

**Howard N. Dashiell**  
**DIRECTOR OF TRANSPORTATION**

Road Commissioner  
County Engineer, RCE 42001  
County Surveyor, PLS 7148



**FUNCTIONS**

Administration & Business Services  
Airports  
Engineering  
Land Improvement  
Roads and Bridges  
Solid Waste & Landfills  
Water Agency

**COUNTY OF MENDOCINO**  
**DEPARTMENT OF TRANSPORTATION**

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June 25, 2024

Mendocino County Board of Supervisors  
501 Low Gap Road, Room 1090  
Ukiah, CA 95482

RE: RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS AUTHORIZING THE DIRECTOR OF TRANSPORTATION (COUNTY ROAD COMMISSIONER) OR A REGISTERD CIVIL ENGINEER UNDER THE DIRECTION OF THE DIRECTOR OF TRANSPORTATION TO EXECUTE CHANGE ORDERS FOR CONTRACTS PURSUANT TO SECTION 20395 OF THE CALIFORNIA PUBLIC CONTRACT CODE

In November 2000, the California Department of Transportation assembled a Continuous Quality Improvement (CQI) team to redesign its internal procedures to expedite reimbursement on Federal and State funded projects. In the process, the team identified several procedures that could be streamlined if the Board of Supervisors took advantage of provisions in State laws and regulations to delegate certain additional authority to the Director of Transportation.

Section 20395 allows for the Director of Transportation to execute contract change orders for construction contracts under the purview of the County Road Commissioner, subject to certain cost limitations. Although Resolution 07-008 authorized the Director to execute change orders, the cost limitations were set to those in effect at that time. These cost limitations have been periodically updated since 2007 and will continue to be updated periodically in the future.

Authorizing the Director to execute change orders allows for timely execution during tight construction seasons. Delegation of this limited authority promotes the efficient use of staff resources and the timely completion of projects. The current resolution will include future updates to Section 20395 of the Public Contract Code. I therefore recommend and request approval of the subject Resolution.

I will, of course, respond to any questions that the Board may have.

Respectfully submitted,

Howard N. Dashiell  
Director of Transportation

cc: DOT File 2-18.5  
BOS Corres. File