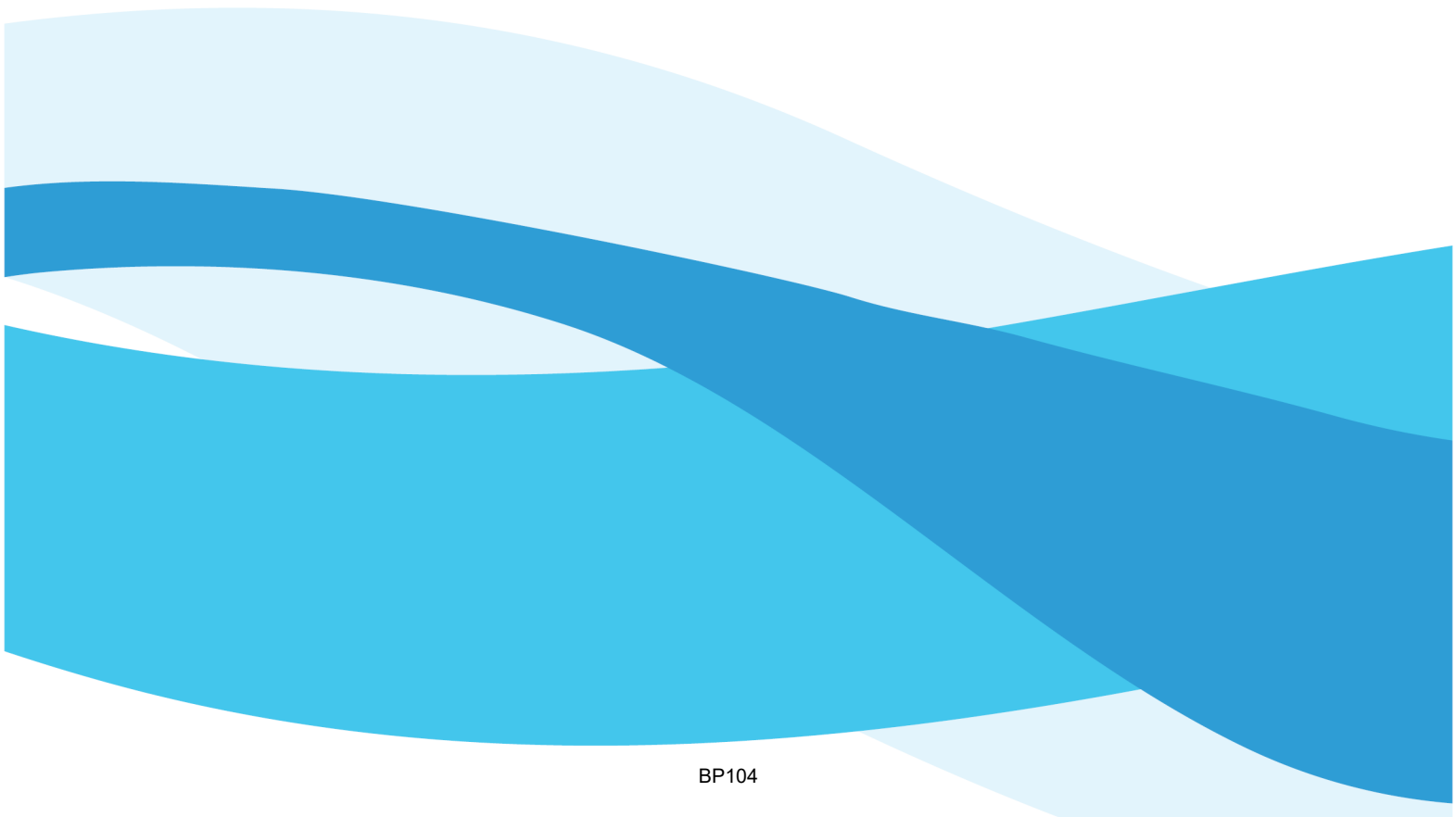


Tab 3

Management Advisory Committee report





Consider approval of changes to staffing levels and organizational structure

Background: Metro Water is proposing the creation of new job titles to better meet our existing needs. These new titles will convert or reclassify existing FTEs to these new roles, with the exception of one new FTE for the Information Technology Department that will be discussed in a separate memo.

