



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

Name of the TAB/CAC Applying for: Moapa 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: Lola Egan Phone Number: [REDACTED]

Email Address: [REDACTED]

Home Address: 1355 Eiseman St., Moapa, NV

Mailing Address: PO Box 550, Moapa, NV 89025

Employer: UNR, Extension Occupation: Admin Assistant

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

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.

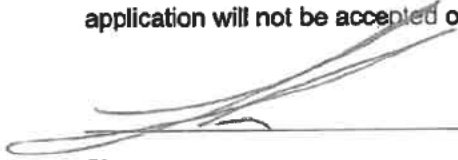
Have you attended a TAB or CAC meeting in Clark County? Yes No

If so, which one and what was your experience? Moapa TAB as Member, as Chair & as General Public

Please list any boards or committees that you currently serve on: Moapa TAB

Why are you interested in becoming a member of your TAB or CAC? To help the community remain & grow for a rural lifestyle while still providing housing and jobs locally when possible

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

23 Oct 2024

Date

You can submit your application and resume/letter of interest by fax to 702-455-3558, by email to AdministrativeServices@ClarkCountyNV.gov or by mail to: Clark County Administrative Services
Attn: Agenda Coordinator
500 S. Grand Central Pkwy, 6th Floor
Las Vegas, NV 89155

Process and prepare payroll and accounts payable as well as train and supervise payroll and accounts payable staff
Assisted in creating and maintaining Limited Liability Company and related licenses and permits needed in multiple states

Coordinate and report to Managing Member potential issues with job cost, productivity, cash flow and financial position

Research, interpret and explain limited-liability companies, workman's compensation, unemployment, 401Ks, insurance and various other issues to employees, support staff and management

Process accounts receivables and make deposits

Schedule meetings; Take and Process meeting notes as needed

Create subcontracts and review contract documents

ADL SEVEN HUNTING RANCH, LLC, Accountant

11/2009 to 12/2016

Invoice and collect payments for big game hunts

Set up and maintain legal LLC entity including tax id number, state registration and licenses

Set up and maintain office including all books, customer database, remote access, advertising and website

Maintain customer database; advanced experience in entering and retrieving data

Maintain website

Maintain newsletter sent out to current and potential customers

PARTNERS IN CONSERVATION (PIC), Accountant and Administrative Assistant

1/1999 to 9/2020

Managed all financial and accounting duties including payroll, accounts payable, and compiled all financial statements necessary for board of directors, banks and tax consultant

Setup accounting systems and created mission statement, values, guiding principles, and websites

Submit annual filings, licenses and processed all insurance correspondence and quotes

Research, interpret, explain and advise board of directors on all financial matters and non-profit related issues including IRS requirements for maintaining non-profit status

Administer and participate in all PIC projects i.e., cleanups, tortoise fencing, restoration, removal of tamarisks, monitoring, and gps data collections and public relation events

Attend various government agency workshops, conferences, meetings and community meetings as a representative of PIC to learn and pass on information about items that affect the communities, explain PIC's projects and explain rules, responsibilities, opportunities and limitations of non-profits

DAVID WOLFE FOODS – HYPERTHRIVE

2012 – 2013 Part-time -- Business was sold

Accountant

Managed all financial and accounting duties including payroll, accounts payable, and compiled all financial statements

Maintain customer database and newsletters

Create custom template letters and mail merge addresses and other information from Excel spreadsheets

MEADOW VALLEY CONTRACTORS, INC.

1984 – 1987; 1995 – 2001

1986 Main office moved to Arizona commuted for year before coming back to work for Wiser's predecessor; 2001 supervisor passed away

Accountant then Administrative Assistant to Chief Operations Officer

Performed accounting functions prior to company going public; compiled productive analysis and resource management for the chief operations officer; created spreadsheets to track inventory and material

Inventory accounting; assisted with analysis of equipment purchase and dispersal needs

Prepared analysis from Clark County and Bureau of Land Management records of potential mining claims as well as filed mining claim and related annual reports

If last few years have worked part-time to be able to take care of my invalid husband

Non-work related positions

Past Committee member of Moapa Strategic Planning Survey; past Southern Nevada Regional Trails Partnership president and board member; past committee member of Lincoln County Wilderness Coalition; attended and participated in archeology educational workshops, trail building workshops, Responsible OHV use workshops; panel member for 2008 Rural Planning Conference; interact with public on natural resource and public land issues; past member of Associated Builders and Contractors and The Associated General Contractors - organizations that focus on increasing economic and business opportunities for construction companies; Treasurer and committee member for Warm Springs Cemetery; Member of the Nevada Division of Water Lower White River Flow System Management Plan Working Committee.

Skills

- Computer skills include:
- Excel Word PowerPoint Outlook
- Various Accounting Software QuickBooks, Promat, Forefront, American Contractor
- Constant Contacts (newsletters) Access (database) I-Sight (database)

Education

Bachelor of Science in Accounting with a Minor in Business Management, Southern Utah State College 1981
Associates Degree in Accounting, Steven Henager Business College 1980

Experience

UNIVERSITY OF NEVADA, RENO, EXTENSION SERVICE (UNCE) 8/2019 to Present

Administrative Assistant II
 Act as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call
 Provide information to constituents regarding classes, horticulture and other extension related events
 Provide information to constituents regarding the horticulture and gardening
 Research and assemble information to provide information to constituents for troubleshooting horticulture issues
 Create spreadsheets for statistics, class attendance, fitness programs and 4-H
 Transmit information between to constituents
 Maintain Outlook Calendars
 Create Flyers for Classes and other UNCE events
 Post Flyers and update Facebook as needed
 Create Word documents, templates and forms
 Research pricing for purchases, create purchase orders and reimbursement forms

STATE OF NEVADA, BUSINESS AND INDUSTRY, CONSUMER AFFAIRS (NCA) 7/2015 to 8/2019

Administrative Assistant II
 Act as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call
 Provide information to constituents regarding policies, procedures and regulations governing NCA
 Provide information to constituents regarding the complaint process
 Research and assemble information to create consumer complaint case files
 Research business licenses and confidential Federal Trade Commission complaints consumer case files
 Create monthly, quarterly and yearly reports on case files including statistical calculations of days to process, types of complaints, source of complaints, restitution and amounts constituents paid
 Provide information to other NCA staff related to current fraud activity and issues from a variety of sources
 Update reference manual for procedures pertaining to new case tracking system
 Transmit information between NCA Staff and to constituents
 Provide training to NCA staff regarding use of new case tracking system and report writing
 Maintain Outlook Calendars; Maintain I-Sight Data Base drop down menus, templates & reports
 Maintain website
 Represent NCA at various meetings and events
 Create Word documents, templates and forms
 Research pricing for purchases, create purchase orders and reimbursement forms

WISER CONSTRUCTION, LIMITED-LIABILITY COMPANY (Wiser) 1993 – 1995; 1/2001 to 1/2016

Wiser filed Chapter 11 Bankruptcy in July 2011; Part-time since 2012
 Controller and Office Manager
 Managed external and internal accounting reports in accordance with GAAP and coordinate with pension, bonding, insurance, banking and accounting auditors
 Coordinate and work daily with project managers and company owner and interact with legal council on claims issues
 Revamped computerized accounting system for general ledger, job cost, financial statements, reports and schedules which improved productivity and accountability and created custom excel spreadsheets for industry specific account balancing
 Track inventory and maintain equipment lists and maintenance records
 Assist in bidding projects by creating extensive excel spreadsheet to improve accuracy and productivity during bidding process