

COUNTY COUNCIL OF BEAUFORT COUNTY  
 ADMINISTRATION BUILDING  
 BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX  
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D. PAUL SOMMERVILLE  
 CHAIRMAN

GERALD W. STEWART  
 VICE CHAIRMAN

COUNCIL MEMBERS

CYNTHIA M. BENSCH  
 RICK CAPORALE  
 GERALD DAWSON  
 BRIAN E. FLEWELLING  
 STEVEN G. FOBES  
 ALICE G. HOWARD  
 WILLIAM L. MCBRIDE  
 STEWART H. RODMAN  
 ROBERTS "TABOR" VAUX

GARY T. KUBIC  
 COUNTY ADMINISTRATOR

JOSHUA A. GRUBER  
 DEPUTY COUNTY ADMINISTRATOR  
 SPECIAL COUNSEL

THOMAS J. KEAVENY, II  
 COUNTY ATTORNEY

SUZANNE M. RAINEY  
 CLERK TO COUNCIL

AGENDA  
 COUNTY COUNCIL OF BEAUFORT COUNTY  
 Monday, August 8, 2016  
 6:00 p.m.  
 Council Chambers, Administration Building  
 Beaufort County Government Robert Smalls Complex  
 100 Ribaut Road, Beaufort

Citizens may participate telephonically in the public comments and public hearings segments from the Hilton Head Island Branch Library as well as Mary Field School, Daufuskie Island.

1. CALL TO ORDER - 6:00 P.M.
2. REGULAR SESSION
3. PLEDGE OF ALLEGIANCE
4. INVOCATION – Council Member William McBride
5. PROCLAMATION
6. ADMINISTRATIVE CONSENT AGENDA
  - A. Approval of Minutes
    1. July 25, 2016 caucus and July 25, 2016 regular session
  - B. Committee Reports (next meeting)
    1. Community Services (August 22 at 3:00 p.m., HHI Branch Library)
    2. Executive (September 12 at 4:00 p.m., ECR)
    3. Finance (September 6 at 2:00 p.m., ECR)
    4. Governmental (September 6 at 4:00 p.m., ECR)
    5. Natural Resources (August 15 at 2:00 p.m., ECR)
    6. Public Facilities (August 15 at 4:00 p.m., ECR)
  - C. Appointments to Boards and Commissions
7. PUBLIC COMMENT – Speaker sign-up encouraged no later than 5:45 p.m. day of meeting.
8. NEW BUSINESS
  - A. PRESENTATION / USC-BEAUFORT SMALL BUSINESS DEVELOPMENT CENTER  
 Mr. Martin Goodman, Executive Director



9. CONSENT AGENDA

A. AN ORDINANCE TO AMEND BEAUFORT COUNTY ORDINANCE 2016/15, FY 2016-2017 BEAUFORT COUNTY BUDGET SO AS TO REELECT A SUPPLEMENTAL BUDGET APPROPRIATION IN THE AMOUNT OF \$112,075 IN ORDER TO PROVIDE FOR ENHANCED LEVELS OF SERVICE FOR DAUFUSKIE ISLAND FERRY ([backup](#))

1. Consideration of second reading to occur August 8, 2016
2. Public hearing announcement – Monday, August 22, 2016 beginning at 6:30 p.m. in the large meeting room of the Hilton Head Island Branch Library, 11 Beach City Road, Hilton Head Island
3. First reading occurred July 25, 2016 / Vote 9:0
4. County Council adopted Resolution 2016/12 which resolved to pass an ordinance providing a supplemental appropriation to the FY 2016-2017 budget. Approval occurred June 27, 2016 / Vote 11:0
5. Finance Committee discussion and recommendation to adopt a resolution which resolves to pass an ordinance providing a supplemental appropriation to the FY 2016-2017 budget. Approval occurred June 27, 2016 / Vote 7:0

B. RUNWAY 7 APPROACH OBSTRUCTION TREE REMOVAL BEAUFORT COUNTY AIRPORT (LADY'S ISLAND) ([backup](#))

1. Contract award: Carolina Tree Care, LLC, Summerton, South Carolina
2. Contract amount: \$355,066 (\$199,400 Carolina Tree Care, \$115,666 Talbert, Bright and Ellington, \$40,000 project arborist)
3. Funding sources: 90% FAA grant, 5% SCAC grant, 5% Beaufort County Airport Capital Projects Fund
4. Finance Committee discussion and recommendation to occur Monday, August 8, 2016 beginning at 3:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort

C. EXTERNAL AUDITING AND CONSULTING SERVICES FOR FISCAL YEARS 2016, 2017 AND 2018 ([backup](#))

1. Contract award: Mauldin & Jenkins, Macon, Georgia
2. Contract amount: \$173,500
3. Funding sources: General Fund Accounts 10001100-51160, County Administrator, Professional Services; 10001111-51160, Finance, Professional Services
4. Finance Committee discussion and recommendation to occur Monday, August 8, 2016 beginning at 3:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort

10. MATTERS ARISING OUT OF EXECUTIVE SESSION

11. PUBLIC HEARING – 6:30 P.M.

A. LADY’S ISLAND MAP AMENDMENT / REZONING REQUEST FOR R200 010 000 0022 0000 (KNOWN AS GREENHEATH PLANNED UNIT DEVELOPMENT (PUD), 98.35 ACRES OFF BRICKYARD POINT ROAD AND FIDDLER DRIVE) FROM PUD TO LADY’S ISLAND COMMUNITY PRESERVATION (LICP) DISTRICT ([backup](#))

1. Consideration of third and final reading to occur August 8, 2016
2. Second reading approval occurred July 25, 2016 / Vote 9:0
3. First reading approval occurred June 27, 2016 / Vote 11:0
4. Natural Resources Committee discussion and recommendation to approve on first reading occurred June 21, 2016 / Vote 6:0

12. PUBLIC COMMENT - Speaker sign-up encouraged.

13. ADJOURNMENT

Official Proceedings  
County Council of Beaufort County  
July 25, 2016

The electronic and print media duly notified in  
accordance with the State Freedom of Information Act.

A caucus of the County Council of Beaufort County was held Monday, July 25, 2016 beginning at 5:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort, South Carolina.

**ATTENDANCE**

Chairman D. Paul Sommerville, Vice Chairman Gerald Stewart and Councilmen Cynthia Bensch, Rick Caporale, Gerald Dawson, Brian Flewelling, Alice Howard and Stewart Rodman. Steven Fobes, William McBride and Roberts "Tabor" Vaux absent.

**PLEDGE OF ALLEGIANCE**

The Vice Chairman led those present in the Pledge of Allegiance.

**CALL FOR EXECUTIVE SESSION**

It was moved by Mr. Rodman, seconded by Mr. Flewelling, that Council go immediately into executive session to discuss economic development prospects – Project Eagle, Project Abacus, and Project Cozy as well as receipt of legal advice for pending or threatened claims – Jeffrey D. Smith, et al. vs. Beaufort County and Bluffton Township Fire District. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mrs. Howard, Mr. Rodman, Mr. Sommerville and Mr. Stewart. ABSENT – Mr. Fobes, Mr. McBride and Mr. Vaux. The motion passed.

**EXECUTIVE SESSION**

**RECONVENE OF CAUCUS**

**RECEIPT OF COUNTY ADMINISTRATOR'S FOUR-WEEK PROGRESS REPORT**

Mr. Gary Kubic, County Administrator, presented his Four-Week Progress Report, which summarized his activities from June 27, 2016 through July 22, 2016.

**RECEIPT OF DEPUTY COUNTY ADMINISTRATOR / SPECIAL COUNSEL’S FOUR-WEEK PROGRESS REPORT**

Mr. Joshua Gruber, Deputy County Administrator / Special Counsel, presented his Four-Week Progress Report, which summarized his activities from June 27, 2016 through July 22, 2016.

**ADJOURNMENT**

Council adjourned at 6:00 p.m.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
D. Paul Sommerville, Chairman

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

Ratified:

**DRAFT**

Official Proceedings  
County Council of Beaufort County  
July 25, 2016

The electronic and print media duly notified in  
Accordance with the State Freedom of Information Act.

The regular session of the County Council of Beaufort County was held Monday, July 25, 2016 beginning at 6:00 p.m. in Council Chambers of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort, South Carolina.

**ATTENDANCE**

Carmen D. Paul Sommerville, Vice Chairman Gerald Stewart and Councilmen Cynthia Bensch, Rick Caporale, Gerald Dawson, Brian Flewelling, Alice Howard, Stewart Rodman and Roberts “Tabor” Vaux. Steven Fobes and William McBride absent.

**PLEDGE OF ALLEGIANCE**

The Chairman led those present in the Pledge of Allegiance.

**INVOCATION**

Council member Alice Howard gave the Invocation.

**MOMENT OF SILENCE / ETTA NICKPEAY MANN**

The Chairman called for a moment of silence in remembrance of Etta Nickpeay Mann, who died July 14 at Beaufort Memorial Hospital with her two sons, Earl and Eric, by her side during her final moments. She was 88. Mrs. Mann was a devoted wife and mother, as well as an educator and guidance counselor in Beaufort County for nearly 40 years, after starting her career at Penn School in 1949. Her continued involvement and passion for all that Penn represented culminated in her induction into the 1862 Circle last year.

Mrs. Mann also served as a member of the Beaufort County Council Seal Committee in 1976, charged with the responsibility of selecting a seal for Beaufort County. Her passion was serving her church, her community, and her beloved sorority. In addition to her sons and daughter-in-law Robynne, she leaves behind her granddaughters Jasmine and Sydney. She was preceded in death by her husband, U.S. Marine Corps Master Sgt. Earl Mann, Sr.

## **PROCLAMATIONS**

### **Gullah Geechee Nation Appreciation Week**

The Chairman proclaimed July 25 through August 2, 2016 as Gullah Geechee Nation Appreciation Week in Beaufort County. Queen Quet, Chieftess, Gullah/Geechee Nation, accepted the proclamation.

### **Beaufort County's Economic Ambassador of the Year**

The Chairman recognized Mr. Cliff D. Mrkvicka, Systems Engineer Field Tech Support and Senior Site Manager for Marine Corps Air Station Beaufort and Lockheed Martin, who was selected Beaufort County's 2016 Ambassador of the Year for his exceptional efforts to bolster community and economic development activities in South Carolina. The South Carolina Department of Commerce, as part of the 25th Annual Industry Appreciation Week, selected one individual from each of the 46 counties, as ambassador. These individuals include local leaders from the private sector, representing a variety of businesses committed to advancing their communities.

The Chairman passed the gavel to the Vice Chairman in order to receive the administrative consent agenda.

## **ADMINISTRATIVE CONSENT AGENDA**

### **Review of the Proceedings of the Caucus held June 27, 2016**

This item comes before Council under the Administrative Consent Agenda.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council approve the minutes of the caucus held June 27, 2016. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mrs. Howard, Mr. Rodman, Mr. Sommerville, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Fobes and Mr. McBride. The motion passed.

### **Review of the Proceedings of the Regular Session held June 27, 2016**

This item comes before Council under the Administrative Consent Agenda.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council approve the minutes of the regular session held June 27, 2016. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mrs. Howard, Mr. Rodman, Mr. Sommerville, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Fobes and Mr. McBride. The motion passed.

**PUBLIC COMMENT**

There were no requests to speak during public comment.

**FINAL REPORT / BLUFFTON PARKWAY 5A FLYOVER PROJECT**

Mr. Kubic, County Administrator, announced that Beaufort County hosted a ribbon-cutting ceremony on July 15, 2016 for the Bluffton Parkway 5A Flyover, a mile-long elevated roadway designed to link Bluffton Parkway at Buckingham Plantation Drive to U.S. Highway 278 and the bridges to Hilton Head Island. The flyover opening marks years of public engagement, planning, coordination, dedication, and collaboration, as well as design and construction. The \$46 million project began in May 2013. Project funding came from a one-percent sales tax approved by County voters in 2006 and a Federal Highway Administration grant of \$15 million via the South Carolina Department of Transportation (SCDOT). More than 53,000 vehicles travel on this stretch of U.S. Highway 278 daily. Based on estimates by the SCDOT, traffic is expected to decrease from U.S. Highway 278 by 25-percent with about 13,000 vehicles being diverted to the flyover. The flyover will add to public safety by giving motorists an alternate evacuation route that will serve our County well for years to come. Council viewed a video of the final report.

