COUNTY OF SAN MATEO
DEPARTMENT OF PUBLIC WORKS

James C. Porter
Director

County Government Center
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Redwood City, CA 94063
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July 22, 2015

Re: Adeline Drive and Canyon Road Capacity Improvement Project – Burlingame Hills Sewer Maintenance District (Project No. SB004)

Dear Property Owner or Resident:

The Burlingame Hills Sewer Maintenance District (District), which is administered by the County of San Mateo Department of Public Works, is finalizing the design of the sewer capacity improvement project (Project) on and in the vicinity of Adeline Drive and Canyon Road. The Project involves the replacement of the existing asbestos cement and vitrified clay sewer pipes with larger diameter polyvinyl chloride (PVC) and high density polyethylene (HDPE) pipes. Enclosed is a location map showing the approximate limits of the proposed work areas within the streets and easement areas. This Project will replace approximately 4,830 feet of existing sewer pipe that is in need of replacement due to its condition. The existing pipe is prone to blockages from root intrusion, requires an increased level of maintenance to minimize blockages, and allows excess water into the pipes from cracks in the pipes and old brick manholes.

The majority of the existing sewer pipes in Adeline Drive and the easements along Adeline Drive will be replaced by the traditional "open trench" method, which involves digging a trench to expose and remove the existing sewer pipes and replacing the pipes with new pipes. This is necessary due to the type of material of the existing pipe.

On Canyon Road, the existing sewer pipe will be replaced primarily through "pipe bursting" methods. Pipe bursting is a trenchless method of replacing buried pipelines without the need for the traditional open trench. A small section in the Adeline Drive vicinity will also be replaced using the pipe bursting method. Access pits, typically at the existing sewer manhole locations, will need to be excavated for the pipe bursting method. Pipe replacement at a few locations along Canyon Road will require the "open trench" method. The existing brick sewer manholes within the Project limits will be replaced with new manholes, and sewer laterals from each property will be exposed at the connection point to the sewer main and reconnected to the new pipe.

Construction is anticipated to begin in Fall 2015. We will provide you with additional information once a contractor has been selected. Affected property owners/residents will also receive notifications from the contractor prior to commencement of the construction work. Additional notifications by the contractor may also be required because of isolated impacts to traffic or access issues.

Property Owner or Resident

Re: Adeline Drive and Canyon Road Capacity Improvement Project – Burlingame Hills Sewer Maintenance District (Project No. SB004)

July 22, 2015

If you are considering making improvements to your sanitary sewer lateral, please complete any improvements prior to construction of this project, or if you would like to consider having sewer lateral work performed in conjunction with this project, you may want to contact our contractor for a price quote once he/she is selected. A sewer lateral in good condition generally does not require service. If your lateral has required service regularly, you may want to investigate the cause and, if appropriate, consider sewer lateral improvements. The County's Ordinance Code specifies that the property owner is responsible for installing, maintaining, and repairing the sewer lateral from the property structure to and into the District's sewer main (see attached San Mateo County Sewer Information Guide). The property owner is responsible for financing any work on private laterals, hiring a contractor and/or coordinating with the contractor, obtaining all required permits, and coordinating with the project construction manager (if work is performed at the same time as the Project). More information regarding the contractor and project construction manager for this Project will be provided after the contractor has been selected. Please be advised that a Sewer Inspection Permit (SIP) is required for any sewer lateral work. A SIP costs $300.00 and must be obtained from the County of San Mateo Department of Public Works at 555 County Center, 5th Floor, Redwood City. Please contact District staff at 650-363-4100 with any questions regarding SIPs.

Please note that you must also obtain an encroachment permit from the County of San Mateo Department of Public Works' Permit Section (650-363-1852) if your contractor is working in the road right-of-way, such as replacing your sanitary sewer cleanout at the property line or the lateral from the property line cleanout to the District main. There is a fee for encroachment permit applications.

This letter is also to inform property owners that trees, landscaping or permanent structures (i.e. retaining walls, decks, fences, sheds, etc.) within sewer easements that may be affected will be removed as necessary to facilitate construction of the Project. You will have the opportunity to remove and relocate the existing landscaping or structures to elsewhere on your property prior to the commencement of construction. Should you choose to not remove the landscaping or structures yourself, the contractor awarded the contract for the Project will be directed to remove and dispose of the landscaping or facilities. The contractor will reinstall/replace any standard (wood or chain link) fences if removed for access. However, the District will not be responsible for the replacement of any trees, landscaping or decorative structures removed by the District's contractor. Please contact District staff for information specific to your property if you are uncertain whether your landscaping or permanent structures would be impacted.

Every effort will be made to minimize any inconvenience the Project may cause. However, we believe that there will be some disturbances to the residents, and we thank you in advance for your patience and cooperation.

