After Recording Return To:
Manchester Water District
PO Box 98
Manchester WA 98353-0098
(360) 871-0500

MANCHESTER WATER DISTRICT
Resolution No. 2025-09

A RESOLUTION AMENDING THE DISTRICT COLIFORM MONITORING PLAN

WHEREAS, Chapter 246-290 WAC requires that all Group A water systems collect samples for coliform bacteria analysis from the distribution system and all sources of supply; and

WHEREAS, WAC 246-290-300(b)(i), requires Group A water systems to develop and update a written coliform monitoring plan (CMP) that identifies sampling sites and a sample collection schedule that are representative of water throughout the distribution system; and

WHEREAS, a Coliform Monitoring Plan requires nine (9) parts;

- System Information and Plan Preparation Information
- Laboratory Information
- Wholesaling of Groundwater
- Routine, Repeat, and Triggered Source Sample Information
- Reduced Triggered Source Monitoring Justification
- Routine Sample Rotation Schedule
- Level 1 and Level 2 Assessment Contact Information
- E. coli-Present Sample Response Plan
- System Map; and

WHEREAS, a coliform monitoring plan helps ensure;

- compliance of regulations
- routine distribution sampling
- repeat and triggered samples in case routine samples indicate a possible water quality problem
- guidance so that more than one person associated with the water system knows where and how to collect coliform samples, and
- water quality surveillance; and

WHEREAS, on March 8, 2017, District staff updated the previous Coliform Monitoring Plan; and

WHEREAS, on February 22, 2025, District management reviewed and determined modifications to the Coliform Monitoring Plan were needed; and

WHEREAS, during review and updating of the District's Coliform Monitoring Plan, staff confirmed the required nine (9) parts of a Coliform Monitoring Plan have been met; and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Manchester Water District hereby adopt the amended Coliform Monitoring Plan, attached hereto as Exhibit A.

THIS RESOLUTION was duly considered and approved by the Manchester Water District Board of Commissioners in a regularly scheduled open public meeting on May 13, 2025.

1. **Ratification**. Any act consistent with the authority granted pursuant to this Resolution occurring prior to the effective date of this Resolution is hereby ratified and affirmed; and

2. **Severability**. The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this resolution or the invalidity of the application thereof to any person or circumstances, shall not affect the validity of the remainder of the resolution, or the validity of its application to other persons or circumstances; and

3. **Effective Date**. This resolution shall become effective immediately upon adoption and signature as provided by law.

ADOPTED by the Manchester Water District Board of Commissioners on May 13, 2025.

Steve Pedersen Board Chair	James E. Strode Secretary	Robert Ballard Commissioner

Approved as to Form:

Ken Bagwell, District Attorney

Manchester Water District

Serving Our Community Since 1942

Coliform Monitoring Plan

Updated May 13, 2025

Coliform Monitoring Plan for: Manchester Water District

A. System Information **Plan Date:** 5/13/2025

Water System Name Manchester Water District	**County** Kitsap	**System I.D. Number** 507002
Name of Plan Preparer Tony Lang	**Position** General Manager	**Daytime Phone** 360-871-0500
Sources: DOH Source Number, Source Name, Well Depth, Pumping Capacity	S01 – Well 1, 114 ft., 250 gpm (Perm.) S02 – Well 2, 95 ft., 180 gpm (Perm.) S04 – Well 4, 436 ft., 50 gpm (Seasonal/Emergency) S06 – Well 6, 479 ft., 350 gpm (Perm.) S07 – Well 7, 476 ft., 250 gpm (Perm.) S09 – Well 9, 303 ft., 650 gpm (Seasonal - Summer) S10 – Well 10, 359 ft., 280 gpm (Perm.) S11 – Well 11, 277 ft., 70 gpm (Perm.) S14 – Garfield WF (S06,S07), 476 ft., 600 gpm (Perm.) S15 – Well 5R, 236 ft., 250 gpm (Seasonal - Winter)	
Storage: List and Describe	Banner Tank – 0.2 MG Tank California Ave. #1 – 0.45 MG Tank California Ave. #2 – 1.9 MG Tank Cedar Ave. – 0.25 MG Tank Sedgwick Road – 0.5 MG Tank	

