



Date: December 4, 2025

To: BDD Board

From: Bradley Prada, BDD Facilities Manager

Re: BDD Facilities Manager Monthly Update to the BDD Board

This report outlines our progress on key facility projects, procurement, and staffing as of December 2025. We've made more progress on our Major Repair and Replacement (MR&R) projects. We also have a detailed update on our ongoing hiring efforts to fill several positions.

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

An RFP for PLC replacement has been posted. This is a high-priority project to modernize ageing control systems and mitigate the risk of operational downtime.

- **Current Job Vacancy Updates**

BDD personnel continue working with City staff to address existing vacancies. We are directly addressing the concern regarding turnover in the Accounting Supervisor position, which was brought up by the Board last month. Following in-depth discussions with the City Finance, PUD, and Water Directors, we have jointly decided to reclassify the Accounting Supervisor position to an Accounting Manager. This change ensures the role better reflects the higher level of responsibility and strategic oversight required within the BDD's Finance Department. This reclassification is crucial to attract and retain high-caliber financial leadership and provide the structural tools necessary for the successful execution of BDD's complex financial obligations.

<u>Title</u>	<u>Status</u>
Journeyman Electrician	Closes 12/12/25
Chemist	Closed, Pending department
Operator Ladder	Pending posting
Administrator Manager	Pending posting
Accounting Manager	Pending posting

