

O'Connor Tract Co-Operative Water Co.

P.O. Box 1375
Palo Alto, California 94302-1375
Telephone (650) 321-2723
oconnorwater@gmail.com

Dear Members,

January 1, 2022

The annual membership meeting is **Thursday, January 27, 2022 at 7:30pm. Due to COVID-19, it will not be conducted in person, but will be held live via a Zoom videoconference call.**

Register in Advance for this Zoom Videoconference Meeting:

bit.ly/oconnorwater

After registering, you will receive a confirmation email containing information to join the meeting.

Note: Registration is required. You will be asked to provide your name, email address, street address, and your status. The annual meeting is a private company meeting where only Members of the Company and Customers (e.g., residents, renters) in our service area can attend. Your name and street address will be used to confirm that you are eligible to join the meeting and participate.

Below is the Agenda as well as important information about the proxy and emergency contact form included with this letter.

- Call to Order
- Introduction / Roll Call
- Approval of Minutes from last year's annual meeting (Read them at the Company's website under the Members area at oconnorwater.org. A printed copy is available upon request.)
- Operations & Planning Reports
 - Highlights of last year's operations
 - Annual Water Quality Report for information
 - Report on manganese treatment plant—we've made great progress this year!
- Administrative Reports
 - Presentation of and request that the Members accept the 2021 Audit Report
 - Presentation of and request that the Members approve the 2022 Operating & Capital Budget
- Nominate and Elect Board of Directors and Alternates of the Board of Directors
- Member Questions

If you are unable to attend, it is essential that you return your proxy to the Company at the physical or email addresses above, to Ms. Ana Pedreiro (Secretary), or one of the board members (listed at the bottom of this letter). We must have a minimum threshold of proxies and participants to conduct Company business at this meeting. If you cannot join, 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 2022. Traditionally, members interested in serving on the board serve first as an alternate to learn about the Company's operations. We would be delighted for you to participate as an alternate. You'll learn what goes on behind the scenes to keep the water flowing from your taps. And you'll be able to contribute your talents to our valuable neighborhood resource. If you have questions or wish to volunteer your time as an alternate or become a director on the board, please contact David Jones, president of the board of directors, at davidlawjones@gmail.com.

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 email your information to oconnorwater@gmail.com.

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

For new members and anyone wanting to know more about your Water Company, please see the website, www.oconnorwater.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 27, 2022 via the Zoom videoconference call.

Board of Directors:

David Jones, President

Judy Windt, Vice President

Mike Frank, Board Member

Randy Dolenc, Board Member

Todd Rosenthal, Board Member