

**From:** [Smith, Ryan \(UTC\)](#)  
**To:** [Chiles, Pam \(UTC\)](#)  
**Subject:** FW: FW: FW: RELEASE OF AUTHORITY FOR CANCELLATION  
**Date:** Monday, January 4, 2021 2:44:36 PM  
**Attachments:** [image001.png](#)  
[image001.png](#)  
**Importance:** High

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Hi Pam,  
Can you please docket this email chain below, per Lisa's instructions?  
We have to back-date it a little it seems.

*Ryan Smith* (he/him)  
[Records Center Supervisor](#)  
Records Management • Administrative Law Division

[Utilities and Transportation Commission](#)  
Respect • Professionalism • Integrity • Accountability  
[360-915-3646](tel:360-915-3646) • [ryan.smith@utc.wa.gov](mailto:ryan.smith@utc.wa.gov) / [records@utc.wa.gov](mailto:records@utc.wa.gov)

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**From:** Wyse, Lisa (UTC) <lisa.wyse@utc.wa.gov>  
**Sent:** Monday, January 4, 2021 2:26 PM  
**To:** Smith, Ryan (UTC) <ryan.smith@utc.wa.gov>  
**Subject:** FW: FW: FW: RELEASE OF AUTHORITY FOR CANCELLATION  
**Importance:** High

Hi Ryan:

Can you have someone docket this email chain as a "Request for Voluntary Cancellation of C-1047." They will need to use the date of December 18, 2020 as the filing date (which is the original email date). So, please use a 2020 docket number. The company is Pacific Northwest Distributing LLC, dba: Vashon Shuttle." Patrick Remfrey is the lead and this needs to go on the January 28<sup>th</sup> consent agenda.

Whoever you have docket this, have them let Suzanne Stillwell and Patrick Remfrey know the docket number.

Thanks.

Lisa

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Received  
Records Management  
12/18/20 15:12  
State Of WASH.  
UTIL. AND TRANSP.  
COMMISSION

**From:** Pearson, Rayne (UTC) <[rayne.pearson@utc.wa.gov](mailto:rayne.pearson@utc.wa.gov)>  
**Sent:** Tuesday, December 29, 2020 11:06 AM  
**To:** Wyse, Lisa (UTC) <[lisa.wyse@utc.wa.gov](mailto:lisa.wyse@utc.wa.gov)>  
**Subject:** Re: FW: FW: RELEASE OF AUTHORITY FOR CANCELLATION

That's fine, we can always re-name it if the company ends up taking a different course of action.

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Sent from [Workspace ONE Boxer](#)

On December 29, 2020 at 10:56:57 AM PST, Wyse, Lisa (UTC) <[lisa.wyse@utc.wa.gov](mailto:lisa.wyse@utc.wa.gov)> wrote:

Hi Rayne:

Got a call from Suzanne this morning, and she is working with Vashon Shuttle to ultimately suspend their Auto Transportation permit. Also, she has forwarded the request over to AAG's wherein Nash will be reviewing this request (next week when he is back in the office) to determine whether or not it is an "interruption of services" versus a "suspension of the permit." Due to extenuating circumstances, Suzanne is asking if we can go ahead and docket this as a "Request for suspension of auto transportation services" while awaiting that determination and hopefully a letter from the company.

After you read this email exchange, can you please let me know your determination.

Thanks.

Lisa

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**From:** Stillwell, Suzanne (UTC) <[suzanne.stillwell@utc.wa.gov](mailto:suzanne.stillwell@utc.wa.gov)>  
**Sent:** Tuesday, December 29, 2020 10:02 AM  
**To:** Wyse, Lisa (UTC) <[lisa.wyse@utc.wa.gov](mailto:lisa.wyse@utc.wa.gov)>  
**Subject:** FW: FW: RELEASE OF AUTHORITY FOR CANCELLATION

When you get a chance can you give me a call about this...skype or teams is fine.

