

# O'Connor Tract Co-Operative Water Co.

P.O. Box 1375  
Palo Alto, California 94302-1375  
Telephone (650) 321-2723  
[occonnorwater@gmail.com](mailto:occonnorwater@gmail.com)

Dear Members,

January 2, 2020

The annual membership meeting is Thursday evening January 30, 2020 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 annual meeting of the members of the O'Connor Tract Co-Operative Water Company is:

- Call to Order
- Introduction / Roll Call
- Approval of Minutes (from last year's annual meeting)
- Operations & Planning Reports
  - Highlights of last year's operations
  - Annual Water Quality Report for information
  - Report on manganese treatment plant progress
- Administrative Reports
  - Presentation of and request that the Members accept the 2019 Audit Report
  - Presentation of and request that the Members approve the 2020 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 Secretary, Ms. Ana Pedreiro, a board member, or to a member who will definitely be attending. We must have a minimum threshold of proxies and in-person attendees 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 2020. Traditionally, members interested in serving on the board serve first as an alternate to learn about the Company's operations. We would be delighted in your participation 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.

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](mailto:davidlawjones@gmail.com) by Friday, January 17th, as ballots for voting will need to be printed in advance.

You can read the minutes from last year's meeting at the Company's website under the Members area at [occonnorwater.org](http://occonnorwater.org). A printed copy is available upon request.

## **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](mailto: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 see the website, [www.oconnorwater.org](http://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 30, 2020 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