



Emerald Lake Village District
Office: 147 West Main Street, Hillsborough, NH 03244
Tel: 603-464-3128

Emerald Lake Village District (ELVD) **Commissioner Workshop Meeting**
Location: 147 West Main Street
Thursday, February 15, 2024

Name of Person chairing the Meeting:

Sara Auger

Names of Board Members Present:

Sara Auger (Commissioner, Chair)
Brett Taber (Commissioner)
Lorinda Giarrusso (District Clerk)

Other People Participating:

Carolyn Renken, (Treasurer)
Melissa Taber (Videographer)

The meeting was called to order at 6:30 pm by Chairman Auger. We had a quorum.

Commissioner Auger stated that we had advertised the Bids in many places – The Messenger, The Concord Monitor, our Facebook page, the Municipal, and our website. Bids were due, today, February 15, 2024. We received three:

Two (2) for Summer Maintenance for Beaches & Parks:

Pelkey's Landscape & Design \$14,650.00 (May-October 2024)
(Current Contractor from last year in Hillsboro, NH)

TM&M Services, LLC \$16,400.00 (April-November)
Hillsboro, NH

Commissioner Auger stated that TM&M followed the dates in the bid ad but Pelkey's did not; would that affect the price? Commissioner Taber said that TM&M does a lot of work around Hillsboro.

Commissioner Taber stated that it could affect Pelky's bid because they did not include leaf blowing and it only refers to twenty-seven mowings. It stated if the volume were different, he would reduce the quote, accordingly. He also stated he could not rake the beaches.

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OPEN BIDS FOR YEAR-ROUND MAINTENANCE & MAINTENANCE FOR BEACHES AND PARKS (continued):

One (1) received for Year-Round:

Steven Bouchard, Bouchard Excavation, LLC \$230,000.00 for the 2024/2025 Season
Current Contractor.

Commissioner Taber stated that he felt the Board would need time to review to fully understand what is being offered. Commissioner Auger disagreed. She felt we needed to Accept or Reject, now. Commissioner Taber did not agree. He said that we were required to get the bids and read them ALOUD at tonight's meeting, which we did. Although the bids were due today, we still have time, and need time to adequately review and then accept or reject, and I have not had time to read them, and Commissioner Carr needs to review. Commissioner Auger stated that reviewing would be part of the Contract review and we would not sign a contract, today. If we put it off, we risk losing the only contract we got. Commissioner Taber said he understood Commissioner Auger's comments, but he felt we needed time to review it, as it is a quarter of a million-dollar decision and Commissioner Carr needed to read it and give his comments. Commissioner Auger stated that she felt we could be in trouble if we do not make a decision, quickly. Commissioner Auger stated the Contract needs to mirror what the bid specs say. It was agreed to wait until the next meeting to finalize this decision. Commissioner Taber asked Commissioner Auger to please check our spam file to make sure no bids or questions went into that file. The NH Municipal sent an email asking for the results. Commissioner Auger said she has been checking for bids, on email, and went to the post office, today, but she will double-check, and she will address the email the NH Municipal sent.

ANNUAL MEETING ITEMS:

District Clerk, Lorinda Giarrusso stated she had gone to the Hillsboro-Deering Elementary School and submitted the completed reservation form to hold our meeting on April 20, 2024. She had Vanessa sign and date the Reservation Form proving she received it, so the Board knows when it was submitted, and we will receive the form reservation approval in the mail. Lorinda also provided Vanessa with the items that would be required at the meeting. Commissioner Auger stated that District Clerk, Lorinda Giarrusso, is responsible for writing out the Ballot for the Annual Election and for Warrant Articles. Any other Articles, unless asked for at the meeting, can be managed by voice or hand vote. She gave Lorinda an example of the Ballot. Bond Commissioner Auger stated that she thought it would be a good idea to include two (2) Flyers about Fireworks: Fireworks Ordinance and Fireworks Fact Sheet. It was agreed that we will hand them out at the Annual Meeting.

District Clerk, Lorinda Giarrusso asked for clarification on the process. Commissioner Taber stated that once the Board drafts the Warrant Articles in the DRA site, (the ones that are printed, and what is filed with the State), then the formal document will already be filed.

