



February 21, 2018

VIA WUTC WEB PORTAL

Mr. Steven V. King  
Executive Director and Secretary  
Washington Utilities and Transportation Commission  
P.O. Box 47250  
Olympia, WA 98504 -7250

Received  
Records Management  
02/21/18 14:26  
State Of WASH.  
UTIL. AND TRANSP.  
COMMISSION

Subject: Request for Extension of Compliance Filing  
Docket Nos. TC-143691, TC-160516, TC-161257, Orders 19, 12, 09

Dear Mr. King:

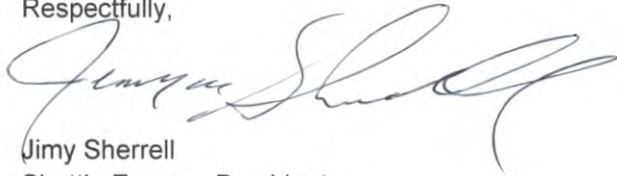
In paragraph 149 of the Initial Order in these dockets we were directed to “create a comprehensive compliance plan and submit it to Staff for review and approval within 90 days ...” The company intended to and still intends to comply with this directive. Normally this plan and filing would have been handled in a timely fashion by Wesley Marks, our former Director of Compliance/Shared Services. However, Mr. Marks left the job on February 12 with absolutely no notice to the company or any prior indication of resignation. His resignation was only a brief contact phone notice to Accounting on the 12<sup>th</sup>, the same day he left. Because Mr. Marks was responsible for legal and regulatory compliance, no one remaining at the company was closely tracking the deadline. Nor did anyone know that the compliance filing had not been completed before his sudden departure.

Mike Young, of your staff, alerted us that the compliance filing had not been completed by February 15, as required. Except for Mr. Marks—who left the company with no notice, debrief, report or later contact—this was the first time the company knew of the incomplete status of the compliance plan. We are now doing our best to reconstruct exactly what was and was not done by Mr. Marks in the last few months. But because he is gone and we cannot question him, this will take some time. We believe that some aspects may have been complied with, but others have not. There may have been other regulatory matters unrelated to the order that were the responsibility of Mr. Marks that were not handled timely or properly. We will complete or correct those as needed. We expect it will take a few weeks to determine where things stand and make further filings or corrections to ensure that we are in full compliance with the order and UTC rules generally.

First, the company needs to identify who will replace Mr. Marks and determine both the known and unknown uncompleted jobs. This process will take time as we are also in the beginning of a major software upgrade. We would like to request a 30 day extension, but we will make filings as soon as we reasonably can. For example, if we are able to comply due to information already submitted we will put priority to complete requirements as soon as possible.

Mr. Young indicated I could write you and request an extension of time for the February 15<sup>th</sup> filing. Please let us know if you need a more formal motion or this letter will suffice. Thank you for your consideration of this request.

Respectfully,

A handwritten signature in black ink, appearing to read "Jimmy Sherrell". The signature is fluid and cursive, with a large initial "J" and "S".

Jimmy Sherrell  
Shuttle Express President