



## Stege Sanitary District Board of Directors

7:00 P.M., District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

### Meeting Agenda – May 7, 2026

Items on the agenda may be taken out of order.

Public comment is limited to three minutes for each individual speaker.

In accordance with California Government Code Section 54957.5, any writing that is a public record and relates to an open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Office, 7500 Schmidt Lane, El Cerrito, during regular business hours. Copies of the agenda are posted on the District website at [www.stegesan.org](http://www.stegesan.org). Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at (510) 524-4668.

Members of the public can observe the live stream of the meeting by accessing <https://zoom.us/j/84090509848> or by calling **(669) 900-9128** and entering the Meeting ID# **840 9050 9848** followed by the pound (#) key.

The ability to participate and observe remotely as identified above is predicated on the technology being available and functioning without technical difficulties. Should the remote platform not be available, or become non-functioning, or should the Board of Directors otherwise encounter technical difficulties that makes that platform unavailable, the Board of Directors will proceed with business in person unless otherwise prohibited by law.

Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to [comments@stegesan.org](mailto:comments@stegesan.org) with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments received at least 15 minutes before the starting time of the meeting will be provided to the Board of Directors and will be added to the official record.

Verbal Public Comment during the meeting is limited to in-person participants. Members of the public will not have the ability to comment via Zoom unless the Board of Directors is required to provide that opportunity due to a Director participating pursuant to AB 2449. In such circumstances, the Chair will make an announcement at the beginning of the meeting. Those interested in commenting (if required per AB 2449) should raise their virtual hands to notify the host during the relevant agenda item.

Pursuant to AB 2449, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the meeting will be conducted by roll call vote.

**1. Call to Order**

**2. Roll Call**

**Agenda Items:** Directors and Officers of the Board will consider and announce if they have any conflicts of interest posed by items on the meeting agenda.

**3. Closed Session**

**Public Employment/Public Employee Appointment**

Gov. Code § 54957

Title: General Manager

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: Interim General Manager

**4. Public Comments**

Members of the public are invited to address the Board concerning topics that are **not** on the agenda. Comments on agenda items will be heard when the item is up for consideration.

**5. Board Members Comments**

Board members may make brief announcements, report on activities, or request items for future agendas. No discussion or action will be taken on items not listed on the agenda.

Motion:

**6. Approval of Minutes**

April 16, 2026 Meeting Minutes

Motion:

**7. Treasurer's Report**

A. Approval of Disbursements

B. EFT's

Motion:

**8. Approve Resolution to Amend the Contract with Nerd Crossing**

Motion:

**9. Approve Resolution to Amend the Contract with Rashid Jones**

Info:

**10. Verbal Presentation and Discussion on Social Media and Future Newsletters**

Info:

**Future Agenda Items**

May 21, 2026

A. Monthly Operations

B. Treasurer's Reports

C. Approval of Disbursements

- D. Budget Performance Update
- E. Draft Budget
- F. Employee Recognition
- G. Contract Amendment with MRG

**11. Adjournment**

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Bobby Magee  
Interim General Manager  
STEGE SANITARY DISTRICT



# Stege Sanitary District Board of Directors

Meeting of April 16, 2026 at 7:00 PM

District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

## **DRAFT Meeting Minutes**

### **1. Call To Order:**

President Beach called the meeting to order at 7:00 PM.

### **2. Roll Call:**

Present: Beach, Merrill, Christian-Smith, Gilbert-Snyder, O'Keefe

Absent: None

Others Present: Kristopher Kokotaylo, District Counsel

Bobby Magee, Interim General Manager

Paul Soo Jr., Civil Engineer

Dennis Wright, Maintenance Superintendent

Shela Duperval, Temporary Administrative Assistant

**Agenda Items:** Vice President Merrill announced that he has conflict of interest on item number 11.

### **3. Public Comment:**

There were no public comments.

### **4. Board Members Comments:**

Director O'Keefe commented on items related to social media site NextDoor. Director Gilbert-Snyder also commented on NextDoor. Director O'Keefe commented on the West County Wastewater rate increase. President Beach commented on the need for a Ground Water Intrusion Report; Director Christian-Smith commented on the need to collect better data, including detailed flow metering and monitoring.

