



Contra
Costa
County



For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

El Sobrante Municipal Advisory Council

Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Ash Xina A.
(Last Name) (First Name) (Middle Name)

2. Address: El Sobrante, CA 94803
(No.) (Street) (Apt.) (State) (Zip Code)

3. Phones:
(Home No.) (Work No.) (Cell No.)

4. Email Address:

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved¹² _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) College of San Mateo	General	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	12			
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: PMI - PM Certificate	Course Studied Project Management Pro	Hours Completed N/A -ongoing	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 9/9/2015-Current</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 1 7</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Project Manager</p> <hr/> <p>Employer's Name and Address ForeFront Power, SunEdison & Team-Solar Inc</p> <p>100 Montgomery St., Suite 1400, SF, CA 94104</p>	<p>Duties Performed</p> <p>I currently manage a variety of Commercial and School Solar programs from development to completion stages. Along side of the project focus, I assess and streamline internal business processes for higher efficiencies. See attached resume for further details.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 1/1/2015-9/1/2015</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 0 8</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Sr. Development Project Manager</p> <hr/> <p>Employer's Name and Address Pristine Sun, LLC and Sun Construction LLC</p> <p>101 Mission Street Suite 1050, SF, CA 94105</p>	<p>Duties Performed</p> <p>I have managed a variety of Commercial and Utility Solar portfolios from development to completion stages. Along side of the project focus, I assess and streamline internal business processes for higher efficiencies. See attached resume for further details.</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> 01/01/2008-1/1/2015</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 7</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Project Manager III</p> <hr/> <p>Employer's Name and Address SunPower Corporation, Systems</p> <p>1414 Harbour Way S, Richmond, CA 94804</p>	<p>Duties Performed</p> <p>I have managed a variety of Commercial and School Solar programs from inception to completion stages. As SunPower is on the cutting edge I was involved with government funded Research & Development projects. Public outreach was also required for certain projects. See attached resume for further details.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Attended a recent Waterboard

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☐ Yes ☐

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:  Date: 03/10/17

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

An excellent communicator and motivator as a Professional in Business and Construction.

- Over 20 years of administrative, technical and field management experience in Residential, Commercial & Utility Sectors.
- Proven ability to work as a successful and fair team leader in fast paced high stress environments.
- Process execution specialist
- PMP certification in good standing since 2011

EMPLOYMENT HISTORY

SunEdison, LLC & Team-Solar, Inc.	Project Management	Petaluma, CA
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Commercial Operations Project Manager September 2015-Present

Portfolio Management, Process Development and Business Strategies: Managing a multi-megawatt portfolio in varying stages of solar development and construction. Responsibilities include: Supporting the Development team with solar interconnection & project feasibility, due diligence coordination, design management, GC & EPC negotiation & procurement, schedule development, permitting, construction management – vendor contract and account management, resource management, design process development and management (RFI & Submittals), field coordination and compliance management, peer mentoring, and company process streamlining & development. Concurrently, leading the charge on a nationwide/project-wide accounting portfolio audit to support the active Chapter 11 Bankruptcy process.

Accomplishments:

- Restructured and Implemented cross-departmental document storage efficiencies that gained stakeholder support for immediate implementation.
- Streamlined the procurement process by aligning regions and revising all scopes of work for both GCs and EPC vendors, created an automated budget analysis tool that allowed the budget to be automatically reverse engineered with exported data.

Pristine Sun, LLC & Sun Construction, LLC	Project Management	San Francisco, CA
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Senior Project Manager January 2015-August 2015

Portfolio Management - Managed multiple teams within a nationwide multi-megawatt portfolio in varying stages of utility scale solar development and construction. Responsibilities include performing: Project Development and Due Diligence - sales support, complex project funding support, site control support, risk management implementation, design management, project viability assessment, Utility Management – Interconnection and PPA process execution, procurement, county & local permitting, construction management – vendor contract and account management, resource management, design process development and management (RFI & Submittals), field coordination and compliance management, peer mentoring, and company process development.

Accomplishments:

- Identified cross-departmental business execution efficiencies that gained stakeholder support for immediate implementation.
- Restructured and led the construction execution process for a (4) site program to allow the Company to execute as the GC vs. the original model of hiring an EPC due to schedule constraints.
- Implemented a MSA procurement process including associated documents for all engineering discipline vendors. This streamlining resulted in an immediate and significant reduction on red-lines received during contract negotiations.

