

AVOYELLES PARISH POLICE JURY
REGULAR SESSION, held in the meeting Room in the Courthouse, Marksville, La
Tuesday, July 8, 2025

The Police Jury of the Parish of Avoyelles Parish, State of Louisiana, met for a Regular Meeting at its meeting place on Tuesday, July 8, 2025, in the Police Jury Room of the Parish Courthouse, 312 North Main Street, Marksville.

There were present: Mark Borrel, Jacob Coco, Darrell Wiley, Clyde Benson, Allen Thomas, Sam Pearce, Travis Franks, Shawn Wilson, Twyla Lemoine, Assistant District Attorney-Jonathan Gaspard, Jenny Falls, Ronald Coco, Rhett Desselle- Pan American Engineers, Jimmy Landry, Civil Works Director- Kevin Bordelon, Davis Skoug, District Attorney Charles Riddle, Jay Callegari, Representative Daryl Deshotel, Doug Burke, Registrar of Voters Adam Bordelon, Rebecca Mayeux, Clerk of Court Connie Desselle, Maria Trichell, Tookie Pearce, Michelle Gunnels, Elizabeth West

Absent: McKinley Keller

The meeting opened with prayer, followed by the Pledge of Allegiance.

Roll call by Secretary-Treasurer.

On motion by Mark Borrel, seconded by Allen Thomas, to adopt the minutes of the Regular Meeting held on June 10, 2025, as printed in the Weekly News and emailed/mailed to all Jurors. On vote, the motion carried.

Allen Thomas, seconded by Shawn Wilson, to adopt the minutes of the Tourist Commission meeting held on June 30, 2025, as presented. On vote, the motion carried.

District Attorney-Home Rule Charter election & Marksville City Court clarification.

Representative Daryl Deshotel-Legislative update

Doug Burke-Kolder & Slaven Audit report

Jamal Juneau-authorize the use of property in Bay Hills for Fall Football.

On motion by Allen Thomas, seconded by Jacob Coco, to accept a memorial resolution for Glenn Goudeau. Resolution was read by Juror, Allen Thomas. On vote the motion carried.

On motion by Mark Borrel, seconded by Allen Thomas to appoint Jimmy Armand to the Avoyelles Water District board for 2 years. On vote, the motion carried.

After a public hearing was held at 4:45 pm, which no objection from the audience, a motion was offered by Mark Borrel, seconded Travis Franks to adopt Local Hospital Assessment Ordinance, as presented. On vote, the motion carried.

On motion by Mark Borrel, seconded by Shawm Wilson, to approve Candi Williams, Library Director salary increase to \$50,000. On vote, the motion carried.

On motion by Allen Thomas, seconded by Jacob Coco, to adopt a resolution calling an election on November 15th to levy a 20-mill ad valorem tax in Road District 2. On vote, the motion carried.

Yea	Travis Franks, Mark Borrel, Shawn Wilson, Clyde Benson, Allen Thomas, and Sam Pearce
Nay	Jacob Coco
Abstain	None
Absent	McKinley Keller

On motion by Mark Borrel, seconded by Allen Thomas, to declare the Weekly News as the official journal of the parish. On vote, the motion carried.

On motion by Jacob Coco, seconded by Shawn Wilson, to enter an Intergovernmental Agreement with the Town of Simmesport to exchange Pot Patcher for the use of a Pipe Jetta and drainage work. On vote, the motion carried.

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On motion by Jacob Coco, seconded by Allen Thomas to approve culvert purchase from Road District 2 account not to exceed \$3,500. On vote, the motion carried.

On motion by Clyde Benson, seconded by Shawn Wilson to award Road & Bridge, Off-Road Diesel Fuel bid as follows:

Lott Oil, Diamond B, Grayson Gravel, River Runs, Terral River Service and Moreau’s Material Yard.

On vote, the motion carried.

On motion by Jacob Coco, seconded by Clyde Benson, to award Knuckle Boom Loader to low bidder, PAC-Mac, Model KB2HJTKB 1820, Mack MD6, \$188,390.31. On vote, the motion carried.

On motion by Mark Borrel, seconded by Clyde Benson to approve Computers 911 estimate for upgrading microphone system \$8,784 in Division A Courtroom. On vote, the motion carried.

On motion by Shawn Wilson, seconded by Jacob Coco, to approve HUD Inspector, temporary full-time, until audit compliance with Tennant files. On vote, the motion carried.