Commissioner Auger stated that we cannot do this until we know who is running. The period for Candidacy filing is March 8-18, 2024. So, when you know who the candidate(s) are, you can then prepare the Ballot. Once the Articles are written, you can move forward. The Warrants & Draft Budget must be done by 3/18/24. District Clerk, Lorinda Giarrusso asked, will they then be posted on the ELVD website? and the Commissioners said yes. Commissioner Taber said the ads must be sent in and be in the paper by next week. Commissioner Auger said she would get that done.

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Commissioner Taber stated that he has two (2) rough drafts (listed below) to submit to the Ad Companies. He will forward it to Commissioner Auger, she will review and make any changes, if needed, and then submit the ads.

1. **Election of Officials** starting 3/8/24 and ending on 3/18/24@ 4:30 pm. Open positions are 2 Commissioners, the Clerk, the Treasurer and the Moderator.
- 2.
3. **Petition Article(s)** deadline is Tuesday, March 19, 2024. It must be signed by no less than ten (10) registered voters. The ads must run for two weeks, as that covers our statute requirement.

Commissioner Auger made a **MOTION** to send, and submit, an ad to The Messenger for the filing of Candidacy and Petition Warrant Articles, and an advertisement to run for two (2) weeks. (this covers us as to what is required for the Annual Meeting.) **MOTION** was seconded by Commissioner Taber. **MOTION approved.**

Commissioner Auger asked if we can formally set the **Bond Hearing date** to **March 21st**. Commissioner Taber said we could.

Commissioner Taber stated that “just before the end of the month, we need to check with the Supervisor of the Checklist. Commissioner Taber stated that we have to do a pre-checklist List by March 7th and if that is the case, we need to place an ad, seven (7) days prior to that, within the timing of the ad, so that really means we need to do it two weeks in advance. Commissioner Auger said she would reach out to Joyce. Commissioner Taber said they have to do a pre-Supervisor Checklist and you have got one, between six (6) and (13) thirteen days, and you’ve got one that is before the Candidacy Filing, to show who the registered voters are that are filing for office. Commissioner Auger said usually they give the District Clerk a list, so the Clerk can confirm the names of the candidates and that they are registered voters. (Joyce Bosse is the Supervisor of the List). Commissioner Auger said she will find out how soon and when available? Commissioner Taber stated that as the Petition Articles start coming in by March 19th, any of the names on the Articles, the District Clerk can also validate that they are registered voters. Commissioner Auger said she will check with Joyce to see when they would be available.

District Clerk, Lorinda Giarrusso, confirmed that she received Commissioner Taber’s email about additional items needed at the Annual Meeting, and she said she would reach out to Vanessa @ HED to make sure she is aware of our additional needs.

Commissioner Auger made a **MOTION** to submit Ads to The Messenger for Filing of the Candidacy and Petition Warrant Articles to run for two (2) weeks. Commissioner Taber seconded the **MOTION**. **MOTION approved.**

Commissioner Taber reminded everyone that we need to be advertising the second week of March for the Bond Meeting.

NEXT ROAD SELECTIONS:

Commissioner Auger stated that the leakiest roads are Rainbow’s End and Moccasin Trail. She stated that Midnight Walk is already identified. Commissioner Taber stated that was correct. Commissioner Auger stated – for Ravenhead – the culvert collapsed. Could we do this work the same time as we do the road? Commissioner Taber stated that the water supply does not reach that far, and it loops around after that. Commissioner Auger said Midnight Walk should be identified for recent leaks, and in the past years, on that road, and focus on the back end of the lake, (approximately \$275,000) and Red Fox Crossing. Commissioner Taber said that would make us equal or over our limit.

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Commissioner Taber stated that one thought, in the future, there could be some potential developments at Old Henniker Road and Whitney Road, and if that does bring in a water supply line, there's less distance to bring in a water line from the town of Hillsboro, over Red Fox Crossing and the back road. Could we get an easement from the property owner, around the blueberry area, if something is developed in the future, and if you did that, then you would want to bring in Red Fox Crossing as a 4-8" line, not keeping it as a two" line. So, working on Red Fox Crossing now, and then within five (5) years abandoning it, a larger line might not make sense, financially. Midnight Walk has 6-10 homes, and it circles around between Rainbow's End and Raven Head, for the final valve that is stopped now. Whether or not we would make a full loop, around Rainbow's End, it would chew up all the money. Commissioner Taber stated that maybe we should focus on Greenfield and Bog Road, at least on the environmental piece. They would probably have smaller budgets and if the environmental are done and wherever the budget falls, we might get extra roads, like in the past.

