



St. James Parish Council

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Vacherie, Louisiana 70090
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council@stjamesparishla.gov

Ryan Louque
Chairman

Vondra Etienne-Steib
Vice-Chairwoman

Linda Hubbell
Secretary

January 6, 2026

Honorable Members
St. James Parish Council

The St. James Parish Council will meet in regular session on Wednesday, January 7, 2026 at 6:00 p.m. in the Council Chambers of the Parish Courthouse in Convent, Louisiana.

Prior to the meeting, at 6:00 p.m., a public hearing will be held on the following item:

- Proposed Ordinance 25-28, An ordinance to authorize the purchase of immovable property by the Parish of St. James from Construction Maintenance, Inc.

Please make every effort to attend.

Sincerely,

Linda Hubbell
Secretary

cc: Parish President Pete Dufresne & Staff
Assistant District Attorney Adam Koenig
The News Examiner/Enterprise
The Morning Advocate
L'Observateur

Note: St. James Parish will provide, upon request, reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact 1-800-846-5277 (TDD), 1-800-947-5277 (Voice) or 562-2400 (Handicapped) to discuss the particular accommodation needed.

Todd Poche **Courtney Long** **Ryan Louque** **Neal Poche** **Anthony Jasmin** **Vondra Steib** **Donald Nash**

District 1

District 2

District 3

District 4

District 5

District 6

District 7

AGENDA
ST. JAMES PARISH COUNCIL
Parish Courthouse – 5800 Hwy 44, Convent, LA
WEDNESDAY, JANUARY 7, 2026

6:00 P.M. PUBLIC HEARING

1. Proposed Ordinance 25-28, An ordinance to authorize the purchase of immovable property by the Parish of St. James from Construction Maintenance, Inc. (Dufresne)
2. Adjourn

6:00 P.M. REGULAR MEETING

I. CALL TO ORDER & ROLL CALL

II. PRAYER & PLEDGE

III ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

IV. MINUTES

1. Approval of the December 17, 2025 public hearing minutes.
2. Approval of the December 17, 2025 regular meeting minutes.

V. PRESIDENT'S REPORT

VI. PUBLIC COMMENT on any agenda item requiring a Council vote in accordance with La. R.S. 42:14.

VII. PRESENTATION – None

VIII. APPOINTMENTS TO BOARDS AND COMMISSIONS

1. Resolution appointing Jamoine Picou to the St. James Parish Planning Commission as a Representative of the St. James Parish Volunteer Fire Department (Louque)

IX. OLD BUSINESS

1. Update of drainage study from Forrestal Street to Pool Lane (Nash)
2. Update of Multipurpose Building (Etienne-Steib)
3. Action on Ordinance 25-28, An ordinance to authorize the purchase of immovable property by the Parish of St. James from Construction Maintenance, Inc. (Dufresne)

X. NEW BUSINESS

1. Resolution to approve disbursement of payroll numbers 1, 2, and 3 for the month of January 2026 (Chair)
2. Resolution to approve disbursement of funds to pay pending current invoices and payables (Chair)
3. Resolution authorizing the Office of the Parish President to advertise and take bids for vehicles for St. James Parish Government Department of Emergency Preparedness (Dufresne)
4. Resolution authorizing the Parish President to enter into a Driveway Access Servitude Agreement between St. James Parish Government and the Society of St. Vincent De Paul, for property located at 1889 West Main Street, Lutcher, Louisiana (Dufresne)
5. Resolution authorizing St. James Parish President Peter Dufresne to sign a Cooperative Endeavor Agreement with the Louisiana Department of Veterans Affairs (Dufresne)
6. Resolution accepting change order #4 from B.E.T. Construction, Inc. for the Vacherie Senior Center project (Dufresne)

XI. DIRECTOR'S REPORT

XII. COUNCIL MEMBER'S REPORT

XIII. MOTION TO ADJOURN

To view backup documentation please visit www.stjamesla.com/agendacenter

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At a regular meeting of the St. James Parish Council, State of Louisiana, held on December 17, 2025, the following entitled ordinance was introduced by Councilman Long and seconded by Councilman Jasmin, laid over for publication of notice of Public Hearing, and ordered filed with the Secretary for public inspection:

PROPOSED ORDINANCE 25-28
ST. JAMES PARISH COUNCIL

AN ORDINANCE TO AUTHORIZE THE PURCHASE OF IMMOVABLE PROPERTY BY THE PARISH OF ST. JAMES FROM CONSTRUCTION MAINTENANCE, INC.



WHEREAS, St. James Parish Government is experiencing significant growth due to increasing service demands and operational expansion. As a result, the St. James Parish Government's current laydown yard, which houses critical inventory and equipment, is no longer sufficient to support ongoing and future operations.

WHEREAS, St. James Parish Government seeks to acquire additional three acres of property with a shop and office buildings to provide St. James Parish with long-term cost savings and efficiency. Consolidating the Fleet, Road & Bridge, and Drainage divisions in one central location improves coordination, reduces travel and maintenance downtime, and ensures quicker response to parish needs. Owning the property secures space for equipment storage and future growth, and strengthens the parish's ability to provide reliable infrastructure and drainage services to residents.

WHEREAS, the immovable property and improvements to be transferred to St. James Parish Government is located at 1215 S. David Avenue, Lutcher, LA and is more fully described and is attached as a part herein, labeled Exhibit "A" and was offered and accepted by owner to purchase for the sum of \$425,000.00 which is the appraised value.