Treatment: Source Number & Process	S01 – Chlorination w/o 4-log virus treatment S02 – Chlorination w/o 4-log virus treatment S04 – Chlorination w/o 4-log virus treatment S06 – Chlorination w/o 4-log virus treatment S07 – Chlorination w/o 4-log virus treatment S09 – Chlorination w/o 4-log virus treatment S10 – Chlorination w/o 4-log virus treatment S11 – Chlorination w/o 4-log virus treatment S14 – Chlorination w/o 4-log virus treatment S15 – Chlorination w/o 4-log virus treatment
Pressure Zones	North 430 Zone South 430 Zone North 277 Zone South 277 Zone 242 Zone 223 Zone 215 Zone
Population by Pressure Zone	North 430 Zone – 4,246 people South 430 Zone – 725 people North 277 Zone – 1,614 people South 277 Zone – 1,968 people 242 Zone – <20 people 223 Zone – <20 people 215 Zone – 60 people

Number of Routine Samples Required Monthly by Regulation	10
Number of Sample Sites Needed to Represent the Distribution System	10
***Request DOH Approval of Triggered Source Monitoring Plan?**	**Yes** ☐ **No** ☒

B. Laboratory Information

Laboratory Name Spectra Laboratories	Office Phone: 360-779-5141 After Hours Phone: 360-779-5141
Address 26276 Twelve Trees Ln. Poulsbo, WA 98370	**Project Manager:** Jessica Donaldson **Phone:** 360-779-5141 Ext 1 **Email:** jessicad@spectra-lab.com
Hours of Operation: Monday – Friday 8:00 AM -5:00 PM	
Contact Name: Jessica Donaldson	
Emergency Laboratory Name Spectra Laboratories	**Office Phone** 360-779-5141
Address 26276 Twelve Trees Ln. Poulsbo, WA 98370	**Email** JasonP@Spectra-Lab.com

Hours of Operation: Monday – Friday 8:00 AM - 5:00 PM
Contact Name: Jason Patrick

C. Wholesaling of Groundwater

	Yes	No
We are a consecutive system and purchase groundwater from another water system.	☐	☒
We sell groundwater to other public water systems.	☐	☒

D. Routine, Repeat, and Triggered Source Sample Locations*

Location/Address for **Routine Sample Sites**	Location/Address for **Repeat Sample Sites**		Groundwater Sources for **Triggered Sample Sites****
A-1. EPA Lab	Repeat	EPA Lab	All Active Sources
	Upstream	7257 Beach	
	Downstream	7411 Beach	
A.2. 8674 E. Caraway Rd	Repeat	8674 E. Caraway Rd.	All Active Sources
	Upstream	8670 E. Caraway Rd	
	Downstream	8682 E. Caraway Rd.	
A-3. 7194 Polk	Repeat	7194 Polk	All Active Sources
	Upstream	965 California	
	Downstream	7195 Polk	
A-4. 4031 Stohlton	Repeat	4031 Stohlton	All Active Sources
	Upstream	4037 Stohlton	
	Downstream	3990 Southworth	
A-5. 4400 Harper Hill	Repeat	4400 Harper Hill	All Active Sources
	Upstream	4408 Harper Hill	
	Downstream	4233 Harper Hill	
A-6. 8003 Main	Repeat	8003 Main	All Active Sources
	Upstream	2380 Spring	
	Downstream	7936 Main	
A-7. 2282 California	Repeat	2282 California	All Active Sources
	Upstream	2334 Virginia	
	Downstream	2283 California	
A-8. 3166 Alaska	Repeat	3166 Alaska	All Active Sources
	Upstream	7605 Idaho	
	Downstream	7597 Montana	
A-9. 10566 Sedgwick	Repeat	10566 Sedgwick	All Active Sources
	Upstream	10554 Sedgwick	
	Downstream	11200 Sedgwick	
A-10. 4739 Westway Dr	Repeat	4739 Westway Dr	All Active Sources
	Upstream	4749 Westway Dr	
	Downstream	4729 Westway Dr	
B-1. EPA Lab	Repeat	EPA Lab	All Active Sources
	Upstream	7257 Beach	
	Downstream	7411 Beach	
B-2. 2189 Nubling	Repeat	2189 Nubling	All Active Sources
	Upstream	8098 Spruce	
	Downstream	2229 Nubling	
B-3. 7433 Mile Hill	Repeat	7433 Mile Hill	All Active Sources
	Upstream	7343 Mile Hill	
	Downstream	1490 Alaska	
B-4. 11150 Tola	Repeat	11150 Tola	All Active Sources
	Upstream	11177 Tola	
	Downstream	11113 Tola	
B-5. 10193 Sedgwick	Repeat	10193 Sedgwick	All Active Sources
	Upstream	10089 Sedgwick	
	Downstream	10384 Sedgwick	
B-6. 2334 Yukon Harbor	Repeat	2334 Yukon Harbor	All Active Sources

