



HEATHER GLEN COMMUNITY SERVICES DISTRICT

POLICY TITLE: **Legal Counsel and Auditor**

POLICY NUMBER: **1045**

ADOPTED BY BOARD OF DIRECTORS: **06/26/25**

1045.1 – Legal Counsel

1045.1.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

1045.1.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the General Manager, and other District designated personnel. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District personnel apprised of court rulings and legislation affecting the legal interest of the District. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board.

1045.1.3 The Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding District legal matters particular to that Board member's participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board, except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

1045.2 – Auditor

1045.2.1 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

1045.2.2 The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance.

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1045.2.3 The Board Treasurer along with the Bookkeeper and/or General Manager will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.

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