Commissioner Auger stated that we need to submit to Wright Pearce to do the Environmental Reviews for Midnight Walk, Raven Head, a portion between Midnight Walk and Rainbow's End, Greenfield Drive and Bog Road, with a portion between Greenfield Drive and Deerpoint. Commissioner Taber stated that those can be applied again towards the '22 Infrastructure Project with the additional funding.

Commissioner Auger made a **MOTION** to request that the above-mentioned Environmental be prepared and completed by Wright Pearce. **MOTION** was seconded by Commissioner Taber. **MOTION approved.**

PROJECT UPDATES/PATTEN HILL OUT TO BID:

Commissioner Auger gave an update on the feedback received on the Piloting on Eastman. She has identified that the next step is that Aquaman needs to submit a quote for the installation of the water main and that needs to be sent to DES and approved. Wright Pearce is preparing a plan for Aquaman to provide a quote to complete the water main install at Eastman. A temporary groundwater permit is going to be needed which is being developed by Wright Pearce. A Shoreline permit is being developed by Wright Pearce. A ground water withdrawal permit that was originally submitted in 2021, has been the hold-up this whole time. Commission Taber stated, just remember, issuance of the groundwater permit, whether temporary and/or permanent, while we are reviewing this needs to be clarified. Because we are still considered a small water system, it would require us to reduce the permitted outflow of the Mary Rowe well and well number 11, while permitting the higher volume for Eastman. After 1996, the statute says there are permitted output volumes and anything prior to that is extra (grandfathered). So because our output, on Well 11, and the others, has already reduced some, Wright Pearce is saying if we maximize the output for Eastman and reduce well 11 and Mary Rowe, we can still fall in our permitted volumes that we are allowed. It is a yearly average. We did not move forward with that permit a couple of years ago, because we did not have a clear explanation while they were doing the analysis. Would it reduce the output on the other wells, and then, all of sudden, we are not able to use Eastman. What does that do to the permits on the other wells again? Do we lose that? Commissioner Auger asked, didn't we already ask this question? Commissioner Taber stated that we did, but now they just revisited it, again, with no values and with no explanation. Commission Auger stated, so we do not know if it is going to be temporary, or not. Commissioner Taber said "correct", I don't know based on the email explanation. Commissioner Auger said that is something we need to definitely follow-up on. Commissioner Taber stated that even though, that right now, Mary Rowe's daily, proposed permit value is 5,000 gallons a day, Mary Rowe already does that or less, now. So, it would fall within the new lines, but if Eastman were used then, Mary Rowe would be basically abandoned and used for emergency use only because the

PROJECT UPDATES/PATTEN HILL OUT TO BID (continued):

pipng distribution is “either or”. It is either Mary Rowe is online, or Eastman is online. It’s not both, and it is based on distribution piping.. If that is going to be the case, how do we maintain Mary Rowe as an emergency back-up, if it is needed? Do we change the permitted volume on that because the daily average of 5,00? If it runs one week a month, then the daily average, across the year, now you are down to less than 1,000 gallons a day, so that might bump up Well 11’s volume, so we clearly need to understand how Wright Pearce came up with those values before we sign the permit. Commission Auger stated they had a discussion with the State on Friday, and they just got back to us, today. Commissioner Taber said the above concerns, and his knowledge of working on these projects for the last 3 years, that the Board should be cautious and have clarity, prior to putting our signatures on it. We need to fully understand what the impacts are going to be.

Commissioner Auger stated that the point of the Pilot Testing was to see what we could do so I do not know how they can hold us responsible, when we do not even know what is going to happen. Commissioner Taber stated he would hope it would be temporary or intermittent, pending a final approval. Commissioner Auger said she will follow up on this. She also stated that this Grant deadline is December, 2024. Commissioner Taber stated that his interpretation of the explanation is that the ARPA charges and/or reimbursements absolutely must be done by December 2024. If through the Trust fund and the SRP funding, we need an extension, into 2025. The DES seems to willing support that extension, but ideally, the more we can move, this year, the better. So, Commission Auger asked would that mean moving the ARPA funds first? Commissioner Taber said “yes, that is how he understands it”. Commissioner Taber stated, if I read Wright Pearce’s email correctly, this week or next week, they’ll have documents back to us, as well as feedback back from the NH DES, as well as receiving Aquaman’s quote, so we will be able to move this forward, which will give us the piece of the puzzle (regarding quotes and permits), before the end of February. Then, it will look like we should have everything we need for the next step. Commissioner Auger said that she will hold them to that date.