### **5. Approval of Minutes**

Approval of March 19, 2026 Special Meeting Minutes, March 19, 2026 Regular Meeting Minutes, March 20, 2026 Special Meeting Minutes.

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to approve the minutes of the March 19, 2026 Special Meeting, the March 19, 2026 Regular Meeting, and the March 20, 2026 Special Meeting, as amended.

VOTE:	AYES:	O'Keefe, Gilbert-Snyder, Beach, Merrill, Christian-Smith
	NOES:	None
	ABSTAIN:	None
	ABSENT:	None

**6. Staff and Officer Reports**

- A. The Interim General Manager gave oral summary of staff training earlier in the week. Staff also provided an update on IT & finance assessments, and vendor contracts.
- B. The District Counsel gave a summary on how cybersecurity negatively impacts local public agencies. He also provided information on SB294 emergency contacts.

**7. Operations Reports**

The Board received the reports and asked staff technical questions related to the data.

**8. Treasurer’s Report**

The Board received a summary report of the Ratification of Disbursements, Approval of Disbursements, and EFTs.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve ratification of end-of-period April 10 disbursements & approval of end-of-period April 16 disbursements.

VOTE:     AYES:           Gilbert-Snyder, Merrill, O’Keefe, Beach, Christian-Smith  
          NOES:           None  
          ABSTAIN:       None  
          ABSENT:       None

**9. Multi Year Maintenance Metrics Report**

The Board received the Report and asked technical questions of the District’s Senior Engineer.

**10. Notice of Completion of Project 23202 Canon Pump Station Rehab**

The Board received a presentation from staff on Project 23202 Canon Pump Station Rehab and asked technical questions of the District’s Senior Engineer.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approval of Project 23202 Canon Pump Station Rehab.

VOTE:     AYES:           O’Keefe, Gilbert-Snyder, Merrill, Beach, Christian-Smith  
          NOES:           None  
          ABSTAIN:       None  
          ABSENT:       None

**11. Adopt Resolutions to Authorized Staff to Purchase One Ford Dump Truck and One Caterpillar Skid Steer with Forklift Attachment**

The Board received a verbal presentation on both items, and staff answered questions related to the recommended purchases.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve the Adopt Resolutions to Authorized Staff to Purchase One Ford Dump Truck and One Caterpillar Skid Steer with Forklift Attachment.

VOTE:      AYES:              Gilbert-Snyder, Christian-Smith, Beach, O’Keefe  
              NOES:              None  
              ABSTAIN:          None  
              RECUSE:          Merrill  
              ABSENT:          None

**12. Approving President Beach to Serve as Labor Negotiator for Negotiations Related to Legal Services Agreement**

The Board received a verbal presentation on the need to appoint a Labor Negotiator.

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve President Beach to Serve as Labor Negotiator for Negotiations Related to an amendment to the current Legal Services Agreement with Redwood Public Law.

VOTE:      AYES:              Christian-Smith, Gilbert-Snyder, O’Keefe, Merrill, Beach  
              NOES:              None  
              ABSTAIN:          None  
              ABSENT:          None

**13. Verbal Report on the Draft May 2026 Newsletter**

The Board received a summary of the draft May 2026 Newsletter and provided input to staff on the content that was discussed.

**CLOSED SESSION**

**CONFERENCE WITH LABOR NEGOTIATORS**  
Gov. Code § 54957.6

**Agency Designated Representatives:**

Bobby Magee, Interim General Manager  
Jesse Lad, Legal Counsel

**Employee Organizations:**

The Collection System Unit and Supervisory Unit

**PUBLIC EMPLOYMENT PERFORMANCE EVALUTION**

Gov. Code § 54957  
Title: Interim General Manager

**PUBLIC EMPLOYMENT/ PUBLIC EMPLOYEE APPOINTMENT**

Gov. Code § 54957  
Title: General Manager

The Board returned to open session at 10:05 PM, and Legal Counsel Kokotaylo announced that there was no reportable action taken during closed session.

**14. Adjournment**

The meeting was adjourned at 10:06 P.M.