NOW, THEREFORE, BE IT ORDAINED, by the St James Parish Council, acting as the governing authority of the Parish of St. James, State of Louisiana, that

SECTION 1: The Parish hereby approves the purchase of immovable property for the appraised value said property located in 1215 S. David Ave., Lutcher, LA from Construction Maintenance, Inc. to St. James Parish as more fully described in Exhibit "A", through the execution of any and all documents necessary in order to effectuate the purchase of said immovable property and improvements to St. James Parish, and that the Parish President be and he is hereby authorized and empowered to execute and all such documents for, on behalf of St. James Parish, in the manner of, and under the official seal of the Parish.

SECTION 2: The Parish President, Peter A. Dufresne, is hereby further authorized, empowered, and directed for, on behalf of, and in the name of the St. James Parish Government to execute and deliver any and all instruments, documents, and certificates which may be required to accomplish this purchase of the title and/or ownership of said immovable property and improvements in his sole discretion, or as may otherwise be required or necessary, convenient, or appropriate to the transactions described in this ordinance.

SECTION 3: The Parish President, Peter A. Dufresne is hereby further authorized and directed to approve for, on behalf of, and in the name of the St. James Parish Government any changes, additions, or deletions in any of the documents, instruments, or certificates referred to in this ordinance. The signature of the Parish President, upon such documents set forth above or as may be otherwise required for or necessary, convenient, or appropriate to the manner described in this ordinance or required by the State of Louisiana, are deemed to be conclusive evidence of their due exercise of the authority vested in him hereunder; and,

BE IT, FURTHER, ORDAINED, by the St. James Parish Council, that the transfer of the immovable property and improvements, more fully described in Exhibit "A" which includes all land, buildings, additions, servitudes, right of ways and improvements of any kind, shall be accepted.

EXHIBIT "A"

A certain lot or portion of ground, together with all the buildings and improvements thereon and thereunto belonging or anywise appertaining, situated in the Town of Lutcher, Louisiana, in the Subdivision of a portion of David Plantation in accordance with a plan of survey of Derald F. Woods Civil Engineer, dated April 1, 1957, a blue print of which is recorded in the Clerk of Court records of St. James Parish, Louisiana, which lot is more fully described as follows:

Said lot commences at the northwest corner of Lot No. 4, Square 5 and runs N27°48'W a distance of two hundred twenty-four and 2/10th (224.2') feet; thence N58°07'E a distance of seven hundred thirty-one and 9/10th (731.9') feet; thence S27°48'E a distance of two hundred seventy-six and 3/10th (276.3') feet to the northeast corner of Lot No. 1 Square 4; thence S62°12'W a distance of seven hundred and thirty (730') feet to the point of beginning. Said lot is bounded on the north by the right of way of the Y.& M.V.R.R.; on the east by David Avenue; on the south by Square Nos. 4 and 5 and Dale Street; and on the west by Lawrence Street.

Municipal address is 1215 S. David Avenue, Lutcher, LA 70071.

Being the same property acquired by H Construction and Supply Co., Inc. (Now Construction Maintenance, Inc.) from H&Z Construction and Supply Company by act of sale dated February 15, 1974 and recorded at COB 169, page 482, Entry No. 38035 of the records of St. James Parish, Louisiana.

The following resolution was offered and moved for adoption by Councilman _____, seconded by Councilman _____:

RESOLUTION 26-
ST. JAMES PARISH COUNCIL

A RESOLUTION APPOINTING JAMOINE PICOU TO THE ST. JAMES PARISH PLANNING COMMISSION AS A REPRESENTATIVE OF THE ST. JAMES PARISH VOLUNTEER FIRE DEPARTMENT



WHEREAS, Jon Hotard, the representative of the Volunteer Fire Department has resigned, causing a vacancy; and,

WHEREAS, it is the wishes of the Parish Council that Jamoine Picou be appointed to fill the vacancy and complete said term.

NOW, THEREFORE BE IT RESOLVED, by the St. James Parish Council, that Jamoine Picou, 9570 Hwy 44, Convent, LA, 70723 is hereby appointed as the St. James Parish Volunteer Fire Department's appointment to the St. James Parish Planning Commission, with said term running with that of the St. James Parish Council.

And the resolution was declared adopted on this, the 7th day of January 2026.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 7th day of January 2026.

Signed at Vacherie, Louisiana, this 8th day of January 2026.

(S E A L)

Linda Hubbell
Secretary

The following ordinance which was previously introduced at a regular meeting held on December 17, 2025, a summary thereof having been published in the official journal together with a notice of public hearing which was held in accordance with said public notice, was brought up for final passage on a motion offered by Councilman _____ and seconded by Councilman _____:

ORDINANCE 25-28
ST. JAMES PARISH COUNCIL



AN ORDINANCE TO AUTHORIZE THE PURCHASE OF IMMOVABLE PROPERTY BY THE PARISH OF ST. JAMES FROM CONSTRUCTION MAINTENANCE, INC.

WHEREAS, St. James Parish Government is experiencing significant growth due to increasing service demands and operational expansion. As a result, the St. James Parish Government's current laydown yard, which houses critical inventory and equipment, is no longer sufficient to support ongoing and future operations.

WHEREAS, St. James Parish Government seeks to acquire additional three acres of property with a shop and office buildings to provide St. James Parish with long-term cost savings and efficiency. Consolidating the Fleet, Road & Bridge, and Drainage divisions in one central location improves coordination, reduces travel and maintenance downtime, and ensures quicker response to parish needs. Owning the property secures space for equipment storage and future growth, and strengthens the parish's ability to provide reliable infrastructure and drainage services to residents.

