion that the statements fairly present the financial position of the Authority;
- An accountant's certificate which shall state whether or not, to the knowledge of the signer, the Authority is in default with respect to any of the covenants, agreements or conditions on its part contained in the Bond Resolution and the Grant Anticipation Bond Resolution, if any, and if so, the nature of such default; and
- Separate reports to the Authority assessing the effectiveness of the Authority's internal control procedures, and recommending any changes to these procedures. Any findings will be discussed in detail with the Authority.

Further information concerning firm background and related experience and the client service team to serve you are presented in the accompanying pages.



## PROFILE OF HUTCHINS, MEYER & DILIETO, PA

### 1. Background of Local Organization

At Hutchins, Meyer & DiLieto, PA our primary concern is and always has been providing outstanding auditing services to our clients. We are proud of the high quality of our auditing, accounting and tax services, which are the main reasons why our clients have selected us and continue to retain our services.

Members of our firm have achieved records of outstanding contributions to the accounting profession. We believe our participation in the organized activities of the accounting profession is an important resource in our capacity to serve our clients. Through such participation we, as a firm, and our partners, individually, have played key roles in the refinement of techniques, the innovations and the progress of our profession for the benefit of the clients we serve.

### 2. Background of the Firm

#### How We Are Organized

Hutchins, Meyer & DiLieto, PA is a professional corporation with three Principals who are responsible for the administration of the firm's practice and for the overall coordination and supervision of specific client engagements. The firm as a whole is administered by a Managing Principal, with policy direction from the other Principals. Principals are actively engaged in the planning, execution and delivery of the audit. Principals work as a collaborative team on all engagements for best client service.

Sharing many of the responsibilities of our Principals are Managers. Managers assist Principals on large engagements and are responsible for the complete coordination and supervision of a number of other engagements. Like our Principals, they spend a good deal of their time consulting with the senior executives of client organizations and providing advice on important accounting and management matters. The Manager in turn relies heavily on his/her seniors for the detailed planning, programming and scheduling of each engagement, and for the supervision of staff assistants in carrying out the various parts of the engagement and drafting reports.

### 3. Other Services

#### A. Advisors

The purpose of a financial advisor, in a financing transaction, is to assist the client undertaking the process of a financing and to provide consulting services through the actual execution of the financing. We have served as financial advisor in the public offering of debt for many of our clients.

We have a Litigation (Forensic) Services Group with both government and private sector experience. Hutchins, Meyer & DiLieto, PA also has a highly competent tax department.

#### B. Consultants

Hutchins, Meyer & DiLieto, PA has undertaken many different types of operational reviews for a large cross-section of clients and has the ability and experience to perform most any type of operational review required by our clients. We have performed Rate Studies for many Authorities. Many of our clients engage us to advise them on strategic planning as well as Human Resource consulting to fill technical positions, employee benefit issues and labor cost studies.

## PROFILE OF HUTCHINS, MEYER & DILIETO, PA (continued)

### 4. Experience

This section presents the background and experience which uniquely qualify us to provide professional services to our clients. The qualifications of the firm are demonstrated by examples of prior engagements of similar nature and complexity.

#### The Qualities That Distinguish Hutchins, Meyer & DiLieto, PA

Viewed from the outside, the similarities between one public accounting firm and another may seem more striking than the differences. The majority of CPA firms provide essentially the same kinds of services, each of them enjoys a diverse clientele, and most of them can point to an impressive record of growth. On closer examination, however, there are some significant differences. In this section of our proposal, we attempt to identify those qualities which, in our view, distinguish Hutchins, Meyer & DiLieto, PA from other accounting firms.

#### A. We are first and foremost Auditors

In Hutchins, Meyer & DiLieto, PA our primary concern is, and always has been, providing outstanding audit services to our clients. Although we are proud of the high quality of our accounting and our tax services, we recognize that the main reason our clients have selected us, and the main reason they continue to retain us, is the quality, reliability and responsiveness to client needs of our audit organization.

#### B. We are Leaders in our Profession

Our partners have achieved a record of outstanding contributions to the accounting profession. We believe that our participation in the organized activities of the accounting profession (AICPA and NJSCPA) is an important resource in our capacity to serve our clients. Through such participation, we as a firm, and our partners individually, have played a key role in the refinement of techniques, the innovations and the progress of our profession, for the benefit of the clients we serve.

#### C. Staff Training

All professional staff have met and, in most cases, have exceeded the CPE requirements mandated by the American Institute of Certified Public Accountants (AICPA), the New Jersey Society of Certified Public Accountants (NJSCPA), and the single audit standards set by the Yellow Book. Hutchins, Meyer & DiLieto, PA is qualified by the State of New Jersey to give CPE instruction.

#### D. Peer Review

Hutchins, Meyer & DiLieto, PA is proud of its recent unqualified Peer Review Opinion (see attached Exhibit A). Hutchins, Meyer & DiLieto, PA is a member of the AICPA's Private Companies Practice Section which required voluntary Peer Review before Quality Reviews were mandated.

Hutchins, Meyer & DiLieto, PA's Peer Reviews have always resulted in an unqualified, "clean" opinion.

## PROFILE OF HUTCHINS, MEYER & DILIETO, PA (continued)

### E. Our reputation for quality work is unsurpassed

In these days of increasing challenge and risk for clients and the CPA firms that serve them, we are glad that our commitment to quality auditing has included emphasis on field work and aspects of the audit function related to identification and understanding of the facts. We believe that placing responsibility on each professional contributes substantially to the care that our professionals exercise in the performance of their work. No Hutchins, Meyer & DiLieto, PA professional has ever had their license revoked or suspended. We have no conflict of interest with the New Jersey Transportation Trust Fund Authority.

