

If you have any questions related to the TABs and CACs or the application process, please email [AdministrativeServices@ClarkCountyNV.gov](mailto:AdministrativeServices@ClarkCountyNV.gov).

Name of TAB or CAC Applying For: Searchlight town board

Full Name (First, Middle Initial, Last): Kayla L McInnis

Home Street Address: 480 Ormond St

Home Address City/State/Zip Code: Searchlight, NV 89046

Mailing Address: PO Box 1274

Mailing Address City/State/Zip Code: Searchlight, NV 89046

Employer: City of Henderson

Occupation: Business Analyst

Email Address: [REDACTED]

Cell Phone: [REDACTED]

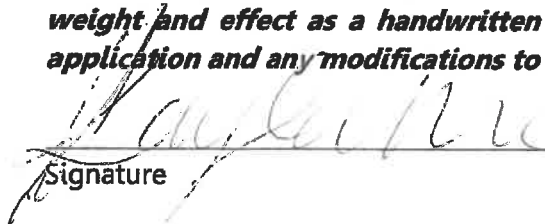
Best Daytime Contact Phone: [REDACTED]

**Relevant Affiliations:** Please list below any other committees you are currently serving on. Please list, if applicable, the jurisdiction and term of appointment. If you were appointed by an individual and not by a local jurisdiction, please include that information. If you need additional space, please attach an additional sheet of paper.

**Skills and Experience:** Please provide a brief description of your qualification; include any special skills, interests, experience, or training which you possess or have completed that would benefit the work of the above TAB or CAC. If you need additional space, please attach an additional sheet of paper.

**A resume or letter of interest is REQUIRED. Please attach it to this application.**

*I certify that I am a QUALIFIED ELECTOR and that my primary RESIDENCE is WITHIN THE BOUNDARIES of the TAB or CAC area to which I am applying. I verify by my signature below that all statements made on this application, as well as any information attached hereto, 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. Furthermore, I understand that an incomplete application and any modifications to this application will not be accepted or considered.*

  
Signature

6/6/22  
Date

**Hand Deliver Application to:**

**Clark County Department of Administrative  
Services  
6th Floor  
500 S. Grand Central Parkway  
Las Vegas, NV 89155**

**Mail Application to:**

**Department of Administrative Services- 6<sup>th</sup>  
Floor  
Attn: Agenda Coordinator  
P.O. Box 551712  
Las Vegas, NV 89155-1712**

**Fax Application to:**

**(702) 455-3558**

**Email Scanned Copy to:**

**[AdministrativeServices@ClarkCountyNV.gov](mailto:AdministrativeServices@ClarkCountyNV.gov)**

# 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; Collection on most GPS Systems including Trimble; Exporting Data from GPS to the GIS system, extracting and joining of data. Analyzing data between systems.

Data

### *Public Works*

Experience in public works; Performing water sampling, shut off changes, Line r 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.

Westterra; 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



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

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

Town Advisory Boards (TAB) and Citizens Advisory Councils (CAC) were created to assist the Board of Clark County Commissioners (County Commission) in an advisory capacity with the decision-making process in supplying public services to the unincorporated towns or areas of Clark County. There are five (5) TABs that are elected and eight (8) that are appointed by the County Commission. There are also six (6) CACs that are appointed by the County Commission.

Each TAB or CAC consists of area residents and serve as formal direct channels to the County Commission allowing for greater input into the future of their towns or areas. These members serve without compensation for two-year (2-year) terms and have the responsibility of assisting the County Commission, in an advisory capacity, in the governance of the unincorporated town or area by acting as a conduit between the residents and the County Commission.

TABs and CACs hold regular, public meetings throughout the year. At these meetings, members of the TABs and CACs are informed of matters pertaining to their respective town or area, provide input regarding various matters, forward the concerns or problems of residents to the County Commission, assist in long-term planning, and disseminate information of interest to the residents of the town or area. All meetings are subject to the Nevada Open Meeting Law (NRS Chapter 241).

### **Information on Elected TABs:**

The following TABs are elected pursuant to NRS 269.576 (7): Bunkerville, Laughlin, Moapa, Moapa Valley, and Searchlight. Elected TAB members do not serve at the pleasure of and may not be removed by the County Commission.

### **Application Overview:**

If you are interested in applying for membership on a TAB or CAC that has a vacancy, you must meet two (2) criteria: 1) be a qualified elector; and 2) be a resident of the unincorporated town or area encompassed by the TAB or CAC.