	Upstream Downstream	7335 Southworth 2333 Yukon Harbor	
B-7. 2847 Banner Rd	Repeat Upstream Downstream	2847 Banner Rd 2855 Banner Rd 8140 Southworth Dr	All Active Sources
B-8. 1860 California	Repeat Upstream Downstream	1860 California 1888 California 1830 California	All Active Sources
B-9. Harper Park	Repeat Upstream Downstream	Harper Park 10212 Southworth Dr 9934 Scatterwood	All Active Sources
B-10. 4530 Arvick	Repeat Upstream Downstream	4530 Arvick 4565 Arvick 4525 Arvick	All Active Sources

**** When you collect the repeats, you must sample every groundwater source that was in use when the original routine sample was collected based on SCADA historical data.**

Important Notes for Sample Collector:

1. Collect samples early in the month and early in the week.
2. Do not collect sample(s) in a week when there is a holiday or when a key staff member is on vacation.
3. If a sample site is no longer a good sample site, substitute an acceptable site in the same area. If the condition change cannot be resolved, choose a permanent new sample site and update this CMP.
4. Always review the lab results for your coliform samples.

E. Reduced Triggered Source Monitoring Justification (add sheets as needed): Not Requested

F. Routine Sample Rotation Schedule

Month	Routine Site(s)	Month	Routine Site(s)
January	**B**	**July**	**B**
February	**A**	**August**	**A**
March	**B**	**September**	**B**
April	**A**	**October**	**A**
May	**B**	**November**	**B**
June	**A**	**December**	**A**

G. Level 1 and Level 2 Assessment Contact Information

Name Tony Lang (WDM3, CCS, WTPO1) (Cert. #13001)	**Office Phone** 360-871-0500 **After Hours Phone** 360-900-6472
Address Manchester Water District PO Box 98 Manchester, WA 98353	**Email** tlang@manchesterwater.org
Name Cody Hodge, Operations Foreman (WDM3, CCS, WTPO1-OIT) (Cert. #14940)	**Office Phone** 360-871-0500 **After Hours Phone** 360-360-337-9435
Address Manchester Water District PO Box 98 Manchester, WA 98353	**Email** chodge@manchesterwater.org

