

Exhibit A

| Policy | Last updated | Roles/Responsibilities | Old Title | New Title |
|--------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|
| Policy on Allocation of Staff Costs | 1/1/2016 | RT Director, HR/Pension Plan Administrator is responsible for ensuring that all costs charged to Pension Plans are appropriately allocated and charged. | RT Director, HR/Pension Plan Administrator | Pension and Retiree Services Administrator or Treasury Controller |
| | | RT Director, Finance & Treasury ensures all costs have been approved by the proper individual(s) prior to processing any transfer of funds associated with staff costs. | RT Director, Finance & Treasury | Treasury Controller |
| | | Approval of the coding of staff time related to Pension Plans is completed by RT Director, Human Resources or the Director, Finance & Treasury as the department head who approves staff timesheets. | RT Director, Human Resources or the Director, Finance & Treasury. | Pension and Retiree Services Administrator or Treasury Controller |
| | | In instances where a staff member from another Dept charges time to the Pension Plans, the Director, Human Resources/Pension Plan Administrator receives a report from Payroll notifying them of the time code charge. | Director, Human Resources/Pension Plan Administrator | Pension and Retiree Services Administrator or Treasury Controller |
| | | At the end of each month the Senior Accountant will run an SAP report, by WBS SXXXX, SXXXX.PENATIB, and SXXXX.PENSALA to determine the amount of labor that needs to be charged to each plan. | Senior Account | Accountant |
| Policy on Allocation of Vendor Costs | 6/15/2016 | RT Director of Human Resources is responsible for ensuring that all costs charged to the Pension Plans are appropriately allocated and charged. The RT Director of Finance and Treasury ensures that all costs have been approved by the proper individual(s) prior to processing any and all invoices for payment. | Director of Human Resources Director of Finance and Treasury | Pension and Retiree Services Administrator Treasury Controller |
| | | Coding of administrative costs is completed by the RT Director of Human Resources and then sent to RT Accounts Payable for review before payment. | Director of Human Resources | Pension and Retiree Services Administrator |
| Retirement Board Member and Staff Education and Travel Policy | 6/14/2017 | Assistant Secretary will approve trainings for Retirement Board Members or Retirement Board Staff that fall within the established procurement authority and under the \$1,500 annual training budget established by resolution on June 6, 2011. | Assistant Secretary | Treasury Controller |
| Sacramento Regional Transit District Retirement Boards Procurement Policies and Procedures | 12/16/2015 | Unauthorized Procurement - Notwithstanding the foregoing, a contract for professional or nonprofessional services approved by the retirement boards, Assistant Secretary or GM, as applicable, in accordance with the authority set out in this policy, is not void or voidable by any party to the contract or any third party due to failure to adhere to any solicitation procedure set forth in Article III. | Assistant Secretary | VP Treasury/CFO |
| | | Bid Forms - The execution of the forms by bidders will be subject to procedures formulated by the GM or Director of Human Resources , which must include controls over erasures, corrections, and interlineations. | Director, Human Resources | VP Treasury/CFO |
| | | Approval of Solicitations - For a services procurement expected to be awarded for an amount in excess of \$100,000, a written ITB or RFP must be prepared by the contracting officer and thereafter approved by (a) either the retirement boards, the GM, or his or her designee, or the Assistant Secretary , and (b) the Legal Counsel for the Retirement Boards, prior to its release. | Assistant Secretary | VP Treasury/CFO |
| | | Noncompetitive and Sole Source Procurement - A noncompetitive procurement is permitted if one of the following circumstances exists: The retirement board, GM or Director of HR has determined that the services can be provided only by one firm, and that efforts to seek competition would be futile. The GM and Director of HR may not delegate their authority to make such a determination. | Director of HR | VP Treasury/CFO |
| | | Assistant Secretary's Authority to Award Procurements | Assistant Secretary | VP Treasury/CFO |
| | | Notification of Proposed Contract Award - At least 10 working days before a contract is awarded by the GM or Assistant Secretary , as applicable, or approved by the Retirement Boards, RT staff must send a written notice to all bidders or proposers of its recommendation for award. | Assistant Secretary | VP Treasury/CFO |
| | | Contract Approval Procedure - The form of all contracts must be approved by Legal Counsel for the Retirement Boards before execution by the GM or Assistant Secretary . | Assistant Secretary | VP Treasury/CFO |
| | | Execution of Contracts - To the GM, Assistant Secretary or Chairs of the retirement boards, as designated by the retirement boards, for execution. | Assistant Secretary | VP Treasury/CFO |

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| | | <p>Delegation of Authority - Notwithstanding anything to the contrary herein, the retirement boards may by resolution delegate authority to the GM or Assistant Secretary to bind the retirement boards to a contract (including an amendment) for any amount under the terms and conditions set forth in the resolutions delegating such authority.</p> <p>Effect of Protest on Contract Award - When a protest has been properly filed prior to contract award, the retirement boards, GM or Assistant Secretary will not award the contract prior to issuance of a final decision on the protest.</p> <p>Time for Filing a Protest - Protests of a staff recommendation to the Assistant Secretary, GM or the retirement boards pertaining to the award of a contract must be received by the retirement boards no later than 10 working days from the date of the letter providing notice of the staff recommendation.</p> <p>GM's Recommendation or Decision - Following investigation, the GM will distribute to the protestor, and all interested parties requesting such information, either a written decision, if the GM or the Assistant Secretary is the awarding authority... If the GM or the Assistant Secretary is the awarding authority, and the GM has not recommended submission of the protest to the retirement boards for resolution, the GM's written decision is final if not appealed.</p> | Assistant Secretary | VP Treasury/CFO |
| Statement of Investment Objectives and Policy Guidelines for the Sacramento Regional Transit District Retirement Plans | 6/17/2015 | Asset Rebalancing Policy - Therefore, the Boards delegate authority to the Director of Finance/Treasury to manage pension plan assets in accordance with the approved rebalancing policy. The Director of Finance/Treasury shall report to the Boards on asset rebalancing at the quarterly performance review meetings. | Director of Finance/Treasury | Treasury Controller |
| Policy for Correcting Retirement Plan Overpayments and Underpayments | 3/25/2015 | <p>Authority to Negotiate - The Retirement Administrator, on the advice of the Board's legal counsel, will have authority to negotiate recovery of overpayments when the amount of the overpayment not including interest, is \$5,000 or less.</p> <p>When determining whether to negotiate a claim, the Retirement Administrator and/or the Board, as applicable, will consider all relevant information, including but not limited to...</p> | Retirement Administrator | Pension and Retiree Services Administrator |