The following table reflects the current and proposed staffing levels for FY2027:

Department	Current staffing levels	Proposed staffing levels
Administration	10	11
Operations	12	12
Maintenance	25	27
Information Technology	11	12
Engineering	9	6
Industrial Automation & Electrical	11	11
Lab	6	6
Total FTE (full-time equivalent)	84	85

The following table summarizes the current and proposed job titles:

Department	Current Title	Proposed New Title
Administration	Administrative Assistant	Records Assistant
Administration	N/A	Executive Assistant
Engineering	Right of Way Supervisor	Property Rights Manager
Maintenance (previously in Engineering)	Engineer I	Project Manager
Information Technology	N/A	Systems Manager
Information Technology	N/A	Network Administrator
Information Technology	N/A	Cybersecurity Administrator

Administration

Conversion of Administrative Assistant to Records Assistant

For many years, records management responsibilities have been delegated among several employees in addition to their regular job duties. Establishing and maintaining an effective system for cataloging and retrieving records—both for internal use and to meet external requirements—requires significant time and coordination. While we have made substantial progress in managing our recordkeeping obligations, the volume and complexity of records generated by Metro Water continue to grow. To ensure consistent compliance with State requirements and to strengthen the efficiency and accuracy of our records system,



we have identified the need for a full-time, dedicated Records Assistant. Our current Administrative Assistant will convert to the Records Assistant. There would not be a budget impact with this change.

Reassign Maintenance Technician FTE to Executive Assistant FTE

Staff is proposing the addition of an FTE of a previous Metro role titled Executive Assistant who would report to the General Manager. This role will absorb the administrative tasks of the Administrative Assistant and the Executive Administrator along with some administrative tasks performed by the HR Manager. We are proposing this change be effective in the current fiscal year rather than waiting until the next fiscal year to avoid duplication of training as these roles transition within the Administration Department.

The current fiscal year has a new FTE budgeted for a Maintenance Technician effective January 2027. Staff is proposing to reassign this FTE from the Maintenance Department to the Administration Department beginning as soon as November 2026. This change would increase the Administration staffing level from 10 to 11; however, the change would not increase the overall FTE count or budget.

Engineering

Conversion of Right of Way Supervisor to Property Rights Manager

Proposed structure changes which transfer the Inspector/Locators from the Engineering Department to the Maintenance Department results in the current Right of Way Supervisor with no direct reports. As such, staff is proposing to convert the title from Right of Way Supervisor to Property Rights Manager. There would not be a budget impact with this change.

Maintenance

Project Manager New Title

Additional proposed changes transfers one Engineer from the Engineering Department to the Maintenance Department and reports directly to the Maintenance Manager. Staff is proposing a new job title of Project Manager to reflect the new responsibilities of the transferred Engineer. The Project Manager will provide essential administrative, coordination, and organizational support to the Maintenance Department to ensure maintenance specific capital and general maintenance projects are planned, executed, and documented efficiently. These projects will not be determined by the Project Manager; rather this position will work in coordination with Maintenance staff to schedule projects. This position also supports the Maintenance Department by managing project workflows, maintaining records and budgets, coordinating communication, and ensuring compliance with internal and external requirements. There would not be a budget impact with this change.

Information Technology

Systems Manager, Network Administrator, and Cybersecurity Administrator New Titles

Continual reevaluation of the Information Technology Department needs has identified areas for improvement which include improving efficiency, project work management, and succession planning. Staff is proposing the addition of the following new job titles: Systems Manager, Network Administrator, and Cybersecurity Administrator. These new titles will allow for a narrowing of scope responsibilities and creating redundancy in areas where only one person is responsible for certain disciplines within the IT Department. There will be a budget impact for some of these changes which are discussed in a separate memo.



Committee Activity: The Management Advisory Committee discussed these items on September 29, 2026 and recommended approval by the full board.