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**From:** Stillwell, Suzanne (UTC) <[suzanne.stillwell@utc.wa.gov](mailto:suzanne.stillwell@utc.wa.gov)>  
**Sent:** Monday, December 28, 2020 9:13 AM  
**To:** vashon shuttle <[vashonshuttle@gmail.com](mailto:vashonshuttle@gmail.com)>  
**Cc:** UTC DL Transportation <[transportation@utc.wa.gov](mailto:transportation@utc.wa.gov)>  
**Subject:** RE: FW: RELEASE OF AUTHORITY FOR CANCELLATION

Hi Danette,

1. To cancel your Excursion certificate (E-000135), please reply to this email that you'd like your Excursion certificate cancelled.

2. To suspend your auto transportation permit (**E-000135**): as noted in my earlier email , you will need to email a separate letter to the Secretary of the Commission requesting the suspension of your auto transportation certificate at this link:  
<https://www.utc.wa.gov/docs/Pages/ElectronicFiling.aspx>.

This is our Records Center and they will assign a Docket # and file your request. In my earlier email I've noted the WAC rule which describes the requirements that you will need to follow for suspending the auto trans certificate. Staff will advise you whether this is considered an Interruption or a Discontinuance of service. If you have already sent a customer notice or have a posting on your website, please include it with your letter.  
Thank you, Suzanne

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**From:** vashon shuttle <[vashonshuttle@gmail.com](mailto:vashonshuttle@gmail.com)>

**Sent:** Saturday, December 26, 2020 10:31 AM

**To:** Stillwell, Suzanne (UTC) <[suzanne.stillwell@utc.wa.gov](mailto:suzanne.stillwell@utc.wa.gov)>

**Cc:** UTC DL Transportation <[transportation@utc.wa.gov](mailto:transportation@utc.wa.gov)>

**Subject:** Re: FW: RELEASE OF AUTHORITY FOR CANCELLATION

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**Hi Suzanne**

**Im sorry for the delay, I was receiving treatment .**

**I have a type of brain fog, so I have to re read emails a few times to understand them- my apologies**

**I wanted to temporarily suspend my Auto Trans permit. , the WAC states that if you have any interruptions in service that are likely going to last for more than 24-hours,**

**I was told when I reinstate the Charter permit (CH-000359), the Excursion permit (E-000135)will get rolled into the Charter permit.**

**I see from your email message below I need to file that at the link you gave, so yes I would like to also suspend (E-000135)**

**Thank you  
Danette**

**WAC 480-30-186**

**Certificates, service interruptions or discontinued operations, auto transportation company.**

**(1) Interruptions in service.**

(a) An auto transportation company must file a written report with the commission and must post appropriate public notice of any interruption in regular service that is likely to continue for more than twenty-four hours.

(i) The written report must contain a full description of the cause for the interruption.

(ii) The written report and notice to the public must state the anticipated duration of the interruption.

(iii) Notice to the commission may be made via regular mail, by fax, or by email.

(b) If an auto transportation company fails to notify the commission of any interruption in service that lasts five or more consecutive days, the commission will consider that the company has forfeited its certificate rights and the commission may institute administrative action to cancel the company's certificate of public convenience and necessity. Exception: The commission may allow resumption of operations after an interruption lasting five or more days if the auto transportation company can show that it was not responsible for the failure to provide service and that failure to notify the commission resulted from conditions outside the control of the company.

On Wed, Dec 23, 2020 at 10:24 AM Stillwell, Suzanne (UTC) <[suzanne.stillwell@utc.wa.gov](mailto:suzanne.stillwell@utc.wa.gov)> wrote:

Hello, Danelle! ' couple things. Did you want to cancel your active Excursion certificate (E-000135)? Charter and Excursion certificates can only be cancelled and later reinstated. Please reply to this email with your response and we will process the Excursion certificate cancellation.