WHEREAS, the immovable property and improvements to be transferred to St. James Parish Government is located at 1215 S. David Avenue, Lutcher, LA and is more fully described and is attached as a part herein, labeled Exhibit "A" and was offered and accepted by owner to purchase for the sum of \$425,000.00 which is the appraised value.

NOW, THEREFORE, BE IT ORDAINED, by the St James Parish Council, acting as the governing authority of the Parish of St. James, State of Louisiana, that

SECTION 1: The Parish hereby approves the purchase of immovable property for the appraised value said property located in 1215 S. David Ave., Lutcher, LA from Construction Maintenance, Inc. to St. James Parish as more fully described in Exhibit "A", through the execution of any and all documents necessary in order to effectuate the purchase of said immovable property and improvements to St. James Parish, and that the Parish President be and he is hereby authorized and empowered to execute and all such documents for, on behalf of St. James Parish, in the manner of, and under the official seal of the Parish.

SECTION 2: The Parish President, Peter A. Dufresne, is hereby further authorized, empowered, and directed for, on behalf of, and in the name of the St. James Parish Government to execute and deliver any and all instruments, documents, and certificates which may be required to accomplish this purchase of the title and/or ownership of said immovable property and improvements in his sole discretion, or as may otherwise be required or necessary, convenient, or appropriate to the transactions described in this ordinance.

SECTION 3: The Parish President, Peter A. Dufresne is hereby further authorized and directed to approve for, on behalf of, and in the name of the St. James Parish Government any changes, additions, or deletions in any of the documents, instruments, or certificates referred to in this ordinance. The signature of the Parish President, upon such documents set forth above or as may be otherwise required for or necessary, convenient, or appropriate to the manner described in this ordinance or required by the State of Louisiana, are deemed to be conclusive evidence of their due exercise of the authority vested in him hereunder; and,

BE IT, FURTHER, ORDAINED, by the St. James Parish Council, that the transfer of the immovable property and improvements, more fully described in Exhibit "A" which includes all land, buildings, additions, servitudes, right of ways and improvements of any kind, shall be accepted.

This ordinance having been submitted to a vote; the vote thereon was as follows:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

And, the ordinance was declared adopted on this, the 7th day of January 2025.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the St. James Parish Council in regular meeting held on the 7th day of January 2026.

Signed at Vacherie, Louisiana, this 8th day of January 2026.

(S E A L)

Linda Hubbell
Secretary

EXHIBIT "A"

A certain lot or portion of ground, together with all the buildings and improvements thereon and thereunto belonging or anywise appertaining, situated in the Town of Lutcher, Louisiana, in the Subdivision of a portion of David Plantation in accordance with a plan of survey of Derald F. Woods Civil Engineer, dated April 1, 1957, a blue print of which is recorded in the Clerk of Court records of St. James Parish, Louisiana, which lot is more fully described as follows:

Said lot commences at the northwest corner of Lot No. 4, Square 5 and runs N27°48'W a distance of two hundred twenty-four and 2/10th (224.2') feet; thence N58°07'E a distance of seven hundred thirty-one and 9/10th (731.9') feet; thence S27°48'E a distance of two hundred seventy-six and 3/10th (276.3') feet to the northeast corner of Lot No. 1 Square 4; thence S62°12'W a distance of seven hundred and thirty (730') feet to the point of beginning. Said lot is bounded on the north by the right of way of the Y. & M.V.R.R.; on the east by David Avenue; on the south by Square Nos. 4 and 5 and Dale Street; and on the west by Lawrence Street.

Municipal address is 1215 S. David Avenue, Lutcher, LA 70071.

Being the same property acquired by H Construction and Supply Co., Inc. (Now Construction Maintenance, Inc.) from H&Z Construction and Supply Company by act of sale dated February 15, 1974 and recorded at COB 169, page 482, Entry No. 38035 of the records of St. James Parish, Louisiana.

The following resolution was offered and moved for adoption by Councilman _____, seconded by Councilman _____:

RESOLUTION 26-
ST. JAMES PARISH COUNCIL

**A RESOLUTION TO APPROVE DISBURSEMENT OF PAYROLL
NUMBERS 1, 2 AND 3 FOR THE MONTH OF JANUARY 2026.**



WHEREAS, the employee payrolls for January 2026 will be reflected in the payroll disbursement report presented to the Parish Council as Payroll is completed.

WHEREAS, according to the Home Rule Charter, Article III §C(2)(a)(v), all checks and warrants drawn against the parish treasury shall be approved by a majority vote of the St. James Parish Council and the Parish Council by Resolution authorizes the administration to execute, sign or countersign any such check or draft in accordance with said provision.

THEREFORE, BE IT RESOLVED, that the St. James Parish Council does hereby approve disbursement of the January payrolls up to \$700,000 per payroll and further authorizes the Parish President and Director of Finance to execute all necessary documents, including but not limited to wire transfer forms with financial services institutions, to perfect the disbursement of payroll.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

And the resolution was declared adopted on this, the 7th day of January 2026.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 7th day of January 2026.

Signed at Vacherie, Louisiana, this 8th day of January 2026.

(S E A L)

Linda Hubbell
Secretary

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

RESOLUTION 26-
ST. JAMES PARISH COUNCIL

**A RESOLUTION TO APPROVE DISBURSEMENT OF FUNDS TO PAY
PENDING CURRENT INVOICES AND PAYABLES**



WHEREAS, invoices payable to vendors, employees and other reimbursements due and all other current payables to be processed this week; and.