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Bobby Magee  
Interim General Manager  
STEGE SANITARY DISTRICT



# STEGE SANITARY DISTRICT

## STAFF REPORT

Board of Directors Meeting Date: 5/7/2026

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**TO:** Honorable Board of Directors  
**FROM:** Bobby Magee, Interim General Manager / District Treasurer  
**SUBJECT:** Treasurer’s Report

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**RECOMMENDATION**

It is recommended that the Board of Directors:

- 1. Approve the Disbursements for the Period Ending 5/7/26; and,
- 2. Receive and File the Verbal Report on Electronic Fund Transfers (EFT) for the Period Ending 5/7/26.

**BACKGROUND AND DISCUSSION**

Historically the Board of Directors has been asked to approve the District’s checks each month to pay vendors. The attached group of warrants represents the District’s outgoing payments for the period of April 16, 2026 – May 7, 2026.

Current Estimated Bank Balances:

Account	Balance
Five Star Checking	\$422,638.40
Five Star Savings	\$6,376,313.21
LAIF	\$6,556,561.47
<b>Total</b>	<b>\$13,355,513.08</b>

**FISCAL IMPACT**

The checks identified in the attached report constitute the current financial liabilities to the District in the form of warrants, which is currently within budgeted and appropriated amounts. There is no fiscal impact to receiving and filing the EFT and Budget reports.



# STEGE SANITARY DISTRICT

## STAFF REPORT

Board of Directors Meeting Date: 5/7/2026

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**TO:** Honorable Board of Directors  
**FROM:** Bobby Magee, Interim General Manager / District Treasurer  
**SUBJECT:** Contract Amendment with Nerd Crossing

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### RECOMMENDATION

It is recommended that the Board of Directors:

Adopt a Resolution for Amendment #1 to the Contract with Nerd Crossing.

### BACKGROUND AND DISCUSSION

On February 17, 2026 the District entered into a contract with Regional Government Services (RGS) for a high-level assessment of both IT and Finance operations. On March 18<sup>th</sup> RGS conducted an on-site walk-around, observed the current state of the District's technologies, and conducted interviews with staff. Later that evening RGS communicated to the District a number of IT recommendations which they believed should not wait until the release of their final report; their comments included the view that some of the technology was so fragile it should be dealt with immediately. One of those recommendations was to enter into a contract with a firm for immediate expert IT support and to begin to modernize many of the District's IT practices. RGS provided the District with multiple vendor options that could perform the work; after evaluating the firms, a contract was entered into with Nerd Crossing under the General Manager's delegated authority from the Board. Once under contract, Nerd Crossing began to conduct a much deeper dive into the District's current practices and technology needs.

Historically the District has not had an in-house IT manager. While IT operations are highly specialized and require a strong understanding of emerging technologies and cybersecurity threats, internal staff made efforts to keep the systems running with the existing resources that were available to them. On April 22<sup>nd</sup>, Nerd Crossing sent the District a "Technology Roadmap" which documented the important IT projects, along with an order of priority. At a high level the Phase I projects included a desktop/laptop refresh; upgrade of all network infrastructure; and, a fileserver upgrade. Phase II projects included a corporate data strategy; authentication and mobile device management program; and, a cybersecurity audit.

The recommended contract amendment includes funding to complete each of these one-time projects, plus estimated funding to outsource the IT management function to Nerd Crossing for the next five years. Approval of the contract will ensure the District stays up to date with IT technologies and takes appropriate action to protect its financial and operational data from cyber threats.

### FISCAL IMPACT

Adopting the resolution will increase the not-to-exceed amount with Nerd Crossing to \$350,000 for IT operational and technology refresh services.

**FIRST AMENDMENT TO  
CONSULTING SERVICES AGREEMENT BETWEEN  
THE STEGE SANITARY DISTRICT AND NERD CROSSING**

THIS First Amendment to the Agreement for consultant services (“First Amendment”) is made by and the Stege Sanitary District (“Stege”) and Nerd Crossing (“Consultant”) (together sometimes referred to as the “Parties”) as of May 1, 2026 (the “Effective Date”).

WHEREAS, the Parties entered into an agreement for consulting services on or about April 2, 2026 (the “Agreement”); and

WHEREAS, Section 8.3 of the Agreement provides that the Agreement may be amended only by a writing signed by all Parties; and

WHEREAS, the Parties now desire to amend the Agreement to reflect changes in the term, total compensation and scope of services.