PATTEN HILL

Commissioner Auger stated, she was hoping to already have more answers and all the information we needed, but that has not been the case. Commissioner Auger stated that we could probably move forward with the electrical work, going out, sooner than later, and that Wright Pearce would have to handle this. Commissioner Taber said yes, but we need to take the rough diagram that Wright Pearce provided, as part of the bid specs and anything else they deem necessary, and understand what exactly is needed at both locations, including any miscellaneous items. Commissioner Taber also said that he has multiple questions for Wright Pearce based on their feedback they’ve given us. There are a lot of questions to make sure we are doing everything correctly. We should specifically reach out to other Electric companies and the sooner the better, as we must be advertising for 20-30 days. Commissioner Auger stated we are still waiting on Davis & Bacon wage rates before we can move forward. We’ll have Aquaman do the labor for the treatment process. Commissioner Taber said the electrical portion for Building 7,8 and 9 would be separate from that. Trying to coordinate with Eversource for power requirements. Would it be temporary service? Or are we going to build everything in one day and then transfer over? I’m trying to understand from Eversource, if it’s a power move, less than a 150 feet, is there basically no charge but if were now talking about coming from the current pole and going underground over to the building, who is responsible for that 600 volt wire; is it us at 150-200 feet or are they able to splice in off the line, which is right above the building, and pigtail above the building, then we’ve got 20 feet of 600 volt

PATTEN HILL (continued):

wire. Would the underground cable, instead of piping, be the only the communication lines to the wellheads? The one thing we are going to have to have is power and the three communication lines. So trying to understand that, and what is prevented, until we talk to an Electrician, we can't get that insight to understand the load on the system to tell Eversource. Eversource can do the job, once we set the Project up, within a week. Commissioner Auger said we cannot talk to electricians until we have bids specs. Commissioner Taber said that unless we know an Electrician that can answer questions for us, to aid us with the bids, we cannot move forward with the bids. Wright Pearce has estimated.

\$20,000.00 to coordinate with Eversource, whether that is buying a pole, wire, communications, a days' labor, OR on a truck, to name a few, "I don't know anything yet". Those are some of the questions I have posed. The most important question that Eversource needs is what the load is going to be - single phase, three phase or five phase? My question was can they splice off the existing line? They could all be potential cost savings. If we are able to identify up to five electrical companies, to basically put in a mailing, we could say to them, here's our FAQ, and we're reaching out to them, so we have evidence of the possible costs. If we get a quote back and they want to come out to look at the sites, then we can pose all those questions at the same time their submitting their bids.

Commissioner Auger asked, is Wright Pearce writing it or are we doing it ourselves? Commissioner Taber said he did not know yet. He did not know what the current agreement stated. Commissioner Taber stated that none of the electric is going to be less than \$10,000.00 and the NH DES said we could do the work with multiple contractors. That's why it has to be out for bid because of the value. Commissioner Taber said he would update his questions to Kristen Coller about bids. Commissioner Taber updated the Board regarding the concrete depth test he performed; I was able to drill the hole. The center of the room is 3.5 -4". I mentioned this to Wright Pearce and they clarified that the vessels would need to be 20 cubic yard vessels versus 10 so the 6" pad would be necessary to strengthen the floor. He reached out to the original Contractor, Wilson Foundation, which did it back in 2008, and based on the volume, we would need a yard of concrete. Based on the chemical storage room and building a pad for the generator of the Wells 7, 8, & 9, all that would approximately be less than one yard of material, plus the wood and metal. We would need sheetrock for building 7,8 and 9 and plywood for the electrical backing, I think if we move to get that completed; the sooner the better. That way for anyone coming in to do quotes, they will see that we are ready to go. Doing this ourselves, because the cost of material is covered for the project, and there is no limit, could prove very advantageous. Commissioner Auger said we are insured up to \$5,000,000.00. Commissioner Taber said we need to move to get materials. Commissioner Taber is fine to work on it. "It will keep costs down for the District". Commissioner Auger agreed.