WHEREAS, according to the Home Rule Charter, Article III §C(2)(a)(v), all checks and warrants drawn against the parish treasury shall be approved by a majority vote of the St. James Parish Council and the Parish Council by Resolution authorizes the administration to execute, sign or countersign any such check or draft in accordance with said provision.

THEREFORE, BE IT RESOLVED, that the St. James Parish Council does hereby approve the disbursement of funds per the distribution report presented to the Parish Council reflecting the pending current invoices and other payables as of Thursday, January 8, 2026.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

And the resolution was declared adopted on this, the 7th day of January 2026.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 7th day of January 2026.

Signed at Vacherie, Louisiana, this 8th day of January 2026.

(S E A L)

Linda Hubbell
Secretary

The following resolution was offered and moved for adoption by Councilman _____, seconded by Councilman _____:

RESOLUTION 26-
ST. JAMES PARISH COUNCIL



**A RESOLUTION AUTHORIZING THE OFFICE OF THE PARISH
PRESIDENT TO ADVERTISE AND TAKE BIDS FOR VEHICLES FOR ST
JAMES PARISH GOVERNMENT DEPARTMENT OF EMERGENCY
PREPAREDNESS**

WHEREAS, the St. James Parish Government is in need of new vehicles for St. James Parish Government; and,

WHEREAS, the Office of the Parish President will advertise for a bid as required by law.

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that the Office of the Parish President, is hereby authorized to advertise and take bids for vehicles for St. James Parish Government.

And the resolution was declared adopted on this, the 7th day of January 2026.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 7th day of January 2026.

Signed at Convent, Louisiana, this 7th day of January 2026.

(S E A L)

Linda Hubbell
Secretary

The following resolution was offered and moved for adoption by Councilman _____, seconded by Councilman _____:

RESOLUTION 26-
ST. JAMES PARISH COUNCIL



**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO ENTER
INTO A DRIVEWAY ACCESS SERVITUDE AGREEMENT BETWEEN ST.
JAMES PARISH GOVERNMENT AND THE SOCIETY OF ST. VINCENT
DE PAUL, FOR PROPERTY LOCATED AT 1889 WEST MAIN STREET,
LUTCHER, LOUISIANA**

WHEREAS, St. James Parish Government has identified the need for a driveway access servitude to provide ingress and egress for Parish purposes, including public access, over property owned by the Society of St. Vincent de Paul and located at **1889 West Main Street, Town of Lutcher, St. James Parish, Louisiana**; and

WHEREAS, the Society of St. Vincent de Paul has agreed to grant St. James Parish Government a driveway access servitude for said purpose, as more particularly described in a written servitude agreement and accompanying exhibit; and

WHEREAS, it is necessary and in the best interest of St. James Parish Government to formally authorize the Parish President to execute said servitude agreement and any related documents on behalf of the Parish.

NOW, THEREFORE, BE IT RESOLVED by the St. James Parish Council, in legal session convened, that the Parish President, **Pete Dufresne**, is hereby **authorized and empowered** to execute and enter into a **Driveway Access Servitude Agreement** between St. James Parish Government and the Society of St. Vincent de Paul, including any exhibits, amendments, or documents necessary to effectuate the servitude.

BE IT FURTHER RESOLVED that said servitude shall provide for driveway ingress and egress, including public access, and shall be recorded in the Conveyance Records of St. James Parish, Louisiana, in accordance with law.

And the resolution was declared adopted on this, the 7th day of January 2026.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 7th day of January 2026.

Signed at Vacherie, Louisiana, this 8th day of January 2026.

(S E A L)

Linda Hubbell
Secretary

Exhibit A





DRIVEWAY ACCESS SERVITUDE AGREEMENT

STATE OF LOUISIANA
PARISH OF ST. JAMES

THIS DRIVEWAY ACCESS SERVITUDE AGREEMENT (the "Agreement") is made and entered into as of the ____ day of _____, 20____, by and between:

ST. JAMES PARISH GOVERNMENT, a political subdivision of the State of Louisiana, domiciled in St. James Parish, Louisiana, hereinafter referred to as "PARISH" or "Dominant Estate",

and

THE SOCIETY OF ST. VINCENT DE PAUL, a Louisiana non-profit organization, owner of certain immovable property located at 1889 West Main Street, Town of Lutcher, St. James Parish, Louisiana, hereinafter referred to as "OWNER" or "Servient Estate."

1. PROPERTY DESCRIPTION

The Servient Estate is more particularly described in Exhibit "A" attached hereto and made a part hereof.

2. GRANT OF SERVITUDE

OWNER does hereby grant, bargain, convey, and establish unto PARISH a perpetual driveway access servitude for ingress and egress over, across, and through the Servient Estate, as depicted on Exhibit "A."

3. PURPOSE AND PUBLIC ACCESS

The servitude is granted for vehicular and pedestrian access, including but not limited to Parish vehicles, emergency vehicles, service vehicles, and the general public accessing

Parish facilities or services. This servitude shall be deemed a public access servitude and may be used by the public without restriction, subject to lawful governmental purposes.

4. MAINTENANCE AND REPAIRS

PARISH shall be responsible for the maintenance and repair of the servitude area and shall keep the same in a safe and passable condition.

5. NO OBSTRUCTION

OWNER shall not place or permit any obstruction within the servitude area that would interfere with access or use.

