



Date: June 5, 2025

To: BDD Board

From: Bradley Prada, BDD Facilities Manager

Re: BDD Facilities Manager Monthly Update to the BDD Board

This report provides an update on key facility projects, procurement progress, and staffing update as of June 2025. Significant progress has been made on the Major Repair and Replacement (MR&R) projects. Hiring efforts continue with several key positions being filled.

- **Major Repair and Replacement (MR&R) Fund.**

The BDD team has successfully finalized contracts with vendors for the replacement of GAC media (Calgon Carbon Corporation) and Membrane modules (Aria Filtra-Trojan Technologies Corporation). These projects have already been approved by the BDD Board in the Fiscal Year 2025 MR&R budget. The contracts are now ready for the Board Chair's signature. The next step after that will be getting City Finance to approve and create a Purchase Order.

- **Current Job Vacancy Updates**

BDD personnel are continuing to work diligently with City personnel to address and fill existing BDD vacancies

<u>Title</u>	<u>Status</u>
Water Operator Advanced	Started May 7 th
Accounting Supervisor	Selected Candidate Starts June 7 th
Water Operator Entry	Two Candidates Selected, Start June 7 th
Environmental Compliance Officer	Candidate Accepted, Pending Start Date
Automation & Security Admin.	Candidate Accepted, Pending Start Date
Equipment Repair Ladder	Processing selected candidates
Water Operator Ladder	Processing selected candidates
Journeyman Electrician	Posted, Closes 5/31
Administrative Assistant	Posted, Closes 6/11
Contracts Administrator	Closed, Pending reposting

