

O'Connor Tract Co-Operative Water Co.

P.O. Box 1375
Palo Alto, California 94302-1375
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oconnorwater@gmail.com

Dear Members,

January 5, 2018

The annual membership meeting is **Thursday, January 25, 2017 at 7:30pm** in the Library at the new Laurel School Upper Campus at 275 Elliott Drive. Below is the Agenda as well as important information about the proxy and emergency contact form included with this letter.

The **Agenda** for the 94th annual meeting of the members of the O'Connor Tract Co-Operative Water Company is:

- Review Audited Financial Statements for the year ended December 31, 2017
- Review Activities of 2017
- Present Proposed 2018 Budget for Approval
- Elect Board of Directors

Last year, the Company doubled its water rates to replenish our emergency reserve and in anticipation of additional costs associated with a manganese removal treatment facility necessary to meet state requirements. Even with doubling our water rates, the Company's water rates are considerably lower than those of neighboring water districts. At the time, the Company expected to have to raise water rates approximately 5% per year thereafter. However, after preparing the proposed 2018 budget, **no water rate increase is required for 2018 – water rates will remain the same.** (A modest increase is likely in 2019 once we have manganese treatment facility construction loan payments to make and due to rising costs from inflation.)

If you are unable to attend, it is essential that you return your proxy to the Company Secretary, Ms. Ana Pedreiro, or to a member who will be attending. We must have a minimum threshold of proxies and in-person attendees in order to conduct Company business at this meeting. If you cannot attend in person, it only takes a few minutes to complete your proxy.

The five directors on the board will be elected by ballot at this meeting. All five current directors have volunteered again to serve on the board for 2018. It is Company tradition that members interested in serving on the board serve first as an alternate to learn about the Company's operations. Any members interested in volunteering their time as an alternate or becoming a director on the board, please contact David Jones, president of the board of directors, at davidlawjones@gmail.com by Friday, January 12th, as ballots for voting will need to be printed in advance.

The minutes from last year's meeting are available to read at the Company's website under the Members area at oconnorwater.org/2017-annual-meeting.html. A printed copy is available upon request (we agree with several requests by several members not to print it for all members to save resources).

Additional Important Information

Please call the office at 650-321-2723 if you see water leaks, need a water shut-off or have other concerns. **The company is required to maintain up-to-date contact information in case of an emergency.** Please complete the enclosed contact form and either mail it back with your proxy or bring it to the annual meeting.

The Company also has **an email distribution list to notify consumers of scheduled and emergency water shut offs and other important information.** If you wish to be added to this distribution list, please send an email to occonnorwater@gmail.com with the word "subscribe" in the subject line.

For new members and anyone wanting to know more about your Water Company, please review the information available on the website, www.occonnorwater.org .

Before digging for construction, homeowners or their contractors should call **Underground Service Alert (1-800-227-2600)** so the area may be marked by utilities, including your water company. This is to prevent breaking any lines while excavating. Also, homeowners must be sure not to cover the water shut-off valve with concrete or asphalt.

The Board and staff look forward to seeing you at 7:30pm on Thursday evening January 25, 2017 in the Library at the Laurel School Upper Campus at 275 Elliott Drive.

Board of Directors: David Jones, President
 Judy Windt, Vice President
 Mike Frank, Board Member
 Randy Dolenec, Board Member
 Todd Rosenthal, Board Member