**NEW BUSINESS**

**CONTRACT AWARD / ENGINEERING DESIGN SERVICES FOR DIRT ROAD PAVING CONTRACT #50**

It was moved by Mr. Stewart, seconded by Mr. Rodman, that Council award a contract to Andrews Engineering, Inc., Beaufort, South Carolina in the amount of \$195,600 and Ward Edwards Engineering, Inc., Bluffton, South Carolina in the amount of \$226,000 for engineering design services for Dirt Road Paving Design Contract #50, and approve a permitting and design contingency of \$50,000 for a total appropriation of \$471,600. The source of funding is TAG Funds Professional Services, Account #2342001T-51160. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mrs. Howard, Mr. Rodman, Mr. Sommerville, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Fobes and Mr. McBride. The motion passed.

**CONTRACT AWARD / RESURFACING OF RED CEDAR STREET AND CONNECTOR IMPROVEMENTS FOR BLUFFTON GATEWAY COMMERCIAL CENTER**

It was moved by Mr. Dawson, seconded by Mrs. Bensch, that Council award a contract to McCrory Construction, LLC, Columbia, South Carolina in the amount of \$199,216 for resurfacing of Red Cedar Street and connector improvements for Bluffton Gateway Commercial Center. The source of funding is TAG Funds, Account #2341001T-54901, Resurfacing and Paving Improvements. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mrs. Howard, Mr. Rodman, Mr. Sommerville and Mr. Stewart. NAYS – Mr. Vaux. ABSENT – Mr. Fobes and Mr. McBride. The motion passed.



**CONSENT AGENDA**

**LADY’S ISLAND MAP AMENDMENT / REZONING REQUEST FOR R200 010 000 0022 0000 (KNOWN AS GREENHEATH PLANNED UNIT DEVELOPMENT (PUD), 98.35 ACRES OFF BRICKYARD POINT ROAD AND FIDDLER DRIVE) FROM PUD TO LADY’S ISLAND COMMUNITY PRESERVATION (LICP) DISTRICT**

This item comes before Council under the Consent Agenda. Discussion occurred at the June 21, 2016 meeting of the Natural Resources Committee.

It was moved by Mr. Flewelling, seconded by Mr. Dawson, that Council approve on second reading a rezoning request for R200 010 000 0022 0000 (known as Greenheath Planned Unit Development (PUD), 98.35 acres off Brickyard Point Road and Fiddler Drive) from PUD to Lady’s Island Community Preservation (LICP) District. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mrs. Howard, Mr. Rodman, Mr. Sommerville, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Fobes and Mr. McBride. The motion passed.

The Chairman announced a public hearing on Monday, August 8, 2016 beginning at 6:30 p.m. in Council Chambers of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort.

**AN ORDINANCE TO AMEND BEAUFORT COUNTY ORDINANCE 2016/15, FY 2016-2017 BEAUFORT COUNTY BUDGET SO AS TO REFLECT A SUPPLEMENTAL BUDGET APPROPRIATION IN THE AMOUNT OF \$112,075 IN ORDER TO PROVIDE FOR ENHANCED LEVELS OF SERVICE FOR DAUFUSKIE ISLAND FERRY**

This item comes before Council under the Consent Agenda. Discussion occurred at the June 27, 2016 meeting of the Finance Committee.

It was moved by Mr. Flewelling, seconded by Mrs. Howard, that Council approve on first reading an ordinance to amend Beaufort County Ordinance 2016/15, FY 2016-2017 Beaufort County Budget to reflect a supplemental budget appropriation in the amount of \$112,075 in order to provide for enhanced levels of service for Daufuskie Island Ferry. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mrs. Howard, Mr. Rodman, Mr. Sommerville, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Fobes and Mr. McBride. The motion passed.

**MATTERS ARISING OUT OF EXECUTIVE SESSION**

There were no matters arising out of executive session.

**PUBLIC COMMENT**

There were no requests to speak during public comment.

**ADJOURNMENT**

Council adjourned at 7:05 p.m.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
D. Paul Sommerville, Chairman

ATTEST: \_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

Ratified

DRAFT

2016 /

AN ORDINANCE TO AMEND BEAUFORT COUNTY ORDINANCE 2016/15, FY 2016-2017 BEAUFORT COUNTY BUDGET, TO REFLECT A SUPPLEMENTAL BUDGET APPROPRIATION IN THE AMOUNT OF \$112,075 IN ORDER TO PROVIDE FOR ENHANCED LEVELS OF SERVICE FOR THE DAUFUSKIE ISLAND FERRY

WHEREAS, on June 13, 2016 Beaufort County Council passed Ordinance No. 2016/15, County Budget for FY 2016 - 2017, which provides \$258,725 for ferry services to and from Daufuskie Island; and

WHEREAS, this Council received a proposal from Haig Point Ferry Company, Inc. That provides for additional services above historic levels, but at a higher cost to the County than the amount provided for in Ordinance No. 2016/15; and

WHEREAS, this Council adopted Resolution 2016/12 in which it resolved to pass an ordinance providing a supplemental appropriation to increase the budget in the amount of \$112,075 for ferry service to Daufuskie Island.

NOW, THEREFORE, BE IT ORDAINED, by Beaufort County Council that the FY 2016-2017 County Budget Ordinance is hereby amended so as to provide additional appropriations in the amount of \$112,075 with such funds to be allocated to provide enhanced levels of service for the Daufuskie Island Ferry.

DONE this \_\_\_\_ day of \_\_\_\_\_, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Thomas J. Keaveny, II, County Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

First Reading: July 25, 2016  
Second Reading:  
Public Hearing:  
Third and Final Reading:



COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT

106 Industrial Village Road  
Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

TO: Councilman Jerry W. Stewart, Chairman, Finance Committee  
FROM: Dave Thomas, CPPO, Purchasing Director *et*  
SUBJ: **Contract Award Recommendation for Invitation for Bid (IFB) #070716ARW: RWY 7 Approach Obstruction Tree Removal**  
DATE: July 22, 2016

**BACKGROUND:** Beaufort County issued an IFB to contractors capable of providing the requisite services associated with removing obstructions that currently penetrate the Runway 7 aircraft approach surfaces. Execution of this project allows the airport to operate more efficiently because operational constraints can be removed when the surfaces are free of obstructions. The bids were reviewed and evaluated by staff and it was determined that Carolina Tree Care, LLC of Summerton, SC, was the lowest responsible/responsive bidder.

This project is being undertaken in accordance with the Beaufort County Airport Layout Plan as approved by the FAA in 2014.

**VENDOR BID INFORMATION:**

1. Carolina Tree Care, LLC, Summerton, SC
2. All Care Tree Surgery, Inc. Hilton Head Island, SC
3. Graham County Land Co., LLC, Robbinsville, NC

**COST:**  
\$199,400  
\$264,555  
\$584,900

**CONSTRUCTION ADMIN, RESIDENT PROJECT REPRESENTATIVE:**

Talbert, Bright, and Ellington, Columbia, SC

\$115,666 NTE

(Construction admin, project reports, closeout, continuous presence of project rep in accordance with FAA AIP funding requirements. This is a Not To Exceed estimate)

**PROJECT ARBORIST (estimate):**

\$ 40,000

Grand Total

**\$355,066**

*et* **FUNDING:** 90% via FAA Grant, 5% via SCAC Grant, 5% via Beaufort County Airport Capital Projects Fund

**FOR ACTION:** Finance Committee meeting occurring on August 9, 2016.

**RECOMMENDATION:** The Finance Committee approve and recommend to County Council the contract award to Carolina Tree Care, LLC. of Summerton, SC, to perform the required construction services for a total cost of \$199,400 and the construction administration/resident project representative fee of \$115,666 to Talbert, Bright, and Ellington. In addition, an allowance of \$40,000 is requested to provide project arborist services.

cc: Gary Kubic, County Administrator *GKubic*  
Joshua Gruber, Deputy County Administrator/Special Counsel *JG*  
Alicia Holland, Assistant County Administrator, Finance *AH*  
Colin Kinton, Director, Transportation Engineering *CK*  
Jon Rembold, Airports Director *JR*

Att: Bid Tab, TBE Work Authorization

**BEAUFORT COUNTY AIRPORT  
LADY'S ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 16-01  
July 14, 2016  
PROJECT NO.: TBI NO. 2119-1601**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

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**Description of Work Authorized:** Construction administration services and inspection of the tree obstruction removal within the 34:1 approach to Runway 7. Services include:

- **Design** – this includes several additional meetings with impacted property owners and revisions to plans based on these meetings.
- **Construction Administration** – this includes providing professional construction contract administration services during the construction contract. This includes: conduct Preconstruction Conference and transmit meeting minutes, review of submittals/shop drawings, site visits during construction, conduct progress meetings and transmit meeting minutes, answer questions and review Contractor change requests during construction, process Contractor pay requests during construction, conduct final inspection and transmit punch list items, prepare record drawings and coordinate final improvements with FAA, final Engineer's Report, project closeout documents.
- **Resident Project Representative** – this includes providing resident project representative (construction observation) services required by the FAA during construction. This primarily includes providing a resident construction observer while the Contractor is onsite working to observe the Contractor's work activities and finished work. The contract budget not-to-exceed amount includes providing a full-time resident construction observer while the Contractor is onsite working during this project. The resident construction observer will also verify quantities of completed work by the Contractor that are eligible for inclusion on each Contractor pay request.

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the Master Contract. The basic services work shall be performed in accordance with the Master Contract as a lump sum of **\$41,230.00**, which includes reimbursable expenses. Special Additional Services shall be performed as listed below with a budget of

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Talbert, Bright & Ellington, Inc.

*Work Authorization 2119-1601*

**\$74,436.00**. The total value of this Work Authorization shall not exceed **\$115,666.00** without additional authorization

**Agreed as to Scope of Services, Time Schedule and Budget:**

**APPROVED:**  
BEAUFORT COUNTY

**APPROVED:**  
TALBERT, BRIGHT & ELLINGTON,  
INC.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title

Vice President

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

Date:

\_\_\_\_\_

Witness:

\_\_\_\_\_

Witness:



**SUMMARY OF FEES**

**CONSTRUCTION PHASE SERVICES FOR RUNWAY 7 APPROACH  
TREE OBSTRUCTION REMOVAL  
BEAUFORT COUNTY AIRPORT  
LADY'S ISLAND, SOUTH CAROLINA  
AIP PROJECT NO: PENDING  
TBE PROJECT NO: 2119-1503**

July 14, 2016

DESCRIPTION	ESTIMATED
<b>BASIC SERVICES</b>	
PROJECT FORMULATION/DEVELOPMENT PHASE (01)	\$ -
DESIGN PHASE (04)	\$ 10,595.00
CONSTRUCTION ADMINISTRATION PHASE (06)	\$ 26,286.00
SUBTOTAL	\$ 36,881.00
EXPENSES	\$ 4,349.00
SUBCONSULTANTS	\$ -
INSPECTION - RESIDENT PROJECT REPRESENTATIVE	\$ 74,436.00
SUBTOTAL	\$ 78,785.00
TOTAL	\$ 115,666.00



**MANHOOR ESTIMATE**

**CONSTRUCTION PHASE SERVICES FOR RUNWAY 7 APPROACH TREE OBSTRUCTION REMOVAL**

BEAUFORT COUNTY AIRPORT  
 LADY'S ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO. PENDING  
 TBE PROJECT NO. 2119-1601

July 14, 2016

**DESIGN PHASE (00)**

DESCRIPTION	PRIN	PM	SP	E6	E4	E3	E2	E1	T5	T3	AD5	AD3
	\$ 184	\$ 172	\$ 134	\$ 150	\$ 115	\$ 103	\$ 84	\$ 74	\$ 100	\$ 71	\$ 78	\$ 55
<b>PLANS</b>												
Cover sheet (1)	0	0	0	0	0	0	0	0	0	0	0	0
Phasing & safety plan (1)	0	0	0	0	0	0	0	0	0	0	0	0
Overlay grading plan (3)	0	0	0	0	0	0	0	0	0	0	0	0
Plan & profile (3)	0	0	0	0	0	0	0	0	0	0	0	0
Marking plan (3)	0	0	0	0	0	0	0	0	0	0	0	0
Lighting adjunment plan (3)	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Details (2)	0	29	6	0	0	45	2	0	0	0	0	0
Centerline Profiles (2)	0	0	0	0	0	0	0	0	0	0	0	0
<b>DESIGN</b>												
Coordination/Meetings with Client	0	0	0	0	0	0	0	0	0	0	0	0
Sequence of construction	0	0	0	0	0	0	0	0	0	0	0	0
Overlay grading design	0	0	0	0	0	0	0	0	0	0	0	0
Marking design	0	0	0	0	0	0	0	0	0	0	0	0
DEHC submittals	0	0	0	0	0	0	0	0	0	0	0	0
Specifications	0	0	0	0	0	0	0	0	0	0	0	0
Quantities & estimate	0	0	0	0	0	0	0	0	0	0	0	0
Quality assurance	0	0	0	0	0	0	0	0	0	0	0	0
Revisions	0	0	0	0	0	0	0	0	0	0	0	0
<b>MANHOOR TOTAL</b>	<b>0</b>	<b>29</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>45</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**DIRECT LABOR EXPENSES**