### 5. Internal Quality Control Procedures

Following are some of the basic elements of our approach to maintaining a high level of quality in the work performed by our offices:

- A system has been devised and implemented whereby every engagement is subject to an independent technical review, prior to the issuance of our report, of certain aspects of the engagement and of the report itself, to assure compliance with our professional standards and with the technical requirements of various regulatory agencies.
- The firm has an extensive library of manuals which provide professional and technical guidance and express the firm's policies, preferences and standards in auditing, reporting and a number of other areas.
- Our personnel education programs are designed to provide appropriate education and training for all Hutchins, Meyer & DiLieto, PA people, from our partners to newly-hired staff.
- A critical evaluation of our professional staff, our techniques and approaches and our services in general is elicited from clients to provide us with objective appraisals of the quality of our people and our services and to identify opportunities for improvement.
- Recognizing that prudence and care in the acceptance and retention of clients are essential to maintaining the quality of our practice, it is our policy to carefully review each prospective client before accepting an engagement. Responsibility for this review rests with the Managing Principal.

## EXPERIENCE

Our partners and professionals have performed auditing and financial advisory services for the following clients:

### Counties & Authorities

Atlantic County  
Monmouth County  
Ocean County  
Ocean County College Foundation  
Newark Downtown Core Redevelopment  
Asbury Park Housing Authority  
Neptune City Housing Authority  
Berkeley Township Sewerage Authority  
Atlantic County Utilities Authority  
Ocean County Utilities Authority  
Hamilton Township Municipal Utilities Authority  
Jackson Township Municipal Utilities Authority  
Southeast Monmouth Municipal Utilities Authority  
Stony Brook Regional Municipal Utilities Authority  
South Jersey Transportation Authority

### Non-Profit Organizations

Barnegat Bay Charities  
Child Care Resources of Monmouth County Inc.  
Communication Workers of America  
FoodBank of Monmouth & Ocean Counties  
Girl Scouts of the Jersey Shore  
Habitat for Humanity  
Hazlet Fire District #1  
Holiday City Association  
Holiday Express, Inc.  
House of Hope of Ocean County, Inc.  
Howell Twp. Fire Company No. 1  
Land and Culture Organization, Inc.  
Love, INC.  
Maryland Society of Surveyors Inc.  
National Speakers Association-New Jersey  
New Jersey SHARES, Inc.  
NJ Society of Prof. Land Surveyors, Inc.  
Ocean County Board of Realtors  
Ocean County College Foundation  
O.C.E.A.N., Inc.  
Ocean Mental Health Services, Inc.  
Ocean Partnership for Children  
Ortley Beach First Aid Squad, Inc.  
Preferred Behavioral Health Foundation  
Raritan Bay Area YMCA  
Ronald McDonald House of Long Branch, NJ  
Rumson Endowment Fund, Inc.  
Seaside Heights Bus. Improvement District  
Special Projects for Special Children Inc.  
Spring Lake Business Development Corp.  
Squankum Fire Company No. 1  
Stafford Township Education Foundation  
Surveyors Scholarship Foundation  
The Cancer Concern Center, Inc.  
Toms River Business Development Corp.  
Toms River Nursery School, Inc.  
Trenton Downtown Association, Inc.

PERSONNEL ASSIGNED TO AUDIT

Robert H. Hutchins, Client Service Partner

Robert Hutchins, CPA, CVA, is the President and Chairman of Hutchins, Meyer & DiLieto, PA, a firm he founded in 1984, which today is one of the largest Certified Public Accounting firms in Central New Jersey serving the public and private sector. He graduated from St. Peter's College. He began his professional career with Price Waterhouse & Co., in Hackensack, New Jersey, and was Supervisor of the tax department of an international accounting firm. Mr. Hutchins is a member of the American Institute of Certified Public Accountants and the New Jersey Society of Certified Public Accountants. He is also a Certified Valuation Analyst.

Mr. Hutchins' professional experience includes auditing entities such as the Ocean County Utilities Authority, South Jersey Transportation Authority and a number of other governmental clients and Authorities. In addition, he has served as forensic accountant to government entities.

In his community, Mr. Hutchins has served as an elected Board Member of the Toms River Regional School District and appointed member of the Ocean County Mental Health Advisory Board. Mr. Hutchins is also on the Board of Trustees of Joan Dancy & P.A.L.S., an ALS Support Group Charity in Monmouth County. He is a founder and Chairman of the Board of Trustees of Ocean Housing Alliance, Inc., a non-profit organization operating a 48 bed residential health care facility in North Bergen, New Jersey. He is past Chairman of the American Cancer Society - Ocean Unit.

\*\*\*\*\*

Karen Davis, Manager

Karen Davis, CPA, CVA, CIA, graduated from the Binghamton University and began her professional career with Arthur Young & Co. She is an audit manager with Hutchins, Meyer & DiLieto, PA.

Mrs. Davis's professional experience includes managing audits of authorities, non-profit entities, government agencies, municipalities and school boards. Her experience also includes internal auditing and Sarbanes-Oxley implementation. In addition, she is a Certified Internal Auditor and a Certified Valuation Analyst. In her personal time, Mrs. Davis is involved in public service and non-profit organizations in her community.