Now, therefore, the Parties hereto mutually agree as follows:

**Section 1. TERM.** The first sentence of Section 1.1 “Term for Services” shall be deleted and replaced with the following:

The term of this Agreement shall begin on the Effective Date and shall continue until June 30, 2031, unless terminated or extended pursuant to the terms of this Agreement.

**Section 2. COMPENSATION.** The first sentence of Section 2 “Compensation” shall be deleted and replaced with the following:

Stege hereby agrees to pay Consultant a sum not to exceed \$350,000 as set forth herein, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement.

**Section 3. SCOPE OF WORK.** The Proposal attached hereto and incorporated herein by this reference shall be added to Exhibit A of the Agreement.

**Section 4. REMAINING SECTIONS UNCHANGED.** Except as modified and amended by this First Amendment, all other sections of the Agreement shall remain unchanged and in full force and effect.

The Parties have executed this First Amendment as of the Effective Date.

**STEGE**

**CONSULTANT**

\_\_\_\_\_

Bobby Magee, Interim General Manager

\_\_\_\_\_

James Hammack, CEO

APPROVED:

\_\_\_\_\_

Kristopher J. Kokotaylo, District Legal Counsel

**Mailing Address:** 77 Solano Square, Suite 351, Benicia, CA 94510

**Website:** [www.nerdcrossing.com](http://www.nerdcrossing.com)

**E-mail:** [info@nerdcrossing.com](mailto:info@nerdcrossing.com)

**Phone :** 1-888-NERD-XING (1-888-637-3946)



# Stege Sanitary District Technology Roadmap – April 2026

## Prepared For:

Stege Sanitary District  
Bobby Magee, Interim General Manager  
7500 Schmidt Ln  
El Cerrito, CA 94530  
510-524-4667

## Prepared By:

Nerd Crossing  
Jim Hammack, CEO/Chief Nerd  
77 Solano Square, Suite 351  
Benicia, CA 94510  
(510) 275-3475

## **Executive Summary**

We have identified the following projects during our IT audit for your technology roadmap. Nerd Crossing recommends that we perform these critical technology upgrades in phases. We have included estimated costs to implement each project and can furnish formal proposals when requested.

### Phase I (within 1-2 months)

1. Desktop/laptop refresh
2. Upgrade network infrastructure
3. Fileserver upgrade

### Phase II (within 3-6 months)

1. Corporate data strategy
2. Authentication and Mobile Device Management (MDM)
3. Cybersecurity audit



## Phase I

### Workstation Refresh

Eight (8) computers are running an unsupported version of Windows, either Windows 7, 8, or 10, which poses a serious security risk to Stege. All computers must be replaced with new Windows 11 computers as soon as possible. We recommend creating a standard hardware and software platform, using Dell business class laptops, dual monitors and docking stations, and implementing a hardware refresh cycle of 3-4 years.

Two business critical computers are included in this workstation refresh, the accounting computer (QuickBooks) and the “fileserver”, a Windows 7 computer. QuickBooks will eventually need to migrate to the Cloud, but in the meantime, we recommend replacing it before it fails and performing regular backups. The data from the “fileserver” will need to either migrate to a Network Attached Storage (NAS) or the Cloud (Sharepoint) or both as part of a corporate data strategy. **See Fileserver.**

*Estimated Costs (includes parts & labor for 8 computers) - \$35K*

An additional eight (8) computers are running Windows 11 Home and should either be upgraded to Windows 11 Pro or replaced during the next refresh cycle (within 3-4 years of purchase).

*Estimated Costs (includes W11 Pro licenses & labor for 8 computers) - \$2K*

### Network Infrastructure Upgrade

The core network infrastructure is outdated and needs to be replaced. This project will upgrade the existing network with new Unifi equipment (firewall, managed switches, wireless access points, UPS, etc.), which will provide more reliability, increased performance and centralized management. We will also create separate VLANs to segment printers, desktops, servers, etc. to provide greater security. Increasing internet bandwidth will also be explored.