H. *E. coli*-Present Sample Response

Distribution System *E. coli* Response Checklist				
Background Information	**Yes**	**No**	**N/A**	**To Do List**
We inform staff members about activities within the distribution system that could affect water quality.	☒	☐	☐	☐
We document all water main breaks, construction & repair activities, and low pressure and outage incidents.	☒	☐	☐	☐
We can easily access and review documentation on water main breaks, construction & repair activities, and low pressure and outage incidents.	☒	☐	☐	☐
Our Cross-Connection Control Program is up-to-date.	☒	☐	☐	☐
We test all cross-connection control devices annually as required, with easy access to the proper documentation.	☒	☐	☐	☐
We routinely inspect all treatment facilities for proper operation.	☒	☐	☐	☐
We identified one or more qualified individuals who are able to conduct a Level 2 assessment of our water system.	☒	☐	☐	☐
We have procedures in place for disinfecting and flushing the water system if it becomes necessary.	☒	☐	☐	☐
We can activate an emergency intertie with an adjacent water system in an emergency.	☐	☒	☐	☐
We have a map of our service area boundaries.	☒	☐	☐	☐
We have consumers who may not have access to bottled or boiled water.	☒	☐	☐	☐
There is a sufficient supply of bottled water immediately available to our customers who are unable to boil their water.	☐	☒	☐	☐
We have identified the contact person at each day care, school, medical facility, food service, and other customers who may have difficulty responding to a Health Advisory.	☐	☒	☐	☐
We have messages prepared and translated into different languages to ensure our consumers will understand them.	☒	☐	☐	☐
We have the capacity to print and distribute the required number of notices in a short time period.	☒	☐	☐	☐
Policy Direction	**Yes**	**No**	**N/A**	**To Do List**
We have discussed the issue of *E. coli*-present sample results with our policy makers.	☒	☐	☐	☐
If we find *E. coli* in a routine distribution sample, the policy makers want to wait until repeat test results are available before issuing advice to water system customers.	☐	☒	☐	☐

(Cont.)

Distribution System *E. coli* Response Checklist				
Potential Public Notice Delivery Methods	**Yes**	**No**	**N/A**	**To Do List**
It is feasible to deliver a notice going door-to-door.	☒	☐	☐	☐
We have a list of all of our customers' addresses.	☒	☐	☐	☐
We have a list of customer telephone numbers or access to a Reverse 9-1-1 system.	☒	☐	☐	☐
We have a list of customer email addresses.	☒	☐	☐	☐
We encourage our customers to remain in contact with us using social media.	☒	☐	☐	☐
We have an active website we can quickly update to include important messages.	☒	☐	☐	☐
Our customers drive by a single location where we could post an advisory and expect everyone to see it.	☐	☒	☐	☐
We need a news release to supplement our public notification process.	☒	☐	☐	☐

Distribution System *E. coli* Response Plan

If we have *E. coli* in our distribution system we will immediately:

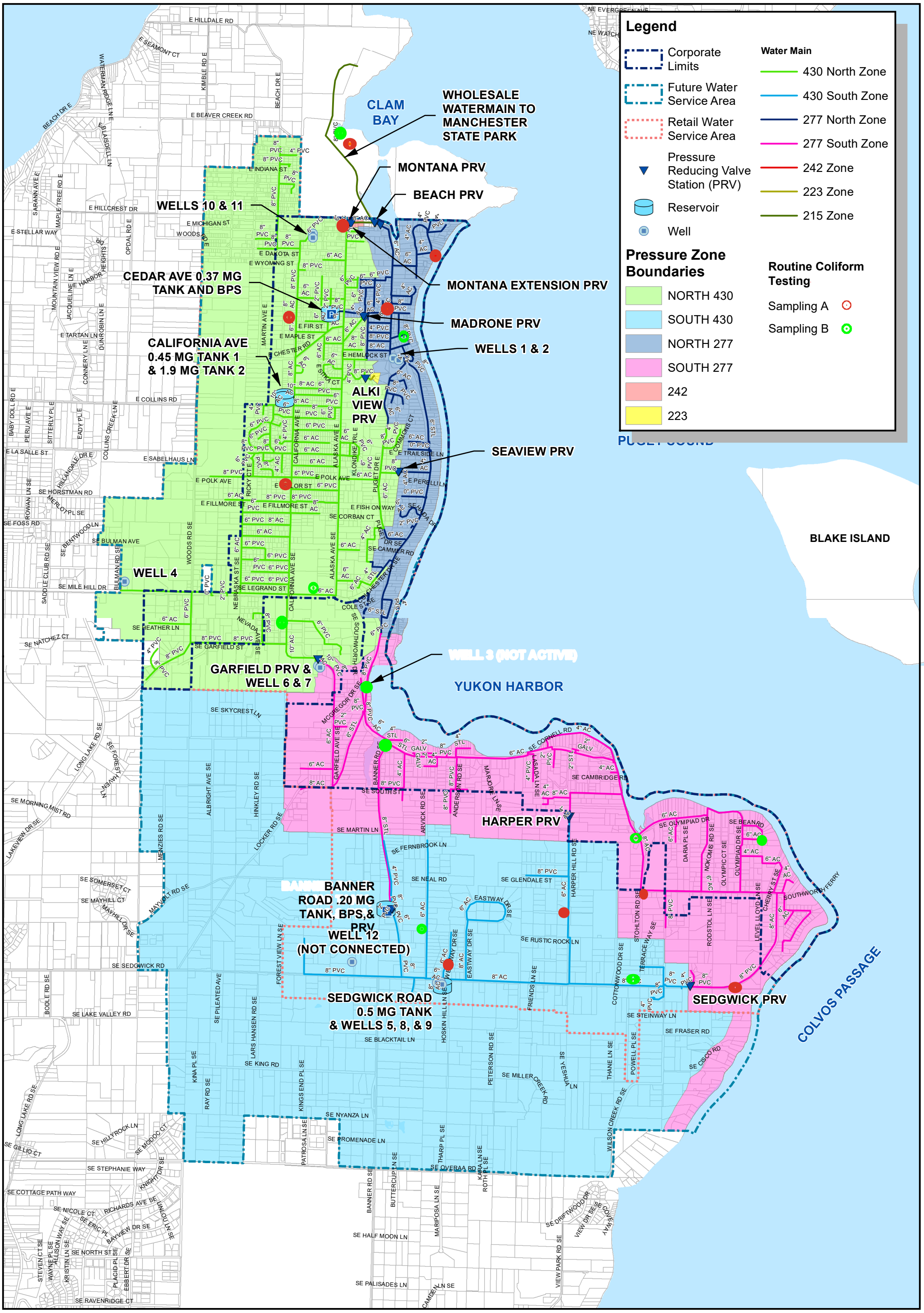
1. Call DOH. Kacie Seyfert (564-669-0844)
2. Collect repeat and triggered source samples per Part D. Collect additional investigative samples as necessary.
3. Inspect our water system facilities, including treatment plants, for proper operation.
4. Interview staff to determine whether anything unusual was happening in the water system service area, especially since the previous month's samples.
5. Review new construction activities, water main breaks, and pressure outages that may have occurred during the previous month.
6. Review Cross-Connection Control Program status.
7. Discuss with DOH whether to issue a Health Advisory based on the findings of steps 3-6. If necessary, issue the HA.
8. Wait for repeat sample results.
9. Respond appropriately to the repeat results:
    - If repeats are all satisfactory, lift HA if one was issued.
    - If any repeat is unsatisfactory, issue HA if not already issued. Host DOH for an inspection and respond accordingly to inspection findings.

E. coli-Present Triggered Source Sample Response Checklist – All Sources				
Background Information	**Yes**	**No**	**N/A**	**To Do List**
We review our sanitary survey results and respond to any recommendations affecting the microbial quality of our water supply.	☒	☐	☐	☐
We address any significant deficiencies identified during a sanitary survey.	☒	☐	☐	☐
There are contaminant sources within our Wellhead Protection Area that could affect the microbial quality of our source water, and	☐	☒	☐	☐
If yes, we can eliminate them.	☐	☐	☒	☐
We routinely inspect our well site(s).	☒	☐	☐	☐
We have a good raw water sample tap installed at each source.	☒	☐	☐	☐
After we complete work on a source, we disinfect the source, flush, and collect an investigative sample.	☒	☐	☐	☐
Public Notice	**Yes**	**No**	**N/A**	**To Do List**
We discussed the requirement for immediate public notice of an *E. coli*-present source sample result with our water system's governing body (Board of Commissioners) and received direction from them on our response plan.	☒	☐	☐	☐
We discussed the requirement for immediate public notice of an *E. coli*-present source sample result with our wholesale customers and encouraged them to develop a response plan.	☐	☐	☒	☐
We have prepared templates and a communications plan that will help us quickly distribute our messages.	☒	☐	☐	☐