\*\*\*\*\*

Crystal L. Fitzpatrick, Supervisor

Crystal L. Fitzpatrick, CPA, graduated from the Richard Stockton College of New Jersey with a Bachelor in Accounting and received her Masters of Professional Accounting from the University of Miami. She is a Certified Public Accountant in the State of New Jersey with her professional experience concentrated in the areas of accounting and auditing. Mrs. Fitzpatrick formerly worked in the audit department of a regional firm in Miami before joining the Hutchins, Meyer & DiLieto, PA team. In her personal time, she is active in the HPMAssist volunteer program.

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## REFERENCES

The following individuals can be contacted to provide references on work we have performed which are similar in size and scope to New Jersey Transportation Trust Fund Authority.

Michael Cort, Comptroller  
South Jersey Transportation Authority  
Farley Service Plaza  
P.O. Box 351  
Hammonton, New Jersey 08217  
609/965-6060  
Audit of Financial Statements for Fiscal Years  
Ended December 31, 2010 – 2012

Richard Warren, Executive Director  
William Demand, Director of Finance  
Ocean County Utilities Authority  
501 Hickory Lane  
Bayville, New Jersey 08721  
732/269-4500  
Audit of Financial Statements for Fiscal Years  
Ended December 31, 1998 – 2012

Carl Block, County Administrator  
101 Hooper Avenue  
Administration Building  
Toms River, New Jersey 08754  
732/929-2147  
Fiscal Consulting Services 2010 – 2012

Jim Diaz  
Assistant Executive Director/Director of Finance  
Jackson Township Municipal Utilities Authority  
135 Manhattan Street  
Jackson, New Jersey 08527  
732/926-2222 x223  
Audit of Financial Statements for Fiscal Years  
Ended December 31, 2005 – 2012

## WORK PLAN

The procedures that we will perform during our audit of New Jersey Transportation Trust Fund Authority Authority's financial statements are as follows:

### Phase I - Audit Preparation Stage

- Meet with key personnel to discuss our approach to the engagement so that it can be conducted in the most effective and efficient manner.
- Review changes, if any, in applicable statutes and regulations.
- Review minutes of New Jersey Transportation Trust Fund Authority meetings.
- Review federal and state grant documents, if applicable.
- Review the interim financial reports and results of current operations in relation to the adopted budget.
- Develop the preliminary auditing programs we will employ in the various areas, such programs to be updated in Phase II.

### Phase II - Accounting Systems and Evaluation of Internal Accounting Controls

- Review the existing accounting system. Such review will include documentation of system narratives, analysis of system strengths and weaknesses, and formulation of a preliminary evaluation of the adequacy of internal controls in the system.
- Perform tests of transactions to the extent necessary in the circumstances. The results of such tests will either confirm or reject our evaluation of the internal control system.
- Update the audit program, if necessary, for our audit of year-end account balances.
- Bring all significant findings in our observations on internal control and other matters to the attention of the administration for timely action.
- Review interim financial information as available.
- Identify, to the extent possible, all potential accounting and auditing problems; review such problems with key personnel and develop proposed solutions.
- Prepare requests for confirmation of cash balances, receivables and debt obligations.
- Prepare requests for legal counsels' responses as to the nature and status of legal matters.

### Phase III - Examination of Year-End Account Balances

- Confirm account balances with banks and other parties; summarize and evaluate responses.
- Perform various audit procedures, including examination of supporting documentation to verify reasonableness of assets, liabilities, revenues, expenses and net assets.
- Determine the need for the calculation of rebate arbitrage.
- Obtain representation letter regarding completeness of disclosure and integrity of accounting records.
- Prepare draft management letter and review with appropriate personnel.

## WORK PLAN (continued)

### Phase IV - Reporting

- Review draft financial statements with appropriate personnel.
- Prepare interim and final management letters.
- Present audit report to New Jersey Transportation Trust Fund Authority.

### Phase V - Other

- Comply with other reporting requirements, such as submission of the audited financial statements to the appropriate recipients.

While we will be in communication with you as necessary, we anticipate that our greatest requirement of management's time will be at the inception of our work and then, again, as the audit reaches its final stages. We will always strive to deal with the person who is directly responsible for a given area, thereby minimizing the time required of management.

In addition, to ensure the highest standard of service both now and in the years ahead, we will base our audit approach on the following:

- locating the decision-making capability in the Engagement Partner;
- top-down planning and control;
- close communication with management; and
- the use of advanced audit technology on your engagement.



## SPECIFIC AUDIT APPROACH

### Objectives of the Audit

The primary objective of our examination is to express an opinion on the financial statements of New Jersey Transportation Trust Fund Authority. Our audit will be performed in accordance with auditing standards generally accepted in the United States of America, including United States Auditing Standards published by the American Institute of Certified Public Accountants, and in accordance with Standards for Audits of Governmental Organizations, Programs, Activities and Functions published by the Comptroller General of the United States as they relate to financial and compliance audits.

The following paragraphs address how we will most effectively meet the aforementioned objective of the audit and discuss the following elements:

- Risk assessment and materiality
- Resolving critical issues
- Application of sophisticated audit techniques
- General audit plan
- Meaningful business advice
- Audit quality

Included in these discussions are descriptions of several of the ways we will use our advanced audit techniques to ensure New Jersey Transportation Trust Fund Authority of the most effective cost-beneficial audit approach.

### Risk Assessment and Materiality

Our approach is innovative, yet prudent. Innovative because the traditional audit approach of performing detail tests of account balances would make the cost of the audit prohibitive. We are prudent in the application of materiality concepts to ensure that the hundreds of transactions that comprise the financial activities of New Jersey Transportation Trust Fund Authority are not viewed solely in the aggregate. To do otherwise would lead to the conclusion that no specific transactions are material to the audit. Stated frankly, we could end up looking at many areas but auditing none.