Commissioner Taber made a **MOTION** to approve upwards of \$2500.00 for materials for the Patten Hill Well Project. Commissioner Auger seconded the **MOTION**. **MOTION approved.**

Melissa Taber asked if a Notice could be put on our Facebook page for volunteers. Commissioner Auger said absolutely. Commissioner Taber said we should make sure the materials are available and list what time I will be doing the work and put it on Facebook, two weeks ahead of the selected dates. Carolyn Renken offered to help Commissioner Taber with the rebar in the concrete and the holes in the concrete.

BEACH EROSION

Commissioner Auger said she spoke with Calvin Dismore, Shoreline Supervisor. He suggested speaking to Soak Up the Rain, NH. She stated that they are more of a Residential company, but she was able to have them provide some ideas that we might be able to implement. They said the BEST STEP would be Infiltration Steps with stones down to the beach. The other option was vegetation steps. They said the first step would be to go to the beach in the rain and identify where the water is coming from. Commissioner Taber said that has been done. “We don’t need steps”. Commissioner Auger stated there has been a lot of erosion because of all the rain. It did not seem like Soak Up the Rain, NH, would be able to help us.

Commissioner Auger stated, so basically, we are talking about barriers to slow down the rain. It has never happened before in the all the years we have been monitoring. Basically, it could be unsafe to walk on.

Commissioner Taber asked – is there anyone from the State who could come out? Commissioner Auger said she will reach out to DES and get another contact. Commissioner Auger “She’d like to get a solution, soon.”

Commissioner Taber asked, regarding the Shoreline Permit, how long does it take to get one? Commissioner Taber said less than 30 days to get it approved. If we do any digging ourselves, we can do it, but if we start digging with any tools; or use heavy equipment and/or excavation, and we are manipulating and digging the sand, we will probably need an excavation permit. If we cannot get any volume of material in there, short of digging some trenches, parallel to the lake, in the Springtime, once the ground thaws, it would mean imbedding any of the erosion control material and bales of hay, in lines, to slow the pace down. Commissioner Auger stated that’s basically what infiltration steps are. It’s called a water bar. Commissioner Taber stated that instead of where the hay bales are now, we are lining the trenches with hay bales, flush with the ground, and it’s slowing it down, but most of your walk space will have to be in the center of the beach, not where it is right now, where the erosion is. In the end, will we have to put in a brand-new culvert system in the parking lot area, to slow the water down and collect water in manholes to slow the speed down? That might be the future. If that is the case, the timeline would be for April or May for submitting a Grant for all the Engineering, which could be upwards of \$100,000. But that would mean submitting it this year for next year’s work or the end of this year when the Governor’s Council approves. We can look at that. We already have Gale Associates through Wright Pearce for Asset Management for storm water. If we went with an Agreement with them, to help submit the Application, if we are not able to do it ourselves, we might be able to move forward this year. At least we should get all the engineering understood. Commissioner Taber said that he felt, right now, this is our only bet.

Commissioner Taber said we can specifically look at the Hummingbird beach area. Because of the step down, because of the boulder, do we relocate the cable, the walkway to the beach, and move that to a different segment between the posts, to make it an easier transition on to the beach versus that step? We might be able to do it in winter; block it up so people see it is a change, so that nobody hits it with their knees or waist, and then communicate where the entrance is while it is being fixed.

BEACH EROSION (continued)

Commissioner Auger said she liked that idea. Commissioner Auger said should we reach out to Gale, and Wright Pearce to try and produce a Plan after we look at it? Commissioner Taber said “let me locate that Grant Application and if it’s easy enough to fill out the Grant for the storm water erosion issues, maybe we can fill it in ourselves, if not and it looks very involved and goes into great detail, then, where we already followed the rules for the RFQ storm water, and we have already hired Gale, I believe it would be very easy to transition to utilize them, and we already have engineering funds, in our budget, for engineering permits for general, and we can use that, I believe.

SOURCE WATER PROTECTION GRANT – TOILET FLAPPER PROGRAM.