Regarding your auto transportation certificate (C-000135), we are checking on whether your request is considered an interruption or a discontinuance. Based on that response, you would need to do the following as described in [WAC 480-30-186](#) (linked here, and copied below).

In the meantime, you will need to send a letter to the Secretary of the Commission requesting the suspension of your auto transportation certificate at this link: <https://www.utc.wa.gov/docs/Pages/ElectronicFiling.aspx>. This is our Records Center and they will assign a Docket # and file your request. Below I've included the WAC rule which describes the requirements that you will need to follow for suspending the auto trans certificate. Staff will advise you whether this is considered an Interruption or a Discontinuance of service. If you have already sent a customer notice or have a posting on your website, please include it with your letter.

For further questions about this process, please contact myself or Patrick Remfrey.  
Sincerely, Suzanne

**Suzanne Stillwell**

Licensing Services Manager  
Washington Utilities and Transportation Commission  
360-664-1222

[suzanne.stillwell@utc.wa.gov](mailto:suzanne.stillwell@utc.wa.gov)

[transportation@utc.wa.gov](mailto:transportation@utc.wa.gov)

[www.utc.wa.gov](http://www.utc.wa.gov)



### **Certificates, service interruptions or discontinued operations, auto transportation company.**

#### **(1) Interruptions in service.**

(a) An auto transportation company must file a written report with the commission and must post appropriate public notice of any interruption in regular service that is likely to continue for more than twenty-four hours.

(i) The written report must contain a full description of the cause for the interruption.

(ii) The written report and notice to the public must state the anticipated duration of the interruption.

(iii) Notice to the commission may be made via regular mail, by fax, or by email.

(b) If an auto transportation company fails to notify the commission of any interruption in service that lasts five or more consecutive days, the commission will consider that the company has forfeited its certificate rights and the commission may institute administrative action to cancel the company's certificate of public convenience and necessity. Exception: The commission may allow resumption of operations after an interruption lasting five or more days if the auto transportation company can show that it was not responsible for the failure to provide service and that failure to notify the commission resulted from conditions outside the control of the company.

(2) **Discontinuance of service.** An auto transportation company must not temporarily or permanently discontinue operations authorized under its certificate without prior approval from the commission.

(a) A company requesting commission approval to discontinue operations must give at least thirty days' written notice to its customers, officials of cities and counties where affected passengers reside, and the commission.

(b) The auto transportation company must file a written request with the commission for approval to discontinue operations. The written request for commission approval must contain at least the following:

(i) The name, telephone number, mailing address, fax number (if any) and email address (if any) of a contact person;

(ii) An explanation of the company's reasons for requesting approval to discontinue operations;

(iii) An explanation of consequences for the company if the commission does not approve the request to discontinue operations;

- (iv) A statement of the number of passengers, by class of service provided, who will lose service if the commission approves the discontinuance of operations;
  - (v) An explanation of options available to the customers who will lose service; and
  - (vi) If the request is for approval to temporarily discontinue service, the written request must contain a statement declaring the date by which the company will return to service.
- (c) Upon receipt of a request to discontinue operations, the commission will assign a docket number to the filing and will act on the request under the commission's normal open meeting process.
- (i) In considering the request for approval to discontinue operations, the commission may consider the information required in this section, in addition to other information it deems necessary on a case-by-case basis.
  - (ii) The commission may attach conditions to any grant of discontinuance of operations that it deems necessary to protect the rights and interests of the public.

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**From:** vashon shuttle <[vashonshuttle@gmail.com](mailto:vashonshuttle@gmail.com)>  
**Sent:** Tuesday, December 22, 2020 3:26 PM  
**To:** Stillwell, Suzanne (UTC) <[suzanne.stillwell@utc.wa.gov](mailto:suzanne.stillwell@utc.wa.gov)>  
**Subject:** Re: FW: RELEASE OF AUTHORITY FOR CANCELLATION

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Hi Suzanne

Thank you for your help. I wanted to temporarily suspend operations

This is what I am trying to do

Another inspector has been [helping.me](http://helping.me) also his instructions are below

afternoon Danette,

This was a little confusing for me also so I had to research and ask the experts.