The critical first step toward ensuring that the audit approach is both innovative and prudent is determining risk assessment, that is, risk of material misstatement associated with a given objective, including the opinion on New Jersey Transportation Trust Fund Authority Authority's annual financial statements.

The ultimate risk of failure to identify a material error is the product of three risk components:

- A material error must occur.
- Internal control must fail to identify and correct that error.
- The auditors' substantive procedures must fail to reveal the error.

SPECIFIC AUDIT APPROACH (continued)

Factors that we consider in evaluating the risk of a given assertion being materially in error are:

<u>Factor</u>	<u>Less Likely</u>	<u>Material Error</u> <u>More Likely</u>
Monetary amount associated with an assertion	Low	High
Susceptibility of related assets to theft or misappropriation	Intangible or immovable assets	Negotiable instruments or valuable assets
Complexity of determining amounts to be entered in accounting records for the assertion	Simple	Complex
Degree of management judgment in financial statements for the assertion	Low	High
Past history of error in the assertion	No prior errors	Significant prior errors
Degree to which financial conditions may motivate management to misstate the assertion	Strong financial condition and/or no motivation to show certain results	Weak financial condition and/or motivation to show certain results
Experience of personnel involved in accounting functions	Experienced	New or inexperienced
Management (including senior accounting personnel) turnover during audit period	Nominal turnover	High turnover
Emphasis on meeting budget projections	Realistic	Extreme
Centralization of operation	Centralized	Decentralized
Contentious accounting issues	Infrequent, few	Frequent, many
Frequency and significance of hard-to-audit transactions	Low	High

Once risk has been assessed, the auditor then determines the quality and quantity of audit evidence required to limit that risk to an acceptable level.

## SPECIFIC AUDIT APPROACH (continued)

Typical reactions to perceived higher risk take the form of:

- Increased principal/manager involvement.
- Use of more experienced managers/seniors.
- Earlier principal/manager involvement.
- Substitution of tests closer to the balance sheet date.
- More extensive use of externally vs. internally generated evidence.

We plan to concentrate our audit effort in those areas where the dollar volume of transactions is significant and/or the risk of material misstatement is greatest.

The concept of materiality is of fundamental importance to both financial statement preparers and auditors. Yet there are no universally agreed-upon numerical guidelines or specific criteria for determining whether a given fact is material. Further, materiality judgments are influenced significantly by surrounding facts and circumstances.

Considering our preliminary risk assessment and materiality criteria, Hutchins, Meyer & DiLieto, PA will develop sampling methodologies. Our sampling expectations refer to a predetermined magnitude of errors that are likely to be discovered should such errors exist. This is established at the planning stage based upon an entity's size. In testing the control procedures, we will utilize a sample of items. If no errors are detected, we can statistically conclude a percent of reliability that the error-rate in the population is not greater than a certain percent. We will increase our testing accordingly should we detect any errors. It should be understood that the auditor cannot judge the sufficiency of the sample size until the sample items have been examined and statistically evaluated.

To minimize the level of audit effort in low-risk areas, we will make extensive use of analytical and quantitative techniques to support our opinion on the financial statements. We view analytical procedures and sampling as important tools to be included among the techniques to be used to assess audit risk. The audit tools used in each audit area will be matched against the specific audit risks of that area.

Analytical reviews involve examining trends and relationships in financial data. Analytical review procedures will play a significant role in the conduct of New Jersey Transportation Trust Fund Authority's audit. These procedures will be important because extensive auditing and analyses are already being performed and high-transaction volumes and large numbers of individual small-dollar items prohibit a cost-effective audit using only detail testing. Effective analytical review are efficiently developed through the use of auditing software. Efficiencies multiply in subsequent years as programs, as well as prior year's data, are already stored electronically and can be accessed and utilized extremely quickly and accurately for current year analysis. Reliance will be placed on analytical review procedures because they will:

- Aid in identifying potential areas of audit concern. Such concerns can be identified when unusual fluctuations occur in specific balances or when an operating unit's financial performance appears unusual relative to homogeneous group averages.

## SPECIFIC AUDIT APPROACH (continued)

- Assist in determining appropriate sampling structure and size. The judgment about the extent of overall sampling required can be influenced by the amount and quality of corroborative analytical evidence. Analyses indicating that current account balances are close to expected year trend values provide evidence on which overall audit effort judgments can be made. Analyses indicating that a specific mean varies slightly from a variance adjusted group mean provide guidance to the appropriate number of sample observations required.

Our testing phase of the audit will consist of two types:

Compliance Testing: Compliance testing is performed when it is believed that the results thereof may be used to restrict substantive testing. The purpose of these tests is to determine whether the internal accounting controls identified are functioning as described and New Jersey Transportation Trust Fund Authority Authority's financial activities are being performed in accordance with various federal and state laws and regulations. Sampling techniques that are used to objectively select the appropriate number of transactions permit the formulation of reliable conclusions and allow for the determination of the characteristics of the data to be examined.

Our sampling strategy for compliance tests provides us with a rational and systematic approach to limit the extent of required substantive testing by directly impacting the required sample sizes for detailed test work.

Substantive Testing: The purpose of the substantive tests will be to provide reasonable assurance of the validity of the information produced by the accounting system. Such tests will include confirmations, review of invoices supporting documents, and so on.

Sampling will be used in substantive testing. Our audit approach will avoid excessive sample sizes by developing an overall desired level of audit precision based on certain key financial amounts. Flexibility is built into the approach based upon the effectiveness of internal accounting controls and the effectiveness of other audit procedures, such as the analytical reviews that will be performed.