6. TERM

This servitude shall be perpetual, shall run with the land, and shall be binding upon the parties and their successors and assigns.

7. RECORDATION

This Agreement shall be recorded in the Conveyance Records of St. James Parish, Louisiana.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

ST. JAMES PARISH GOVERNMENT

By: _____
Title: _____

SOCIETY OF ST. VINCENT DE PAUL

By: _____
Title: _____

EXHIBIT "A"

Legal Description and/or Survey Plat of Driveway Access Servitude Area (Attached)

The following resolution was offered and moved for adoption by Councilman _____, seconded by Councilman _____:

RESOLUTION 26-
ST. JAMES PARISH COUNCIL

A RESOLUTION AUTHORIZING ST. JAMES PARISH PRESIDENT PETER DUFRESNE TO SIGN A COOPERATIVE ENDEAVOR AGREEMENT WITH THE LOUISIANA DEPARTMENT OF VETERANS AFFAIRS



WHEREAS, Louisiana Statute L.A. R.S. 29:260-262, provides for enabling legislation for the LA Department of Veterans Affairs to estimate and recover part of the operations cost of the Parish Veterans service offices; and,

WHEREAS, LA Statute also provides that LDVA shall not contribute more than 75% for the operations and maintenance of such Parish Veterans services offices; and,

WHEREAS, Statute also provides that Parish Government shall provide office space for the operations of Veterans' offices; and,

WHEREAS, St. James Parish desires to support local veterans and their access to benefits and services by providing for both the cost and operation of a Veterans service office in St. James Parish; and,

WHEREAS, St. James Parish Government shall contribute to the support of the Veterans' service office by paying LDVA an annual total of \$11,204.84 in minimum monthly payment of \$933.74; and,

WHEREAS, This Cooperative Endeavor Agreement shall be in effect from January 1, 2026 to December 31, 2026.

THEREFORE, BE IT RESOLVED, by the ST. James Parish Council, that St. James Parish President Peter Dufresne is hereby authorized to sign a Cooperative Endeavor Agreement with the Louisiana Department of Veterans Affairs to provide and maintenance for a Veterans' service office in St. James Parish.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

And the resolution was declared adopted on this, the 7th day of January 2026.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 7th day of January 2026.

Signed at Vacherie, Louisiana, this 8th day of January 2026.

(S E A L)

Linda Hubbell
Secretary



**COOPERATIVE ENDEAVOR AGREEMENT
BETWEEN
ST. JAMES PARISH COUNCIL
AND
LOUISIANA DEPARTMENT OF VETERANS AFFAIRS**

THIS COOPERATIVE AGREEMENT is made and entered into on _____ by and between St. James Parish Council, hereafter referred to as Parish/Municipality, a political subdivision of the State of Louisiana represented by Pete Dufresne, President, and the Louisiana Department of Veterans Affairs (hereafter referred to as LDVA), a state agency within the Executive Branch of the State of Louisiana represented by its Secretary, Charlton Meginley.

ARTICLE I

WHEREAS, Louisiana Revised Statutes, including but not limited to La R.S. 29:260-262, as amended and reenacted, specifically provide enabling legislation for LDVA to estimate and recover part of the operations cost of parish Veterans' Service Offices. Specifically, La. R.S. 29:260-262 provides that LDVA shall not contribute more than seventy-five percent (75%) for the operation and maintenance of such parish Veterans' Service Offices; that police juries and municipal governing authorities may make appropriations out of funds for the purpose of providing or assisting in providing for the maintenance and operation of Veterans' Service Offices established by LDVA; that police juries and municipal governing authorities shall provide office space for the operation of Veterans' Service Offices established by LDVA pursuant to law; and the cost of providing such office space shall not be considered as any payment or contribution required toward the expense of operation and maintenance of such Veterans' Service Office space.

ARTICLE II

WHEREAS, Parish/Municipality desires to support local veterans and improve their access to benefits and services by providing for both the cost to maintain and operate Veterans' Service Offices and space to house such service offices as provided by law.

ARTICLE III

WHEREAS, LDVA, whose physical office is located at 602 N. Fifth Street, Baton Rouge, Louisiana, 70802, and whose official mailing address is P.O. Box 94095 Capitol Station, Baton Rouge, Louisiana, 70804-9095, received funds in Fiscal Year 2026 to provide such services to veterans in Parish/Municipality.

ARTICLE IV

WHEREAS, both LDVA and Parish/Municipality desire to memorialize their respective fiscal, operational, and maintenance obligations relative to the establishment of a Veterans' Service Office in Parish/Municipality,

NOW THEREFORE, LDVA and Parish/Municipality, each having authority to do so, agree as follows:

I. OBLIGATIONS OF THE PARTIES.

A. Obligations of LDVA

1. LDVA shall provide information to veterans residing in or near Parish/Municipality and their dependents through various outlets including but not limited to the news media, internet, reading materials, and personal consultation about benefits to which they are entitled, including medical services, compensation and pension programs, education, home loan guarantees, employment, benefits for patients in a nursing home, insurance benefits, referrals to housing and mental health providers, and last interment benefits.
2. LDVA shall provide a highly trained Veterans Assistance Counselor at said service office.
3. LDVA shall make every reasonable effort to ensure that the designated Veterans' Service Office is staffed two (2) days per week on the following days, to wit: Tuesday and Thursday, excluding applicable holidays, training periods, inclement weather closures, etc. LDVA will endeavor to update the parish or municipality of any office closure that may occur, should the need arise. However, in the event of staffing issues, LDVA may perform their duties remotely via virtual means as determined by LDVA needs.
4. LDVA shall designate a contract monitor to ensure that the parties meet their obligations described herein and identify said person, along with their mailing address, email address, and phone number to Parish/Municipality.