***E. coli*-Present Triggered Source Sample Response Checklist – <u>All Sources</u>**				
Alternate Sources	**Yes**	**No**	**N/A**	**To Do List**
We can stop using this source and still provide reliable water service to our customers.	☒	☐	☐	☐
We have an emergency intertie with a neighboring water system that we can use until corrective action is complete (perhaps for several months).	☐	☒	☐	☐
We can provide bottled water to all or part of the distribution system for an indefinite period.	☒	☐	☐	☐
We can quickly replace our existing source of supply with a more protected new source.	☐	☒	☐	☐
Temporary Treatment	**Yes**	**No**	**N/A**	**To Do List**
This source is continuously chlorinated, and our existing facilities can provide 4-log virus treatment (CT = 6) before the first customer. If yes, at what concentration? _____ mg/L	☐	☐	☒	☐
We can quickly introduce chlorine into the water system and take advantage of the existing contact time to provide 4-log virus treatment to a large portion of the distribution system.	☐	☐	☒	☐
We can reduce the production capacity of our pumps or alter the configuration of our storage quantities (operational storage) to increase the amount of time the water stays in the system before the first customer to achieve CT = 6.	☐	☐	☒	☐
We can alter the demand for drinking water (maximum day or peak hour) through conservation messages to increase the time the water is in the system prior to the first customer in order to achieve 4-log virus treatment with chlorine.	☐	☐	☒	☐

<u>Note:</u> Because Manchester Water District has multiple sources, and the ability to move water throughout different pressure zones, we are not dependent on any single source. In the event of an E.coli-Present Triggered Source Sample result the source in question can be taken out of service until the source of contamination is determined and corrected.

***E. coli*-Present Triggered Source Sample Response Plan – <u>All Sources</u>**
If we have *E. coli* in <u>Any Source</u> water we will immediately: 1. Call DOH. Kacie Seyfert (564.669.0844) 2. Take the source out of service. 3. Distribute required notice. 4. Perform compliance monitoring at the entry point to the distribution system. 5. Ask DOH to review our Contact Time analysis and acknowledge that we provide 4-log virus treatment before the first customer.