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 184	-	\$ -
Project Manager	PM	\$ 172	29	\$ 4,988
Senior Planner	SP	\$ 134	6	\$ 804
Engineer V	E6	\$ 150	-	\$ -
Engineer IV	E4	\$ 115	-	\$ -
Engineer III	E3	\$ 103	45	\$ 4,635
Engineer II	E2	\$ 84	2	\$ 168
Engineer I	E1	\$ 74	-	\$ -
Technician V	T5	\$ 100	-	\$ -
Technician III	T3	\$ 71	-	\$ -
Admin. Assistant IV	AD5	\$ 78	-	\$ -
Admin. Assistant III	AD3	\$ 55	-	\$ -
	Total		82	
<b>SUBTOTAL</b>				<b>\$ 10,595.00</b>

MANHOOR ESTIMATE

CONSTRUCTION PHASE SERVICES FOR RUNWAY 7 APPROACH TREE OBSTRUCTION REMOVAL  
BEAUFORT COUNTY AIRPORT  
LADY'S ISLAND, SOUTH CAROLINA  
AIP PROJECT NO: PENDING  
TBE PROJECT NO: 2119-1601

July 14, 2016

DESIGN PHASE (04)

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ -	\$ -	-
Postage	LS	\$ -	\$ -	-
Miscellaneous expenses (prints, faxes, copies)	LS	\$ -	\$ -	-
Travel	LS	\$ -	\$ -	-
<i>SUBTOTAL</i>			\$ -	-

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION		UNIT RATE	EST. UNITS	EST. COST
DBE Plan	NTE	\$ -	\$ -	-
	NTE	\$ -	\$ -	-
<i>SUBTOTAL</i>			\$ -	-
<b>TOTAL DESIGN COST:</b>			\$	<b>10,595.00</b>

MANHOUR ESTIMATE

CONSTRUCTION PHASE SERVICES FOR RUNWAY 7 APPROACH TREE OBSTRUCTION REMOVAL.  
 BEAUFORT COUNTY AIRPORT  
 LADY'S ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO. PENDING  
 THE PROJECT NO. 2119-1601

July 14, 2016

CONSTRUCTION ADMINISTRATION PHASE (06)

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD3
	\$ 184	\$ 172	\$ 134	\$ 150	\$ 115	\$ 84	\$ 74	\$ 100	\$ 71	\$ 78	\$ 55
Coordinate award of contract	0	4	0	0	0	0	0	0	0	0	2
Coordinate/ conduct preconstruction	0	6	0	0	1	0	0	0	1	0	1
Preconstruction minutes	0	2	0	0	0	0	0	0	0	0	2
Coordinate project schedule	0	2	0	0	2	0	0	0	0	0	2
Coordinate submittals	0	4	0	6	8	10	0	0	0	4	4
Construction visits (4)	8	32	0	0	0	0	0	0	0	0	0
Construction observation reports	1	4	0	0	0	0	0	0	0	2	0
Review/coordinate field changes	2	6	0	4	0	0	0	0	0	0	2
Construction correspondence	1	10	0	2	0	0	0	0	0	2	1
Process requests for partial payment	0	6	0	0	0	0	0	0	0	3	0
Final inspection	0	8	0	0	2	0	0	0	0	0	1
Follow Up inspection	0	2	0	0	6	0	0	0	0	1	0
Punch List inspection	0	8	0	0	0	0	0	0	0	0	1
Develop record drawings	0	2	0	0	4	0	0	0	4	0	2
<b>MANHOUR TOTAL</b>	<b>12</b>	<b>96</b>	<b>0</b>	<b>12</b>	<b>23</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>12</b>	<b>18</b>

DIRECT LABOR EXPENSES:

CL ASSIFICATION		BILL RATE	EST. MHRS	EST COST
Principal	PRIN	\$ 184	12	\$ 2,208
Project Manager	PM	\$ 172	96	\$ 16,512
Senior Planner	SP	\$ 134	0	\$ -
Engineer V	E6	\$ 150	12	\$ 1,800
Engineer IV	E4	\$ 115	23	\$ 2,645
Engineer II	E2	\$ 84	10	\$ 840
Engineer I	E1	\$ 74	0	\$ -
Technician V	T5	\$ 100	0	\$ -
Technician III	T3	\$ 71	5	\$ 355
Admin. Assistant IV	AD5	\$ 78	12	\$ 936
Admin. Assistant III	AD3	\$ 55	18	\$ 990
		<b>Total</b>	<b>188</b>	
<b>SUBTOTAL</b>				<b>\$ 26,286.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 250	1	\$ 250.00
Postage	LS	\$ 150	1	\$ 150.00
Copying	LS	\$ 600	1	\$ 600.00
Reproduction-Rel for Const.	LS	\$ 800	1	\$ 800.00
Reproduction-As Built	LS	\$ 250	1	\$ 250.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 500	1	\$ 500.00
Per Diem	LS	\$ 147	7	\$ 1,029.00
<b>SUBTOTAL</b>				<b>\$ 3,579.00</b>

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
	LS		1	\$ -
	LS		1	\$ -
<b>SUBTOTAL</b>				<b>\$ -</b>

TOTAL CONSTRUCTION ADMIN. COST: \$ 29,865.00

MANHOUR ESTIMATE

CONSTRUCTION PHASE SERVICES FOR RUNWAY 7 APPROACH TREE  
 OBSTRUCTION REMOVAL  
 BEAUFORT COUNTY AIRPORT  
 LADY'S ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO. PENDING  
 TBE PROJECT NO. 2119-1601

July 14, 2016

RESIDENT PROJECT REPRESENTATIVE (PHASE 51)  
 CALENDAR DAYS 60

DESCRIPTION	RPR
	\$ 80
Project review	8
Site mobilization	4
On-site inspection	720
Final inspection	8
Follow up inspection	24
Punch List inspection	8
Site demobilization	4
MANHOUR TOTAL	776

DIRECT LABOR EXPENSES:

CLASSIFICATION	BILL RATE	EST. MHRS	EST. COST
RESIDENT ENGINEER	RPR \$ 80	776	\$ 62,080
	Total	776	
<u>SUBTOTAL</u>			<u>\$ 62,080.00</u>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS \$	300	1	\$ 300.00
Postage	LS \$	200	1	\$ 200.00
Miscellaneous expenses (prints, faxes, copies, photos)	LS \$	300	1	\$ 300.00
Travel	LS \$	200	1	\$ 200.00
<u>SUBTOTAL</u>				<u>\$ 1,000.00</u>

PER DIEM:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
DAILY PER DIEM	PD \$	167	68	\$ 11,356
		Total	68	
<u>SUBTOTAL</u>				<u>\$ 11,356.00</u>

TOTAL INSPECTION COST: \$ 74,436.00

BID TABULATION  
 RUNWAY 7 APPROACH TREE OBSTRUCTION REMOVAL  
 BEAUFORT COUNTY AIRPORT  
 TBI PROJECT NO. 2119-1401  
 JULY 14, 2016

ITEM NO.	SPEC NO.	DESCRIPTION	QTY	UNIT	Carolina Tree Care, LLC 5686 Bill Davis Rd Summerton, SC 29148 LICENSE NO.: 32-0121942		Allcare Tree Surgery, Inc 41 Ulmer Rd Hilton Head, SC 29925 LICENSE NO.: 57-1052181		Graham County Land Co. LLC 750 Tallulah Rd Robbinsville, NC 28771 LICENSE NO.: 56-2089131		Engineer's Estimate	
					UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
1	P-150	MOBILIZATION	1	LS	\$3,500.00	\$3,500.00	\$8,000.00	\$8,000.00	\$30,000.00	\$30,000.00	\$40,500.00	\$40,500.00
2	S-102	TRIMMING OF PINE TREES (6" DBH AND GREATER)	63	EA	\$250.00	\$15,750.00	\$425.00	\$26,775.00	\$850.00	\$53,550.00	\$350.00	\$22,050.00
3	S-102	TRIMMING OF HARDWOOD TREES (LESS THAN TEN FEET)	200	EA	\$400.00	\$80,000.00	\$450.00	\$90,000.00	\$1,025.00	\$205,000.00	\$350.00	\$70,000.00
4	S-102	TRIMMING OF HARDWOOD TREES (TEN FEET UP TO TWENTY FEET)	50	EA	\$425.00	\$21,250.00	\$425.00	\$21,250.00	\$1,300.00	\$65,000.00	\$700.00	\$35,000.00
5	S-102	REMOVAL OF HARDWOOD TREES (6-INCH UP TO 12-INCH DBH)	26	EA	\$600.00	\$15,600.00	\$305.00	\$7,930.00	\$1,100.00	\$28,600.00	\$400.00	\$10,400.00
6	S-102	REMOVAL OF HARDWOOD TREES (12-INCH UP TO 24-INCH DBH)	42	EA	\$700.00	\$29,400.00	\$675.00	\$28,350.00	\$1,600.00	\$67,200.00	\$700.00	\$29,400.00
7	S-102	REMOVAL OF HARDWOOD TREES (24-INCH AND GREATER DBH)	10	EA	\$900.00	\$9,000.00	\$950.00	\$9,500.00	\$2,800.00	\$28,000.00	\$1,000.00	\$10,000.00
8	S-102	GRIND STUMP OF REMOVED TREE	78	EA	\$50.00	\$3,900.00	\$125.00	\$9,750.00	\$225.00	\$17,550.00	\$70.00	\$5,460.00
9	S-103	SURVEYING	1	LS	\$20,000.00	\$20,000.00	\$55,000.00	\$55,000.00	\$70,000.00	\$70,000.00	\$20,000.00	\$20,000.00
10	SPEC	TRAFFIC CONTROL	1	LS	\$1,000.00	\$1,000.00	\$8,000.00	\$8,000.00	\$20,000.00	\$20,000.00	\$4,000.00	\$4,000.00
<b>TOTAL BID AMOUNT:</b>						<b>\$199,400.00</b>		<b>\$264,555.00</b>		<b>\$584,900.00</b>		<b>\$246,810.00</b>

\* Corrected math error

DBE PARTICIPATION AMOUNT:      \$20,000.00                      \$55,000.00                      \$35,700.00  
 DBE PARTICIPATION %      10.00%                                      21.00%                                      6.00%

I HEREBY CERTIFY THIS TABULATION OF BIDS TO BE CORRECT

TALBERT, BRIGHT & ELLINGTON, INC

7/15/2016  
 DATE



COUNTY COUNCIL OF BEAUFORT COUNTY  
**PURCHASING DEPARTMENT**

106 Industrial Village Road  
Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

TO: Councilman Jerry W. Stewart, Chairman, Finance Committee  
FROM: Dave Thomas, CPPO, Purchasing Director  
SUBJ: **Contract Award Recommendation for Request for Proposal (RFP) #071616, Auditing and Consulting Services for the Beaufort County Finance Department**  
DATE: August 4, 2016

**BACKGROUND:** The Beaufort County Purchasing Department issued a Request for Proposals for External Financial Audit Services, including a required Single Audit of federal expenditures, Agreed Upon Procedures for the Beaufort County Disabilities and Special Needs Department and a Passenger Facility Charge (PFC) Audit for the Hilton Head Island Airport for three (3) fiscal years, 2016, 2017 and 2018. There were six (6) Certified Public Accounting (CPA) firms that responded with a proposal. An evaluation committee consisting of Alicia Holland, Assistant County Administrator - Finance, Chanel Lewis, County Controller, Maria Walls, County Treasurer, and Tom Keaveny, County Attorney, evaluated the proposals. Mauldin and Jenkins, LLC, Macon, GA was selected as the number one ranked firm and was interviewed for further information.

**VENDOR BID INFORMATION:**

	<b><u>COST:</u></b>
1. Mauldin & Jenkins, Macon, GA	\$173,500
2. Greene, Finney & Horton, LLP, Mauldin, SC	\$145,500
3. Webster Rogers LLP, Bluffton, SC	\$196,350
4. Thompson, Price, Scott, Adams & Co., PA, Whiteville, NC	\$265,500
5. Martin Smith & Company, CPAs, PA, Greenville, SC	\$153,000
6. Cherry Bekaert, Augusta, GA*	\$215,200

\* Cherry Bekaert, LLP, Augusta, GA – this firm was our current auditors for the most recent three (3) fiscal years, 2013, 2014 and 2015. The evaluation committee felt that a rotation of auditors was in the best interest of the County.

