

Appendices

A. Record of Revisions

Purpose: This section maintains a record of all revisions to this policy book, as well as dates of review.

Policy	Date of Adoption or Amendment	Documented Review	Scheduled Review
100-By-laws of the Clearwater River Watershed District			
Article I: Name	5/17/2017	5/17/2017	Early 2022
Article II: Purpose and Mission	5/17/2017	5/17/2017	Early 2022
Article III: Principal Place of Business	5/17/2017	5/17/2017	Early 2022
Article IV: Board of Managers	5/17/2017	5/17/2017	Early 2022
Article V: Officers	5/17/2017	5/17/2017	Early 2022
Article VI: Meetings of the CRWD Board of Managers	5/17/2017	5/17/2017	Early 2022
Article VII: Amendment to By-laws	5/17/2017	5/17/2017	Early 2022
Article VIII: Review of By-laws	5/17/2017	5/17/2017	Early 2022
200-Data Practices & Record Retention			
201. Policies and Procedures for Public Access to Documents	9/20/2017	9/20/2017	Annually
202. Security and Protection of Not-Public Data on Individuals	9/20/2017	9/20/2017	Annually
203. Private and Confidential Data - Rights of Data Subjects	9/20/2017	9/20/2017	Annually
204. Data Practices Advisory/Tennessee Warning	9/20/2017	9/20/2017	Annually
205. Consent to Release - Request from an Individual	9/20/2017	9/20/2017	Annually
206. Consent to Release - Request from a Government Entity	9/20/2017	9/20/2017	Annually
207. Inventory of Not- Public Data on Individuals	9/20/2017	9/20/2017	Annually
208. Record of Retention Schedule	5/16/2018	9/20/2017	Annually
300-District Operations			
301. Accounting/ Bookkeeping			
301.1: Disbursement of Funds	9/20/2017	9/20/2017	Annually
301.2. Processing of Receipts, Utility Billing & Special Assessments	9/20/2017	9/20/2017	Annually
301.3: Financial Depositories	9/20/2017	9/20/2017	Annually
301.4: Financial Audit	9/20/2017	9/20/2017	Annually

Policy	Date of Adoption or Amendment	Documented Review	Scheduled Review
301.5: Annual Financial Statements	9/20/2017	9/20/2017	Annually
301.6: Appeals of Special Assessments due to Parcel Splits and Combinations	9/20/2017	9/20/2017	Annually
301.7: Fund Balance	9/20/2017	9/20/2017	Annually
302. Administration & General			
202.1: Administrator's Authorities	9/20/2017	9/20/2017	Annually
202.2: Annual Report	9/20/2017	9/20/2017	Annually
202.3: Rules and Regulations	9/20/2017	9/20/2017	Annually
202.4: Manager Appointments	9/20/2017	9/20/2017	Annually
202.5: Insurance Requirements	9/20/2017	9/20/2017	Annually
202.6: Receipt of Solicitations from Outside Vendors	9/20/2017	9/20/2017	Annually
202.7: Board and Staff Training	9/20/2017	9/20/2017	Annually
202.8: Gifts	9/20/2017	9/20/2017	Annually
202.9: Social Media Use	9/20/2017	9/20/2017	Annually
202.10: Reviewing Governmental Units' Permits and/or Plans	9/20/2017	9/20/2017	Annually
202.11: Management of Land Owned by or Eased to the CRWD	9/20/2017	9/20/2017	Annually
202.12: Other Governmental Units' Water Plans	9/20/2017	9/20/2017	Annually
303. Advisory Committee	9/20/2017	9/20/2017	Annually
304. Reapportionment of Benefits	9/20/2017	9/20/2017	Annually
400-Drainage Authority			
401. Buffer Strip Reporting	9/20/2017	9/20/2017	Annually
402. County Ditch #20 North Operation & Maintenance	9/20/2017	9/20/2017	Annually
500-Project/Program Specific			
501. Project Manuals	9/20/2017	9/20/2017	Annually
502. Agricultural Incentive Program	9/20/2017	9/20/2017	Annually
503. Residential/ Commercial Incentive Program	9/20/2017	9/20/2017	Annually
504. Project Inspection Program	9/20/2017	9/20/2017	Annually
505. Standards and Procedures for Bog Removal by the CRWD	9/20/2017	9/20/2017	Annually
506. CRWD Aquatic Species (AIS) Projects	9/20/2017	9/20/2017	Annually
507. Water Quality Monitoring Program	9/20/2017	9/20/2017	Annually

Policy	Date of Adoption or Amendment	Documented Review	Scheduled Review
600-Sanitary Sewers			
601. Standards for Acceptance of Communal Sanitary Sewer Facilities	9/20/2017	9/20/2017	Annually
602. Ownership of Components at CRWD Sewer System	9/20/2017	9/20/2017	Annually
603. Discovery of Improperly-Abandoned Septic Tanks at Clearwater Harbor	9/20/2017	9/20/2017	Annually
604. Eliminate of a sanitary sewer account for a parcel serviced by a CRWD-owned sewer	9/20/2017	9/20/2017	Annually