B. Obligations of Parish/Municipality

1. Parish/Municipality shall provide office space for the Veterans' Service Office that offers a safe location for LDVA employees and clients, space for private client interviews, secure storage of client files, and accessibility for disabled visitors. Said space shall be located at 2430 Louisiana Avenue, Lutcher, LA 70071.
2. Parish/Municipality shall provide for all utilities and Internet expenses, as well as 28.05% of phone service costs, as part of its obligation to provide space for the Veterans' Service Office.
3. Parish/Municipality shall provide funding to LDVA in the amount described herein to support the cost to operate and maintain the Veterans' Service Office.

II. FUNDING AND REPORTING

A. Compensation and Disbursement

1. Parish/Municipality shall contribute to the support of the Veterans' Service Office by paying LDVA a total of \$11,204.84 in minimum monthly payments of \$933.74.
2. Parish/Municipality shall make payments by check or electronic means only, payable to LDVA. Prior to making the first payment, Parish/Municipality shall select its preferred method and communicate the choice to LDVA.

B. Reporting

1. Upon request, LDVA shall provide an operations report on the number of veteran contacts and claims processed that period.
2. LDVA shall also include within that report any additional information that might assist in communicating and demonstrating the positive impact to the community of the services provided by LDVA.

C. Invoicing

1. LDVA shall submit to Parish/Municipality an invoice for the payment described herein on a quarterly basis.
2. Parish/Municipality may pay monthly, and shall pay LDVA the full sum of the invoiced amount no later than 30 days after receipt of this invoice.

III. TERM

- A. This Cooperative Endeavor Agreement shall be in effect from January 1, 2026, to December 31, 2026.

IV. TERMINATION

- A. Parish/Municipality may terminate this Agreement at any time during the term of the Agreement by giving the Contractor written notice of its intention to terminate at least thirty (30) days before the intended date of termination. The Parish/Municipality must provide the reason for termination and reason why it cannot comply with the Louisiana Revised Statutes referenced above. Upon termination by the Parish/Municipality or the failure of Parish/Municipality to meet its obligations defined herein, LDVA may close the Veterans Service Office operated in Parish/Municipality.

V. CONTROLLING LAW

- A. The validity, interpretation, and performance of this Agreement shall be controlled by and construed in accordance with the laws of the State of Louisiana.

VI. LEGAL COMPLIANCE

- A. LDVA and Parish/Municipality shall comply with all federal, state, and local laws and regulations, including, specifically, but without limitation, the Louisiana Code of Governmental Ethics (R.S. 42:1101, *et seq.*), in carrying out the provisions of this Agreement.

VII. PUBLIC LIABILITY/INDEMNIFICATION

- A. LDVA will indemnify, defend, and hold harmless Parish, including Parish's employees and agents, from and against any and all claims or liabilities arising from the fault of LDVA, its employees, or agents in carrying out LDVA's duties and obligations under the terms of this agreement. The Parish will indemnify, defend, and hold harmless LDVA, including LDVA's employees, delegates, agents, and representatives from and against any and all claims or liabilities arising from the fault of Parish, its employees, or agents in carrying out the Parish's duties and obligations under the terms of this agreement. This section will survive the termination of this agreement. In the event that either party takes any action to enforce this mutual indemnity provision, the prevailing party shall be entitled to recover reasonable attorney's fees and costs arising as a result thereof.

- B. Nothing herein is intended, nor shall be deemed to create a third-party beneficiary to or for any obligation by any party hereto or to authorize any third person to have any action against any party hereto arising out of this Agreement.
- C. LDVA is responsible for any and all insurance or other liability requirements related to the operations or activities associated with this agreement. LDVA will ensure that it has insurance coverage for any general liability claims occurring at the premise provided by the Parish as well as insurance coverage for any LDVA contents located at the premise provided by the Parish. In addition, LDVA agrees that all insurance policies required by the agreement will be primary, will include a waiver of subrogation in favor of the Parish as to workers' compensation claims, and will identify the Parish as an additional insured.

VIII. SEVERABILITY

- A. If any term, covenant, condition, or provision of this Agreement or the application thereof to any person or circumstance shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, condition, or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition, and provision of this Agreement shall be valid and be enforced to the fullest extent of the law.

IX. NOTICES

- A. Legal notices to the parties shall be mailed to the following persons and addresses via certified United States mail, to wit:

1. LDVA:
Charlton J. Meginley
SECRETARY
Louisiana Department of Veterans Affairs
P. O. Box 94095, Capitol Station
Baton Rouge, Louisiana 70804-9095

2. ST. JAMES PARISH COUNCIL:
Pete Dufresne
PRESIDENT
P.O. Box 106
Convent, LA 70723

IN WITNESS WHEREOF, the parties have executed this Cooperative Endeavor Agreement on the day, month, and year first written above.