Software to be Utilized: The following software programs are utilized in performing audits:

Microsoft Excel	Electronic spreadsheet.
Microsoft Word	Utilized extensively in our narratives.
Random Sample Generator	Utilized in developing the types of samples and components which will be tested within the sample size. Random sampling includes, but is not limited to, population, series, confidence level, stratified, unstratified and detection of errors. Regression analysis is another feature of this program.
Accounting CS	Utilized to prepare trial balance, financial statements, variance analysis between periods, etc.
T-Value	Utilized in interest and amortization schedules.

SPECIFIC AUDIT APPROACH (continued)

Mun-Base

A fully-integrated software product that provides comprehensive debt calculations including sizing, refunding, TIC & NIC, arbitrage and rebate.

FPC Audit "Smart Practice Aids"

Risk assessment and audit program generator utilized to tailor audit programs for specific clients.

## COST PROPOSAL

We continually strive to keep our fees at the lowest level consistent with the highest professional standards and your requirements for timely service. We are confident that our efficient service approach implemented by our experienced executives will minimize fees.

All major accounting firms offer similar services and have experience serving government. The difference among firms results from the level of their experience, the quality of services delivered, the people who provide the services, and the organizational structure that ensures proper support and the allocation of firm resources. Our depth of experience, our commitment to government and our desire to serve you demonstrate that Hutchins, Meyer & DiLieto, PA is the right choice for you.

Our not-to-exceed maximum price to perform the audit and preparation of the financial statements for New Jersey Transportation Trust Fund Authority for the fiscal years ending June 30, 2013 is:

New Jersey Transportation Trust Fund Authority	\$14,000
June 30, 2013 Audit	

This fee is based on the following:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Number of Hours</u>	<u>Total</u>
Robert H. Hutchins	Principal	175	8	\$ 1,400
Karen Davis	Manager	150	15	2,250
Crystal L. Fitzpatrick	Supervisor	125	55	7,000
Keith Deornbos	Staff	90	38	<u>3,420</u>
				<u>\$ 14,070</u>

If retained as the Auditor for the Fiscal Year Ending June 30, 2014, we will maintain the fee at the same level.

We will bill, for additional requested services other than the annual audit, including attendance at monthly meetings, New Jersey Transportation Trust Fund Authority at the following rates:

Partner	\$ 175
Manager	\$ 150
Supervisor	\$ 125
Staff	\$ 90
Para Professionals	\$ 60

The above fees assume that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary as a result of errors, omissions or other misstatements in the financial records or as a result of a discovery of material weaknesses in the internal control, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

As stated in the Work Plan section of this proposal, we will utilize the institutional resources and staff to contain the costs of the audits.

FRICKE & ASSOCIATES, P.C.  
*Certified Public Accountants*

2344 Perimeter Park Drive • Suite 100  
 Atlanta, Georgia 30341  
 (770) 216-2226 • Fax (770) 216-2227  
 www.frickecpa.com

December 5, 2011

To the Partners:  
 Hutchins, Farrell, Meyer & Allison, PA  
 and the Peer Review Committee of the New Jersey Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Hutchins, Farrell, Meyer & Allison, PA in effect for the year ended June 30, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included (engagements performed under the *Government Auditing Standards* and audits of employee benefit plans).

In our opinion, the system of quality control for the accounting and auditing practice of Hutchins, Farrell, Meyer & Allison, PA, in effect for the year ended June 30, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Hutchins, Farrell, Meyer & Allison, PA, has received a peer review rating of *pass*.

Fricke and Associates, P.C.

*Fricke & Associates, P.C.*



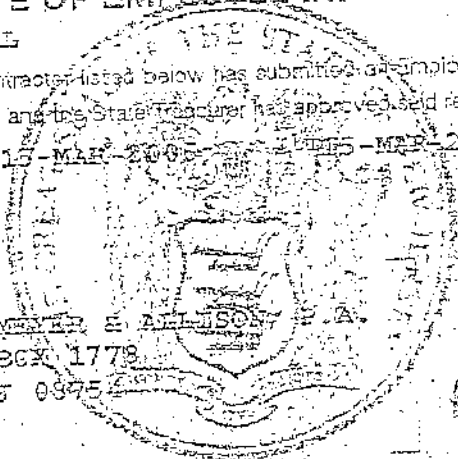
Member American Institute of Certified Public Accountants and Georgia Society of Certified Public Accountants

Certification: 6936

# CERTIFICATE OF EMPLOYEE INFORMATION REPORT

## RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of ~~15-MAR-2009~~ ~~15-MAR-2013~~



HUTCHINS, HARVEY, MEMBER & ASSOCIATES P.A.  
512 MAIN STREET, PO BOX 1778  
DOMS RIVER NJ 08752

Acting State Treasurer



STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, NJ 08646-0252

TAXPAYER NAME:  
HUTCHINS, MEYER & DILIETO, PA

TRADE NAME:

ADDRESS:  
512 MAIN ST  
TOMS RIVER NJ 08753-7444  
EFFECTIVE DATE:

SEQUENCE NUMBER:

0082135

ISSUANCE DATE:

01/08/13

12/15/93

*James J. [Signature]*  
Director  
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



