



December 4, 2025, Board Report

Division of Administrative Services

Division Overview

Pending matters of significance

- New Ag Plate: The Nevada Department of Agriculture (NDA) is in the process of updating the Nevada Ag Plate. We are currently working with the Department of Motor Vehicles to conduct road testing and finalize the plate. More information on the date of availability for the new plate to come.
- Nevada Department of Agriculture State Fair: Planning is underway in partnership with the Nevada Junior Livestock Show Board, Nevada 4-H and other partners. Initial details and donation links will be available soon at NDAStateFair.org.

Partnership activities

- Development of the 5th Nevada Craft Beverage Passport is underway in partnership with Made in Nevada.
- Held two fundraising events for the Nevada Department of Agriculture State Fair with the Nevada Wolf Pack.
- The Public Information Officer II attended the annual Communications Officers of State Departments of Agriculture (COSDA) Annual Meeting, a workforce development and networking opportunity connecting communications teams from states across the U.S. and sharing strategies to promote agriculture.

Program Updates

Industry Development and Marketing

- The Industry and Global Trade Coordinator attended the Western United States Agricultural Trade Association (WUSATA) Winter Planning Meeting in Anchorage, AK September 29-October 3. Received updates from WUSATA and presented on 2026 planned activities and discussed international market strategies.
- Collaborating with new Food Safety Division and Plant and Animal Divisions to digitize Certificate of Free Sale process for Nevada companies exporting products to foreign countries. This step modernizes and streamlines the acceptance and dissemination of Free Sale certificates.
- Hired a University of Nevada, Reno student intern funded by WUSATA's internship program. Intern will focus on helping recruit Nevada companies to participate in WUSATA trade missions and shows and connect them to WUSATA's reimbursement and education programs.

Upcoming trade events:

- Mexico Outbound Mission (December 1-6, 2025): Stopping in Mexico City and Monterrey. Meeting with Agricultural Trade Offices in both locations, in addition to retail tours and tabletops meetings with Latin American buyers.
- Japan Inbound Mission during Winter Fancy Food Faire (January 10-15): 2 days of industry visits in Las Vegas targeting cheese, snack, confectionary, ready-to-drink sectors. Actively recruiting Nevada companies to participate.

Communications

News releases and stories

- NDA Veterinary Diagnostician retires after 21 years
- NDA welcomes new Deputy Administrator Bob Ragar
- NDA welcomes Bryant McDowell as new State Entomologist
 - [Las Vegas Review Journal](#)
- Renovations begin at Nevada State Fairgrounds
 - [News 4 & Fox 11](#), [This is Reno](#), [KTVN](#), [KOLO](#)
- [Taste of Nevada – Small Business of the Year now accepting 2025 nominations](#)
 - [Northern Nevada Business Weekly](#)
- Other stories:
 - [NDA: Virginia Range horse population continues to create public safety concerns](#)

Communications Plans

The communications team continues to implement four concurrent communication plans with tactics including:

- [Monthly Newsletters](#)
- [Industry Updates](#)

Educational and promotional materials

Staff have completed the following educational and promotional materials:

- Updated Hemp FAQs
- Updated Producer Certification FAQs
- Updated Nevada State Seed Law and Regulations FAQ
- Nevada Native Seed Forum promotion
- Developed messaging and resources for SNAP recipients during federal government shutdown
- NDA State Fair fundraising promotions and website development
- Weights and measures device electronic invoicing

Language Access Plan

- The NDA Language Access Coordinator is implementing the Language Access Plan, including:
 - Cultural Competency Training completed by all staff
 - Translation and interpretation services are available

Public Records Requests

- Year to date, 62 public records requests have been received and 53 have been processed in 2025.

Agricultural Literacy

Community Outreach

- Moolissa/Moonique attended three school events in Churchill, Lyon, and Elko counties reaching 1,800 students.

- High School Career Fairs: 1,400 students from Eureka, Elko, and Churchill counties learned about the variety of career opportunities available in agriculture.
- Classroom Education: Eight classrooms in Elko, Lyon, Mineral, and Washoe counties participated in classroom education on topics about Nevada’s native and noxious plants or Nevada’s top agriculture products.
- Nevada Crunch Day: We celebrated Nevada’s vibrant agriculture by inviting students across the state to “Crunch” into local Nevada foods! Schools and organizations joined in by incorporating Nevada-grown products into snacks, lunches, and classroom lessons. Altogether, the program reached approximately 3,500 students statewide—each gaining a deeper appreciation for the food and agriculture community that helps nourish Nevada.

Fiscal Services

- Continued to operate all fiscal operations during federal government shutdown.
- Although the system was down for several weeks, staff were able to pre-pay, pre-draw and make all payments on time.
- Staff are updating forms for the next biennium budget build, which starts December/January.
- Fiscal staff are in the process of updating procedures to enhance efficiency.