**FUNDING:**

General Fund Accounts:  
10001100-51160, County Administrator, Professional Services  
10001111-51160, Finance, Professional Services

**FOR ACTION:** Finance Committee meeting occurring on August 8, 2016.

**RECOMMENDATION:** The Finance Committee approve and recommend to County Council the contract award to Mauldin & Jenkins of Macon, GA, the top ranked firm, for the three (3) fiscal years 2016, 2017, and 2018 in the amount of \$173,500.

cc: Gary Kubic, County Administrator *GK*  
Joshua Gruber, Deputy County Administrator/Special Counsel *JG*  
Alicia Holland, Assistant County Administrator, Finance *AH*

Att: Bid Tab

Audit Proposals Evaluation Summary.xlsx

	WebsterRogers LLP Bluffton, SC	Greene Finney & Horton Mauldin, SC	Cherry Bekaert, LLP Augusta, GA	Martin Smith & Company, CPAs Greenville, SC	Mauldin & Jenkins Macon, GA	Thompson, Price, Scott, Adams & CO Whiteville, NC
Tom Keaveny	79	80	-	69	87	74
Alicia Holland	69	78	69	65	92	63
Chanel Lewis	59	84	63	53	93	55
Maria Walls	76	75	-	55	100	55
<b>Average Score</b>	<b>71</b>	<b>79</b>	<b>33</b>	<b>61</b>	<b>93</b>	<b>62</b>

Note: Cherry Bekaert, LLP were the auditors for the most recent fiscal year ending 6/30/2015. This firm was not scored by 2 members of the committee.

2016 / \_\_\_\_

LADY'S ISLAND ZONING MAP AMENDMENT FOR R200 010 000 0022 0000 (KNOWN AS GREENHEATH PLANNED UNIT DEVELOPMENT (PUD), 98.35 ACRES OFF BRICKYARD POINT ROAD AND FIDDLER DRIVE) FROM PUD TO LADY'S ISLAND COMMUNITY PRESERVATION (LICP) DISTRICT.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Thomas J. Keaveny, II, County Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

First Reading: June 27, 2016

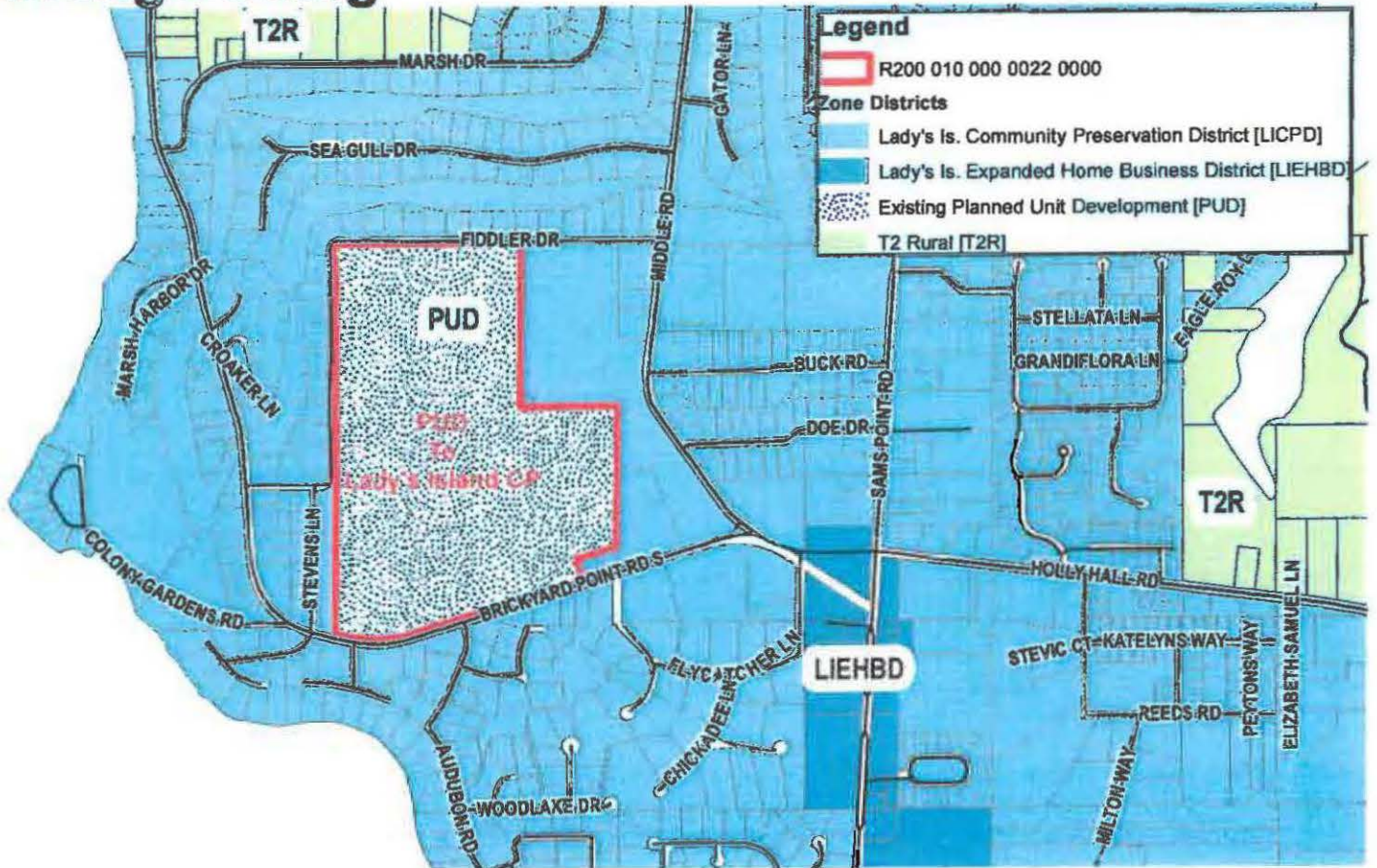
Second Reading: July 25, 2016

Public Hearing:

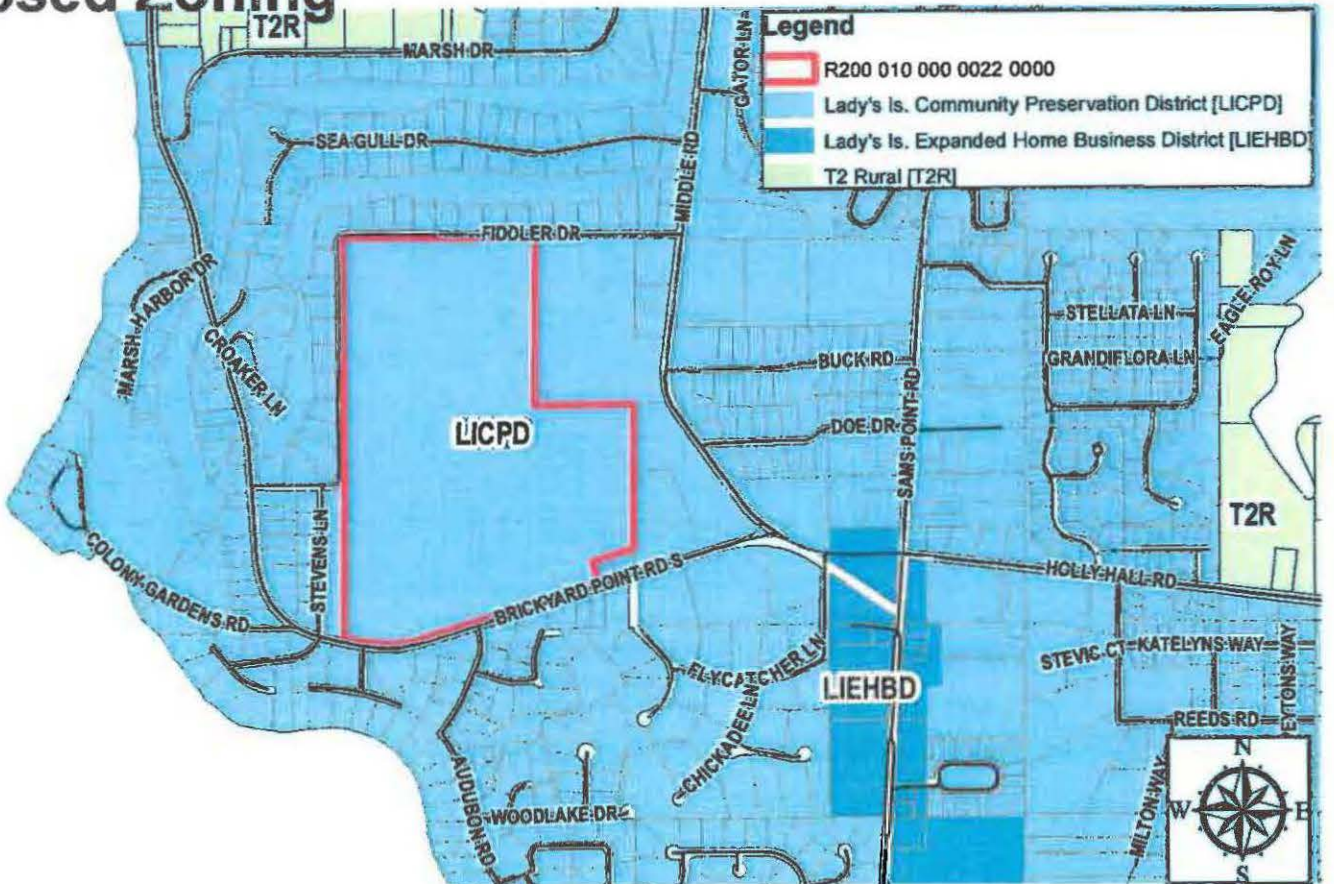
Third and Final Reading:



# Existing Zoning



# Proposed Zoning



# ADD-ONS

The document(s) herein were provided to Council for information and/or discussion after release of the official agenda and backup items.

Topic: South Carolina Small Business Development Centers (SBDC) Reports  
Date Submitted: August 8, 2016  
Submitted By: D. Martin Goodman  
Venue: County Council Regular

## Beaufort and Hilton Head Area Small Business Development Centers 2015-2016 PERFORMANCE HIGHLIGHTS

### DID YOU KNOW?

Statewide, for every \$1 of federal funds invested in 2015, \$4.92 was returned in federal taxes and \$4.72 in state taxes.

### Beaufort - Hilton Head – Okatie – Bluffton With offices in Historic Beaufort and the Gateway to Hilton Head on the campus of USCB

In 2015 and 2016 (through July), the Beaufort and Hilton Head Area Small Business Development Centers spent over 1,157 hours helping:



81 jobs were created or saved, earning an average of \$38,041 per capita income, represents \$3,081,321.00 in annual wages in the local economy. (2015 per-capita personal income figures obtained from the US Bureau of Economic Analysis at [www.bea.gov](http://www.bea.gov))

\*Clients/Citizens Served include small business clients and workshop attendees

**We're big on small business.**  
South Carolina Small Business Development Centers

## Beaufort and Hilton Head Area Small Business Development Centers

### 2016 PERFORMANCE HIGHLIGHTS

#### DID YOU KNOW?

Statewide, for every \$1 of federal funds invested in 2015, \$4.92 was returned in federal taxes and \$4.72 in state taxes.

### Beaufort - Hilton Head – Okatie – Bluffton

With offices in Historic Beaufort and the  
Gateway to Hilton Head on the campus of USCB

In 2016 (through July), the Beaufort and Hilton Head Area Small Business Development Centers spent over 500 hours helping:



17 jobs were created or saved, earning an average of \$38,041 per capita income, represents \$646,697.00 in annual wages in the local economy. (2015 per-capita personal income figures obtained from the US Bureau of Economic Analysis at [www.bea.gov](http://www.bea.gov) )

\*Clients/Citizens Served include small business clients and workshop attendees

**We're big on small business.**  
South Carolina Small Business Development Centers

## SC SBDC Specialized Business Development Programs

**Government Contracting:** SC SBDC procurement specialists (PTAC) can help you find opportunities that fit your company and products. We connect you with the right people and resources and help you meet all requirements to do business with government.

**Exporting:** SC SBDC business consultants assist with the planning and details necessary to make exporting a big part of a company's growth. Our NASBITE-certified export specialists know all the ins and outs of working in international markets.



**Manufacturing:** Managing your manufacturing venture is a challenge. Our manufacturing specialists can help streamline your production process and develop strategies to strengthen your workforce. Our consultants assist with setting and meeting financial and strategic goals.

**Product Development:** Original ideals and pioneering products can benefit from our technology commercialization program. We can help take ideas or prototypes from concept through design, development and production and finally on to market.



