# Metropolitan Transit Authority of Harris County, Texas

**Defined Contribution Plan Annual Financial Statements** 

Years Ended December 31, 2020 and 2019

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#### INDEPENDENT AUDITOR'S REPORT

To the Participants and Management of Metropolitan Transit Authority Defined Contribution Plan

#### Report on the Basic Financial Statements

We have audited the accompanying basic financial statements of the Metropolitan Transit Authority Defined Contribution Plan (the "Plan"), which comprise the Statements of Fiduciary Net Position as of December 31, 2020 and 2019, and the related Statements of Changes in Fiduciary Net Position for the years then ended, and the related Notes to the basic financial statements.

#### Management's Responsibility for the Basic Financial Statements

Management is responsible for the preparation and fair presentation of these basic financial statements in accordance with accounting principles generally accepted in the United States of America (US GAAP); this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these basic financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America (US GAAS). Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Plan's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

4828 Loop Central Dr. Suite 1000 Houston, TX 77081 Phone: 713.968.1600 Fax: 713.968.1601

www.mcconnelljones.com



# McConnell Jones

#### **Opinion**

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the statements of fiduciary net position of the Plan as of December 31, 2020 and 2019, and statements of changes in fiduciary net position for the years then ended, in accordance with US GAAP.

#### **Other Matters**

#### Required Supplementary Information

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US GAAP requires that the management's discussion and analysis, as listed in the table of contents, be presented to supplement the Plan's basic financial statements. Such information, although not a part of the Plan's basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the Plan's basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with US GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the Plan's basic financial statements, and other knowledge we obtained during our audit of the Plan's basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Houston, Texas January 31, 2022

# Management's Discussion and Analysis (Unaudited) December 31, 2020 and 2019

#### Management's Discussion and Analysis (Unaudited)

This discussion and analysis section provides an overview of the performance of the Metropolitan Transit Authority (METRO) Defined Contribution Pension Plan (Plan) and should be read in conjunction with the basic financial statements and other information found in this report.

The Plan is a single employer, 401(a) defined contribution pension plan which is designed to assist fultime employees in accumulating resources for their retirement. This Plan became effective for new full-time employees not covered by the collective bargaining agreement on September 30, 2007 and on September 30, 2012 for those covered by the agreement. It also includes employees who were participants of METRO's Union and Non-Union Pension Plans (Pension Plans) but changed their status from union position to a non-union or vice versa after the Pension Plans closed for new employees. This is the only retirement plan available to new full-time employees and during the last three calendar years the number of participants increased to 3,366 for 2020, 3,107 for 2019 and 2,835 for 2018.

METRO contributes two (2) percent of the employee's compensation and matches up to four (4) percent of employee's compensation based on their contributions to their 457(b) Deferred Compensation Plan account. Contributions from METRO are deposited into individual employee accounts, maintained by a third-party record-keeper, either weekly or semi-weekly depending on the related payroll cycle. Vesting rates on METRO's contributions are forty percent after the second year and twenty percent annually thereafter, one hundred percent vesting occurs after five years. Pension contributions are authorized each year by METRO's Board of Directors as part of the annual budgeting process.

The discussion and analysis provide additional information regarding the activities of the Plan. For additional financial information or any questions, please contact the Office of the Controller, Metropolitan Transit Authority of Harris County, Texas, P.O. Box 61429 Houston, Texas 77208-1429.

#### **Financial Highlights**

Following is the Plan's summary of fiduciary net position and changes in fiduciary net position for the current and past three plan years:

|   | 2020          | 2019         | 2018         |
|---|---------------|--------------|--------------|
| <b>Summary of fiduciary net position:</b> |               |              |              |
| Assets:                                   |               |              |              |
| Investments, at fair value                | \$ 49,175,938 | \$36,642,345 | \$25,124,886 |
| Contribution receivable from METRO        | 169,029       | 81,585       | 68,878       |
| Total assets / fiduciary net position     | \$ 49,344,967 | \$36,723,930 | \$25,193,764 |