With the new network infrastructure, VPN capability will be configured so that employees can have secure remote access to their computers and internal data.

The network closet needs to be cleaned up, removing old phone systems, network equipment and cabling that is no longer used. New network equipment and cable management will be installed and appropriately labeled.

*Estimated Costs (includes parts & labor) - \$12K*





## **Fileserver Upgrade**

A 10+ year old Windows 7 desktop is currently being used as the “fileserver”. Internal data is being shared from this computer. We recommend moving this data to a Network Attached Storage (NAS) as soon as possible. The NAS will have redundant hard drives and will not lose data in the event of a hard drive failure. We will also back up the NAS offsite for disaster recovery purposes.

Once the data has been migrated to a more reliable location, we recommend creating a corporate data strategy. This would identify where corporate data should reside and who should have access to it. **See Phase II.**

*Estimated Costs (includes parts & labor) - \$8K*

## **Phase II**

### **Corporate Data Strategy**

Nerd Crossing will help Stege create a corporate directory structure (e.g. finance, HR, marketing, users, etc.) and create user groups to grant appropriate access to data (e.g. only HR people should access HR folder). Stege will need to identify all data and users for this new corporate directory structure prior to migration.

Data will either stay on the NAS and migrate to new folders or migrate to Sharepoint (or some cloud storage platform). Some data may be too sensitive to migrate to the cloud and always remain on the internal NAS.

*Estimated Costs (includes parts & labor) - \$4K*

Note: There may be additional Microsoft software licensing costs of up to \$23 per user/month (Microsoft E3 licensing costs)

### **Authentication and Mobile Device Management (MDM)**

Nerd Crossing recommends a centralized management system for both user authentication and mobile device management (MDM). This will allow for more secure user account management, including locking out users and implementing password policies (e.g. stronger passwords, password change intervals, etc.). Since Stege already pays for Microsoft 365 licenses, we recommend using Azure.

Mobile Device Management (MDM) allows for centralized management of computers, improves asset tracking and adds remote wipe capabilities in the event of theft of loss.

*Estimated Costs (includes parts & labor) - \$5K*

Note: There may be additional Microsoft software licensing costs of up to \$36 per user/month (Microsoft E3 licensing costs + InTune)



## **Cybersecurity Audit**

Nerd Crossing will perform a security audit of systems and procedures. We will audit internal practices (such as onboarding and offboarding employees) and technology infrastructure for security improvements (e.g. 2FA) to bring business in compliance with government and insurance requirements, minimize downtime, mitigate data breaches and data loss, and protect brand and property.

*Estimated Cost: \$5,000*

*Note: Does not include cost of remediation*



**Mailing Address:** 77 Solano Square, Suite 351, Benicia, CA 94510

**Website:** [www.nerdcrossing.com](http://www.nerdcrossing.com)

**E-mail:** [info@nerdcrossing.com](mailto:info@nerdcrossing.com)

**Phone :** 1-888-NERD-XING (1-888-637-3946)



**Prepared For:**

Stege Sanitary District  
Bobby Magee, Interim General Manager  
7500 Schmidt Ln  
El Cerrito, CA 94530  
510-524-4667

**Prepared By:**

Nerd Crossing  
77 Solano Square, Suite 351  
Benicia, CA 94510  
(510) 275-3475

April 20, 2026

Dear Stege Sanitary District,

Thank you for choosing Nerd Crossing as your technology partner, and a special thank you to Bobby for helping champion this very necessary step forward for Stege Sanitary District. This proposal marks the beginning of a critical modernization effort, upgrading your environment from outdated Windows 7, Windows 8 and Windows 10 systems to new laptops running Windows 11 Pro, complete with docking stations and dual monitors. This transition will significantly enhance your security posture, reduce exposure to unsupported system risks, and empower your team with faster, more reliable tools designed for today's demands. Beyond performance and protection, this upgrade is about creating a smoother, more productive user experience that supports getting work done efficiently and keeps employees happy. Our team will be with you every step of the way, ensuring users are fully supported throughout the transition. This is the first of many impactful improvements we look forward to delivering as we continue building a more secure, modern, and high-performing environment for Stege Sanitary District.

Cheers,

A handwritten signature in black ink, appearing to be 'John' followed by a stylized surname.