On motion by Travis Franks, seconded by Allen Thomas, to advertise a Public Hearing on Tuesday, August 12th at 4:45 pm to amend Blighted property ordinance, Section 10-66 Fines. On vote, the motion carried.

On motion by Sam Pearce, seconded by Allen Thomas, to approve R.V. Park for Michelle Gunnells. On vote, the motion carried.

On motion by Sam Pearce, seconded by Travis Franks, to approve Plat for Sportsman Cove Subdivision for Tim Lambert. On vote, the motion carried.

On motion by Shawn Wilson, seconded by Mark Borrel, to approve HUD Administrative Plan \$3,250. On vote, the motion carried.

On motion by Allen Thomas, seconded by Jacob Coco, to approve lowest quote to replace Ag Center HVAC to Ducote Electrical for \$6,000. On vote, the motion carried.

On motion by Shawn Wilson, seconded by Mark Borrel, to approve HCV Utility Allowance updated study \$2,350. On vote the motion carried.

On motion by Sam Pearce, seconded by Shawn Wilson, to appoint Corey Redmon to the Southwest Avoyelles Water District. On vote, the motion carried.

On motion by Sam Pearce, seconded by Travis Franks, to rescind a motion made in April to call an election for Home Rule Charter in October 2025. On vote the motion carried.

On motion by Mark Borrel, seconded by Sam Pearce, to cancel October election for Home Rule Charter set for October. On vote

Yea	Travis Franks, Mark Borrel, Shawn Wilson, Allen Thomas, Jacob Coco, and Sam Pearce
Nay	Clyde Benson
Abstain	None
Absent	McKinley Keller

The motion carried.

On motion by Sam Pearce, seconded by Travis Franks, to call for an election on April 18, 2026, for the Home Rule Charter.

Yea	Travis Franks, Mark Borrel, Shawn Wilson, Allen Thomas, Jacob Coco, and Sam Pearce
Nay	Clyde Benson
Abstain	None
Absent	McKinly Keller

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The motion carried.

On motion by Clyde Benson, seconded by Mark Borrel, to approve Executone proposals for telephones at the Health Unit, not to exceed \$2,000.

On motion by Allen Thomas, seconded by Sam Pearce, to adopt a resolution to replace Norma Lemoine with Jay Callegari as a member of the Children and Youth Service Board. On vote, the motion carried.

On motion by Allen Thomas, seconded by Jacob Coco, to adopt a resolution to appoint Sam Pearce and Ryan Quebedeaux to the Children and Youth Service Board. On vote

Yea	Travis Franks, Mark Borrel, Shawn Wilson, Clyde Benson, Allen Thomas
Nay	None
Abstain	Sam Pearce
Absent	McKinley Keller

The motion carried.

On motion by Clyde Benson, seconded by Shawn Wilson, to accept auction high bids as presented. On vote the motion carried.

On motion by Allen Thomas, seconded by Clyde Benson, to authorize the sale of adjudicated property, Parcel #0171199700, located on Acton Road to adjoining landowner, Michael Carmouche for \$4,500. On vote, the motion carried.

On motion by Clyde Benson, seconded by Travis Franks, to approve Clerk of Court monthly utility payments for Archives building. On vote, the motion carried.

On motion by Allen Thomas, seconded by Shawn Wilson, to accept Audit report as presented. Corrective Action Plan as follows:

Internal Control:

2024-001 Inadequate Segregation of Accounting Functions

CORRECTIVE ACTION PLAN: The Police Jury concurs with the audit finding. Due to the size of staffing, the achievement of adequate segregation of duties is desirable, but cost prohibitive. All efforts are made to segregate duties where feasible. In an effort to establish more sound controls the Police Jury monitors activity and balances in all fund accounts.

2024-002 Application of Generally Accepted Accounting Principles (GAAP)

CORRECTIVE ACTION PLAN: We evaluated the cost vs. benefit of establishing enhanced internal controls over financial statement preparation and determined that it would not be cost effective to enhance these controls. Currently, our financial staff receive annual training related to their job duties and we carefully review the financial statements, related notes, and proposed adjustments. All questions are adequately addressed by our auditors, which allows us to appropriately supervise these functions. We feel the appropriate steps have been taken to reduce the financial statement risk related to this finding.