### **Management's Discussion and Analysis (Unaudited)**

#### December 31, 2020 and 2019

|   | 2020                      | 2019                      | 2018                        |
|---|---------------------------|---------------------------|-----------------------------|
| Changes in fiduciary net position:  |                           |                           |                             |
| Additions:  |                           |                           |                             |
| Investment Income/(Loss)  |                           |                           |                             |
| Net appreciation/(depreciation) in fair value of investments Interest and dividend income | \$ 2,756,982<br>3,245,533 | \$ 2,393,966<br>3,443,300 | \$ (4,414,958)<br>2,515,955 |
| Total investment income/(loss)  | 6,002,515                 | 5,837,266                 | (1,899,003)                 |
| Contributions from METRO  | 8,091,581                 | 7,412,215                 | 6,106,955                   |
| Total additions   | 14,094,096                | 13,249,481                | 4,207,952                   |
| Deductions:   |                           |                           |                             |
| Benefit payments  | (1,384,242)               | (1,671,516)               | (1,108,888)                 |
| Administrative expenses   | (88,817)                  | (47,799)                  | (23,982)                    |
| Total deductions  | (1,473,059)               | (1,719,315)               | (1,132,870)                 |
| Changes in fiduciary net position   | 12,621,037                | 11,530,166                | 3,075,082                   |
| Beginning of the year   | 36,723,930                | 25,193,764                | 22,118,682                  |
| End of the year   | \$ 49,344,967             | \$36,723,930              | \$25,193,764                |

METRO contributes to active participants' defined contribution account each pay period which totaled \$8.1 million for 2020 and \$7.4 million for 2019. The 2020 increase primarily relates to the turnover of employees who were participants in the Defined Benefit Pension Plans to new hired employees who become participants in the Defined Contribution Pension Plan. Benefit payments decreased during 2020 by \$0.3 million or 17.2 percent and increased during 2019 by \$0.6 million or 50.7 percent. The changes over the last three years in the withdrawal amounts relates to the number of participants terminating employment with METRO and transferring their balances to other retirement accounts.

Total assets/fiduciary net position increased during 2020 by \$12.6 million or 34.4 percent and during 2019 by \$11.5 million or 45.8 percent. The changes over the last three years in total assets/fiduciary net position generally relates to investment returns which were driven by significant changes in market conditions and offset by contributions and withdrawals.

# Management's Discussion and Analysis (Unaudited) December 31, 2020 and 2019

#### **Fund Performance**

The investment line-up that participants can invest consists of forty mutual funds and one guaranteed interest fund. Each fund has its own investment objectives and strategies. The funds also provide an asset allocation strategy designed to meet their individual investment goals and strategies. The investment returns generally followed the related markets during the last three years. The following table provides a three-years comparison of investment returns:

|                                       |              | 2020   |           | 2      | 019       | 2018    |           |  |
|---------------------------------------|--------------|--------|-----------|--------|-----------|---------|-----------|--|
|                                       | •            | Annual | Market    | Annual | Market    | Annual  | Market    |  |
| Investment Name                       | Ticker       | Return | Benchmark | Return | Benchmark | Return  | Benchmark |  |
| Target retirement date funds          |              |        |           |        |           |         |           |  |
| Great-West Lifetime 2015 Fund Inst    | MXNYX        | 11.47% | N/A       | 15.53% | N/A       | -4.03%  | N/A       |  |
| Great-West Lifetime 2020 Fund Inst    | MXAKX        | 11.72% | N/A       | 16.80% | N/A       | -4.58%  | N/A       |  |
| Great-West Lifetime 2025 Fund Inst    | MXQBX        | 12.67% | N/A       | 18.43% | N/A       | -5.41%  | N/A       |  |
| Great-West Lifetime 2030 Fund Inst    | MXAYX        | 12.99% | N/A       | 20.52% | N/A       | -6.41%  | N/A       |  |
| Great-West Lifetime 2035 Fund Inst    | MXTBX        | 13.84% | N/A       | 22.58% | N/A       | -7.56%  | N/A       |  |
| Great-West Lifetime 2040 Fund Inst    | MXBGX        | 14.01% | N/A       | 24.18% | N/A       | -8.39%  | N/A       |  |
| Great-West Lifetime 2045 Fund Inst    | MXWEX        | 14.33% | N/A       | 25.14% | N/A       | -9.00%  | N/A       |  |
| Great-West Lifetime 2050 Fund Inst    | MXBSX        | 14.30% | N/A       | 25.28% | N/A       | -9.21%  | N/A       |  |
| Great-West Lifetime 2055 Fund Inst    | MXZHX        | 14.33% | N/A       | 25.19% | N/A       | -9.42%  | N/A       |  |
| Great-West International Value Inst   | MXJVX        | 10.21% | 7.82%     | 22.43% | 20.01%    | -15.30% | -13.79%   |  |
| International stock funds             |              |        |           |        |           |         |           |  |
| American Funds New Perspective R6     | RNPGX        | 33.81% | 7.82%     | 30.48% | 20.01%    | -5.56%  | -13.79%   |  |
| American Funds New World R6           | RNWGX        | 25.30% | 7.82%     | 28.03% | 20.01%    | -11.97% | -13.79%   |  |
| Franklin Mutual International R6      | FIMFX        | N/A    | 7.82%     | 14.89% | 20.01%    | -17.40% | -13.79%   |  |
| MFS International Growth R6           | MGRDX        | 15.82% | 7.82%     | 27.31% | 20.01%    | -8.79%  | -13.79%   |  |
| Franklin Mutual Global Discovery R6   | <b>FMDRX</b> | -4.27% | 7.82%     | 24.80% | 20.01%    | -10.67% | -13.79%   |  |
| Oppenheimer International Growth I    | OIGIX        | N/A    | 7.82%     | 29.16% | 20.01%    | -19.22% | -13.79%   |  |
| Vanguard Total Intl Stock Index       |              |        |           |        |           |         |           |  |
| Admiral                               | VTIAX        | 11.28% | 7.82%     | 21.51% | 20.01%    | -14.43% | -13.79%   |  |
| Specialty funds                       |              |        |           |        |           |         |           |  |
| Nuveen Real Estate Securities I       | FARCX        | -6.12% | N/A       | 25.56% | N/A       | -5.51%  | N/A       |  |
| Franklin Gold & Precious Metals Adv.  | FGADX        | 43.99% | N/A       | 51.87% | N/A       | -17.89% | N/A       |  |
| MFS Technology R6                     | MTCLX        | 46.56% | N/A       | 36.23% | N/A       | 1.94%   | N/A       |  |
| Vanguard Real Estate Index Adm        | VGSLX        | -4.65% | N/A       | 28.94% | N/A       | -5.95%  | N/A       |  |
| <u>Domestic stock funds</u>           |              |        |           |        |           |         |           |  |
| Columbia Small Cap Index A            | NMSAX        | 10.92% | 19.96%    | 22.30% | 25.52%    | -8.95%  | -11.01%   |  |
| Janus Henderson Venture N             | JVTNX        | 31.81% | 19.96%    | 30.98% | 25.52%    | -6.46%  | -11.01%   |  |
| Undiscovered Mgrs Behavioral Value R6 | UBVFX        | 3.62%  | 19.96%    | 23.34% | 25.52%    | -15.20% | -11.01%   |  |
| Ariel Appreciation Fund               | CAAPX        | 7.36%  | 13.66%    | 24.60% | 26.20%    | -13.99% | -11.08%   |  |
| Janus Enterprise Fund T               | JAENX        | 20.15% | 13.66%    | 35.06% | 26.20%    | -1.05%  | -11.08%   |  |
| Vanguard Mid Cap Index Admiral        | VIMAX        | 18.24% | 13.66%    | 31.03% | 26.20%    | -9.23%  | -11.08%   |  |
| Columbia Contrarian Core Instl 3      | COFYX        | 22.44% | 18.40%    | 33.08% | 31.49%    | -8.81%  | -4.38%    |  |
| Columbia Dividend Income Adv          | CVIRX        | 7.77%  | 18.40%    | 28.17% | 31.49%    | -4.41%  | -4.38%    |  |
| Great-West S&P 500 Index Fund Inv     | MXVIX        | 17.77% | 18.40%    | 30.84% | 31.49%    | -4.89%  | -4.38%    |  |
| Pioneer Fundamental Growth K          | PFGKX        | 27.51% | 18.40%    | 34.40% | 31.49%    | -0.20%  | -4.38%    |  |
|                                       |              |        |           |        |           |         |           |  |