SunPower Systems, Inc.	EPC Distributed Generation	Richmond, CA
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Project Manager II March 2013-December 2014

Project Manager November 2010

Portfolio Management - Responsible for managing all aspects of multi-customer, multi-program, large commercial solar installations throughout North America from inception during the sales phase to the closeout phase internally. This includes identifying requirements for the project, evaluating & managing risk, resource identification and management, developing estimates, budgets and schedules, client contract negotiations (PPAs & EPCs), overseeing design and permitting, providing rooftop, ground mount and carport solutions, material and subcontractor procurement, safety compliance, driving and maintaining strong interdepartmental relationships for project execution success, meeting margin and revenue expectations while ensuring that our clients all receive first class service and a fully functioning photovoltaic system.

Associate Project Manager January 2008

Assisted in the development of the Associate Project Manager role with the recently merged company that transitioned from a manufacturing based direction to merge the construction department: Implemented, streamlined and maintained construction administration procedures that fell in line with the current industry, trained new staff on the Associate Project Manager role, assisted several Project Managers in managing projects from start to finish: liaison between the Project Manager, subcontractors, clients & internal team members, schedule updates, meeting minutes, budget updates, product research, permit acquisition, coordinate field crew and subcontractors, material procurement, record management, and internal reporting.

Accomplishments:

- Streamlined several project procedures, department wide, which in turn allowed for higher production throughout team departments.
- Managed the North American Permitting process in 2009.
- Lead trainer for new hires to the Project's group in 2009-2010 for Associate Project Managers and Project Managers.
- After successfully managing multiple small and repair projects, supported to climb incrementally from Associate Project Manager to Project Manager 2.
- Attained the globally recognized Project Management Professional accreditation in 2011.
- Led a team that proved pivotal in client retention which resulted in securing a nationwide portfolio (2012- 2013).
- Co-managed more than 25MW and led teams to complete more than 10MW of green energy interconnections.

Smith & Company Remodeling, INC.

Oakland, CA

Project Manager June 2007- December 2007

Worked side by side with the company President to revamp the organization: Responsible for implementing and maintaining construction administration procedures that fall in line with the current industry, running projects from inception to completion, met with clients and defined the project scope including budgets and offered design build options, value engineering & product research, drafting, permit acquisition, coordinate field crew & subcontractors, material procurement, scheduling, record management, and project analysis.

Accomplishments:

- Recruited high quality/qualified personnel resulting in a more effective management of company resources.
- Streamlined all project procedures which in turn allowed for higher profit margins.
- Successfully ran multiple projects simultaneously and maintained the budget.

TICO Construction, Inc.

San Jose, CA

Project Engineer March 2005-June 2007

Assisted the Project Managers/Principals and Project Administrators on all projects: RFQ's, RFI's, submittals, permit acquisition, coordination of local Utility companies, recorded & prepared project meeting minutes and tracking logs, plan reproduction & distribution to all parties, conducted project "Job Walks", direct liaison to all architects, engineers, vendors and clients. Assisted the Safety Officer and field crew with all new hire and superintendent packages, reviewed time cards and field paperwork to ensure accuracy, processed certified payroll and prepared close-out packages.

Project Administrator March 2005-June 2007

Reported to Project Managers/Principals, processed AR & AP, responsible for estimating and budgeting of changes orders, coordination of subcontractors and owner correspondence, assisted in training employees, scheduling and assigning projects, collecting information and expediting processes.

Accomplishments:

- Developed deep rapport with City Building Officials and substantially saved time and money by knowing the different permit requirements for each City Department, saving over \$5,000 on one project alone.
- Managed & assisted in the development of the reprographics & signage department.
- Increased efficiency by simplifying procedures, forms & logs.
- Direct liaison for innovative technology clients including, but not limited to: FormFactor, Honeywell, Netgear, Novellus, Seagate, Spansion and Western Digital.
- Worked directly with the Public Works Dept. for a Historical Restoration.

All American Painting Company

Middletown, RI

Office Manager November 2002-May 2003

Assisted the Company VP with US Government contracts and recruiting specialized employees, researched potential US Government Lead-Paint Abatement Projects, worked directly with the US Navy and maintained certified payroll compliance, researched and coordinated initial and continuing HAZMAT education for all employees, coordinated with headquarters and other satellite offices for field crew placement.

Accomplishments:

- Implemented & maintained new administrative procedures for increased efficiency at the 1st satellite office in the New England area.
- Opened a second satellite office in Groton, CT.

