



# Town Advisory Board (TAB)/ Citizens Advisory Council (CAC) Application

Name of the TAB/CAC Applying for: Searchlight TAB

TABs and CACs were created to assist the Board of County Commissioners in an advisory capacity with the decision-making process in the governance of the unincorporated towns and areas of Clark County. There are 8 TABs and 6 CACs that are appointed by the County Commission and 5 TABs that are elected. Each TAB or CAC consists of area residents that serve without compensation for two-year terms and attend regularly scheduled public meetings throughout the year.

Full Name: Kayla Mannus Phone Number [REDACTED]

Email Address: [REDACTED]

Home Address: 480 Ormond St, Searchlight, NV 89046

Mailing Address: PO Box 1274    ||    ||

Employer: City of Henderson    Occupation: Utilities Business Analyst

*Note: This document and accompanying materials become public record once received by Clark County.*

• To be eligible to serve, you must be both a qualified elector (eligible to vote) and a resident of the unincorporated town or area encompassed by the TAB or CAC. Before you continue, please indicate if you meet the eligibility requirements: Yes  No

• Meeting days, times, and frequency vary from one TAB/CAC to another. The schedules are listed here: [https://www.clarkcountynv.gov/government/departments/administrative\\_services/town\\_liaison\\_services/tab\\_cac\\_information.php](https://www.clarkcountynv.gov/government/departments/administrative_services/town_liaison_services/tab_cac_information.php)

If appointed, will you be able to attend meetings on a regular basis? Yes  No

• Have you attended a Planning Commission or County Commission meeting? Yes  No

• Have you attached the REQUIRED resume or letter of interest? Yes  No

For the following questions, please feel free to attach additional pages as necessary.

Have you attended a TAB or CAC meeting in Clark County? Yes  No

If so, which one and what was your experience? searchlight TAB. IS a  
great experience to be involved with the  
town. Easily learn the issues the town feels  
are ~~is~~ important.

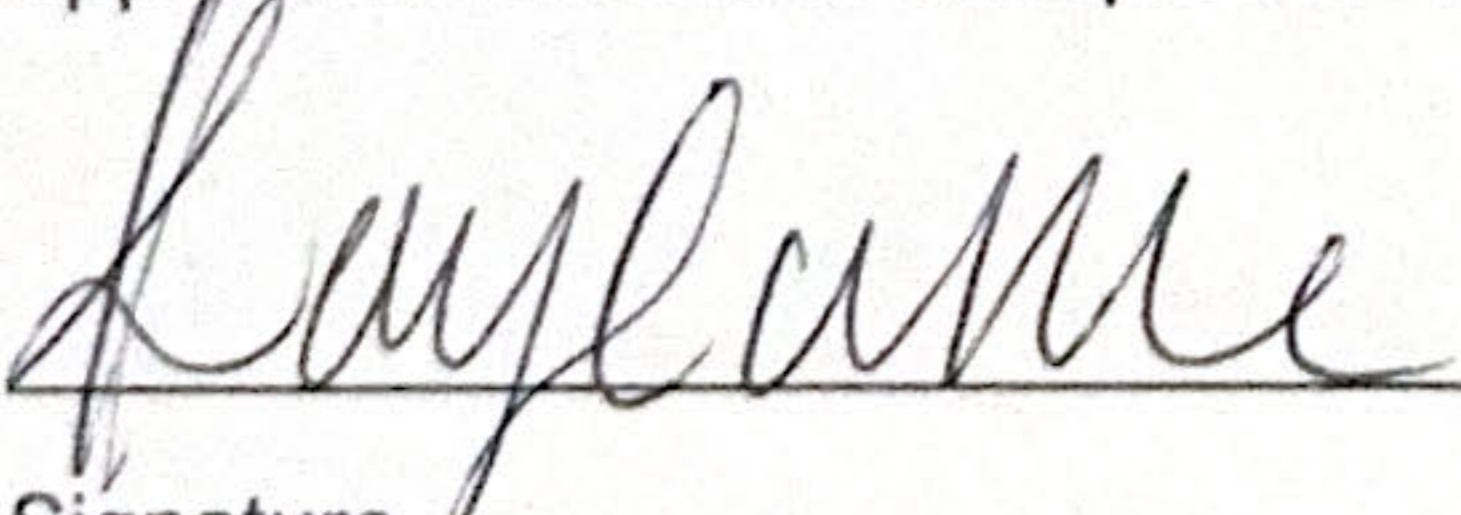
Please list any boards or committees that you currently serve on: \_\_\_\_\_

searchlight TAB  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in becoming a member of your TAB or CAC? \_\_\_\_\_

I am a younger person in the community,  
I think my input would be valuable and  
I care about the future and growth of  
the community.