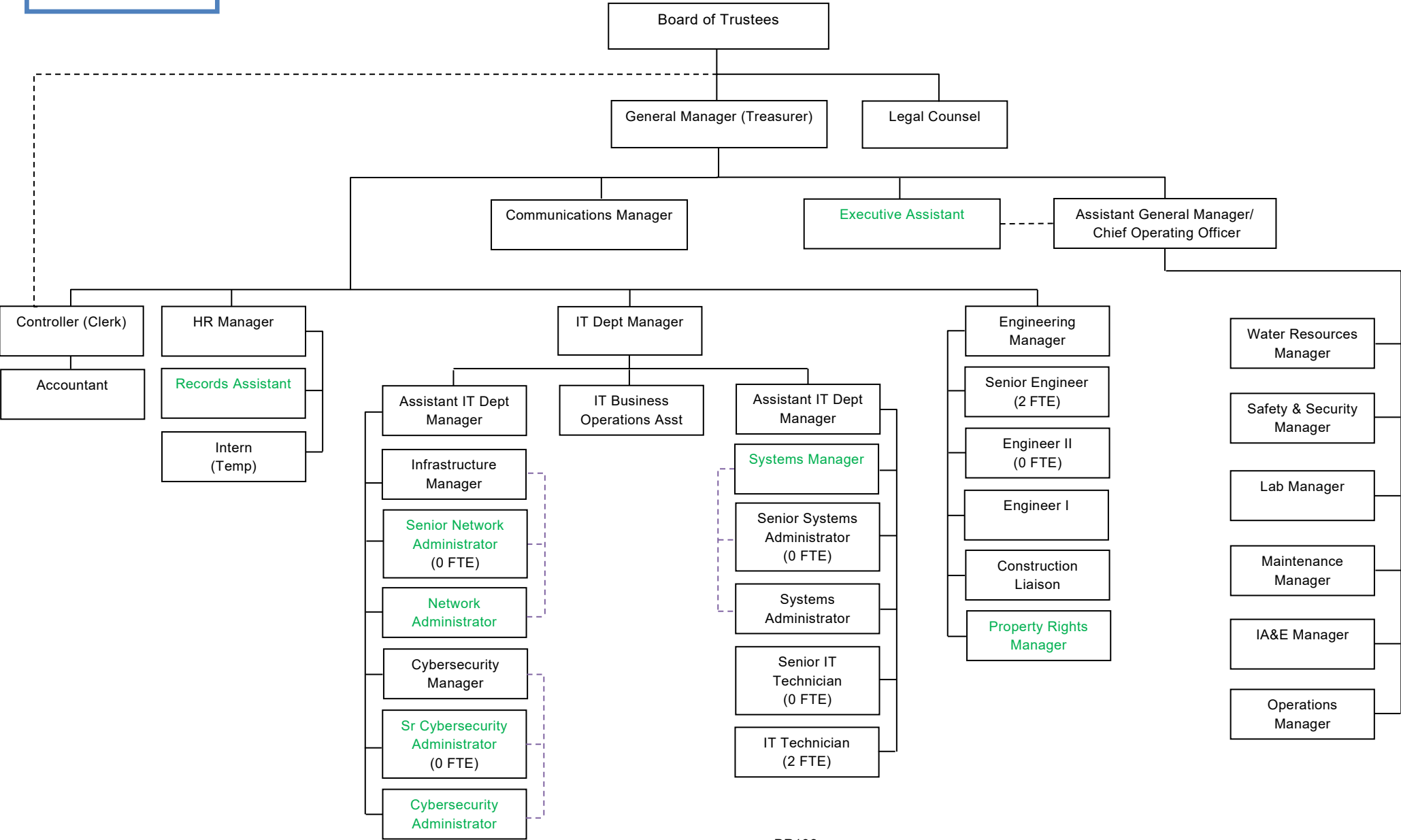
Recommendation: Staff seeks approval of the changes to staffing levels and organization structure.