RED Architecture & Estate Builders

Oakland, CA

Business and Office Manager January 2001-January 2002

Assisted the Company President in all areas of running a construction company: finance, AP & AR, payroll, subcontractor/client relations, estimating, record management, field crew management & recruitment. Assisted all architects on document reproduction, project progress & tracking and specification writing.

Accomplishments:

- Restructured the administrative practices of an architectural firm and general construction company running out of one office.
- Reorganized records for a (3) year audit with State Fund without penalties.

California Design Standard

Oakland, CA

Administrator January 2000-December 2000

Provided administrative support to the Company President, responsible for the processing of AP & AR, payroll, inventory and filing of all company documents.

Xina Consultants

Alameda, CA

Operations Manager January 1995-December 2000

Provided administrative support in an independent construction estimating and consulting firm, light estimating, accounts receivable, contracts, client/architect relations, research & database development and management.

Proficient with: MS Office Suite, MS Projects, Salesforce, SAM, Clarizen, e-Builder, Oracle, Arena PLM, Google Earth, American Contractor and highly capable of learning new software and web based programs.

I come to you with 20+ years of Construction expertise infused with Field, Business and Project Management experience. Embracing challenges to support the company's viability in this progressive engineering execution environment, is my passion.

Rooted in residential and commercial construction in the San Francisco Bay Area, is where my career began. From the field to the office, I have been in the weeds and managed teams that aligned for successful execution of Ground-Ups, Historic and Interior Tenant Improvements, Commercial Seismic Improvements, Multi-Building Campus Build Outs, and HAZMAT Removal.

As Safety is a high priority, I have received formal training in the following areas:

- OSHA 10 and 30 Safety Certifications
- LOTO Permit Administrator and Trainer Qualification
- Fall Protection Awareness
- Adult, Child and Infant CPR and AED Certification
- Emergency Basic First Aid, Bloodborne Pathogens, and Emergency Oxygen Certifications

Most recently, I spent 7 years at SunPower Corporation, Systems co-managing more than **27MW** and personally managing **13MW** of rooftop, ground mount and carport PV installations nationwide for retailers, investors, private and public entities. My client base was comprised of the private sector, medical field, property management, logistic centers, retail, educational institutions and sanitation districts.

At Pristine Sun -- I managed an **83MW** national development portfolio and a **2MW** multi-site construction portfolio of ground mount utility installations. This included Community Solar, Brownfield non-penetrating ballasted solar racking and private leased land.

At SunEdison -- I currently manage over **25MW** of a CA based portfolio of solar carports, electric vehicle charging stations and rooftops. These projects serve global retailers, Unified School Districts and hospitals.

In addition to my construction project management role, I am often engaged with more of the analytical & technical sides of project execution, product innovation and business operations. This involves supporting and or being a subject matter expert and or leader for risk analysis, root cause analysis, closed-loop learning, material/product/system research and development, and process roll outs team. In conjunction, I have managed teams that have lacked certain industry experience to strengthen and provide guidance towards successful management and execution, while upholding business requirements.

My summary of solar experience calculates to **150MW** of direct solar management.

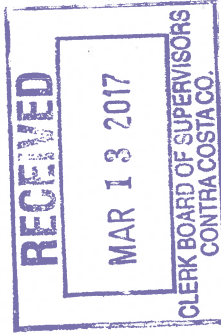
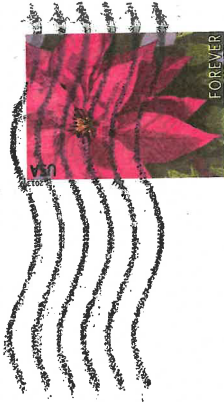
References:

- Jason Claiborne -- Clean Focus, Sr. Project Manager - 510-316-6798
- Diana Ganibe -- SunPower, Project Controls Manager -- 925-237-0911
- Marty Morud -- TruNorth Solar, President-- 651-587-6341
- Kamal Bagha -- Revamp Engineering, Electrical Engineer -- 925-570-5093
- Susannah Pedigo -- LendLease, Director of Origination -- 303-880-4088
- Eric Turner -- SunEdison, Lead Electrician, Sr. Construction Manager & License Holder-- 805-235-4853
- David Morosoli -- Former SunEdison, Director of C&I West Operations - 805-668-7121
- Esther Van Beers - Verdant Project Management, President -- 510-866-9646

EL SOBRIANTE, CA 94803

CONTRA COSTA CO 945

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CONTRA COSTA COUNTY
CLERK OF THE BOARD
651 PINE STREET, RM #100
MARTINEZ, CA 94553-1292

94553-1292