### **Management's Discussion and Analysis (Unaudited)**

December 31, 2020 and 2019

|  |              | 2020             |                     | 2                | 019                 | 2018             |                     |  |
|--|--------------|------------------|---------------------|------------------|---------------------|------------------|---------------------|--|
| Investment Name                        | Ticker       | Annual<br>Return | Market<br>Benchmark | Annual<br>Return | Market<br>Benchmark | Annual<br>Return | Market<br>Benchmark |  |
| Balanced funds                         |              |                  |                     |                  |                     |                  |                     |  |
| American Funds American Balanced R6    | RLBGX        | 11.22%           | N/A                 | 19.55%           | N/A                 | -2.42%           | N/A                 |  |
| Fidelity Puritan                       | <b>FPURX</b> | 20.56%           | N/A                 | 21.25%           | N/A                 | -4.16%           | N/A                 |  |
| Bond funds                             |              |                  |                     |                  |                     |                  |                     |  |
| BlackRock High Yield Bond Portfolio K  | BRHYX        | 5.93%            | 7.51%               | 15.58%           | 8.72%               | -2.76%           | 0.01%               |  |
| Columbia US Government Mortgage        |              |                  |                     |                  |                     |                  |                     |  |
| Instl                                  | CUGYX        | N/A              | 7.51%               | 6.97%            | 8.72%               | 2.11%            | 0.01%               |  |
| Columbia Quality Income Instl 3        | CUGYX        | 6.14%            | 7.51%               | N/A              | 8.72%               | N/A              | 0.01%               |  |
| JPMorgan Global Bond Opportunities R6  | GBONX        | 7.92%            | 7.51%               | 10.73%           | 8.72%               | -1.74%           | 0.01%               |  |
| Metropolitan West Total Return Bond Pl | MWTSX        | 9.18%            | 7.51%               | 9.23%            | 8.72%               | 0.29%            | 0.01%               |  |
| MFS Emerging Markets Debt R6           | MEDHX        | 8.11%            | 7.51%               | 14.17%           | 8.72%               | -4.91%           | 0.01%               |  |
| Vanguard Inflation-Protected Secs Adm  | VAIPX        | 10.96%           | 7.51%               | 8.16%            | 8.72%               | -1.39%           | 0.01%               |  |
| Vanguard Interm-Term Investment-       |              |                  |                     |                  |                     |                  |                     |  |
| Grade                                  | VFIDX        | 10.41%           | 7.51%               | 10.49%           | 8.72%               | -0.47%           | 0.01%               |  |
| Vanguard Total Bond Market Index Adm   | VBTLX        | 7.72%            | 7.51%               | 8.71%            | 8.72%               | -0.03%           | 0.01%               |  |
| Interest fund                          |              |                  |                     |                  |                     |                  |                     |  |
| Great-West Guaranteed Interest Fund    | N/A          | 1.50%            | N/A                 | 1.75%            | N/A                 | 1.80%            | N/A                 |  |

#### **Plan Fees**

The Plan charges fees to participants' account for investment management, advisory and record-keeping services that are directly offset from the investment funds' earnings. The fees vary by investment fund and are calculated based on the fund's daily asset value. According to the Fee Disclosure Report provided by Empower as of December 31, 2020 and 2019, the estimated fees were as follows:

#### **December 31, 2020**

| Service                          |    | Annual<br>Estimate |    | ted Average<br>r Participant | Estimated Percentage of Total Assets |  |  |
|----------------------------------|----|--------------------|----|------------------------------|--------------------------------------|--|--|
| Payments to Investment Providers | \$ | 241,723            | \$ | 72.00                        | 0.49%                                |  |  |
| Payments to Recordkeeper         |    | 47,615             |    | 14.00                        | 0.10%                                |  |  |
| Payments to Others               |    | 16,550             |    | 3.00                         | 0.03%                                |  |  |
| Total Payment Estimate           | \$ | 305,888            | \$ | 89.00                        | 0.62%                                |  |  |

#### **December 31, 2019**

| Service                          | Annual<br>Estimate | ted Average<br>r Participant | Estimated Percentage of Total Assets |  |  |
|----------------------------------|--------------------|------------------------------|--------------------------------------|--|--|
| Payments to Investment Providers | \$<br>178,864      | \$<br>57.00                  | 0.49%                                |  |  |
| Payments to Recordkeeper         | 36,660             | 12.00                        | 0.10%                                |  |  |
| Payments to Others               | 10,766             | 3.00                         | 0.03%                                |  |  |
| Total Payment Estimate           | \$<br>226,290      | \$<br>72.00                  | 0.62%                                |  |  |

For a copy of the complete Fee Disclosure Report, please contact the Plan Administrator, Metropolitan Transit Authority of Harris County, Texas, P.O. Box 61429, Houston, Texas 77208-1429.



#### Statements of Fiduciary Net Position December 31, 2020 and 2019

| Assets:                                 | <br>2020         | 2019 |            |  |  |
|---|------------------|------|------------|--|--|
| Investments, at fair value              | \$<br>49,175,938 | \$   | 36,642,345 |  |  |
| Employer contribution receivable        | <br>169,029      |      | 81,585     |  |  |
| Total assets                            | <br>49,344,967   |      | 36,723,930 |  |  |
| T11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |                  |      |            |  |  |
| Fiduciary net position:                 |                  |      |            |  |  |
| Restricted for pensions                 | \$<br>49,344,967 | \$   | 36,723,930 |  |  |

#### Statements of Changes in Fiduciary Net Position Years Ended December 31, 2020 and 2019

|   | 2020          | 2019          |  |  |
|---|---------------|---------------|--|--|
| Additions:  |               |               |  |  |
| Investment income:                                |               |               |  |  |
| Interest and dividend income                      | \$ 3,245,533  | \$ 3,443,300  |  |  |
| Net appreciation in fair value of investments     | 2,756,982     | 2,393,966     |  |  |
| Total investment income                           | 6,002,515     | 5,837,266     |  |  |
| Contributions from METRO                          | 8,091,581     | 7,412,215     |  |  |
| Total additions                                   | 14,094,096    | 13,249,481    |  |  |
| Deductions: Benefit payments                      | (1,384,242)   | (1,671,516)   |  |  |
| Administrative expenses                           | (88,817)      | (47,799)      |  |  |
| Total deductions                                  | (1,473,059)   | (1,719,315)   |  |  |
| Changes in fiduciary net position                 | 12,621,037    | 11,530,166    |  |  |
| Fiduciary net position – restricted for pensions: |               |               |  |  |
| Beginning of the year                             | 36,723,930    | 25,193,764    |  |  |
| End of the year                                   | \$ 49,344,967 | \$ 36,723,930 |  |  |

## Notes to the Basic Financial Statements December 31, 2020 and 2019

#### 1. DESCRIPTION OF THE PLAN

The following description of Metropolitan Transit Authority (METRO) Defined Contribution Plan (the "Plan") provides only general information. Participants should refer to the Plan document for a more complete description of the Plan's provisions.

#### General

The Plan is a single employer, 401(a) defined contribution pension plan that is qualified under Section 401(a) of the Internal Revenue Code (the "IRC") and is also a governmental plan under Section 414(d) of the IRC. The Plan is not covered by the Employee Retirement Income Security Act of 1974.