I verify by my signature below that all statements made on this application, as well as attached information, are true and complete to the best of my knowledge. I understand that an electronic signature has the same weight and effect as a handwritten signature. I understand that an incomplete application or any modifications to this application will not be accepted or considered.

  
Signature

11/14/2024  
Date

You can submit your application and resume/letter of interest by fax to 702-455-3558, by email to [AdministrativeServices@ClarkCountyNV.gov](mailto:AdministrativeServices@ClarkCountyNV.gov) or by mail to: Clark County Administrative Services

Attn: Agenda Coordinator  
500 S. Grand Central Pkwy, 6<sup>th</sup> Floor  
Las Vegas, NV 89155

# Kayla Mc Innis

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## OBJECTIVE

To obtain a job I can apply my analytical skills to help maintain all levels of service.

## SKILLS

### *Analyst Experience*

Confident in analyzing and validating data sets to ensure operational performance. Ability to research and interpret data. Filling data gaps and running reports to practice quality assurance and quality control, ensuring data types. Experience writing business processes and procedure guides. Using renewal forecasting software for prioritization, analyzing criticality of risk factors, focusing on continuous improvement. Working with Key Performance Indicators and making data driven decisions.

### *GIS and GPS*

Thorough understanding of ESRI's ArcMap Interface including Geoprocessing, Digitizing, Georeferencing, Vector Analysis, Layout and Database Creation; Data Collection on most GPS Systems including Trimble; Exporting Data from GPS to the GIS system, extracting and joining of data. Analyzing data between systems.

### *Public Works*

Experience in public works; Performing water sampling, shut off changes, Line replacements, main breaks, GPS gate valves, hydrants, meters, corps, main lines, sewer potholes; Capable of running equipment, welding, cutting torch: shop work.

### *Water Measurement, Water Delivery Systems*

Open Channel and Closed Conduit Flow Measurement; Basic Surveying for Elevation; Application of Public Land Survey System (PLSS).

Pump Classification and Parts; Pump Efficiency; Groundwater Well Drilling; Well Construction; Water Delivery Management; Canals and Laterals; and Municipal and Industrial Systems.

## **EDUCATION**

2018 - Water Management Certification ITC and BTC (College Southern Idaho); GPA - 4.0.; Top 1% in Program.

2018 - Geospatial Technology ITC (College Southern Idaho)

2018 - Associates of Applied Science (College Southern Idaho)

## **CERTIFICATIONS**

Lean Six Sigma Black Belt

Confined Space Certification

OSHA 10 - General Industry Certification

I-100 Basic ICS

## **WORK EXPERIENCE**

Paid Internship with City of Twin Falls Water Department; continued by a part time position throughout the summer of 2018; Taking calls and creating work orders in CMS, operating heavy equipment, notifying customers of any disruption that may occur or shut offs/turn ons. Driving fields and capturing GPS points of all assets then extracting into the Esri system, along with meter services and retrofitting. Repairing any leaks, detecting leaks, main breaks. Installing hydrants, valves and tapping into lines.

Westtera; ArcMap GIS work with realtors on laws and buffer zones for agricultural land being sold, making maps including boundary lines, any assets on the property, buffer zones etc. Also focusing on wells and well rights.

Utilities Business Analyst with City of Henderson 2019 - current; Analysis of data sets including but not limited to researching multiple data systems, exporting, joining and intersecting of data, ensuring data types, practices of continuous improvement, maintaining levels of service, reducing risk factors with preventative maintenance and renewal forecasting softwares. Writing of procedure guides and business processes. Experience going through sync cycles between databases.

## **REFERENCES**

### **Jeff Cooper -**

Professor for Soils, Water, and Natural Resource Management at the College of Southern Idaho.

208-732-6405

[jcooper@csi.edu](mailto:jcooper@csi.edu)

### **Clay Nannani -**

Designated Broker for Westerra Real Estate

208-539-7162