# CERTIFICATE OF LIABILITY INSURANCE

EXHIBIT A  
OF ID 20

DATE (MM/DD/YYYY)  
02/15/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PLI-Accountants 222 Dol. Ave, P. O. Box 2287 Wilmington, DE 19899 Steven C. Taylor	302-658-6000	CONTACT NAME: PHONE: (A/C, No. Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID # HUTCH06	FAX: (A/C, No.):
INSURED Hutchins, Mayer & DiLiato, PA 612 Main Street, PO Box 1778 Toms River, NJ 08764	INSURER(S) AIRBORNE COVERAGE		INSURER(S) POLICY NO.
		INSURER A: Continental Ins. Co. of NJ	42825
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE TYPE	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
GENERAL LIABILITY	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$
	CLAIMS-MADE OCCUR					AGGREGATE \$
GEN. AGGREGATE LIMIT APPLIES PER POLICY						
AUTOMOBILE LIABILITY	ANY AUTO					COMBINED SINGLE LIMIT (Per accident) \$
	ALL OWNED AUTOS					BODILY INJURY (Per person) \$
	SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	NON-OWNED AUTOS					\$
UMBRELLA LIAB	EXCESS LIAB					EACH OCCURRENCE \$
	DEDUCTIBLE					AGGREGATE \$
	RETENTION \$					\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N				WORKERS COMPENSATION STATUTORY LIMITS \$
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - SA EMPLOYEE \$

A	Accountants Professional Liab.		APL275491220	02/01/13	02/01/14	
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Accountants Professional Liability "claims made" limits of liability \$3,000,000/\$3,000,000, subject to a \$25,000 each and every claim deductible.  
Full Prior Acts Protection Applies.

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
FOR INSURANCE PURPOSES ONLY	AUTHORIZED REPRESENTATIVE <i>Steven Taylor</i>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/28/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>STANBERRY INSURANCE AGENCY INC.</b> 4126 HIGHWAY 9 SOUTH HOWELL PLAZA SHOPPING CENTER HOWELL NJ 07731	CONTACT NAME: <b>JIM STANBERRY</b> PHONE (A/C No. Exp): <b>(732) 367-6680</b> FAX (A/C No.): <b>(732) 367-6658</b> E-MAIL ADDRESS:
INSURED <b>HUTCHINS, FARRELL, MEYER &amp; ALLISON, PA</b> 512 MAIN STREET TOMS RIVER NJ 08753	INSURER(S) AFFORDING COVERAGE INSURER A: <b>Fitchburg Mutual P&amp;C</b> NAIC # <b>13843</b> INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

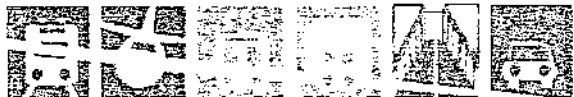
COVERAGES CERTIFICATE NUMBER: **MASTER0213** REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

FORM NO.	TYPE OF INSURANCE	ADDRESS (INSR 1/W/O)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> COOP  COMM. AGGREGATE LIMIT APPLIED FOR: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-TEST <input type="checkbox"/> LOC		MD366882	8/27/2012	8/27/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADM INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRE/AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> COOP <input type="checkbox"/> RETENTION \$		069075 12A	8/27/2012	8/27/2013	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMERGENCY EXCLUDED (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS BELOW Y/N <input checked="" type="checkbox"/> N/A		WEEEM115	8/16/2012	8/16/2013	<input checked="" type="checkbox"/> NO STATUTE LIMITS <input checked="" type="checkbox"/> WITH FE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - SA EMPLOYEES \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 104, Additional Benefits Schedule, if more space is required)

CERTIFICATE HOLDER  FOR PROPOSAL PURPOSES ONLY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  J. STANBERRY / JIM2



Chris Christie Governor | Kim Guadagno Lieutenant Governor

# NJ TRANSPORTATION TRUST FUND AUTHORITY

May 29, 2013

## Report of the Evaluation Committee Meeting Review of the Responses to the Auditor Request for Proposal

### In Attendance:

Gregory Lalevez, Member

Nelson Ferreira, Member

Alemnesh Tessema, Member

The Evaluation Committee (the Committee) solicited responses from qualified audit firms in accordance with Executive Order #122 to perform the audit of the annual financial statements and other services for the New Jersey Transportation Trust Fund Authority (NJTTFA) for the fiscal year 2013, renewable at the option of the Authority for fiscal year 2014.

The list of potential firms was solicited from the New Jersey Department of the Treasury, Division of Purchase and Property.

The Committee disbursed seventeen requests for proposal (RFP) and received four responses. The responding firms were:

1. McEnerney, Brady & Company, LLC, Livingston, NJ
2. Mercadien, PC, Hamilton, NJ
3. Wiss & Co., LLP, Iselin, NJ
4. Hutchins, Meyer & DiLieto, PA

The Committee members reviewed the responses of the firms and determined them to be qualified responses. The responses addressed all requirements of the RFP as established by the Committee and management of the NJTTFA.

The firms submitted fees for the annual financial audit as follows:

1. McEnerney, Brady & Company, LLC \$28,310 and \$28,310 for fiscal years 2013 and 2014 respectively.
2. Mercadien, P.C., \$18,000 and \$18,500 for fiscal years 2013 and 2014 of respectively.
3. Wiss & Co., LLP, \$25,017 and \$25,569 for fiscal years 2013 and 2014 of respectively.
4. Hutchins, Meyer & DiLieto, PA, \$14,000 and \$14,000 for fiscal years 2013 and 2014 of respectively

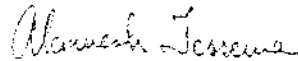
Exhibit "C"

There are established fees for management advisory and consulting services in the responses for future agreed upon procedures, if deemed necessary.

The Committee contacted a sample of references of governmental and public agencies given in the response.