Property Owner or Resident

Re: Adeline Drive and Canyon Road Capacity Improvement Project – Burlingame Hills Sewer Maintenance District (Project No. SB004)

July 22, 2015

If you have any questions or concerns, please contact Kristen Lau, Edelzar Garcia, or Mark Chow, of my staff, at 650-363-4100. They can also be reached via email at:

klau@smcgov.org
egarcia@smcgov.org
mchow@smcgov.org

Very truly yours,

James C. Porter
Director of Public Works

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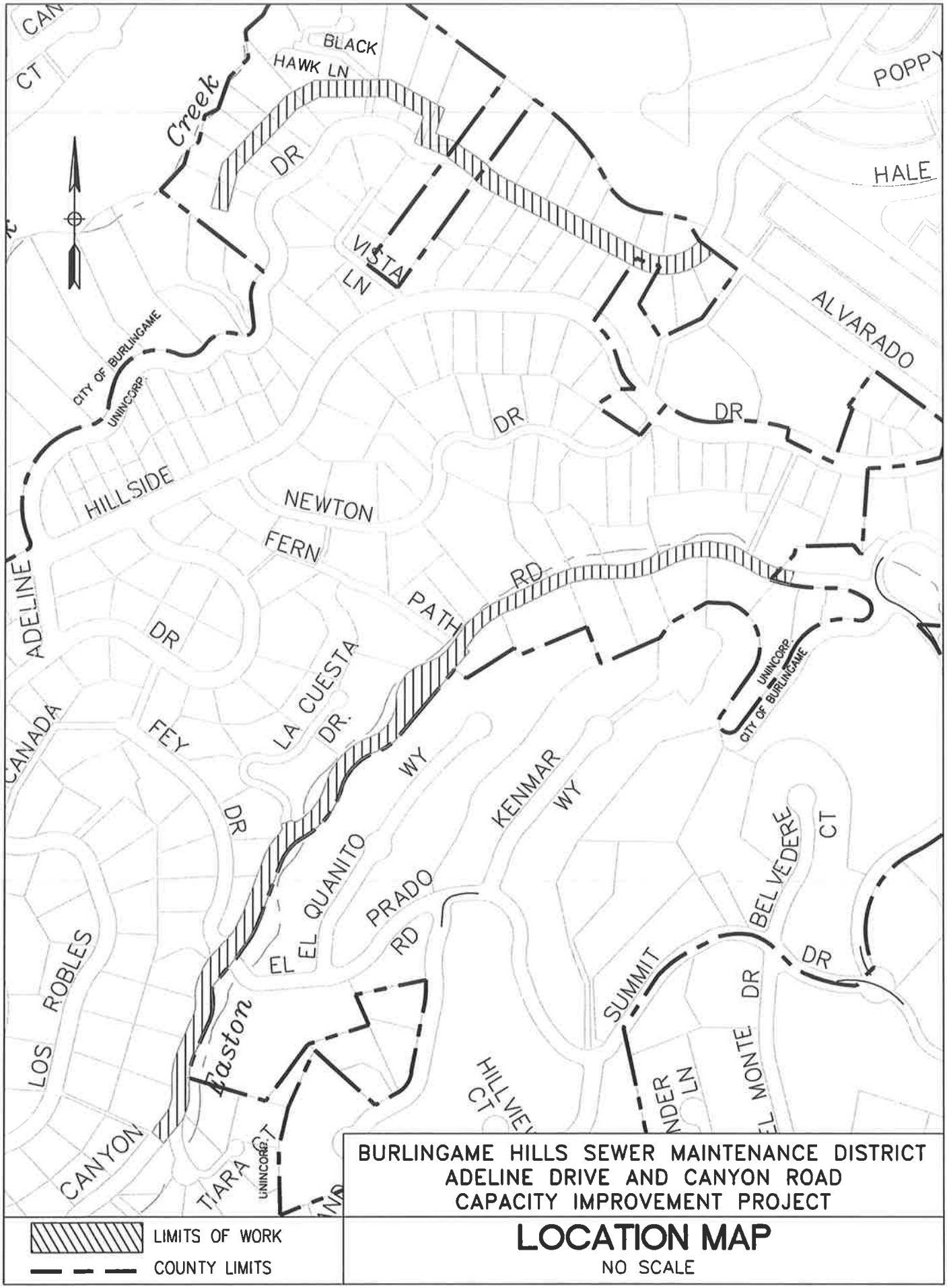
G:\Users\utility\sewers\Districts\Burlingame Hills SMD\Projects- District\Adeline and Canyon Sewer Improvement\Docs\Owner\AdelineCanyon PO Letter 201507.docx

