

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A special meeting of the Water Board was held on Thursday, January 30, 2025, at 9:00 a.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM indicates by GoToMeeting*):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Scott Randall	Board Member	Present
David Thomas	Board Member	Present - Phone
Don Nestor	Board Member	Present - GTM
Erasmio Rizo	Board Member	Present
Kelly Arnold	Water Superintendent	Present
Director of Finance & Admin/Assistant Recorder	Amberle Jenkins	Present
Director of Public Works	Ethan Crosten	Present

Guests: Tommy Rolenson

*City of Buckhannon Water Board Meeting Agenda
9:00 AM Thursday, January 30, 2025
Council Chambers | 70 East Main Street*

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1. Call to Order
 2. Moment of Silent Reflection
 3. Reciting of the Pledge of Allegiance
 4. Executive Session – Personnel Matters Per WV Code § 6-9A-4
 - a. Interview Candidates for the Position of Water Department Superintendent
 5. After Executive Session- Possible Selection for the Position of Water Department Superintendent
 6. Declaration of Adjournment

This agenda was certified by Mayor Robbie Skinner on January 17, 2025.

- 1. Call to Order:** At 9:00 a.m., Mayor Robbie Skinner called the January 30, 2025, special meeting of the Water Board to order.
- 2. Moment of Silent Reflection** – Mayor Skinner invited those in attendance to join in silent reflection.
- 3. Reciting of the Pledge of Allegiance** – Mayor Skinner led those in attendance in the Pledge of Allegiance.
- 4. Executive Session – Personnel Matters Per WV Code § 6-9A-4**
 - a. Interview Candidates for the Position of Water Department Superintendent**

**CITY OF BUCKHANNON
Water Department Superintendent**

GENERAL PURPOSE

Performs a variety of technical and supervisory functions for the Water Board of the City of Buckhannon.

REPORTING RELATIONSHIPS

Supervision Received: The Water Department Superintendent works under the general and broad policy guidance of the Water Board and the Director of Public Works.

Supervision Exercised: The Water Superintendent provides general supervision over department employees and department functions.

ESSENTIAL FUNCTIONS

Supports all functions of the Water Department including Water Distribution, Water Plant, Booster Stations, Water tanks.

Directs all Water Department, employees by assigning tasks and work schedules. Responsible for all functions of the department's daily operation.

Prepares bid specifications for Water Department trucks, equipment and facilities; Reviews operations and rates for maximum efficiency.

Coordinate's Water-related activities with other city departments and outside agencies; works with other departments in carrying out of Water Department functions for the city; participates with city staff and outside agencies in the review of development activities and city projects; supports other city departments as needed and/or directed.

Assists with the selection and supervision of all newly hired employees. Assists in annual budget preparation; monitors expenditures in the Water Department; advises regarding equipment, personnel and materials needs for the Water Department; assists the Public Works Director with the preparation of the City's Capital Improvement Plan.

Participates in the long- and short-term planning activities of Water Department; makes recommendations and reports to the Water Board; reviews and prepares facility reports and submits them to the appropriate regulatory agency; attends public meetings and provides recommendations and input; prepares presentation materials; represents the City in meetings with the public and other public entities, Addresses customer complaints and service inquiries, all at the direction of the Public Works Director and the Water Board.

Works closely with the Zoning officer to mitigate problems relative to Water Department issues.

MINIMUM QUALIFICATIONS

A. Education and Experience

1. Minimum of 10 years' experience in a related field.
2. Experience with Water Plant and Water Distribution.

B. Required Knowledge, Skills and Abilities

1. Knowledge of the modern principles, practices, methods, materials and techniques of Water Department as applied to private and public works, both residential and commercial applications.
2. Knowledge of employee management and administration; working knowledge of capital improvement planning and budgeting.
3. Ability to use a full range of computer programs, equipment and materials as applied to Water Department, including word processing and spreadsheet applications; ability to organize and maintain information and records, ability to motivate, supervise and evaluate subordinates; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with employees, other departments and agencies, and the public.

C. Special Qualifications (License, Certifications, etc.)

1. Must possess a valid West Virginia driver's license.

2. Knowledge of mechanical and electrical principles of equipment.
3. Have a Minimum of a Class 1 Plant Operator License and be able to obtain a Class 3 License within 5 years of hire.
4. Must possess a Water Distribution License.
5. Must Possess Backflow License.
6. Must possess Electrical back ground in repair of SCADA systems as well as trouble shooting other electrical issues associated with a Water Plant or Water Distribution system.
7. Be able to operate equipment.

D. Work Environment and Physical Demands

The Water Department Superintendent may work in variable weather and traffic conditions and other potentially hazardous circumstances with the use of safety equipment. The Superintendent performs moderate labor. Tasks regularly include walking, standing, stooping, sitting, reaching, climbing and lifting (50 lbs.). Talking, hearing and seeing are necessary for performing most essential duties. Common eye, hand and finger dexterity is required for most essential functions.

Resumes will be accepted until January 24, 2025

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons, and employs without regard to any individual's creed, race, color, ethnicity, national origin, religion, gender, age, handicap, familial status, or sexual orientation.

At 9:04 a.m., Randall/Rizo motioned that we move into an Executive Session - Personnel Matters Per WV Code § 6-9A-4 - to interview candidates for the Water Department Superintendent position. The motion carried.

**POSITION OF WATER DEPARTMENT SUPERINTENDENT
CITY HALL IN COUNCIL CHAMBERS
INTERVIEW SCHEDULE 01/30/2025**

9:00 AM Thomas J. Rolenson In Person

At 9:48 a.m., Rizo/Randall motioned that we leave the Executive Session. The motion carried.

5. After Executive Session—Possible Selection for the Position of Water Department Superintendent—Mayor Skinner noted that we had just left an Executive Session, which had been called to discuss personnel matters per WV Code § 6-9A-4, during which time we conducted an interview for the position of Water Department Superintendent.

Rizo/Nestor motioned to extend an offer to Thomas Rolenson for the position of Water Department Superintendent. The motion carried.

6. Declaration of Adjournment

At 9:49 a.m., Nestor made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____