The Committee hereby recommends Hutchins, Meyer & DiLieto, PA to the Audit Committee as a qualified candidate to be the NJTTF A auditor for fiscal year 2013, renewable at the option of the Authority for fiscal year 2014, and potential recommendation to the Board of Directors of the NJTTPA. The Committee met on Wednesday, May 29, 2013.

Respectfully submitted on behalf of the Evaluation Committee,



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Alemnesh Tassema, Member



NJ TRANSPORTATION TRUST FUND AUTHORITY

Chris Christie, Governor | Kim Guadagno, Lieutenant Governor

Members:

The Honorable Andrew P. Sidamon - Bristol  
The Honorable James S. Simpson, Chairman  
Gregory Lelievee, Vice Chairman  
Robert A. Briant, Jr.  
Nelson Ferreira  
Joseph Ripa

May 30, 2013

Report of the Audit Committee Meeting  
Review of the Evaluation Committee Recommendation For Auditor

In Attendance:

Robert A. Briant, Jr., Member  
Joseph Ripa, Member  
Joseph Bertoni, NJDOT  
Alemnesh Tessema, NJDOT

The Audit Committee (the Committee) reviewed the recommendation for a qualified audit firm in accordance with Executive Order #122 to perform the audit of the annual financial statements and other services for the New Jersey Transportation Trust Fund Authority (NJTTFA) for Fiscal Year 2013, renewable at the option of the Authority for fiscal year 2014, as submitted by the Evaluation Committee on May 29, 2013.

The list of potential firms was solicited from the New Jersey Department of the Treasury, Division of Purchase and Property.

The Evaluation Committee disbursed 17 requests for proposal (RFP) and received only four responses. The responding firms were McEnerney, Brady & Company, LLC, Livingston, NJ, Merodien, PC, Hamilton, NJ, Wiss & Co., LLP, Iselin, NJ, Hutchins and Meyer & DiLieto, PA.

The Evaluation Committee members reviewed the responses of the firms and determined them to be qualified responders. The responses addressed all requirements of the RFP as established by the Committee and management of the NJTTFA.

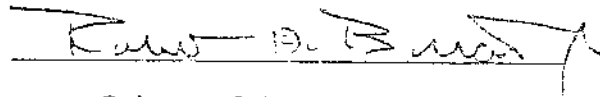
The firms submitted fees for the annual financial audit as follows: McEnerney, Brady & Company, LLC \$28,310 and \$28,310 for fiscal years 2013 and 2014 respectively; Merodien, P.C., \$18,000 and \$18,500 for fiscal years 2013 and 2014 of respectively; Wiss & Co., LLP, \$25,017 and \$25,569 for fiscal years 2013 and 2014 of respectively; Hutchins, Meyer & DiLieto, PA, \$14,000 and \$14,000 for

fiscal years 2013 and 2014 of respectively. There are established fees for management advisory and consulting services in the responses for future agreed upon procedures, if deemed necessary by the NJTFA Board.

The Evaluation Committee contacted a sample of references of governmental and public agencies given in the response.

The Audit Committee recommends Hutchins, Meyer & DiLieto to the Board as a qualified candidate to be the NJTFA auditor for Fiscal Years 2013 and 2014 for approval by the Board of Directors of the NJTFA. The Committee met on Thursday, May 30, 2013.

Respectfully submitted on behalf of the Audit Committee,

A handwritten signature in black ink, appearing to read "Robert A. Briant, Jr.", written over a horizontal line.

Robert A. Briant, Jr., Member

The Chairman thereupon declared said motion carried and said resolution adopted.

Next, Commissioner/Chairman James S. Simpson requested consideration of officers to serve the Authority in fiscal year 2014. The Commissioner requested a nomination for the position of Vice Chairman to the Board and here commended that Gregory Lalevee be nominated to serve as Vice-Chairman of the Authority for fiscal year 2014.

Mr. Ferreira moved the following resolution electing Gregory Lalevee as Vice-Chairman of the Authority for fiscal year 2014:

**WHEREAS**, the Bylaws of the Authority provide for the annual election by the Authority of a Vice-Chairperson and such other offices as it shall deem necessary; and

**WHEREAS**, the Authority desires to fill the position of Vice-Chairperson;

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority elects Mr. Lalevee to serve in the capacity of Vice-Chairperson for fiscal year 2014.

The above resolution was seconded by Mr. Briant and adopted on a call of roll as follows:

**AYE: 5**

**NAY:**

**ABSTAIN:**

**ABSENT: 1**



The Chairman thereupon declared said motion carried and said resolution adopted.

Next, the Commissioner/Chairman James Simpson requested a nomination for the position of Treasurer to the Board and here commended Steven Petrecca, Assistant State Treasurer, NJ Office of the Treasury, Designee for the Honorable Andrew P. Sidamon-Eristoff, to serve in the capacity of Treasurer of the Authority for fiscal year 2014. Mr. Briant, moved the following resolution:

**WHEREAS**, the Bylaws of the Authority provide for the annual election by the Authority of a Treasurer and such other officer as it shall deem necessary; and

**WHEREAS**, the Authority desires to fill the position of Treasurer:

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority elects Steven Petrecca, Assistant State Treasurer, NJ Office of the Treasury, Designee for The Honorable Andrew P. Sidamon-Eristoff to serve in the capacity of Treasurer for fiscal year 2014.

The above resolution was seconded by Mr. Ferreira and adopted on a call of roll as follows:

**AYE: 5**

**NAY:**

**ABSTAIN:**

**ABSENT: 1**

The Chairman thereupon declared said motion carried and said resolution adopted.

