

December 15, 2014

Commission Chairman Greg Chilcott
Ravalli County
215 S 4th Street, Suite A
Hamilton, MT 59840

W. Houshby

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Ravalli County Commissioners

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RE: **On Site Monitoring** for the TSEP Bridge Project

Dear Chairman Chilcott:

On December 10, 2014, I visited Ravalli County to review its efforts toward completion of the TSEP bridge project, contract #MT-TSEP-CG-15-754. During the monitoring visit Glenda Wiles, Commission Clerk, John Horat, Road Supervisor, and Doug Dahlberg, WGM Engineering, gave generously of their time to help me review the records related to the project.

The purpose of the visit was to evaluate the County's compliance with state requirements of the TSEP program and to assess its progress towards completion of project activities. At the time of monitoring the County had not expended any TSEP funds. It is the County's goal to submit one request for funds at the end of the project. I observed a copy of the contractor pay applications that will be submitted with the request. It is the program's goal to assist and support the County in its efforts to comply with applicable requirements and to successfully implement your project. It is our intent, through the monitoring process, to help TSEP recipients avoid potential problems when project records are audited and to promptly resolve any concerns, that may be identified.


Specifically, the monitoring addressed the following areas of project administration:

- Project Start-up and Management,
- Procurement,
- Financial Management,
- Labor Standards, and
- Public Facility Construction Management.

All requested documentation was available for review and no issues or concerns were identified. The project is being completed within the proposed schedule, and we look forward to receiving the closeout documentation. All TSEP related records should be kept on file at the County's offices for **three** years from the date of final closeout of your project. We look forward to working with you on future projects

If you have any questions or comments, please call me at 841-2770 or e-mail me at DOCTSEP@mt.gov.

Sincerely,



Valerie Short
TSEP Program Specialist
Montana Department of Commerce

ECC: Cindy Kuns, Grant Manager, WGM Engineering
Cody Thorson, PE, WGM Engineering

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