2024 -003 Reconciliation of Significant Account Balances

CORRECTIVE ACTION PLAN: The Police Jury will develop, review, and implement internal controls to ensure all significant account balances are accurately reconciled in a timely manner.

2024-004 Adherence to Police Jury Policies and Procedures

CORRECTIVE ACTION PLAN: The Police Jury will develop, review, and implement internal controls to ensure all significant compensated absences account balances are accurately reconciled in a timely manner.

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Compliance and Other Matters

2024-005 Budget Noncompliance

CORRECTIVE ACTION PLAN: The Police Jury will adhere to the provisions of LSA-RS 39:1911 et seq by monitoring its financial statements closely and amending the budget when actual expenditures plus projected expenditures exceed budgeted expenditures by more than five percent.

2024-006 Violations of the Louisiana Environmental Quality Act

CORRECTIVE ACTION PLAN: Management continues to engage the services of Advanced Environmental Compliance, LLC to coordinate its response to the Louisiana Department of Environmental Quality as well as provide guidance with developing and implementing policies and procedures to ensure compliance with all environmental rules and regulations in the future.

2024-007 Noncompliance with Louisiana Public Bid Law – Equipment Purchases

RECOMMENDATION: The following corrective actions are recommended.

1. Policy Update: Revise internal purchasing policies to clearly distinguish bid thresholds and required procedures.
2. Training: Provide training for all procurement and administrative staff on Louisiana Public Bid Law requirements.
3. Internal Controls: Implement a purchase review process for all expenditures above \$30,000 to ensure compliance with bidding laws before final approval.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT:

Internal Control Over Compliance – Uniform Guidance

Section 8 Housing Voucher Choice Program #14.871

2024-008 Absences of HUD Voucher Form #5264 in Tenant Files

VIEWS OF RESPONSIBLE OFFICIALS AND PLANNED CORRECTIVE ACTION:

1. Immediate Remediation: Staff are conducting a complete review of all affected tenant files to locate any misplaced forms and ensure they are uploaded or filed appropriately. Where the form is irretrievably missing, a signed statement of explanation will be added to the file to document the gap.
2. Process Improvement: The tenant file checklist will be updated to explicitly require verification of Form #52646 before a file is closed or finalized.
3. Training: All housing staff will receive refresher training on required documentation standards and proper file management, including the importance of HUD Voucher Form #52646.
4. Ongoing Monitoring: Supervisors will perform quarterly spot-checks of tenant files to ensure documentation compliance moving forward.

2024-009 Absence of Executed Lease Agreement Between Tenant and Landlord

Section 8 Housing Voucher Choice Program #14.871

VIEWS OF RESPONSIBLE OFFICIALS AND PLANNED CORRECTIVE ACTION: We acknowledge this audit finding regarding the absence of an executed lease agreement in multiple tenant files. We recognize the importance of maintaining complete and accurate tenant records in compliance with federal, state, and local housing program regulations.

To address and prevent the recurrence of this issue, we have initiated the following corrective actions:

1. Immediate File Review and Correction: All affected tenant files are being reviewed to identify and recover missing lease agreements. If a signed lease cannot be located, the agency will work with the tenant and landlord to re-execute a lease agreement and add it to the file with an explanatory note.
2. Procedure Update: The tenant file checklist will be revised to include specific verification of a signed lease agreement before move-in, annual recertification, or file closure.
3. Staff Training: Staff will receive refresher training on required documents, emphasizing the importance of timely lease execution and proper file documentation procedures.
4. Ongoing Oversight: The program supervisor will incorporate lease agreement verification into quarterly internal reviews of tenant files.

2024-010 Absence of Payment Contracts with Landlords

Section 8 Housing Voucher Choice Program #14.871

VIEWS OF RESPONSIBLE OFFICIALS AND PLANNED CORRECTIVE ACTION: We acknowledge this audit finding regarding the absence of a landlord payment contract in multiple tenant files. We recognize the importance of maintaining complete and accurate tenant records in compliance with federal, state, and local housing program regulations.

To address and prevent the recurrence of this issue, we have initiated the following corrective actions:

1. File Remediation: All affected files are under review. Where possible, original signed contracts are being located and filed. If not recoverable, the program is reaching out to landlords to re-execute contracts with current dates and include a written explanation in the file.
2. Process Improvement: A tracking system has been implemented to monitor the status of HAP contract execution and ensure no payments are made until the contract is fully signed and on file.
3. Staff Accountability: Staff roles and responsibilities have been clarified to ensure that contract completion is verified before any move-in or payment processing.
4. Ongoing Monitoring: Quarterly internal file reviews will include verification of signed landlord agreements before housing assistance payments are initiated.