The SC SBDC offers business consulting specific to the needs of veterans and active military.

**Since 2010, the SC SBDC has helped 22,660 entrepreneurs:**

- create/retain more than 7,200 jobs!
- start 640+ new ventures.
- create \$184.7M in capital formation.
- secure more than \$30B in government contracts.

South Carolina Small Business Development Centers across the state offer individual, confidential business consulting at no cost. Highly-trained consultants assist both existing and startup companies and provide a variety of services including advisement on business plans, fiscal and operations management, financing options, marketing strategies, human resources and much more. Centers conduct affordable education workshops and provide referrals to useful business resources. Specialized services include government contracting, exporting, technology commercialization, veterans business assistance and minority outreach. Visit [www.SCSBDC.com](http://www.SCSBDC.com) to find a center and make an appointment.



Funded in part by a cooperative agreement with the U.S. Small Business Administration



The SC SBDC serves every county in South Carolina.

Check the locations tab at [www.SCSBDC.com](http://www.SCSBDC.com) to find a center near you.

We're big on small business.<sup>SM</sup>  
South Carolina Small Business Development Centers

# Private business consulting

- Business planning
- Financing options
- Marketing assistance
- Sales and growth strategies
- Financial management
- Human resources
- Veterans business program
- Minority business program
- Resources and referrals



## Your small business isn't small to you.

At the South Carolina Small Business Development Centers we understand what it takes to be an entrepreneur. Do you have an existing business poised to expand and you're looking for new markets? Does your current business need debt restructuring or funding to purchase a building? Get one-on-one, confidential consulting at no cost at one of our centers across the state. We assist in any area of business from HR to financial management to marketing. SC SBDC consultants link you to the right resources and people to support the growth of your small enterprise.

## STARTING A NEW BUSINESS IS A TOUGH JOB.

Many people have ideas. Few people have plans. That's where we come in. SC SBDC consultants assess new venture ideas, research competition, assist with writing business plans and help to secure financing. Attend one of our startup seminars and see if you have what it takes to run your own business.

Let's jumpstart your startup!



**DREAM BIG. WE CAN HELP.**

## SEMINARS & WORKSHOPS

- Veterans workshops
- Business planning
- Managing credit
- Financing a business
- Growing your business
- Starting a business
- Buying and selling a business
- Tax workshops
- Legal workshops
- Bookkeeping
- Government procurement
- Creating a website
- Marketing/Social media
- HR practices
- Exporting
- Developing new products

Visit [SCSBDC.com](http://SCSBDC.com) and click the seminars tab for upcoming events in each center.



[FACEBOOK.COM/SCSBDC](https://www.facebook.com/SCSBDC)  
[TWITTER.COM/SCSBDC](https://twitter.com/SCSBDC)  
[SCSBDC.COM](http://SCSBDC.COM)

## LOCAL OFFICES

### Small Business Development Center University of South Carolina Beaufort

Historic Beaufort Campus  
801 Carteret Street  
Beaufort, SC 29902

Telephone: (843) 521-4143

Fax: (843) 521-4142

Martin Goodman, EDFP  
Area Manager  
goodman@uscb.edu

Gateway to Hilton Head  
1 University Blvd.  
Bluffton SC 29909

Telephone: (843) 208-8259

Pat Cameron, MBA  
Business Consultant  
pcameron@uscb.edu

### *Accomplishments*

#### *Educational Programs (2013-2015)*

279 citizens attended 24 workshops, offering professional educational opportunities on various business subjects

#### *Client Counseling (2013/2015)*

2,223 hours spent on one-on-one no charge, confidential counseling with 403 clients

#### *Capital and Job Formation (2013-2015)*

USCB SBDC clients created \$15,417,360.00 worth of business loans and equity after working with Beaufort and Bluffton SBDC counselors on business plans and loan packages, creating over 326 new jobs.



U.S. Small Business Administration



*Working for you in a  
Global Marketplace*  
USC Beaufort  
Small Business Development Center  
843.521.4143

Ready to Start A Business?  
Expanding your Business?

SBDC Experts can help  
you find effective  
solutions to your  
business needs

We're Big On  
Small Business

Small Business  
Development  
Center

BEAUFORT SOUTH CAROLINA  
SBDC  
In partnership with USCB

843.521.4143



## Who Is The SC SBDC ?



The South Carolina Small Business Development Center (SC SBDC) is a consortium of 4 colleges and universities which operate a state office and 17 regional offices located throughout the state.

These centers offer a variety of services and management training courses tailored to meet the needs of small and medium-sized businesses. SBDC consultants at each site provide managerial and technical assistance to those wishing to start or expand an enterprise.

## What services do the centers provide?

SBDC consultants are available at each location to give one-on-one consultation, to analyze business operations, develop business strategies, and provide marketing and economic information at **no cost**.

Experts in private industry and government are also available, on a limited basis, for assistance in highly technical specialized areas.

For minimal registration fees, centers also offer seminars and training courses on topics that are of interest to the small business owner taught by staff and professionals in industry and government.

Centers work with local economic development organizations such as Chamber of Commerce, Local Government, Council of Government and Financial Institutions.

### *Local Offices Are Located:*

801 Carteret Street  
Beaufort SC 29902  
(843) 521-4143

1 University Blvd.  
Bluffton SC 29909  
(843) 208-8259

Please visit our web site @  
[www.SCSBDC.com](http://www.SCSBDC.com)

## Services of the Small Business Development Center

- Business Plans
- Preparing pro forma, cash flow analysis, income statements and balance sheets
- Help with new business start-up, expansion and acquisition
- Financial Planning for small business
- Directing market research
- Analysis of financial documents
- Loan packaging
- Bookkeeping and Electronic Financial Management including *QuickBooks*®
- Importing/Exporting financing, training and coordination
- Advertising and Marketing
- SBIR / STTR
- Technology Commercialization
- Small Business Tax Reporting
- Payroll Tax Regulations and 941 Deposit Requirements
- Help with Sales Tax
- Government Procurement and Contracting
- Women, Veteran, Family and Minority owned business
- License Information
- Management Training Workshops

### Through such resources as:

- Local Banks
- Small Business Administration (SBA)
- State Universities and College Libraries
- S.C. Department of Commerce

## Other Resources

### **Beaufort County**

BUSINESS LICENSE  
Beaufort County Government Center  
100 Ribaut Road  
Beaufort, SC 29902  
(843) 255-2271

### **City of Beaufort**

LICENSES/PERMITS  
Business License Department  
City of Beaufort  
1911 Boundary Street  
Beaufort, SC 29902  
(843) 525-7025

### **Town of Port Royal**

LICENSES/PERMITS  
Business License/Building Permit Department  
700 Paris Avenue  
Port Royal, SC 29935  
(843) 986-2209

### **Internal Revenue Service**

(800) 424-1040  
[www.irs.gov](http://www.irs.gov)

### **Greater Beaufort Chamber of Commerce & Mainstreet Beaufort, USA**

Blakely Williams, Executive Vice President  
701 Craven Street  
Beaufort, SC 29902  
(843) 525-8500  
[www.beaufortsc.org](http://www.beaufortsc.org)

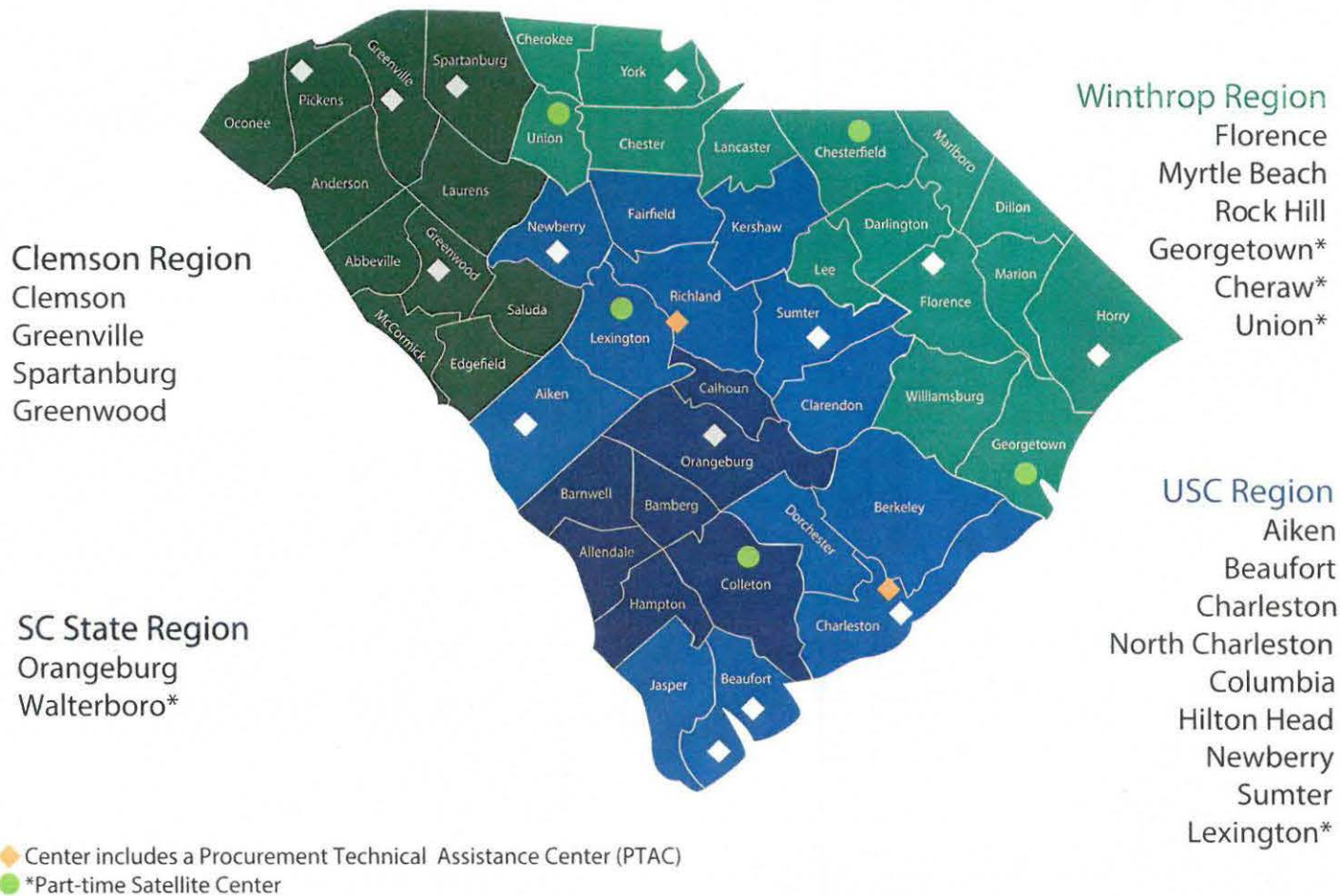
**South Carolina Business One Stop**  
[WWW.SCBOS.COM](http://WWW.SCBOS.COM)



SOUTH CAROLINA  
**SBDC**  
ANNUAL REPORT FOR 2015



Twenty one South Carolina Small Business Development Centers (SC SBDC) across the state offer individual, confidential business consulting at no cost. Consultants assist both existing and startup companies. Consultants provide a variety of services, including advisement on business plans, fiscal and operations management, financing options, marketing strategies, human resources and much more. Centers conduct affordable education workshops and provide referrals to useful business resources. Specialized services include government contracting, exporting, technology commercialization, veterans business assistance and minority outreach.



Visit us! [SCSBDC.com](http://SCSBDC.com)

Like us! [Facebook.com/SCSBDC](https://www.facebook.com/SCSBDC)

Follow us! [Twitter.com/SCSBDC](https://www.twitter.com/SCSBDC)

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of Commerce, SC DOC

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State Director, SC SBDC

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SBDC Consortium Chair

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In appreciation of Frank L. Roddey  
for his leadership and support in  
the creation of the SC Small  
Business Development Centers



# We're big on small business.

For 37 years, entrepreneurs have turned to the South Carolina Small Business Development Centers. The SC SBDC's mission is to advance the state's economic development by helping entrepreneurs grow successful businesses. This means not only assisting the formation of new ventures, but also helping existing businesses find new markets and faltering companies to stay on course. SC SBDC consultants tailor their approach to meet the needs of any business—from a technology startup to a local restaurant to a manufacturing plant with 500 employees.

The SC SBDC offers client education and no-cost confidential counseling on financing, marketing, employee management, importing and exporting, strategic planning, market expansion, bookkeeping, technology commercialization, manufacturing and government procurement. There are also focused programs for veterans and minority-owned businesses. The SC SBDC is always evolving and developing new programming to meet the needs of an ever-shifting economy.