Encl. Location Map
San Mateo County Sewer Information Guide

cc: Mr. Syed Murtuza, Director of Public Works, City of Burlingame
501 Primrose Road, Burlingame, CA 94010-3997
Mr. Steve Epstein, Burlingame Hills Improvement Association President (Electronic Copy)



BURLINGAME HILLS SEWER MAINTENANCE DISTRICT
ADELINE DRIVE AND CANYON ROAD
CAPACITY IMPROVEMENT PROJECT

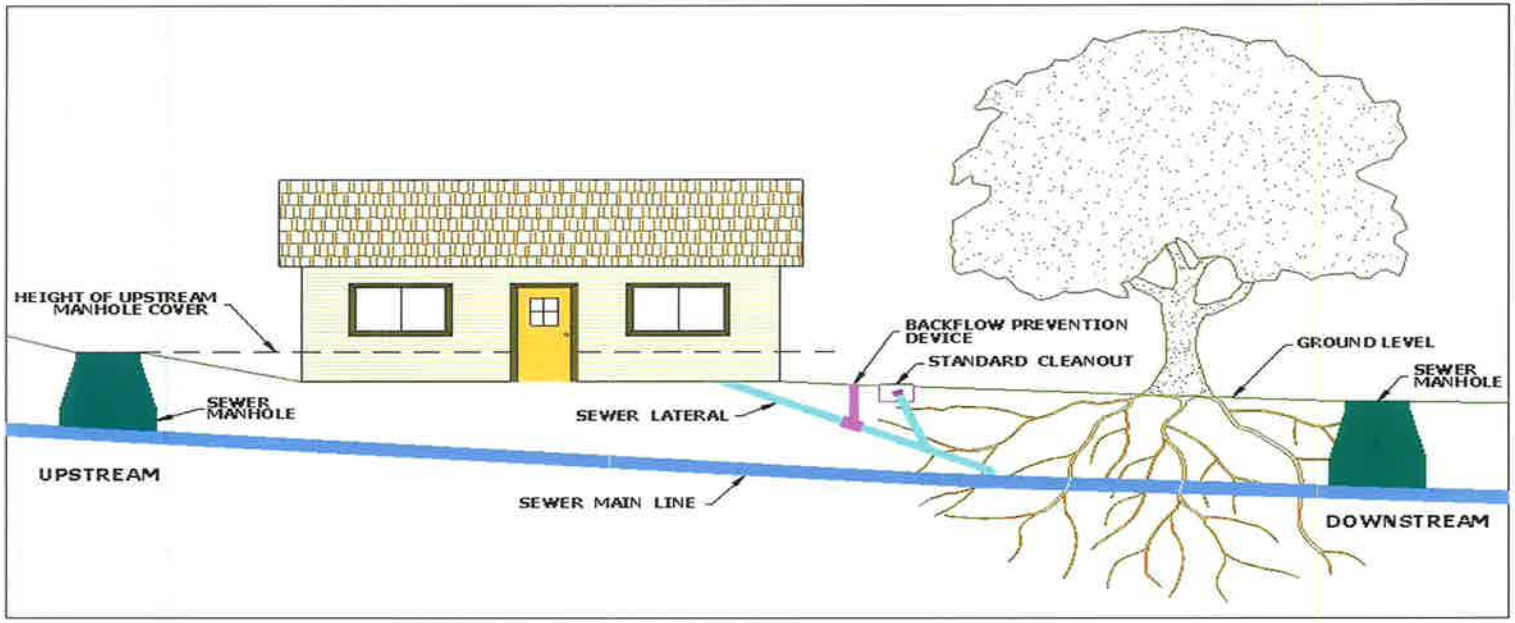
LIMITS OF WORK

COUNTY LIMITS

LOCATION MAP

NO SCALE

SAN MATEO COUNTY SEWER INFORMATION GUIDE



The diagram to the left depicts a typical sewer configuration. The sewer lateral carries sewage from the house to the mainline. If a blockage occurs due to root intrusion for instance, sewage will begin to backup until it reaches the lowest outlet. In this case, sewage will backup into the house before overflowing from the next upstream manhole. A back-flow prevention device installed on the lateral will prevent the backup from entering the house.

What is a sanitary sewer?

A sanitary sewer is a system of pipes normally located in the street or an easement that are solely designed to transport sewage to the treatment plant. The County of San Mateo Public Works Department maintains the sanitary sewer pipes, also called sewer mains, within the 10 sewer districts that are operated by the County.

What is a sewer lateral?

The sewer line that carries wastewater from the sanitary fixtures and floor drains inside your home or business to the District's sewer main is called a sewer lateral. The property owner is responsible for maintaining the sewer lateral from the property structure to and into the District's sewer main. Occasionally the sewer lateral becomes blocked and the sewage cannot flow to the sewer main. This is what is commonly called a back up.