Commissioner Auger stated that the State has sent back paperwork. We need to get it notarized. Commissioner Auger made a **MOTION** for the Commissioner, Sara Auger, to be the authorized signature for the total SWPG for the total project, 2024. Commissioner Taber seconded the **MOTION**. **MOTION was accepted.** Commissioner Auger said she would get the Certificate of Insurance saying NH DES as the recipient, which is also required to be sent back with the paperwork. Commissioner Taber said he will pull up the template and re-draft up the Certificate of Authority and he will give it to Carolyn Renker so she can get it notarized, get it back to Commissioner Auger and once everything is available, then we can get it in. We’ll have the Minutes as back-up.

LEAK DETECTION FOLLOW UP 2023

Commissioner Auger stated that last October, a leak was identified as 163 Gould Pond. She reached out to Randy Troupe (Private Contractor hired by the State to find leaks). Randy said there would be no cost for them to come back out and take a look. She will find out when he is available to come back out. Tanya from Aquaman had said that she would like to coordinate so she could have her guys meet Randy there. Commissioner Taber stated that that zone is from last year and is up to 20,000 gallons a week, so if he is seeing noise that attributed to a large leak, we are definitely interested in finding it. Commissioner Auger will follow-up.

INCOME SURVEY UPDATE FOR 2024

Commissioner Auger stated she received the results from the State, for the Income Surveys we submitted, and they were positive. The results were accepted as of March 2022, as completed and anything in 2024 is covered. We do not need to do another one until 2025. It took us 7 months to get them back. Commissioner Taber said we should start mailing the Surveys in August 2024. Last time we sent them out, we did not get them back until March! Commissioner Auger said she will reach out to Eric.

SOURCE WATER PROTECTION MAILING – VOC & SOC

Commissioner Auger stated she has to look into this more, but she did print out 7-8 attachments that identify each source water. She said it is a targeted area and she showed a map. She stated that it does not need to be the entire District. She also stated that the maps are not very clear. Commissioner Taber asked, is it targeted for every wellhead? Commissioner Auger said she thought it is EVERY well. Depending on when it is due, she asked, can we put it in CCR’s? Commissioner Taber stated if it is every wellhead, then it is every well. CCRs are due by the end of June. If every wellhead needs this communication, then it would require a full mailing. It is a state requirement.

SOURCE WATER PROTECTION MAILING – VOC & SOC (continued)

Commissioner Auger said we are already doing a mailing for the Source Water Protection Grant so we might combine whatever we can. Commissioner Taber said for the Source Water Protection, we cannot expend any money on this until it is signed by the Governor’s Council and if it is approved at the Annual Meeting. If it becomes a warrant article, because of acceptance of funds, it is going to be July or August before we could do that. If it is done before June, which he doubts, we could include it in the June CCR Report and do our formal mailing in the Fall. Commissioner Auger stated that the most important thing is to find out when this is due.

SELECT NEXT BUDGET MEETING:

Commissioner Auger was thinking about next Thursday to start, (February 22nd). She will check and see if Commissioner Carr is available. Commissioner Taber said he felt we should pretty much be able to finalize by next Thursday. Based on the Budget estimates and everything else we have going on; we have templates ready to go. The Commissioners agreed to have one meeting, for now, and see how it goes.

APPROVE 1/18 24, 1/25/24, 2/1/24, 2/3/24 minutes.

Commissioner Auger asked that the January 25th Minutes be amended to remove February 5th as the date for the required First Bond Meeting. Commissioner Taber explained that if we had held Bond Meeting as early as February 18th, the first advertising date would have been February 5th. The District Clerk asked if she should remove that sentence and the Commissioners said yes. Commissioner Auger asked about the February 1st meeting minutes where it said, “The last day to hold the Bond Hearing is March 20th” It should read March 30th. We are having our Bond Hearing on March 21st.

Commission Auger made a **MOTION** to approve the Meeting Minutes of 1/18/24 and 2/3/24 as written and 1/125/24 and February 1, 2025, are approved with Amendments. Commissioner Taber seconded the **MOTION**. **MOTION was approved.**

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Commissioner Auger made a **MOTION** to adjourn the meeting at 8:09 pm. Commissioner Carr seconded this **MOTION**.

TIME MEETING ADJOURNED: 8:09 pm.

NAME OF PERSON TAKING MINUTES: Lorinda Giarrusso

Brett Taber, Commissioner

Date

Sara Auger, Commissioner, Chair

Date

Carolyn Renken, Treasurer

Date

Respectfully submitted by Lorinda Giarrusso, District Clerk