Visit [www.SCSBDC.com](http://www.SCSBDC.com) to find a center near you and to read more information on educational seminars, workshops, business resources and consulting services available throughout the state.

## Advisory Board

Steve Bailey, CEO and Chairman, Merus Refreshment Services

Barbara Blau, Chair and President, DP Professionals

H. Greg Hyman, Owner, Hyman Vineyards

Rachelle Jamerson-Holmes, Owner, Thee Matriarch Bed & Breakfast

Dr. Alonzo Johnson, President and CEO, Agape Certified Nursing Assistant Academy

Frank Knapp, Jr., President and CEO, SC Small Business Chamber of Commerce

Jennifer Noel, Deputy Secretary, SC Department of Commerce

A. O'Neil Rashley, Jr., Senior Vice President and Counsel, SC Bankers Association

Raymond F. Reich, Downtown Development Manager, City of Florence

James Rohrer, Senior Credit Team Lead, TD Bank

Louise Schmidt, President, Life Industries Corporation

John A. Walter, President and CEO, PMG Management Group and Owner, Clemson Cleaning Co.

Robert (Rob) F. Youngblood, President, York County Regional Chamber of Commerce

Honorary member, Elliott Cooper, District Director, Small Business Administration

# Bobby Hitt

Secretary of Commerce, SC Department of Commerce



Dear South Carolina Small Business Development Centers,

It is my pleasure to congratulate the South Carolina Small Business Development Center (SBDC) on another outstanding year of service to small business. Small Businesses are a critical part of our states economic development infrastructure, making up 97% of all firms and employing half of all South Carolinians. The SBDC provides “boots on the ground” counseling and training that make a real difference for our small business community.

The SC Department of Commerce enjoys a close working relationship with the SBDC, referring numerous small business inquiries to SBDC’s around the state on an on-going basis. Commerce has been pleased to specifically support SBDC work in rural South Carolina, including seven counties served by the South Carolina State University center, portions of the PeeDee, and the

Savannah Valley region.

Jobs for South Carolinians and more business for their companies are key objectives of commerce. In 2015, the SBDC helped companies create and retain 1,278 jobs, start 183 new businesses, and increase sales by \$28 million. Client businesses also obtained \$52.4 million in capital formation with guidance from the SBDC.

We support the SBDC and acknowledge their effectiveness and stewardship in growing South Carolina small business.

Sincerely,

A handwritten signature in black ink that reads "R. Hitt". The signature is stylized and cursive.

Robert M. Hitt III  
Secretary of Commerce, SC Department of Commerce



# Michele Abraham

State Director, SC Small Business Development Centers

Dear Fellow South Carolinians,

I am pleased to share the SC SBDC annual report for 2015. In it you will read success stories about seven companies we assisted that span diverse industries from retail and hospitality to burial services, a veterinary hospital, pharmaceuticals and medical trauma care. Also included are updates on new/expanded SC SBDC services as well as news on some of our staff.

Over the last five years we have worked as a statewide team to develop, update and implement strategic priorities that are designed to drive continuous improvement of the value and outcomes our program provides both to our clients and to the community. This focus has helped us to further leverage our resources and add new programs to better address target markets such as established businesses poised for growth, rural communities and veteran and minority owned companies. In order to ensure we can effectively meet client needs, we have increased professional development opportunities for our staff to maintain and enhance their counseling skills and technical competencies.

All of these efforts have proven effective. We assisted 4,751 clients last year, producing significantly increased economic impact. However, the numbers don't tell the whole story. We regularly receive comments from our clients on the expertise, professionalism and dedication of our staff. Customer satisfaction rankings average between 90 and 95%.

All of this good work is not possible without the support of our university hosts, advisory boards, advocates and partners throughout the state. This year, I want to specifically thank Dr. Roger Weikle, Dean of the College of Business Administration at Winthrop University for the guidance, support and advocacy he has generously given to the SC SBDC through the years. Dr. Weikle has served many times as Chair of the Consortium (Clemson, SC State, USC, Winthrop) that hosts our program, and his insight has been invaluable to us. He will be missed when he retires in 2017!

Enjoy reading this report and feel free to contact us if you have questions or need advice. Ask us. We can help.

Sincerely,

A handwritten signature in cursive script that reads "Michele Abraham".

Michele Abraham  
State Director, SC SBDC



# Roger Weikle

## SC SBDC Consortium Chair

Dear Clients, Friends and Stakeholders,

The South Carolina SBDC network is unique in a number of ways, all good. With an efficient design and overhead structure, our Center has both flexibility to address local needs and ability to coordinate resources across the full network. We are the only one of the 63 SBDC programs in the county to have such a design. The 21 centers under the consortium of four business schools (Clemson, USC, SC State, and Winthrop) meet often, share best practices, but most importantly, accomplish great things in client service.

The Small Business Administration (SBA) holds the centers accountable for fiscal management and establishes performance standards on which efforts will be benchmarked. Performance metrics range from job creation to business start-ups, sales increases and more. The SC SBDC consistently performs well on these measures and exceeds performance expectations. Not only has the collective organization been successful but individuals and area centers have been recognized for outstanding performance.

In 2015, the Rock Hill center at Winthrop received the SBA's SBDC Excellence and Innovation Award for South Carolina and for SBA's Region IV, serving eight southeastern states. Inspired by that success, the Charleston Area center has just earned the national award as the 2016 SBDC Center of Excellence and Innovation (1,000 area centers in the U.S.). The award will be presented during National Small Business Week in May in Washington, D.C. This is just one example of how well the network cooperates and achieves more as a result. Associates in the network have been featured presenters at national meetings. State Director Michele Abraham serves on the national board of directors of the Association of Small Business Center Directors.

I have been associated with the state network for more than 20 years and have never been more proud to see the record of work accomplished and assistance provided to entrepreneurs. Next year, another of the consortium deans will take on the primary leadership function and Michele and her team will continue to gain attention on the national landscape.

The center works hard on behalf of their clients and to leverage their resources and expertise to support the state's economic development. Not a week goes by that I do not encounter someone with a story to tell about how much someone has benefited from their association with the SC SBDC. Don't be misled by the name or image of a small business. Even the largest corporations in the state spin off many suppliers and send the SBDC clients for starts ups, high impact growth companies, technology commercialization efforts, or government contract prospects in every industry sector creative entrepreneurs can find to build our economy from the ground up.

This takes on the spirit of a movement and those involved are passionate about what they do. Much is expected of the people in the centers and they deliver. Today, the SC SBDC performs at a high level to meet client needs through the team of experienced professionals. Their experiences are diverse. The priorities are clear. The strategic direction is firmly established. As their clients and partners have come to know, the SC SBDC is a tremendous asset to the state and citizens of South Carolina.

Sincerely,

A handwritten signature in black ink that reads "Roger D. Weikle". The signature is fluid and cursive.

Roger D. Weikle, Ph.D.  
Dean of the College of Business Administration  
Winthrop University



## In 2015 the SC SBDC helped 4,751 Clients:

Create  
or Retain  
**1,278**  
Jobs



Win  
**\$1.4 Billion**  
in Government  
Contract Awards



Generate  
**\$52.9 Million**  
in Capital Formation



Start  
**183**  
New Businesses



### Remembering Forrest Norman

The SC SBDC lost one of our "family" when Consultant Forrest Norman passed away on February 3, 2016. His passing was unexpected. Although he had been ill for several months, he missed very few work days and was actually feeling and looking better every day. Although we are very saddened by his loss, we know Forrest would not approve of us using it as an excuse to feel sorry for ourselves. He's expecting us to carry on!

Forrest was a valued member of our SC SBDC family. He was dedicated to his clients and his work, and thrived on providing great attention to detail when preparing financial analyses, assisting clients with loan applications, and often accompanying them to the bank. He served as a mentor to numerous Graduate Assistants who rotated through the Rock Hill Area Center over the years. His love of accounting was obvious, and he often spoke with great pride about his 30 years as a CPA in the textile industry. Forrest graduated from Virginia Military Institute with a Bachelor's Degree in History, and received his Bachelor's Degree in Accounting from NC State University. He was an Army veteran during the Vietnam War, receiving the Bronze Star.

We miss seeing Forrest's smiling face and know his clients miss him greatly as well. He was a good man, a loving husband of 50 years, a proud father of two sons and grandfather to three young people who adored him. He was also a man of great faith and a very active member of the Episcopal Church of The Holy Comforter in Charlotte, NC. He undoubtedly was welcomed with open arms by our Heavenly Father as a good and trusted servant.



In Memoriam  
Forrest A. Norman, Jr., CPA  
1943 - 2016

I am confident that without guidance and support from the SC SBDC, I would not have been awarded the contract funding for the new business I recently opened in Charleston County.

Barry Hand  
Reify  
Charleston, SC

## SC SBDC Welcomes New Director for the SC State Region

The South Carolina Small Business Development Centers has named Orangeburg native and longtime community business leader Jim Johnson as director of the South Carolina State University region, which covers seven counties in the state.

Johnson, a former chairman of the Orangeburg County Chamber of Commerce, is looking forward to using his knowledge of the local community to help entrepreneurs reach their business goals.

"I have always been involved in the community," he said. "As chairman of the chamber I was given the opportunity to work with other businesses in a helpful capacity. I loved all aspects of the chamber's role. When I discovered the position for the SBDC, I knew it was made for me. I enjoy working with small business people one on one and helping them succeed. I truly want to help the local economy of our community grow."

Johnson describes himself as the product of a long line of entrepreneurs. He earned a bachelor's degree in English at the College of Charleston and an MBA from Claflin University. He owned and operated a medical supply company for 18 years, and he was the owner-operator of the All Star Deli in Orangeburg for seven years. With many years of small business experience, he brings a variety of skills to the SBDC.

Johnson has identified three main goals for the office — providing superior customer service, enhancing communications of the services the SBDC provides and creating innovative programs that address the economic conditions of the region. In particular, he wants to develop programs for the local agriculture market.

"An organization must be innovative to stay relevant, and looking at Orangeburg and surrounding counties, agribusiness is their number one product," he said. "We will be developing a pilot Agribusiness Consultant Program in our region to help those in the agribusiness industry. We would like to partner with other agencies and businesses related to agribusiness to develop a program that drives small business success in this industry."

Along with his business experience, Johnson is entrenched in the Orangeburg community. He currently serves as the chairman of the Orangeburg County Elections Commission and commissioner of Edisto District for the Boy Scouts of America. He served as chairman of the Orangeburg County Chamber of Commerce, president of the Orangeburg Rotary Club and received an award for Orangeburg Business Person of the Year.

SBDC state director Michele Abraham is pleased to add Johnson to her team. "Having owned several businesses of his own, Jim comes to the SC SBDC with a wealth of experience which will be invaluable in assisting the companies we serve," she said. "As a native of the Orangeburg area, he also is very knowledgeable of these communities and the needs of entrepreneurs who are trying to grow businesses in that region.

He will provide the leadership to expand the good work we are doing and generate fresh ideas on how to further improve the assistance we provide."

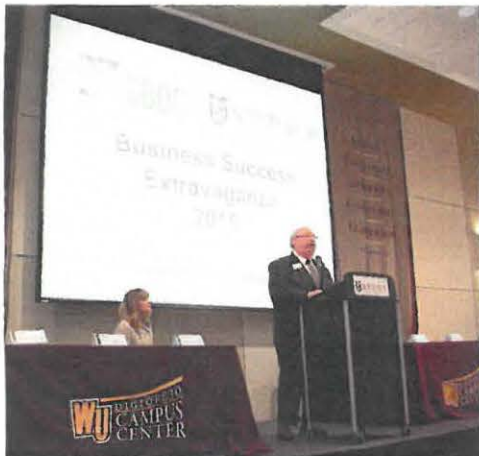


Jim Johnson  
SC State Region Director

Today, small business and entrepreneurship are the driving forces behind our country's job creation potential. Through the variety of services they provide, the Small Business Development Centers support small business and create hundreds of jobs in South Carolina. In an age when competitiveness is at an all-time high, their work is critical, and I applaud them for the impact they are making in South Carolina.

Representative Trey Gowdy, SC-04

## Rock Hill Area SBDC Draws Businesses From Throughout SC for Business Success Extravaganza



Dean Roger Weikle  
Rock Hill Business Success Extravaganza

On March 24, 2015 the Winthrop Region's SBDC in Rock Hill, SC presented a "first" in its usual series of workshops and conferences - a full day event to educate and serve our clients. The "Business Success Extravaganza 2015" offered area business owners a variety of workshop sessions which addressed topics that are necessary for running and maintaining a successful business, including specific subjects of interest to business owners trying to keep up with the new technologies that can help them grow. Attendees were able to choose sessions based on their own business needs. The event drew almost 100 participants who offered rave reviews and asked that the Rock Hill Area SBDC bring back similar programs in the future. As attendee Bara Wetherell of Thomas & Leitner Orthodontists said, "I loved the conference! I have been to quite a few types of conferences over the years, and this was one of the most beneficial. Please put me on a list for future classes!"

