



# ST. CHARLES PARISH

## OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057  
(985) 783-5125 • [www.stcharlesparish.gov](http://www.stcharlesparish.gov)

April 23, 2026

Mr. Charlton J. Meginley, Secretary  
Louisiana Department of Veterans Affairs  
P. O. Box 94095, Capital Station  
Baton Rouge, LA 70804-9095

Re: Cooperative Endeavor Agreement  
Office Space Located in St. Charles Parish Courthouse

Dear Mr. Meginley:

On Monday, April 20, 2026, the St. Charles Parish Council adopted Ordinance No. 26-4-5 approving and authorizing the execution of a Cooperative Endeavor Agreement with the Louisiana Department of Veterans Affairs and St. Charles Parish for the provision of office space located in the St. Charles Parish Courthouse, 15045 River Road, Hahnville, LA.

A copy of the ordinance along with three (3) partially executed agreements are enclosed. Please forward two (2) fully executed agreements in the enclosed return envelope to our office.

Sincerely,

  
MICHELLE IMPASTATO  
COUNCIL SECRETARY

MI/mr

Enclosures

cc: Parish Council  
Ms. Samantha de Castro via Electronic Notification

**2026-0124**

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT**

**ORDINANCE NO. 26-4-5**

An ordinance to approve and authorize the execution of a Cooperative Endeavor Agreement with the Louisiana Department of Veterans Affairs and St. Charles Parish for the provision of office space located in the St. Charles Parish Courthouse, 15045 River Road, Hahnville, LA.

**WHEREAS,** La. R.S. 29:260-262 provides that the Louisiana Department of Veterans Affairs (LDVA) shall not contribute more than 75% for the operation and maintenance of Veterans' Affairs 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 operations of Veterans Services Offices established by the LDVA; that Police Juries and Municipal Governing Authorities shall provide space for the operations of Veterans' Service Offices established by the LDVA pursuant to law; and,

**WHEREAS,** Ordinance No. 25-4-3 adopted on April 21, 2025, by the St. Charles Parish Council, approved and authorized the execution of a Cooperative Endeavor Agreement with the Louisiana Department of Veterans Affairs and St. Charles Parish for the provision of office space located in the St. Charles Parish Courthouse, 15045 River Road, Hahnville, LA; said agreement is in effect until December 31, 2025; and,

**WHEREAS,** St. Charles Parish desires to continue to support local veterans and improve their access to benefits by providing for both, the cost to maintain and operate a Veterans' Service Office; and,

**WHEREAS,** St. Charles Parish will provide office space for the Veterans' Service Office which offers a safe location for LDVA employees and clients.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That the Cooperative Endeavor Agreement with the Louisiana Department of Veterans Affairs and St. Charles Parish for the provision of services is hereby approved and accepted.

**SECTION II.** That the Parish President is hereby authorized to execute said Cooperative Endeavor Agreement on behalf of St. Charles Parish.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

**YEAS:** MOBLEY, FONSECA, WILSON, PILIE, COMARDELLE, O'DANIELS, FISHER, DEBRULER

**NAYS:** NONE

**ABSENT:** SKIBA

And the ordinance was declared adopted this 20<sup>th</sup> day of April, 2026, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: [Signature]

SECRETARY: Michelle Dupont

DLVD/PARISH PRESIDENT: April 20, 2026

APPROVED:  DISAPPROVED:

PARISH PRESIDENT: Matthew Jewell

RETD/SECRETARY: April 20, 2026

AT: 7:35 pm RECD BY: [Signature]



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**COOPERATIVE ENDEAVOR AGREEMENT**

**BETWEEN**

**ST. CHARLES PARISH COUNCIL**

**AND**

**LOUISIANA DEPARTMENT OF VETERANS AFFAIRS**

THIS COOPERATIVE AGREEMENT is made and entered into on \_\_\_\_\_ by and between St. Charles Parish Council, hereafter referred to as Parish/Municipality, a political subdivision of the State of Louisiana represented by Matthew Jewell, 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 Friday, 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 15045 River Road, Hahnville, LA 70057.
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 \$3,851.24 in minimum monthly payments of \$320.94.
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. CHARLES PARISH COUNCIL:  
 Matthew Jewell  
 PRESIDENT  
 P.O. Box 302  
 Hahnville, LA 70057

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

**SIGNATURES:**

**ST. CHARLES PARISH COUNCIL**

BY: Matthew Jewell

MATTHEW JEWELL, PRESIDENT

Witnessed by: Kay Monfey  
 (Signature)

Kay Monfey  
 (Printed Name)

Anthony Ago  
 (Signature)

Anthony Ago  
 (Printed Name)

**LA DEPARTMENT OF VETERANS AFFAIRS**

BY: \_\_\_\_\_

CHARLTON J. MEGINLEY, SECRETARY

Witnessed by: \_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Printed Name)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Printed Name)




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**St. Charles Parish Council Cooperative Agreement Summary**  
**2026**

	Total Parish Expenses	Parish Contribution (28.05%)
<b>Salaries &amp; Benefits:</b>	\$6,555.33	\$1,838.46
<b>Travel</b>	\$909.46	\$255.06
<b>Supplies</b>	\$403.34	\$113.12
<b>Postage, Equip. Maintenance</b>	\$114.69	\$32.17
<b>Telephone &amp; Internet</b>	\$540.91	\$151.70
<b>Professional Services</b>	\$333.15	\$93.43
<b>Acquisitions</b>	\$173.29	\$48.60
<b>OTS Migration</b>	\$1,446.80	\$405.76
<b>Subtotal:</b>	<b>\$10,476.98</b>	<b>\$2,938.31</b>
<b>*Administration Expense</b>		<b>\$912.93</b>
<b>Total:</b>		<b>\$3,851.24</b>

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

**Economic Impact of St Charles Parish Veterans' Service Office:**

**\$18,823,982 in Compensation and Pension benefits for a veteran population of 2,473.**

(According to US Department of Veterans Affairs FY24 Summary of Expenditures)