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September 22, 2017

Steven V. King, Executive Director and Secretary
Utilities and Transportation Commission
1300 S. Evergreen Park Dr. SW
Olympia, WA 98504

RE: Washington Utilities and Transportation Commission v. Rino Construction, Docket # DG-170657

To whom it may concern,

I am respectfully requesting a payment plan to settle invoice #4033-2 for \$16,000.

We regret missing the deadline for responding to the issue back in June as there were extenuating circumstances. A reduction in penalty amount is our first choice, if possible. Missing the deadline was due to some staff disruption in our organization. This summer our office manager went on maternity leave earlier than expected. We also lost one project manager and two project coordinators. To say the least we were scrambling to keep up during our busiest season.

We have since filled a couple of the open positions and our office manager is in the process of phasing back to work. We have also restructured our management team to include a General Manager position to oversee issues like these. We are confident that these changes will prevent future violations.

We are a small company so this penalty is significant to us. I appreciate your consideration of this payment plan request.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Wood", with a long horizontal flourish extending to the right.

Jason Wood
President