CEO/Chief Nerd



## Workstation Refresh 2026 – Stege Sanitary District

### Prerequisites

1. Any existing monitors that will not be replaced may need new display port adapters and/or cables
2. Stege must have all software licenses and Admin login and user information (e.g. QuickBooks, O365, Phone Program, etc.)
3. Potential downtime of 2-4 hours per machine to transfer data from old computers to new computers

### Scope of Work

1. Procure all equipment (7 new laptops, new monitors, docking stations, accessories); separate hardware quote
2. Preconfigure all systems prior to onsite setup (user accounts, Windows updates, device driver updates, Chrome, Office, antivirus, remote management software, etc.)
3. Onsite installation and configuration
  - a. Unbox and physical setup
  - b. Install any additional software
  - c. Data migration
  - d. Connect all printers
  - e. Assist with any end user issues

*Estimated Labor:* \$8,400; includes up to 42 hours billable at a rate of \$200/hour

*Estimated Parts:*

Part	Quantity	Price	Total
Dell Pro 14" Laptop 16GB, 512 SSD, U5, Windows 11 Pro	7	\$1,780.54	\$12,463.79
Dell Pro Plus 27" Monitors	12	\$213.27	\$2,559.20
Dell Pro 34" Curved Monitors	1	\$559.85	\$559.85
Dell Pro Wireless Keyboard and Mouse	7	\$59.97	\$419.80
Dell Pro Thunderbolt 4 Smart Dock	7	\$533.19	\$3,732.31
State Environmental Fee for laptops and monitors	20	\$5.00	\$100.00
Subtotal			\$19,834.95
Tax		9.25%	\$1,834.73
Total			\$21,669.68

### Terms & Agreement

All hardware costs are due upon delivery and labor is due prior upon project completion. A 3.5% convenience fee will be charged for any credit card payments. Work cannot begin until an Authorized Signature has been received.

Total Costs: \$30,069.68

I, \_\_\_\_\_, have reviewed the proposal from Nerd Crossing and agree to the outlined scope of work.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



RESOLUTION NO.

RESOLUTION APPROVING AN AMENDMENT TO THE CONSULTING SERVICES AGREEMENT WITH NERD CROSSING AND AUTHORIZING THE INTERIM GENERAL MANAGER TO EXECUTE THE AMENDMENT

The Directors of the Stege Sanitary District find and determine as follows:

- A. The Stege Sanitary District (District) and Nerd Crossing entered into a Consulting Services Agreement on April 2, 2026 (Agreement).
- B. The District desires to amend the Agreement with Nerd Crossing to increase the total compensation provided under the Agreement, extend the term, and amend the scope of services provided.
- C. The District has sufficiently budgeted funds for the proposed amendment to the Agreement.

In consideration of these findings and determinations, it is resolved as follows:

- 1. The foregoing recitals are true and correct and are hereby incorporated by reference.
- 2. The Board of Directors declare that the Interim General Manager is authorized to execute an amendment to the Agreement in a form approved by the District Counsel.
- 3. The Interim General Manager is hereby authorized and directed, on behalf of the District, to make all approvals and take all actions necessary and appropriate to carry out and implement the terms of this Resolution.

\* \* \* \* \*

STATE OF CALIFORNIA  
COUNTY OF CONTRA COSTA

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_ 2026, by a \_\_ vote as follows:

AYES: BOARD MEMBERS:  
NOES: BOARD MEMBERS:  
ABSENT: BOARD MEMBERS:  
ABSTAIN: BOARD MEMBERS:

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TESSA BEACH, President  
Stege Sanitary District  
Contra Costa County, California

ATTEST:

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BOBBY MAGEE, Interim Secretary  
Stege Sanitary District



# STEGE SANITARY DISTRICT

## STAFF REPORT

Board of Directors Meeting Date: 5/7/2026

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**TO:** Honorable Board of Directors  
**FROM:** Bobby Magee, Interim General Manager / District Treasurer  
**SUBJECT:** Contract Amendment with Rashid Jones

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### RECOMMENDATION

It is recommended that the Board of Directors:

Adopt a Resolution for Amendment #1 to the Contract with Rashid Jones.