SIGNATURES:

ST. JAMES PARISH COUNCIL

BY: _____
PETE DUFRESNE, PRESIDENT

Witnessed by: _____

(Signature) _____
(Signature)

(Printed Name) _____
(Printed Name)

LA DEPARTMENT OF VETERANS AFFAIRS

BY: _____
CHARLTON J. MEGINLEY, SECRETARY

Witnessed by: _____

(Signature) _____
(Signature)

(Printed Name) _____
(Printed Name)



St. James Parish Council Cooperative Agreement Summary 2026

	Total Parish Expenses	Parish Contribution (28.05%)
Salaries & Benefits:	\$32,775.72	\$9,192.06
Travel	\$909.46	\$255.06
Supplies	\$403.34	\$113.12
Postage, Equip. Maintenance	\$114.69	\$32.17
Telephone & Internet	\$540.91	\$151.70
Professional Services	\$333.15	\$93.43
Acquisitions	\$173.29	\$48.60
OTS Migration	\$1,446.80	\$405.76
Subtotal:	\$36,697.37	\$10,291.91
*Administration Expense		\$912.93
Total:		\$11,204.84

*Share of costs related to human resources, accounting, payment processing, etc. (2.5% of total state expenses)

Economic Impact of St James Parish Veterans' Service Office:

\$7,577,093 in Compensation and Pension benefits for a veteran population of 644.
(According to US Department of Veterans Affairs FY24 Summary of Expenditures)

Louisiana Department of Veterans Affairs
State of Louisiana

JEFF LANDRY
GOVERNOR



CHARLTON J. MEGINLEY
SECRETARY

December 29, 2025

The Honorable Pete Dufresne
President, St. James Parish Council
P.O. Box 106
Convent, LA

Dear President Dufresne,

As another fiscal year draws to an end, we are excited to share the results of our efforts to serve the 644 veterans and their families living in your community. With your support, our Veterans Assistance Counselors helped to bring in over \$7,577,093 in Compensation and Pension benefits from the US Department of Veterans Affairs to your parish.

We look forward to continuing our partnership in the new fiscal year and have attached the updated Cooperative Endeavor Agreement (CEA) for January 1, 2026, to December 31, 2026, for your review and signature. In addition, we have included an explanation of how the contribution amount was determined. Since 2020, we have done all we can to keep the requested payment as low as possible in order to allow your parish to recover from the impacts of the COVID epidemic; however, our operating expenses have grown, and we are no longer able to avoid an increase. Over the last five years, the legislature has granted three much-needed salary increases for our Veterans Assistance Counselors. Additionally, our expenses for supplies, technology services, travel, etc. have gone up each year. In order to continue providing the best service possible to the veterans in your parish, we must ask for a higher contribution amount this year.

Please sign the agreement as soon as you are able and return it to us either by email or mail. We will send an executed original to your office.

If you have any questions or concerns, I can be reached in my office at (225) 505-1651 or by email at kelsey.eckelberger@la.gov.

Once again, LDVA thanks you for your unwavering commitment to Louisiana's veterans, and we look forward to working with you to serve those who have done so much for us.

Sincerely,

Kelsey Eckelberger
Veterans Assistance Manager
Louisiana Department of Veterans Affairs
VA Accreditation #45361
337.893.2072 (o)
225.505.1651 (c)

The following resolution was offered and moved for adoption by Councilman _____, seconded by Councilman _____:

**RESOLUTION 26-
ST. JAMES PARISH COUNCIL**

**A RESOLUTION ACCEPTING CHANGE ORDER #4 FROM B.E.T.
CONSTRUCTION, INC. FOR THE VACHERIE SENIOR CENTER
PROJECT**



WHEREAS, the St. James Parish Council did receive bids, and awarded the lowest bid to B.E.T. Construction, Inc. as prescribed by law, for the Vacherie Senior Center project; and

WHEREAS, Change Order #4 includes a time extension due to unforeseen circumstances, including weather delays, extensive soil mitigation, (PEMB) structural modification resulting in delayed anchor bolt deliveries. The sum of the contract does not change.

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Change Order #4, is hereby accepted, and that Peter A. Dufresne, St. James Parish President and/or his designee, is hereby authorized to sign, execute, and administer all documents between B.E.T. Construction, Inc. and St. James Parish Government for Change Order #4.

And the resolution was declared adopted on this, the 7th day of January 2026.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 7th day of January 2026.

Signed at Vacherie, Louisiana, this 8th day of January 2026.

(S E A L)

Linda Hubbell
Secretary



AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)
Vacherie Senior Center
22080 Champion St.
Vacherie, LA 70090

CONTRACT INFORMATION:
Contract For: General Construction
Date: 07-08-2024

CHANGE ORDER INFORMATION:
Change Order Number: 004
Date: 12-19-2025

OWNER: (Name and address)
St. James Parish Government
5800 LA Hwy. 44
Convent, LA 70723

ARCHITECT: (Name and address)
Duplantis Design Group PC
314 E Bayou Road
Thibodaux, LA 70301

CONTRACTOR: (Name and address)
B.E.T. Construction, Inc.
301 Main Project Road
Schriever, LA 70395

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Time extension request due to unforeseen circumstances, including weather delays, extensive soil mitigation, (PEMB) structural modifications resulting in delayed anchor bolt deliveries.

The original Contract Sum was	\$ 6,116,732.00
The net change by previously authorized Change Orders	\$ 166,840.97
The Contract Sum prior to this Change Order was	\$ 6,283,572.97
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 6,283,572.97

The Contract Time will be increased by One Hundred Seventy-Eight (178) days.

The new date of Substantial Completion will be January 6, 2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.