Attachment: Updated Organizational Chart

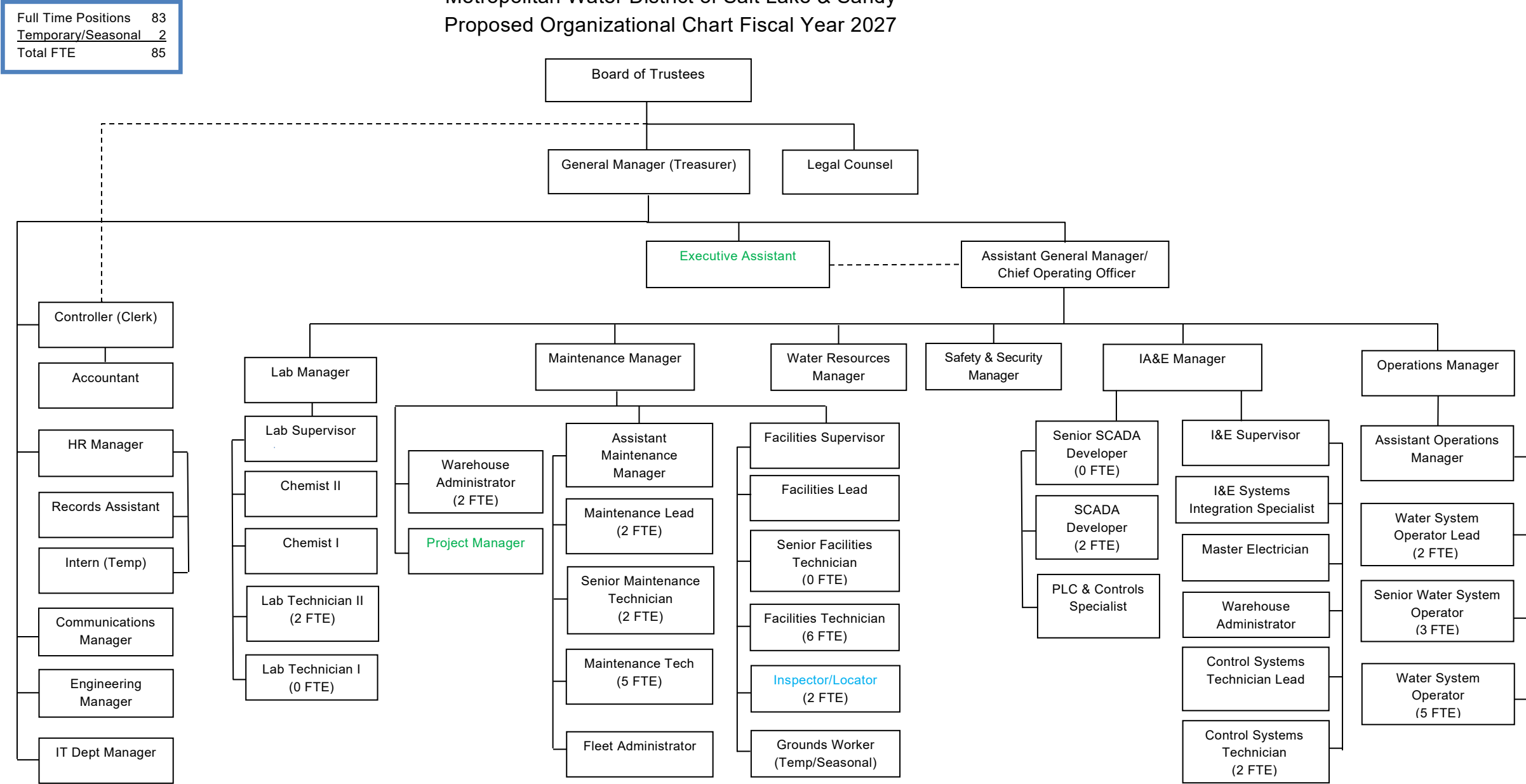
Last Update: October 5, 2026

Full Time Positions	83
Temporary/Seasonal	2
Total FTE	85

Metropolitan Water District of Salt Lake & Sandy
Proposed Organizational Chart Fiscal Year 2027



Metropolitan Water District of Salt Lake & Sandy
Proposed Organizational Chart Fiscal Year 2027





Consider approval of an increase to the FY 2027 salary and wages budget

New FTE – Cybersecurity Administrator

Background: The Information Technology currently has one FTE fully dedicated to cybersecurity.

Cyber-attacks on the water sector continue to increase at a rapid pace. These threats require constant vigilance and controls to protect Metro Water's computer systems.

Increase in FTE Proposal: To offload the work required to protect our computer systems and to allow for knowledge redundancy of cybersecurity skillsets, Metro Water is proposing the addition of a Cybersecurity Administrator. The position would report to an Assistant IT Department Manager. Some of the responsibilities of this position would include:

- Assist with testing, deployment, and administration of cybersecurity related software and hardware.
- Assist in the design and implementation of threat mitigation strategies.
- Perform root cause analysis for incidents and outages.
- Provide regular updates and reports to management.
- Research, evaluate, and recommend cybersecurity related hardware, software, and systems to maintain a strong security posture.
- Scan and assess network for vulnerabilities.

With the board's support for additional cybersecurity personnel, staff recommends funding this additional FTE in November 2026. The FY2027 salary and wages budget increase for this **new FTE** would not exceed **\$70,000**.

Salary and Wages Increases due to IT Department Structure Changes

Based on the recommended title changes discussed in a separate memo, staff proposes two promotions to implement the new structure changes within the Information Technology Department. The IT Service Supervisor position would be eliminated and the current employee in that role would be promoted to an Assistant IT Manager. IT Management would also promote a current employee into the new Systems Manager position.

Staff recommends funding these **two promotions** starting in November 2026. The proposed increase to the **FY2027 salary and wages budget** would not exceed **\$17,400**.

Committee Activity: The Management Advisory Committee discussed these items on September 29, 2026, and recommended approval by the full board.

Recommendation: Staff seeks approval of an increase to the FY2027 salary and wages budget of \$87,400.

Last Update: October 5, 2026