Next, the Commissioner requested a nomination for the position of Comptroller to the Board and here commended Samuel Braun, currently employed by the Directors office, Division of Accounting and Auditing, to serve in the capacity of comptroller for fiscal year 2014. Mr. Petrecca moved the following resolution:

**WHEREAS**, the Bylaws of the Authority provide for the annual election by the Authority of a Comptroller and such other offices as it shall deem necessary; and

**WHEREAS**, the Authority desires to fill the position of Comptroller;

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority elects Samuel Braun to serve in the position of Comptroller of the Authority for fiscal year 2014.

The above resolution was seconded by Mr. Ripa and adopted on a call of roll as follows:

**AYE: 5**

**NAY:**

**ABSTAIN:**

**ABSENT: 1**

The Chairman thereupon declared said motion carried and said resolution adopted.

Next, the Commissioner requested a nomination for the position of Secretary to the Board and here commended that Linda Davino be nominated to serve as Secretary of the Authority for fiscal year 2014. Mr. Briant, moved the following resolution:

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**WHEREAS**, the Bylaws of the Authority provide for the annual election by the Authority of a Secretary and such other offices as it shall deem necessary; and

**WHEREAS**, the Authority desires to fill the position of Secretary;

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority elects Ms. Davino to serve in the capacity of Secretary for Fiscal Year 2014.

The above resolution was seconded by Mr. Petrecca and adopted on a call of roll as follows:

**AYE: 5**

**NAY:**

**ABSTAIN:**

**ABSENT: 1**

The Chairman thereupon declared said motion carried and said resolution adopted.

Next, the Commissioner/ Chairman James Simpson requested a nomination for the position of Assistant Secretary to the Board and here commended that Mina Tsintzas be nominated to serve as Assistant Secretary of the Authority for fiscal year 2014. Joseph Ripa, moved the following resolution:

**WHEREAS**, the Bylaws of the Authority provide for the annual election by the Authority of an Assistant Secretary and such other offices as it shall deem necessary; and

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WHEREAS, the Authority desires to fill the position of Assistant Secretary;

NOW, THEREFORE, BE IT RESOLVED, that the Authority elects Ms. Tsintzas to serve in the capacity of Assistant Secretary for fiscal year 2014.

The above resolution was seconded by Mr. Briant and adopted on a call of roll as follows:

AYE: 5

NAY:

ABSTAIN:

ABSENT: 1

The Chairman thereupon declared said motion carried and said resolution adopted.

Commissioner / Chairman James S. Simpson informed everyone that he had a special resolution from the NJ TTFA Board. Commissioner / Chairman James S. Simpson thanked Ms. Sigle for her outstanding service to NJDOT and as Comptroller to the New Jersey Transportation Trust Fund Authority. Commissioner / Chairman James S. Simpson then asked for a motion to adopt the resolution in honor of Judy Sigle. Mr. Ripa moved the following resolution:

Resolution of the NJ Transportation Trust Fund Authority  
June 13, 2013

**Whereas,** Judy Sigle has served as the Comptroller and Tax Compliance Officer to the NJ Transportation Trust Fund Authority, an independent agency of the New Jersey state government, from November, 2011 to June, 2013, and

**Whereas,** the Comptroller plays a vital role in ensuring the proper payment of TTFA's expenses, including debt service and operating costs, and in tracking cash needs on a monthly basis, and,

**Whereas,** the Tax Compliance Officer function was added to address several complex federal tax issues, including private use, that must be complied with to preserve the tax-exempt nature of the Authority's debt, and,

**Whereas,** Judy Sigle effectively dealt with a wide cross-section of staff from the Department of Treasury, Division of Law, private banks and trustees, and bond financing consultants in her various responsibilities, and,

**Whereas,** Judy Sigle successfully fulfilled all of these duties with an exceptional degree of dedication, and often under tight deadlines, and,

**Whereas,** Judy Sigle's work was characteristically thorough and consistently of the highest quality, and

**Whereas,** the people of the State of New Jersey, the New Jersey Department of Transportation, and the New Jersey Transportation Trust Fund Authority take great pleasure in recognizing the significant contributions and deep personal commitment of Judy Sigle

*Be it resolved by the New Jersey Transportation Trust Fund Authority*

That this Authority hereby honors and salutes Judy Sigle as she retires from her extraordinary career at the Department of Transportation, which has spanned a total of 33 years, and from her duties as Comptroller and Tax Compliance Officer to the New Jersey Transportation Trust Fund Authority, commends her exemplary performance to the people of the state, and extends sincere best wishes on her future endeavors.

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James S. Simpson  
Chairman

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Greg Lalevee  
Vice Chairman

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Steve Petrecca  
Board Member

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Robert A. Briant, Jr.  
Board Member

Nelson Ferreira  
Board Member

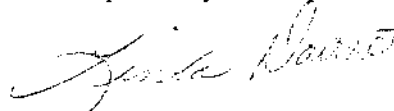
Joseph Ripa  
Board Member

Public Member Nelson Ferreira, seconded the motion above, the members were polled with all members being in favor, and no members were in opposition; therefore, the motion was carried.

Commissioner / Chairman James S. Simpson asked the Board if there were any other issues to be discussed. There being no further business coming from the Authority, Commissioner / Chairman James S. Simpson requested a motion to adjourn the meeting. Joseph Ripa moved that the June 13, 2013 meeting of the New Jersey Transportation Trust Fund Authority be adjourned, and Mr. Ferreira seconded the motion, all members were in favor with no members opposed, and the motion was carried.

The New Jersey Transportation Trust Fund Authority meeting ended at approximately 2:50 PM.

Respectfully Submitted,



Linda M. Davino  
Secretary of the Authority