#### Eligibility

The Plan was established with the objective of assisting METRO's employees in accumulating resources for their retirement. The Plan became effective for new full-time employees who were not covered under the collective bargaining agreement and hired after September 30, 2007. Subsequently, the Plan also became effective for new employees who were covered under the collective bargaining agreement and hired after September 30, 2012. It also includes employees who were participants of METRO's Union and Non-Union Pension Plans (Pension Plans) but changed their status from union position to a non-union or vice versa after the Pension Plans closed for new employees. Full-time employees are eligible to participate in the Plan upon their employment with METRO. The following table presents information of Plan participants during plan years ended December 31, 2020 and 2019:

| <b>Participants</b>                             | 2020  | 2019  |
|---|-------|-------|
| Eligible participants – January 1st             | 3,107 | 2,835 |
| Less: Terminated participants who removed funds | 150   | 359   |
| Add: New participants                           | 409   | 631   |
| Eligible participants – December 31st           | 3,366 | 3,107 |

#### Contributions to Participants 401(a) Account

Only METRO contributes to the participants 401(a) Defined Contribution Plan account. METRO's Board of Directors authorized these contributions and are included in the annual operating budget. The base contribution is two (2) percent of the participant's compensation as defined under the Plan's provisions. In addition to the base contribution, METRO matches up to four (4) percent of the employee's compensation based on their contribution to their 457(b) Deferred Compensation Plan account.

METRO's contributions are deposited into the employee's 401(a) Defined Contribution Plan individual account during the normal weekly or bi-weekly payroll cycle. Terminated employees can remain in the Plan but will no longer receive employer contributions.

#### Participants' Accounts

Each participant has an individual 401(a) Defined Contribution Plan account which tracks contributions made by METRO, investments they purchased/sold and related fees. New participants are automatically invested in a target date fund based on their date of birth and can reallocate those contributions between

# Notes to the Basic Financial Statements December 31, 2020 and 2019

40 investment options established under the Plan. Ultimately, participants control how funds in their account are invested in the available investment line-up.

#### Vesting

Participant's vesting in the employer contributions is based on years of service and the vesting rate which is forty percent after the second year of service, and twenty percent annually thereafter. Participants are one hundred percent vested after the fifth year of service. A year of service means a twelve-consecutive-month period during which the employee completes at least one thousand hours of service.

#### Participant Loans

The Plan does not permit participant loans.

#### Plan Administration and Fees

METRO is the Plan Administrator with the general administration and record keeping services provided by Empower Retirement, a subsidiary of Great-West Life & Annuity Insurance Company. Fees associated with administration, recording keeping, money managers and discretionary managed account services are paid from the participants' accounts.

#### Payment of Benefits

A participant's 401(a) defined contribution pension account balance is available upon severance from METRO's service, attainment of age 65, or death based on their vesting level. 401(a) Plan participants age 65 and older are eligible to take distributions, without penalty, from their 401(a) accounts while still in service with METRO. A participant may elect to receive: 1) a single lump sum amount equal to the value of their account, 2) a partial lump-sum payment of a specified amount, with the balance payable in installment payments for a period of years, 3) annuity payments payable either monthly, quarterly, or annually over a period not exceeding the life expectancy of the participant, or, in certain circumstances, the joint life expectancy of the participant and a "designated beneficiary" (as defined in the Internal Revenue Code (Code), or 4) installment payments for a period of years. Upon termination from METRO, or attainment of age 70 and a half, funds may be rolled over into an eligible retirement plan (as defined in the Code), or an IRA.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **Basis of Presentation**

The accompanying basic financial statements of the Plan are presented in accordance with generally accepted accounting principles established by the Governmental Accounting Standards Board (GASB).

#### Basis of Accounting

The Plan's financial statements are prepared using the accrual basis of accounting. Contributions are reported when payments become due from METRO, the Plan sponsor, while investment income (net of investment and administrative fees) are reported when earned. Payments made to participants upon termination or retirement are reported when paid.

# Notes to the Basic Financial Statements December 31, 2020 and 2019

#### **Investment Policy**

The investment policy focuses on the participant and their goal of saving resources for retirement. Some of the major topics in the policy comprising investment objectives, roles and responsibilities, performance evaluation, investment options, and related education for participants.