Legend
Corporate Limits
Future Water Service Area
Retail Water Service Area
Pressure Reducing Valve Station (PRV)
Reservoir
Well
Water Main
430 North Zone
430 South Zone
277 North Zone
277 South Zone
242 Zone
223 Zone
215 Zone
Pressure Zone Boundaries
NORTH 430
SOUTH 430
NORTH 277
SOUTH 277
242
223
Routine Coliform Testing
Sampling A
Sampling B
CLAM BAY
WHOLESALE WATERMAIN TO MANCHESTER STATE PARK
MONTANA PRV
BEACH PRV
WELLS 10 & 11
MONTANA EXTENSION PRV
CEDAR AVE 0.37 MG TANK AND BPS
MADRONE PRV
CALIFORNIA AVE 0.45 MG TANK 1 & 1.9 MG TANK 2
WELLS 1 & 2
ALKI VIEW PRV
SEAVIEW PRV
PUGET SOUND
BLAKE ISLAND
WELL 4
WELL 3 (NOT ACTIVE)
YUKON HARBOR
GARFIELD PRV & WELL 6 & 7
HARPER PRV
BANNER ROAD .20 MG TANK, BPS,& PRV
WELL 12 (NOT CONNECTED)
SEDGWICK ROAD 0.5 MG TANK & WELLS 5, 8, & 9
SEDGWICK PRV
COLVOS PASSAGE
E HILLDALE RD
E SEAMONT CT
E BEAVER CREEK RD
E INDIANA ST
E MICHIGAN ST
E DAKOTA ST
E WYOMING ST
E FIR ST
E MAPLE ST
E HEMLOCK ST
E COLLINS RD
E LA SALLE ST
E SABELHAUS LN
E POLK AVE
E TAYLOR ST
E FILLMORE ST
E FISH ON WAY
E TRAILSIDE LN
E PERELLI LN
SE CORBAN CT
SE CAMMER RD
SE LEGRAND ST
SE HEATHER LN
SE GARFIELD ST
SE NATCHEZ CT
SE SKYCREST LN
SE SOUTH ST
SE MARTIN LN
SE FERNBROOK LN
SE NEAL RD
SE GLENDALE ST
SE RUSTIC ROCK LN
SE CORNELL RD
SE CAMBRIDGE RD
SE OLYMPIAD DR
SE BEAN RD
SOUTHWORTH FERRY
SE STEINWAY LN
SE FRASER RD
SE CISCO RD
SE BLACKTAIL LN
SE MILLER CREEK RD
SE NYANZA LN
SE PROMENADE LN
SE OVERAA RD
SE HALF MOON LN
SE PALISADES LN
SE SEDGWICK RD
SE LAKE VALLEY RD
SE MORNING MIST RD
SE MAYHILL CT
SE SOMERSET CT
SE BULMAN AVE
SE MILE HILL DR
SE HORSTMAN RD
SE FOSS RD
SE STELLAR WAY
SE HARBOR HEIGHTS
SE TARTAN LN
SE STEPHANIE WAY
SE COTTAGE PATH WAY
SE RAVENRIDGE CT
SE NORTH ST
SE HILLYROCK LN
SE GILLIO CT
SE MODOC CT
SE DRIFTWOOD DR
SE HALF MOON LN
BEACH DR E
WATERMAN RIDGE LN E
KIMBLE RD E
BLAISDELL LN
SARANN AVE E
MAPLE TREE RD E
OPDAL RD E
MOUNTAIN VIEW RD E
JACQUELINE LN E
DUNROBIN LN E
CONNERY LN E
COLLINS CREEK LN E
PERU AVE E
SITTERLY PL E
EADY PL E
BABY DOLL RD E
HILLANDALE DR E
WOODS RD SE
BULMAN RD SE
SADDLE CLUB RD SE
MERLOT PL SE
BENTWOOD LN
ROWAN LN SE
NEBRASKA ST SE
CALIFORNIA AVE SE
ALASKA AVE SE
NEVADA AVE SE
SE SOUTHWORTH DR
MCGREGOR DR SE
GARFIELD AVE SE
BANNER RD SE
ANDERSON RD SE
MARJORIE LN SE
LASADA LN SE
ARVICK RD SE
HINKLEY RD SE
ALBRIGHT AVE SE
MENZIES RD SE
LOCKER RD SE
LONG LAKE RD SE
SE FOREST LN
LAKEVIEW DR SE
MAYVOLT RD SE
MAYHILL DR SE
FOREST VIEW LN SE
EASTWAY DR SE
HOSKIN HILL LN SE
HARPER HILL RD SE
STOHLTON RD SE
TERRACE WAY SE
COTTONWOOD DR SE
RODSTOL LN SE
LEVEL LLOYD LN SE
CHERRY ST SE
OLYMPIC CT SE
OLYMPIAD DR SE
NOKOMIS RD SE
DARIA PL SE
SE VASHON LN
THANE LN SE
POWELL PL SE
WILSON CREEK RD SE
KARA LN SE
ROTH PL SE
THARP PL SE
PATROSA LN SE
BUTTERCUP LN SE
MARIPOSA LN SE
VIEW PARK RD SE
CAMDEN LN SE
KINA PL SE
RAY RD SE
KINGS END PL SE
LARS HANSEN RD SE
SE PILEATED AVE
BODLE RD SE
SADDLE CLUB RD SE
STEVEN CT SE
WAYNE PL SE
ALLISON WAY SE
KRISTIN LN SE
PLACID PL SE
EBBERT DR SE
KNIGHT DR SE
LINLOU LN SE
SE NICOLE CT
SE ERIC PL
RICHARDS AVE SE
BAYVIEW DR SE
*Repeat samples taken within 5 active services upstream and downstream of the sampling location in accordance with the Table in Part D of the CMP
Feet
0 600 1,200 2,400
N
Existing Water System
Coliform Monitoring Sites
Manchester Water District
April 2025