Yes, you would also want to cancel your Excursion Permit (E-000135). When you reinstate your Charter permit (CH-000359), the Excursion permit will get rolled into the Charter permit. You have had the permit for so long that they have since rolled those two into one permit.

For your Auto Trans permit (C-01047), if you cancel that permit, it could leave your territory open for competitors that may want to service that area. However, I have found out that you can temporarily suspend your Auto Trans permit. In fact, the WAC states that if you have any interruptions in service that are likely going to last for more than 24-hours, you must notify the commission. This can be done by using the website below. This is especially true if your insurance has lapsed or been cancelled, as the commission will initiate cancellation procedures.

### **WAC 480-30-186**

#### ***Certificates, service interruptions or discontinued operations, auto transportation company.***

##### ***(1) Interruptions in service.***

*(a) An auto transportation company must file a written report with the commission and must post appropriate public notice of any interruption in regular service that is likely to continue for more than twenty-four hours.*

*(i) The written report must contain a full description of the cause for the interruption.*

*(ii) The written report and notice to the public must state the anticipated duration of the interruption.*

*(iii) Notice to the commission may be made via regular mail, by fax, or by email.*

*(b) If an auto transportation company fails to notify the commission of any interruption in service that lasts five or more consecutive days, the commission will consider that the company has forfeited its certificate rights and the commission may institute administrative action to cancel the company's certificate of public convenience and necessity. Exception: The commission may allow resumption of operations after an interruption lasting five or more days if the auto transportation company can show that it was not responsible for the failure to provide service and that failure to notify the commission resulted from conditions outside the control of the company.*

<https://www.utc.wa.gov/docs/Pages/ElectronicFiling.aspx>

The commission would suggest that you only want to temporarily suspend the permit when filing.

If you have any questions, please let me know and if I don't know the answer, I will do my best t

On Fri, Dec 18, 2020, 4:32 PM Stillwell, Suzanne (UTC) <[suzanne.stillwell@utc.wa.gov](mailto:suzanne.stillwell@utc.wa.gov)> wrote:

Danette, to verify your request, you are asking to suspend your auto transportation certificate (C-001047) and your charter certificate (CH-000359). You also have an active excursion certificate (E-000135) but did not mention it in your cancelation request. Charter and Excursion certificates can only be cancelled and later reinstated. The charter certificate was cancelled today, 12/18. The request to suspend your auto transportation certificate must go through a different regulatory process. Please advise your intentions regarding your auto transportation certificate. Thank you, Suzanne

**Suzanne Stillwell**

Licensing Services Manager  
Washington Utilities and Transportation Commission  
360-664-1224  
[suzanne.stillwell@utc.wa.gov](mailto:suzanne.stillwell@utc.wa.gov)  
[transportation@utc.wa.gov](mailto:transportation@utc.wa.gov)  
[www.utc.wa.gov](http://www.utc.wa.gov)

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**From:** vashon shuttle <[vashonshuttle@gmail.com](mailto:vashonshuttle@gmail.com)>  
**Sent:** Friday, December 18, 2020 11:56 AM  
**To:** UTC DL Transportation <[transportation@utc.wa.gov](mailto:transportation@utc.wa.gov)>  
**Subject:** RELEASE OF AUTHORITY FOR CANCELLATION

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I am requesting a temporary suspension of my operating authority, due to the Covid 19 Pandemic, and reference docket number TE200456 Docket 01, please see the attached file,  
Form RELEASE OF AUTHORITY FOR CANCELLATION'

Best,

Danette Stoner

[vashonshuttle@gmail.com](mailto:vashonshuttle@gmail.com)

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