Investment options included in the policy consist of 40 mutual funds that cover a wide range of investment strategies that include risk levels and asset classes. Participants can select among these investment options when customizing an investment portfolio that meets their risk tolerance levels and financial goals. To implement and monitor their long-term investment strategy, participants can use the online administrative and investment tools provided by the Plan's record-keeper and service provider Empower Retirement, previously known as Great-West Life & Annuity Insurance Company.

#### **Investment Valuation**

The Plan's investments are stated at fair value which is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

#### Participants Accounts and Income Recognition

Changes in the value of Participant's account relate to contributions from METRO, interest, dividends, investments sales and change in market value. Purchases and sales of securities are recorded on a tradedate basis. Dividends are processed the evening of the execution date and recorded with a drop date on the next business day. Interest is credited to participant-guaranteed accounts based on the rate communicated by Empower. Share values of mutual funds are received from the National Security Clearing Corporation, Interactive Data Corporation or the mutual fund company.

#### Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect amounts reported in the Plan's financial statements. Actual results could differ from those estimates.

#### 3. CUSTODIAL CREDIT RISK

For investments, custodial credit risk is the risk that in the event of the failure of the counterparty, the Plan will not be able to recover the value of their investments or collateral securities that are in the possession of the outside party. Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the Plan, and are held by either the counterparty or the counterparty trust department. All Plan's investments are held by the individual mutual funds' asset custodians in the Plan's name and therefore, are not exposed to custodial credit risk.

# Notes to the Basic Financial Statements December 31, 2020 and 2019

#### 4. FAIR VALUE MEASUREMENTS

The Plan categorizes its fair value hierarchy as established by U.S. generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. In determining fair value, the Plan utilizes valuation techniques that maximize the use of observable inputs and minimize the use of unobservable inputs to the extent possible in its assessment of fair value. Following is a description of the valuation methodologies used for assets measured at fair value:

Investments disclosed as Level 1 includes individual mutual funds and those that invest in multiple mutual funds (fund to funds) when the underlying fund is actively traded on a nationally recognized stock exchange. Investments that guarantee a return based on the purchase of governmental securities are disclosed as Level 2.

All investments are recorded at their net asset value (unit value) and calculated daily after the close of the current trading day by each mutual fund. This value is used to calculate the daily ending investment balance for each participant and to price investment transactions settling at the end of the day.

The following tables set forth by level, within the fair value hierarchy, a summary of the Plan's investments measured at fair value as of December 31, 2020 and December 31, 2019:

#### 2020 Fair Value Measurement Based on Reporting Hierarchy

|                                      | Level 1 |            | Level 2 |           | Level 3 |   | Total            |
|--------------------------------------|---------|------------|---------|-----------|---------|---|------------------|
| Mutual funds:                        |         |            |         |           |         |   |                  |
| Domestic stock funds                 | \$      | 4,397,887  | \$      | -         |         | - | \$<br>4,397,887  |
| International stock funds            |         | 2,502,483  |         | -         |         | - | 2,502,483        |
| Balanced fund                        |         | 408,025    |         | -         |         | - | 408,025          |
| Target retirement date funds         |         | 36,777,330 |         | -         |         | - | 36,777,330       |
| Specialty funds                      |         | 868,504    |         | -         |         | - | 868,504          |
| Bond funds                           |         | 1,525,362  |         | -         |         | - | 1,525,362        |
| Great-West Guaranteed Interest Funds |         | -          |         | 2,696,347 |         | - | 2,696,347        |
| Total investments, at fair value     | \$      | 46,479,591 | \$      | 2,696,347 | \$      | - | \$<br>49,175,938 |