### BACKGROUND AND DISCUSSION

On January 19, 2025 the District entered into a contract with Rashid Jones for Finance Consulting Services under the contracting authority delegated by the Board of Directors to the General Manager. The initial contract terms included a not-to-exceed amount of \$25,000. Mr. Jones has provided excellent services to the District, including current-year budget performance and modeling, FY 2026/27 budget development, developing State Controllers Office required reports, and multiple finance special projects. With the Administrative Supervisor position currently vacant, and the recruitment for this position not yet underway, the need for Mr. Jones' specialized financial services will continue for the next several months.

### FISCAL IMPACT

Adopting the resolution will increase the not-to-exceed amount with Rashid Jones to \$75,000 for on-call Finance services.

**FIRST AMENDMENT TO  
CONSULTING SERVICES AGREEMENT BETWEEN  
STEGE SANITARY DISTRICT AND RASHID JONES**

This First Amendment to the Agreement for Consulting Services (“First Amendment”) is made by and between Stege Sanitary District (“Stege”) and Rashid Jones (“Consultant”) (together sometimes referred to as the “Parties”) as of April 28, 2026 (the “Effective Date”).

WHEREAS, the Parties entered into an agreement for consulting services on or about January 19, 2026 (the “Agreement”); and

WHEREAS, Section 8.3 of the Agreement provides that the Agreement may be amended only by a writing signed by all Parties; and

WHEREAS, the Parties now desire to amend the Agreement to reflect changes in the total compensation.

Now, therefore, the Parties hereto mutually agree as follows:

**Section 1. RECITALS.** The recitals above are true and correct and hereby made a part of this First Amendment.

**Section 2. COMPENSATION.** The first sentence of Section 2, “Compensation”, shall be deleted and replaced with the following:

Stege hereby agrees to pay Consultant a sum not to exceed \$75,000, plus expenses as set forth herein, notwithstanding any contrary indications that may be contained in Consultant’s proposal, for services to be performed and reimbursable costs incurred under this Agreement.

**Section 3. REMAINING SECTIONS UNCHANGED.** Except as modified and amended by this First Amendment, all other sections of the Agreement shall remain unchanged and in full force and effect.

The Parties have executed this First Amendment as of the Effective Date.

**STEGE SANITARY DISTRICT**

**RASHID JONES**

\_\_\_\_\_  
Bobby Magee,

\_\_\_\_\_  
Rashid Jones, Consultant

Interim General Manager

RESOLUTION NO.

RESOLUTION APPROVING AN AMENDMENT TO THE CONSULTING SERVICES AGREEMENT WITH RASHID JONES AND AUTHORIZING THE INTERIM GENERAL MANAGER TO EXECUTE THE AMENDMENT

The Directors of the Stege Sanitary District find and determine as follows:

- A. The Stege Sanitary District (District) and Rashid Jones entered into a Consulting Services Agreement on January 19, 2025 (Agreement).
- B. The District desires to amend the Agreement with Rashid Jones to increase the total compensation provided under the Agreement.
- C. The District has sufficiently budgeted funds for the proposed amendment to the Agreement.

In consideration of these findings and determinations, it is resolved as follows:

- 1. The foregoing recitals are true and correct and are hereby incorporated by reference.
- 2. The Board of Directors declare that the Interim General Manager is authorized to execute an amendment to the Agreement to increase the not to exceed amount to \$75,000, between the Stege Sanitary District and Rashid Jones, in a form approved by the District Counsel.
- 3. The Interim General Manager is hereby authorized and directed, on behalf of the District, to make all approvals and take all actions necessary and appropriate to carry out and implement the terms of this Resolution.

\* \* \* \* \*

STATE OF CALIFORNIA  
COUNTY OF CONTRA COSTA

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_ 2026, by a \_\_ vote as follows:

AYES: BOARD MEMBERS:  
NOES: BOARD MEMBERS:  
ABSENT: BOARD MEMBERS:  
ABSTAIN: BOARD MEMBERS:

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TESSA BEACH, President  
Stege Sanitary District  
Contra Costa County, California

ATTEST:

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BOBBY MAGEE, Interim Secretary  
Stege Sanitary District