2024-011 Up-To-Date Utility Allowance Schedule

Section 8 Housing Voucher Choice Program #14.871

VIEWS OF RESPONSIBLE OFFICIALS AND PLANNED CORRECTIVE ACTION: We acknowledge this audit finding regarding the absence of an up-to-date utility allowance schedule. We recognize the importance of maintaining complete and accurate tenant records in compliance with federal, state, and local housing program regulations. To address and prevent the recurrence of this issue, we have initiated the following corrective actions:

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1. Immediate Action: A retrospective Utility Rate Study will be performed using the most recent 12 months of utility billing data. The results will be reviewed and implemented promptly upon completion.
2. Policy Enforcement: A deadline and checklist item will be added to the agency's compliance calendar to ensure the Utility Rate Study is conducted annually, no later than March 31st.
3. Staff Assignment: Responsibility for completing the study has been formally assigned to the Executive Director, with oversight from the APPJ Secretary Treasurer.
4. Ongoing Monitoring: Annual program reviews will include verification of Utility Rate Study completion and documentation to ensure long-term compliance.

2024-012 Absence of Documentation in Tenant Files

Section 8 Housing Voucher Choice Program #14.871

VIEWS OF RESPONSIBLE OFFICIALS AND PLANNED CORRECTIVE ACTION: We acknowledge this audit finding regarding the absence of documentation in multiple tenant files. We recognize the importance of maintaining complete and accurate tenant records in compliance with federal, state, and local housing program regulations.

To address and prevent the recurrence of this issue, we have initiated the following corrective actions:

1. Staff Training: We are implementing comprehensive training programs for housing program staff on required documentation and compliance procedures.
2. File Audit and Remediation: A full review of all tenant files is underway to identify and correct deficiencies.
3. Process Improvements: We are developing and enforcing a standardized file checklist and internal audit schedule to ensure ongoing compliance.
4. Technology Enhancements: We are evaluating document management systems that offer better tracking and alerts for missing items.

2024-013 Outdated Housing Choice Voucher Administrative Plan

Section 8 Housing Voucher Choice Program #14.871

VIEWS OF RESPONSIBLE OFFICIALS AND PLANNED CORRECTIVE ACTION: We acknowledge the audit finding regarding the absence of an up-to-date utility allowance schedule. We recognize the importance of maintaining an up-to-date plan to ensure compliance with HUD requirements and proper program administration.

To address and prevent the recurrence of this issue, we have initiated the following corrective actions:

1. Conducting a comprehensive review and update of the HCV Administrative Plan by September 30, 2025.
2. Implementing a formal annual review process to ensure the Administrative Plan remains current with HUD policy changes.
3. Enhancing recordkeeping and documentation procedures related to tenant eligibility and housing assistance payments.
4. Providing staff training on updated policies and procedures

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Compliance Findings -

Section 8 Housing Voucher Choice Program #14.871

2024-014 Absence of HUD Voucher Form #5264 in Tenant Files

See Internal Control Finding 2024-008

2024-015 Absence of Executed Lease Agreement Between Tenant and Landlord

See Internal Control Finding 2024-009

2024-016 Absence of Payment Contracts with Landlords

See Internal Control Finding 2024-010

2024-017 Up-To-Date Utility Allowance Schedule

See Internal Control Finding 2024-011

2024-018 Absence of Documentation in Tenant Files

See Internal Control Finding 2024-012

2024-019 Outdated Housing Choice Voucher Administrative Plan

See Internal Control Finding 2024-013

On vote, the motion carried.

On motion by Travis Franks, seconded by Clyde Benson, to approve \$10,000 from Solid Waste for Litter Abatement surveillance to be reimbursed by Keep Louisiana Beautiful grant, in kind service match. On vote, the motion carried.

On motion by Allen Thomas, seconded by Shawn Wilson, authorizing the Secretary/Treasurer to pay all bills and waive a reading of the whole.

There being no further business, on motion by Shawn Wilson, seconded by Clyde Benson, the meeting adjourned.

s/ Darrell Wiley
President

s/Jamey M. Wiley
Secretary-Treasurer