The Extravaganza featured sessions by local, regional and nationally known experts. Eric Spellman, a nationally recognized expert in online marketing conducted three sessions. Other speakers included Doreen Sullivan, a SC business woman and owner of Post No Bills, who specializes in creative marketing and media relations campaigns and Kittie Watson, President and founder of Innolect, Inc., an international speaker who talked about building high performance teams. Other experts taught about networking strategies, tips for increasing sales, guidance on how to do business with federal and state government and much more. Larry Stevens, SBDC Winthrop Region Director concluded, "We constantly look for fresh ways to help entrepreneurs successfully grow and expand their companies; so we are very pleased that they found so much value in this new event."

## SC SBDC Works with Local Communities to Expand Presence and Services

The SC SBDC continuously assesses small business needs and works with key partners to expand accordingly. In late 2015, two new part-time centers were opened to address growing demand in two communities.

Lexington, S.C. may be right across the river from Columbia, but it is a different world. In order to better reach the small business community there, the USC Region SBDC and the Greater Lexington Chamber & Visitor's Center partnered to open a center at the Lexington Chamber. The SBDC offers private consulting and group seminars for entrepreneurs in the metropolitan area at this facility two days per week. "We are thankful to Randy Halfacre and the chamber staff for helping us improve Lexington businesses' access to SBDC services", Pete Oliver, SBDC Columbia Area Manager said.

Rural South Carolina offers a unique culture in our state. The SC State Region SBDC serves a rural area made up of a collection of small towns and businesses. We recently opened a new satellite office in Walterboro at the Colleton Commercial Kitchen in order to better reach the Colleton County area. The collaboration with the Commercial Kitchen allows us to meet with clients there every Tuesday and conduct monthly workshops. Being located at the Commercial Kitchen lends a focus to food businesses, but we have already helped clients ranging from farmers to cleaning companies.

"Colleton Commercial Kitchen has been delighted to form a working partnership with SBDC here in Colleton County. Our countywide push for economic development, especially with our new kitchen business incubator, finds us looking for small business development advice and guidance. Through local presence, workshops and one-on-one consultations, the SBDC is giving us and our users the tools to build sustainable businesses to better our economy." Matt Mardell, Director Colleton Commercial Kitchen.



Nancy Williamson  
Newberry Area SBDC  
Business Consultant

## Nancy Williamson Named SC SBDC State Star, Helps Nearly 1,000 Businesses

Nancy Williamson, CBA, was selected the South Carolina Small Business Development Center (SC SBDC) network's State Star, a distinction imparted by her peers. This honor is based on exemplary performance as a business consultant in specific key performance indicators, her enthusiasm for representing the network in the business community, her contributions to local economic development and her longstanding contributions to the SC SBDC.

Williamson has been running the Newberry Area SBDC located at Newberry College for more than five years. She works primarily with Newberry County clients, but also helps her fellow consultants across the state when they need assistance with web design and social media for their clients. Williamson sees around 60 clients individually and hundreds in her workshops each year. Williamson offers all types of consulting expertise for both existing businesses and startups. One emphasis of the consulting she provides is in search engine optimization (SEO), online marketing and social media.

"Many of my clients are on a tight budget and can't afford extensive marketing, so I help them through the use of free advertising and marketing resources," Williamson said. "Most of my clients are very uncomfortable with using social media at first, and some downright refuse, but they come around once they learn how they can build brand awareness and promote their business at no cost. During our first meeting, I look at their website, give them ideas on how to improve functionality and show them simple steps to increase their online presence."

Williamson says clients are often intimidated with the technology side of business and she finds that giving them a clear plan, or homework steps, can help them feel more comfortable with the process. She has created her own SEO worksheet that guides clients without overwhelming them. She says all clients, from professionals like lawyers, doctors and physical therapists to those who own restaurants and retail stores can benefit from an online presence that every business needs to be competitive in today's market.

Williamson states that the first counseling session with a new client usually lasts two hours, sometimes longer if things are moving to where they can work on specific items. She finds the clients without a website are under the impression that it will cost thousands of dollars. Williamson presents a website workshop several times a year that teaches business owners how to create, edit and maintain their own online presence. They leave her workshop with a basic, functional website and in subsequent counseling sessions they return to her for free one-on-one training to help improve their skills.

Williamson also helps clients with other facets of their business, including planning and getting started.

"Sometimes my clients have a wonderful vision of their business in their head, but once we translate all those thoughts into a business plan and financial projections we realize that their idea may not work," Williamson said. "I remind them that those days, weeks or months that we put into their business plan weren't wasted; it is much better to fail on paper than in real life. I try never to discourage a dream, but sometimes seeing the projected bottom line helps clients realize that their dream just isn't a feasible reality and it is always better for them to see and understand that themselves."

After working with nearly a thousand clients in South Carolina, Williamson says she is still learning about business with every new client. "Even if I have two clients with the same type of business in the same industry, the businesses are never the same," Williamson said. "Each business owner's personality and vision is so different that my job is never boring. I love getting to know my clients and helping them achieve their goals. When I drive by one of the small businesses that I have assisted, I can't help but smile and take pride in the work that we do at the SBDC."



## Successful Entrepreneur Operates Multiple Small Businesses with SBDC Assistance

There aren't many people with a longer relationship with the SC Small Business Development Centers than Rachelle Jamerson-Holmes, who first started learning the basics of business at the Orangeburg office as a curious teen-ager in the 1980s.

"I always knew that my path in life was to be in business for myself," said Jamerson-Holmes, who with her husband Fred is the co-owner of Thee Matriarch Bed & Breakfast in Orangeburg.

Jamerson-Holmes remembers that her grandmother introduced her to the SBDC and then-director John Gadson, who subsequently introduced her to the business side of life and whose influence followed her to college at Winthrop University. "As a fashion designer, I knew my trade, but when it came to business, the SBDC taught me how to make it work. Even after I went to college, when I'd come home, I'd stop by the SBDC. And there were times when I worked with John Gadson while I was home taking summer courses.

"The SBDC was my point of reference for business. It is good that we have a center to help people not just for new start-ups, but also for existing businesses wanting to expand." Over time, Jamerson-Holmes has started three businesses. The first was the design company she opened in New York in the late 1980s where Gadson helped her with the business planning.

In 1992, she opened Rachelle's Island, a boutique in Orangeburg. And in 2012, she and her husband created Thee Matriarch Bed and Breakfast. "When it comes to every business that I started, the knowledge I received from the SBDC has played a part," she said.

Jamerson-Holmes maintains her relationship with the SBDC as an invaluable resource for her businesses. As an example, the SBDC assisted with market research to get a deeper understanding of the hotel and bed and breakfast industry in the local and state markets. The SBDC also got her involved in S.C. State's Bulldog Small Business Student Program which helped her gather information on local and millennial spending habits. "Between the two, we were able to get the statistics for millennials, local, state and regional markets," she said. "We've been open for three years. We wanted to make sure we're moving in the right direction with our branding. The SBDC helped us with that and helped to define and organize to make sure the message we're getting out is being received the way we intended."

Over the past few years, Jamerson-Holmes and Thee Matriarch has been recognized by several organizations. In 1999, the U.S. Department of Commerce named her the National Minority Female Entrepreneur of the Year. In August of 2015, Only In Your State.com named it as one of the top 12 unforgettable vacation spots in South Carolina. In 2014, Black Enterprise named it one of the top seven black-owned bed and breakfast inns in the nation. Jamerson-Holmes also is honored to be invited to be a guest speaker at the PAII International Bed and Breakfast conference again this year.

Jamerson-Holmes' experience and long relationship with the SBDC has made her one of organization's most vocal advocates. She says she tells anyone who is interested in going into business that they would benefit from consulting with their local SBDC. "Anyone who has a vision can usually get support from friends and family. But when it comes to best business practices, I received that from the SBDC over the years," she said.

Jamerson-Holmes now serves on the SC SBDC state advisory council. State Director, Michele Abraham noted, "Rachelle is a great asset to the board. Her enthusiasm and small business experience help us keep the network on the right trajectory."

## New Yorker Moves to South Carolina and Fulfills His Dream

The first BurgerFi restaurant was started in February, 2011 by a group of gourmet chefs who wanted a quality burger with fresh ingredients. Created from dissatisfaction with the fast food industry, the BurgerFi concept was born: fresh, never frozen, all-natural, hand crafted burgers, sauces, custard, French fries, and onion rings. The atmosphere at the BurgerFi restaurant is eco-friendly with an urban feel.

Mr. Higgins first ate at a BurgerFi restaurant in his native state of New York. He was impressed with the food, the cleanliness of the restaurant, and the overall atmosphere compared to existing burger chains. Shortly after a visit to Myrtle Beach, Mr. Higgins relocated to the Grand Strand because he fell in love with the area. After settling into his new home, he knew he wanted to open a BurgerFi restaurant in Myrtle Beach. At the time, a BurgerFi franchise had recently opened in North Myrtle Beach and appeared to be doing very well. Mr. Higgins and his business partners began researching what it would take to open the restaurant. Mr. Higgins began scouting locations and found a vacant space in Sayebrook Plaza, an up and coming shopping plaza near Surfside Beach, which would eventually be the home of the Grand Strand's second BurgerFi location.



Lawrence Higgins  
Burger Fi

To assist in the planning stage for his business, Mr. Higgins came to the Myrtle Beach Area SBDC (MB SBDC) in May, 2014. He needed assistance navigating through various agencies to obtain licenses. During consultations, the MB SBDC assisted him with determining a legal business structure and obtaining licenses (including business, SC sales tax, alcohol, beer and wine, and withholding licenses). The MB SBDC also conducted market research for Mr. Higgins for inclusion in his business plan to seek additional capital to fund the business.

Mr. Higgins' dream was realized on June 24, 2015 when he opened his doors for business. In six months, the restaurant has produced over \$600,000 in sales and employed more than 30 people.

"Mr. Higgins' enthusiasm is infectious!" MB SBDC Area Manager Janet Graham said. "When patrons enter BurgerFi his eyes light up and his beaming smile makes them feel warm and welcome. He epitomizes the spirit of entrepreneurship!"

Mr. Higgins attributes hard work to success with his restaurant. BurgerFi is open seven days a week and, since opening, Mr. Higgins has been there every day. That's another reason he believes his business has been, and will continue to be successful; he's there, onsite, making sure the BurgerFi concept is shown through every order.

In his own words, he truly believes BurgerFi is "the best burger on the beach!"

Though a new business itself, BurgerFi supports other local businesses by providing local discounts as well as discounts to all service employees. They have also held community events at the restaurant.

Since initially coming to the MB SBDC, Mr. Higgins has become a long-term client of the center, returning as new needs arise. Mr. Higgins stated, "Working with the SBDC helped me put all the pieces together. It was a pleasure working with Janet and Bernita."

As anyone knows owning a small business has it's difficulties and having someone as knowledgeable as the SBDC keeps you in step with your competition. Knowing we have someone local to guide us has helped us tremendously to grow our business.

Alene Watts  
Sissy's Boutique  
Whitmire, SC



Kara Sherritt  
Creative Energy Candle

## Candles Light the Way to Success

Kara Sherritt has no problems making creative decisions at a moment's notice. The president of Creative Energy Candles displays the same enigmatic charm that her company's name suggests.

Business decisions, however, are another ball of wax.

Sherritt had started a business based on her fascination with candles and had successfully created a customer base of about 150 gift shops by 2012 for her scented candles. She thought that she could be doing more with her business, but it wasn't obvious as to how. Eventually, she heard about the South Carolina Small Business Development Centers and Columbia consultant Pete Oliver.

"Friends of mine who own a business told me how they got business advice from Pete Oliver," she said. "I decided to see him. I'm fine with making creative decisions, but when it comes to business, I can use all the advice I can get." Oliver said she initially came to the SBDC for help with financing and marketing, but she has sought advice on a variety of topics over the years.

Sherritt said one of the first things Oliver had her do was get her business

organized with a back-to-basics approach.

"When I went to Pete, I had to back up and get proper licensing. From there, they've helped me in so many ways—from helping me get an SBA loan to telling me how to manage the steps of my business. I really didn't know what I was doing."

Oliver and his staff helped Creative Energy obtain an SBA loan for \$146,000 to go with \$42,000 of owner equity. This helped the company take on bigger orders. "I didn't have working capital. That was a problem," she said. "I had people who wanted to place a large order, and I didn't have the money for the materials."