What causes sewer backups?

Some of the most common causes of sewer back-ups are:

- Buildup of grease, debris or foreign objects in the sewer lateral or District sewer main.
- Partial or complete blockage caused by tree root intrusion into sewer pipes.
- Sewer line collapse caused by old and deteriorated sewer pipes.
- Excess water entering the sewer system either from illegal pipe connections or inflow of rainwater during wet weather seasons.

How can backups be prevented?

The best way to protect against backups is through regular cleaning and maintenance of sewer pipes. Here are a few tips that will help:

- Roots: Don't plant trees or large shrubs near sewer lines. Roots grow toward breaks and cracks in search of a water source. If roots get inside the pipe, they form root balls that clog the line. Products are available which chemically treat the roots to reduce the problem.
- Grease: Dispose of grease and fats with your trash – don't put them down the drain! Grease collects and hardens inside the pipes and forms a plug.
- Illegal plumbing connections: Don't connect backyard drains, sump pumps and other drainage systems to the sanitary sewer. It's illegal and debris and silt will clog your line. Consult a plumber to undo any illegal connections.

Do I need a backflow prevention device?

If the elevation of the shower drain, bathtub drain or toilet, for instance, is lower than the elevation of the next upstream manhole cover of the public sewer, then you need a sewer backflow prevention device. A backflow prevention device can be installed on your sewer lateral to reduce the likelihood of sewage entering your home or

business through low-lying plumbing fixtures when there's a blockage in the lateral or public main.

What You Need to Know About Backflow.

The County of San Mateo is committed to minimizing sewer backups through regular maintenance, mainline replacement and public education. Sewer lines can become blocked due to buildup of debris in them. When this occurs, sewage is stopped by the blockage and flows backwards toward the first possible outlet. Most of the time that is a manhole. However, sometimes that outlet point is a fixture in a home or business. It is possible to protect your property from sewage backups with a plumbing fixture called a backflow prevention device. The Uniform Plumbing Code requires installation of a backflow prevention device to protect plumbing fixtures that are below the elevation of the nearest upstream manhole. You can view the County Ordinance Code at *www.ordlink.com/codes/sanmateo/index.htm* for more information on backflow prevention device requirements.

What if my sewer backs up?

Call the Public Works Department as soon as you begin to experience a backup and County crews will respond. When a sewage backup occurs, Public Works crews will first check the District's sewer main to verify that the pipe is open and sewage is flowing. If the sewer main is found to be clear, and the property has a standard property line cleanout, crews will provide courtesy service to clear the blockage between the property line cleanout and the sewer main. If the blockage is found to be between the house or business and the property line cleanout, it is the responsibility of the property owner to call a licensed plumber or drain cleaning service to correct the problem. Public Works staff is on duty 24-hours a day, seven days a week. If you see or suspect a sewer overflow, call the Public Works Department at 650-363-4100 during working hours. During non-working hours, your call will automatically be forwarded to after hours support and a maintenance crew will be dispatched to your address.

Sanitary sewer systems are designed to handle three types of waste products:

- waste water
- human body waste
- toilet paper

Keep your sanitary sewer working properly!

DO: Collect grease in a container and dispose of it in the garbage.

DO: Place food scraps in the garbage for disposal with solid waste.

DO: Place a wastebasket in the bathroom to dispose of solid waste. (Disposable diapers and personal hygiene products do not belong in the sewer system.)

DON'T: Pour grease, fats, and oils from cooking down the drain.

DON'T: Use the sewer to dispose of food scraps.

DON'T: Use the toilet as a wastebasket for garbage or chemicals. These items can kill "good" bacteria used for sewage treatment, cost much more to treat, and can enter the Bay.

DON'T: Plant trees with shallow, spreading root systems near your sewer lateral. Tree roots seek water sources, such as from cracked sewer lines. Once the roots have penetrated the line through cracks, the roots can create a dense mat and trap materials.

Follow these simple DOs and DON'Ts.
You can help prevent sewer backups and avoid expensive plumbing and cleanup bills.

Para información en Español, llame Benjamin Vázquez o America Sanchez al teléfono (650) 363-4100.

USERS\UTILITY\SEWERS\Sewer Awareness\Lateral Brochure\Overflow Awareness 3.doc

Burlingame Hills Sewer Maintenance District

Crystal Springs County Sanitation District

Devonshire County Sanitation District

Edgewood Sewer Maintenance District

Emerald Lake Heights Sewer Maintenance District

Fair Oaks Sewer Maintenance District

Harbor Industrial Sewer Maintenance District

Kensington Square Sewer Maintenance District

Oak Knoll Sewer Maintenance District

Scenic Heights Sewer Maintenance District

County of San Mateo
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