ARCHITECT (Signature)

BY: Michael Bourgeois, AIA,
Architect

(Printed name, title, and license
number if required)

12/19/25
Date

CONTRACTOR (Signature)

BY: Emile Raynal, President

(Printed name and title)

Date

OWNER (Signature)

BY: Rick Webre, Director of
Operations

(Printed name and title)

Date



LA STATE CONTRACTOR'S LIC. # 27797

P.O. Box 5658 • THIBODAUX, LA 70302

PHONE: (985) 447-5764 • FAX: (985) 447-3171

December 19, 2025

DDG
314 Bayou Road
Thibodaux, 70301
ATTN: Mike Bourgeois, AIA

RE: Vacherie Senior Center – Time Extension

Mr. Bourgeois,

Good afternoon.

Per our conversation yesterday, I am submitting this request for a time extension for this project. Below are a few items that impacted the progress of this project.

First, weather delays. I have attached our rain log for the project. We only count rains where precipitation is above 0.15" and when we experience rain on successive days. Additionally, we stopped logging rain days once the building became weather tight, which was around the end of June. Based on these criteria, we experienced 91 weather impact days on this project. Keep in mind that these are only the days we recorded rain on the site. Progress can be impacted by rain even on days when there are no measurable amounts of rain. For example, you will notice that we experienced 15 rain days of the 24 we could have worked in the month of July 2024. Due to the excessive amount of rain, the site was virtually inaccessible and we only logged 3 work days at the site for the month of July, 2024.

Second, extensive site stabilization was added to the scope of work for the project in mid-August, 2024. The extra work included the removal of over 2,500 CY of existing soil, installing stabilizing fabric followed by hauling and installing over



LA STATE CONTRACTOR'S LIC. # 27797

P.O. Box 5658 • THIBODAUX, LA 70302

PHONE: (985) 447-5764 • FAX: (985) 447-3171

2,500 CY of new sand. This operation took over a month as we continued to experience extensive weather delays during this time.

Lastly, the re-engineering of the pre-engineered metal building created an extensive delay. Through this process, we did not receive foundation anchor bolts until the first week of January 2026. The anchor bolts are required to begin the foundation since they are embedded in the spread footings and foundation concrete. As such, we cannot pour concrete for the foundation without these items. With redesign and delivery delays, our concrete forming crew was not able to begin working on the site until January 8, 2025 (6 months after the notice to proceed).

The items listed above played a significant role in delaying the progress of this project and are beyond the control of the Contractor. I ask for your consideration of these items when establishing the new completion date for this project.

Do not hesitate to call if you have any question or need additional information, 985.413.9033.

Thank you in advance for your consideration.

Sincerely,

Greg Reynolds
B. E. T. Construction, Inc.
Project Manager

Vacherie Senior Center

Precipitation Log

No.	Date	Measured Precipitation Since Midnight (in)
1	6/28/25	0.29
2	6/27/25	0.26
3	6/25/25	0.24
4	6/19/25	0.31
5	6/18/25	0.25
6	6/17/25	0.22
7	6/16/25	0.17
8	6/15/25	0.17
9	6/14/25	2.15
10	6/13/25	0.28
11	6/11/25	0.50
12	6/10/25	0.40
13	6/9/25	0.15
14	6/8/25	0.46
15	5/29/25	0.77
16	5/28/25	0.26
17	5/24/25	0.14
18	5/23/25	0.20
19	5/21/25	0.20
20	5/10/25	0.13
21	5/9/25	1.47
22	5/7/25	2.67
23	5/6/25	0.20
24	5/3/25	0.33
25	4/25/25	0.18
26	4/21/25	1.07
27	4/6/25	0.72
28	3/31/25	0.80
29	3/29/25	0.34
30	3/24/25	0.46
31	3/15/25	0.65
32	3/8/25	0.13
33	3/4/25	0.43
34	2/24/25	0.25
35	2/23/25	1.49
36	2/19/25	1.34
37	2/18/25	0.23
38	2/16/25	0.39
39	2/12/25	0.28
40	1/13/25	0.30
41	1/12/25	0.42

Vacherie Senior Center

Precipitation Log

No.	Date	Measured Precipitation Since Midnight (in)
42	1/10/25	1.00
43	1/6/25	0.16
44	1/5/25	0.26
45	12/28/25	1.16
46	12/27/25	0.47
47	12/25/25	1.18
48	12/10/25	0.50
49	12/9/25	0.93
50	12/5/25	1.20
51	11/19/24	1.67
52	11/18/24	0.24
53	11/13/24	0.20
54	11/12/24	0.21
55	11/10/24	0.30
56	11/1/24	0.88
57	10/31/24	0.15
58	10/4/24	0.97
59	9/25/24	0.25
60	9/17/24	0.52
61	9/16/24	0.13
62	9/11/24	4.39
63	9/10/24	0.56
64	9/7/24	0.47
65	9/6/24	3.33
66	9/5/24	1.56
67	9/4/24	0.97
68	8/31/24	0.26
69	8/30/24	0.54
70	8/29/24	0.64
71	8/28/24	0.18
72	8/25/24	0.32
73	8/18/24	0.11
74	8/17/24	0.13
75	8/16/24	0.19
76	8/15/24	0.55
77	7/28/24	0.30
78	7/27/24	0.36
79	7/26/24	0.93
80	7/24/24	0.16
81	7/23/24	0.46
82	7/22/24	1.19

Vacherie Senior Center

Precipitation Log

No.	Date	Measured Precipitation Since Midnight (in)
83	7/21/24	0.13
84	7/19/24	0.30
85	7/18/24	0.20
86	7/17/24	0.73
87	7/16/24	0.30
88	7/12/24	0.32
89	7/11/24	0.68
90	7/10/24	0.20
91	7/9/24	0.28