#### 2019 Fair Value Measurement Based on Reporting Hierarchy

| _                                    | Level 1 |            | Level 2         |    | Level 3 |    | Total      |
|--------------------------------------|---------|------------|-----------------|----|---------|----|------------|
| Mutual funds:                        |         |            |                 |    |         |    |            |
| Domestic stock funds                 | \$      | 3,103,283  | \$<br>-         |    | -       | \$ | 3,103,283  |
| International stock funds            |         | 1,591,636  | -               |    | =       |    | 1,591,636  |
| Balanced fund                        |         | 297,434    | -               |    | -       |    | 297,434    |
| Target retirement date funds         |         | 27,919,424 | -               |    | -       |    | 27,919,424 |
| Specialty funds                      |         | 582,513    | -               |    | -       |    | 582,513    |
| Bond funds                           |         | 1,034,043  | -               |    | -       |    | 1,034,043  |
| Great-West Guaranteed Interest Funds |         | -          | 2,114,012       |    | -       |    | 2,114,012  |
| Total investments, at fair value     | \$      | 34,528,333 | \$<br>2,114,012 | \$ | -       | \$ | 36,642,345 |
|                                      |         |            |                 |    |         |    |            |

# Notes to the Basic Financial Statements December 31, 2020 and 2019

#### 5. FORFEITURE ACCOUNT

Participant account balances are transferred to a forfeiture account within the Plan when a participant separates from service prior to be being one hundred percent vested. Per the Plan document, METRO may use the forfeited funds to first offset Plan expenses, then to reduce its contributions, and then to reallocate any remainder balance to participants in the same manner as METRO's contributions are allocated.

The following table summarizes transactions that occurred within the forfeiture account during plan year 2020 and 2019 as well as the Plan's forfeiture account balance as of December 31, 2020 and 2019:

|                         | 2020 |           | 2019 |           |
|-------------------------|------|-----------|------|-----------|
| Beginning balance       | \$   | 1,780,030 | \$   | 1,233,326 |
| Non-vested transfers    |      | 323,545   |      | 535,270   |
| Investment income       |      | 31,338    |      | 26,375    |
| Administrative Expenses |      | (42,762)  |      | (14,941)  |
| Ending balance          | \$   | 2,092,151 | \$   | 1,780,030 |

#### 6. TERMINATED PARTICIPANTS

As of December 31, 2020, and 2019, the Plan had 59 and 48 terminated vested participants who had account balances totaling \$578,354 and \$379,517, respectively. These participants no longer receive contributions from METRO and their account balances are adjusted only for fees, investment earnings and withdrawals.

#### 7. RELATED PARTY TRANSACTIONS

The costs of administering the Plan are paid with the monthly administrative fee charged to participant accounts, an annualized asset-based fee assessed to the Plan's investment funds, and interest earned on assets held in the Plan's custodial account which is administered by the Plan's custodian.

#### 8. INCOME TAX STATUS

The Plan has not obtained a determination letter from the Internal Revenue Services since METRO adopted a pre-approved prototype plan from Great-West Retirement Services and has not made any extensive modifications to such prototype plan. The Plan Administrator believes that the Plan complies with the applicable requirements of the Internal Revenue Code and, therefore, qualifies as a tax-favored Plan.

#### 9. PLAN TERMINATION

METRO as Plan Sponsor has the right to amend, suspend, or terminate the Plan if the amounts of the Participant's balances are not affected. Upon termination of the Plan, Participants or their beneficiaries would become fully vested in their accounts as provided in the Plan's controlling document. METRO also has the right to discontinue contributions and add or eliminate any investment option, in whole or in part.

# Notes to the Basic Financial Statements December 31, 2020 and 2019

#### 10. RISKS AND UNCERTAINTIES

The Plan provides for participant directed investments that are exposed to various risks, such as interest rate, credit and overall market volatility. Due to the level of risk associated with certain investments and the level of uncertainty related to the changes in the value of investments, it is at least reasonably possible, that changes in risks in the near term could materially affect participants' account balances and the amounts reported in the Statements of Fiduciary Net Position and the Statements of Changes in Fiduciary Net Position.

#### 11. SUBSEQUENT EVENTS

The Plan's management has evaluated subsequent events through January 31, 2022; the date the Plan's financial statements were available to be issued. No changes were made, or are necessary to be made, to the Plan's financial statements, as a result of this evaluation.