



**457(b) Deferred Compensation Plan,
401(k) Defined Contribution Plan,
401(a) Defined Contribution Plan,
PST Deferred Compensation Retirement Plan
and Retirement Medical Trust Plan**

FEE AND EXPENSE POLICY STATEMENT

Adopted October 22, 2019

I. INTRODUCTION AND PURPOSE

The purpose of this Fee and Expense Policy Statement is to detail procedures for payment of expenses related to the County of San Bernardino's 457(b) Deferred Compensation Plan, 401(k) Defined Contribution Plan, 401(a) Defined Contribution Plan, PST Deferred Compensation Retirement Plan and the Retirement Medical Trust Plan (collectively, the "Plans"). This document is reviewed at least annually by the County of San Bernardino Defined Contribution Committee, which serves as a fiduciary to the Plans.

II. DEFINITIONS

Committee – The Defined Contribution Committee ("Committee") has the responsibility for the operation of the Plans in accordance with the terms of the respective Plan Documents. It is the intent of the Committee to fulfill its fiduciary responsibilities with respect to the Plans solely in the interest of the participants and beneficiaries. The Committee's responsibilities are set forth in the Committee's Bylaws.

Plan Administrator –The County's Employee Benefits and Services Division Chief, or other designee, shall serve as the Plan Administrator. The Plan Administrator's duties are outlined in the Committee's Bylaws.

Plans' Sponsor – The County of San Bernardino is the Plans' Sponsor. The Plans' Sponsor's responsibilities include but are not limited to:

- Adopting and amending the Plan Documents;
- Approving Plan services contracts;
- Appointing the Defined Contribution Committee members; and
- Designating other fiduciaries of the Plans.

Services Provider – An entity engaged to assist the Plans' Sponsor and the Committee in regard to the administration of the Plans. This assistance may include the Plans' enrollment, communication, education, including providing general investment information to Plan participants regarding the procedures for making investment choices under the Plans and general investment information regarding each of the investment options offered under the Plans, distribution processing, record keeping and other administrative functions as prescribed in an agreement entered into between the Plans' Sponsor and the Services Provider.

III. PAYMENT OF EXPENSES

All expenses incidental to the administration or protection of the Plans shall be paid from the assets of the Plans or by the Plans' participants, unless the Plans' Sponsor chooses to pay such expenses directly.

To the extent permitted by law, the Plans' Sponsor may be reimbursed from the Plans for any direct expenses properly incurred in connection with the performance of its services for the Plans.

IV. QUALIFIED EXPENSES

The expenses that may be paid by or which may be reimbursed to the Plans' Sponsor include, and are not limited to, the following:

- (a) Ongoing plan administrative expenses, such as record keeping, legal, auditing, annual reporting, claims processing and similar administrative expenses;
- (b) Investment advisory, investment management, administrative investment or service fees and expenses;
- (c) Costs incurred in preparing, printing and distributing plan-related documents and other participant communication materials;

- (d) Costs associated with benefit distributions and transactions;
- (e) Expenses to provide investment assistance and education to participants;
- (f) Costs for providing on-going education, including the costs of attending seminars and conferences, for members of the Committee, fiduciaries and staff with respect to the Plans as necessary or appropriate to assist in the discharge of their responsibilities to the Plans; and
- (g) Costs incurred in preparing and conducting a request for proposal.

V. PARTICIPANT FEES IN EXCESS OF SERVICES PROVIDER COSTS

The agreements entered into between the Plans' Sponsor and Services Provider state that participants shall pay an explicit fee, which shall be used to pay for various aspects of Plan Administration. This fee may exceed the amount retained by the Services Provider to pay for its services.

Any and all fees collected in excess of those retained by the Services Provider and received by the Plans shall be held in an unallocated trust assets account maintained under the Plan, to be called the Administrative Allowance Account ("Account").

Expenses may be paid or reimbursed from the Account only upon the review and approval of the Plan Administrator, as defined in the Committee's Bylaws, or their designee.

Thereafter funds accrued in this Account shall be used exclusively for the benefit of participants and their beneficiaries, or to defray the reasonable expenses of administering and managing the Plans.

VI. ALLOCATION OF EXCESS PLAN ADMINISTRATION FEES

Excess revenue remaining in the Administrative Allowance Account may be allocated to plan participants at the Committee's discretion and as authorized by the Plan Administrator. Such amounts shall be allocated to plan participants based on their pro-rata share of the Plans' assets.

VII. AMENDMENT

This Fee and Expense Policy Statement may be amended by a majority vote of the Committee and with approval by the Plan Administrator.

On behalf of the 457(b) Deferred Compensation Plan, 401(k) Defined Contribution Plan, 401(a) Defined Contribution Plan, PST Deferred Compensation Retirement Plan and the Retirement Medical Trust Plan of San Bernardino County, this Fee and Expense Policy Statement is adopted by the Committee.

IN WITNESS WHEREOF, the County of San Bernardino has executed this Fee and Expense Policy Statement as of October 22, 2019.

Signature: 

Name: Curt Hagman, Chairman, Board of Supervisors

Date: OCT 22 2019