Oliver also got her involved with the University of South Carolina Darla Moore School of Business where she worked with a class who made her the live subject of a market research project.

She estimates her sales were around \$20,000 for 2012 before she sought help from the SBDC. In 2015, she recorded over \$400,000 in sales. Her candles are now in over 500 gift stores and she has developed relationships with Whole Foods Market and Wegman's.

Creative Energy has hired two full-time employees since Sherritt began taking Oliver's advice.

She has become an advocate of the SBDC's services and has appreciated the guidance she has received in such a short time. "The biggest thing I've learned is that things take time. I'm one of those go-getters. I want to have things done now," she said. "I've learned that everything is a work in progress and you have to wait on some things. I couldn't have done this without Pete Oliver's help."

The SC SBDC was instrumental in helping me set-up the legal requirements for a small business venture that I will be opening in Beaufort County in the near future. They also helped me fill out the application for Bring Your Business Idea To Life. Their business knowledge, patience and dedication helped me to complete these projects. The SC SBDC is a valuable resource for our business community.

Susan C. Gordon  
Cookies for Champions, LLC  
Beaufort, SC

## Novel Funeral Service Business Lays Families' Anxieties to Rest



Jim Dobbins  
Simplicity Lowcountry  
Cremation & Burial Services

Jim Dobbins knew he was on to something with potential. His difficulty was in getting others to see it.

"I felt it was a great idea, but if you can't explain yourself and prove it's a good idea, then nobody will support it," he said.

Dobbins is the owner of Simplicity Lowcountry Cremation & Burial Services, a low-cost alternative for cremation and burial services located in North Charleston. Before jumping into the life of an entrepreneur and business owner, Dobbins had over 16 years of experience working as a funeral director and three years as a regional sales representative for pre-need insurance that served funeral homes in South Carolina and Georgia.

"The owners of the funeral homes were telling me that more and more customers were asking for simple cremations," he said. "In my travels, I had seen a few low-cost funeral homes popping up and realized there was a need in the Charleston area."

Dobbins did some more market research and began putting together a business model that focused on providing lower cost services by reducing large overhead costs. Dobbins recognized that the price of most services could be much lower if a business eliminated the fancy trappings of a traditional funeral home. He believed the services could be top-notch without making customers pay for atmosphere. "We want to have not just the lowest cost

cremation and burial services, but the lowest with the best service," he said. "We've reduced the overhead but continued the exceptional service."

Once he had the basis for a workable plan mapped out, Dobbins said he had a "strong desire to push forward, but I realized I didn't have any capital."

Through an internet search, he learned about the South Carolina Small Business Development Centers and the free counseling it provides to entrepreneurs.

During his first meeting with consultant Tom Lauria, Dobbins laid out his plan, and Lauria advised that the funeral industry is difficult to break into because it is characteristically dominated by a few well-established businesses.

"He needed to consider their reaction if they viewed him as a serious threat," Lauria said. "However, his experience in the business coupled with the fact that he was not challenging their core products made his plan feasible. Had he been trying to compete head-on with them, I doubt he would have been successful."

Lauria asked some direct questions that exposed the hard realities of what Dobbins was attempting. "Part of me was frustrated. People hadn't heard of anything like this," Dobbins said. But the experience made him realize that he wasn't being clear on how his business would differ from the traditional funeral homes. He said the session with Lauria sharpened his resolve and his business pitch.

"(Tom) looked at the business plan and financials two or three times, made some suggestions and spotted some omissions," Dobbins said. "I don't think I would have been successful had it not been for the things he challenged me with and the sharpening of the plan. By the time I went to the Charleston Local Development Corporation, it read a lot better." With Lauria's guidance, Dobbins secured a \$100,000 loan from the Charleston LDC to add to his personal startup capital of \$25,000.

He opened his doors on March 12, 2012 as the only employee and had served his first family within three days. Dobbins' recognition that an opportunity was waiting to be exploited was validated quickly. Within the first month, he served 10 families and he added his first employee by the third month.

Today, Simplicity averages 40 clients per month and the staff has grown to seven employees.



## Old Car Dealership Gets Pet Friendly Make Over

Dr. Setzer has always had a passion for animals, so much so that he decided to switch majors from business to veterinary medicine his first year of college. This passion led him to create Lesslie Animal Hospital (LAH) in Lesslie, SC. The business was successful, but Dr. Setzer wanted to increase the size of his practice, as well as move to a prominent location in Rock Hill with more growth potential. Understanding the complexities of relocating and expanding a business, Dr. Setzer sought the help of the SC SBDC. He first came to the Rock Hill SBDC in February of 2014 and in a short period was up and running.

Dr. Setzer identified a used car dealership that could be renovated to create the major animal care facility that he envisioned. He worked with SBDC Consultant Forrest Norman to research veterinary best practices and develop a comprehensive loan package. Norman also helped with calculating the financial projections needed to procure the loan. The application was successful and Dr. Setzer was approved for a \$1.3 million loan on March 24, 2014. "It was both helpful and educational to work with Forest Norman and the SC SBDC. They helped me with the financial projections needed for the loan, and continue to help better our business practices," Dr. Setzer explained.

Lesslie Animal Hospital offers a variety of pet services such as examinations, boarding, grooming, vaccinations, dental care, lab and surgery. He is currently working on expanding the doggy daycare services to include a pickup service, so customers do not even have to leave their homes. The customers in the area have come to rely on the business for all of their pet needs. Currently, the business has eight fulltime and one part-time employees working and will hire more as the demand increases. The employees share Dr. Setzer's love for animals, which creates a very caring environment for pets. The new facility is one of the largest veterinarian clinics in South Carolina and the only on Interstate 77.

The success of the new location has resulted in a 10-20% increase in sales since last year, and is expected to increase. These are great figures, but according to Dr. Setzer, awareness of the new location still needs to improve. To achieve this, the animal hospital organizes events to engage the community further. This past year they facilitated a "trunk or treat" Halloween event where people gathered in the parking lot with their family and pets. The kids received candy and the pets got animal treats. In addition to community events, the animal hospital's website was recently updated to better highlight the great facility and the comprehensive services it provides. Dr. Setzer is a savvy businessman and understands that the best way to reach many of his customers is online.

Consequently, LAH has implemented strategies to create a stronger online presence on social media sites such as Google and Yelp.

In addition to being an entrepreneur, Dr. Setzer also serves as a veterinarian and vice president for Tiger World in Rockwell, SC. In the picture above, Dr. Setzer is treating a tiger cub from the park. Dr. Setzer is a man who loves animals, and with the help of the SC SBDC, he has created the perfect business for him and anyone who loves their pet.



Dr. Jonathan Setzer  
Lesslie Animal Hospital

The SC SBDC through their local representatives provide an invaluable resource to entrepreneurs who have an idea, sometimes written on a napkin, but who have no idea where to begin with respect to developing a viable business plan, a market analysis or a pro-forma. Their efforts this year alone have resulted in the creation of over 1200 jobs. They have played and continue to play an essential role in the growth of both established and start-up companies across our state.

Representative Mike Forrester - District 34

## Building Relationships Key to Ambiopharm Growth

Ambiopharm CEO and founder Chris Bai started his company with the notion that he could take advantage of a rare opportunity. In 2006, UCB, a pharmaceutical company in North Augusta S.C., was selling its plant for an asking price of \$11 million. Nobody but Bai, who had a long history in the pharmaceutical industry, was interested in the facility which opened the door for him to buy the building at a discounted price and enter the peptide development industry.

However, as a start-up with no financials to back his idea, Bai was faced with the prospect of needing to use venture capital. As an interim financing strategy, he sought the support of a former classmate and raised \$10 million to start his new company, Ambiopharm.

The vast majority of peptide development and manufacturing companies are in California, Europe and China. Bai immediately saw the benefit of locating in Aiken County. The cost of living was low and the new company would be the only one of its type in the eastern United States. This worked to the advantage of East Coast customers. He and his professional staff could now be in the same time zone and visit face-to-face, which is an important value in Bai's business relationship building philosophy. More importantly, employees, who were being paid at the same rate as if working in California, found that major aspects of the American dream — like owning a home — were much more possible in Aiken County.

Under Bai's leadership, Ambiopharm recorded sales of \$1.5 million in its first year. The company had established itself, but fostering growth became a problem. During the recessionary years of 2008-2010, banks were reluctant to lend, meaning there was little support available to a relatively new business. During this time, Ambiopharm was in need of capital reserves.

In 2010, Will Williams, president and CEO of Aiken South Carolina's Economic Development Partnership, referred Ambiopharm to the Aiken Small Business Development Center and business consultant Laura DiSano. Bai wanted to learn how to take advantage of the recently signed Small Business Jobs Act.

DiSano worked with Bai to find solutions to his cash flow needs. She made contact with several lenders to make them aware of Ambiopharm as an emerging business in the Aiken community.

While waiting on banks to loosen their lending standards, Bai led Ambiopharm through some lean years and positioned the company as a strong lending target. By 2012, his patience and perseverance had paid off as an opportunity emerged. DiSano had made Bank of America Merrill Lynch (BAML) aware of Ambiopharm early in the relationship. It was now ready to find community partners.

Ambiopharm had found a capable, diverse and strategic banking partner. In 2014, he also received his first Venture Capital money, so critical to companies engaged in research and development as well as manufacturing. Ambiopharm could borrow against accounts receivable and engage in asset-based lending. Bank of America could satisfy Ambiopharm's sophisticated needs for equipment lending, access to the global bank, foreign exchange, joint ventures and was able to connect to resources abroad on behalf of its clients. When Ambiopharm had a need for increased manufacturing capacity, BAML was there. "They had confidence in me and believed in our company," Bai said. "Bank of America has helped us grow, to buy our building and our equipment."

Since enlisting the SBDC's help in finding a banking partner, Ambiopharm has increased its capital resources and added flexibility to its growth potential, resulting in the addition of 25 new jobs. Area economic leaders recognize the role that the SBDC plays in connecting organizations to resources. "Laura and the SBDC were very instrumental in getting Ambiopharm to the next level," Williams said. "We consider SBDC a key team player in economic development in our region."



Chris Bai  
Ambiopharm

## Greenville Vetpreneur Increases Footprint in Medical Trauma Care

Ted Westmoreland served in the U.S. Army where he was awarded two Silver Stars, as well as the Legion of Merit. As an assault troop medic, Westmoreland experienced the challenges of rendering aid on the battlefield with medical devices not designed for use in that environment. While in active combat he designed and fielded the Combat Application Tourniquet (CAT), a device that has saved thousands of US lives and has been fielded worldwide. He also helped design the Abdominal Aortic Tourniquet (AAT) that has been a game changer in conjunctival bleeding control, a leading cause of pre-hospital death.

Westmoreland retired in 2008 and started Tactical Development Group (TDG), a service-disabled veteran-owned firm headquartered in Greenville SC. At first, the company employed only Westmoreland and his wife who sewed tourniquets on their dining room table. They recently moved into a large office and warehouse space to accommodate increased staff and the warehousing and specialized packing requirements of the business. The business now employs three fulltime and two part-time people.

In 2011, when sequestration began to affect business, Westmoreland sought business advice from the Greenville Area SBDC. There he met consultant Sherry Pittinger, who specializes in government procurement. She helped Westmoreland with business development, locating funding sources, government contracts, audit compliance and various other needs. She connected Westmoreland with a number of SC SBDC consultants around the state and together they took a team approach to meeting challenges.

With Pittinger's assistance, Westmoreland was able to acquire a \$50,000 Patriot Express loan to help with working capital. Pittinger also assisted in the exploration of new markets including exporting opportunities. "The services the South Carolina SBDC provided me have enabled me to stay in business during difficult periods like sequestration," Westmoreland said. "They've given me the expertise to do business with the government that I don't have organically."



Ted Westmoreland  
Tactical Development Group

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# SC SBDC offers 160 workshops and seminars in 2015

Part of the SC SBDC's mission is to make vital training available to small business owners at a reasonable cost. In 2015, more than 1,800 entrepreneurs attended one of the 160 different series offered by SC SBDCs across the state. Some of the most popular seminars were:

Steps to Starting a Business  
How to Grow Your Existing Business  
Tips for Export Success  
Government Contracting  
Boots to Business for Vetrepreneuers  
IRS Tax Workshop

QuickBooks  
How to Build a Website  
Maximizing Impact of Social Media  
NxLevel for Existing Businesses  
Financing Your Small Business  
Marketing Your Small Business

Each center maintains a list of their upcoming workshops and seminars at SCSBDC.com. Click on the Workshops and Seminars tab on the left menu to view all educational opportunities.



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