



Beaufort County Keep Beaufort County Beautiful
Board Meeting Minutes
120 Shanklin Road, Beaufort, SC
April 10, 2025



Attendees:

Christopher Campbell, Chairman, District 1
Jessica Reitz, District 2
Pamela Floyd, Council District 3
Eugene Zapfel, District 7
Ford Bartholow, Council District 9
Brenda McFee, Council District 8
Jean Fruh – District 11

Absentees:

Hope Cunningham, District 4
Carol Muphy, District 5
Vacant, Council District 6
Carol Murphy, Council District 5
Diane Voge, District 10

Staff:

Tammy Doe, SW&R Business Manager
Victoria Hoffman, SW&R Program Manager
Jesus Rodriguez, SW&R Litter Control Supervisor
Sally McLeod, SW&R St. Administrative Assistant

Guest:

John Matthews

1. **Call to Order:** Christopher Campbell – 1:00 PM
2. **Approval of Agenda:** Motion to approve and seconded; approved.
3. **Approval of Minutes – February 13, 2025:** Motion to approve and seconded; approved.
4. **Introductions** – Completed
5. **Sub Committee Updates**
 - a. **Education and Litter Enforcement** – No report
 - b. **Legislative** – No report
 - c. **Beautification** – No report
 - d. **Finance:**
 - Gene Zapfel reviewed the KBCB Budget and Spend Analysis which had been provided to Board Members in April Board Packet.
 - Gene Zapfel reviewed the FY2025 Financial Plan and FY25 Authorized Spend Record which had been provided to Board Members in April Board Packet.
 - Purchase Requests were brought before the Board as follows:
 - Beautification Committee: Request for fencing, azalea planning and weed control for Garden's Corners totaling \$5,000; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
 - Beautification Committee: Request for wildflowers, bulbs and labor for continued improvements throughout Beaufort Counting totaling \$7,500; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
 - Beautification Committee: Request for native plants, bulbs and fresh mulch for continued beautification projects throughout Beaufort County totaling \$5,500; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved

- Education and Outreach: Requests for signage and sponsorship for HHI Rotary Water Buggy totaling \$2,250; Ms. Fruh expanded on the scope of this project the benefit for the sponsorship to KBCB; Ms. McFee inquired if the signage would be a portion of the costs and Ms. Fruh confirmed it would be; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved; Victoria Hoffman stated that the invoice needed to be turned in no later than June 30.
- Education and Outreach: Request for Kids Activity Books with custom logo centered toward recycling totaling \$336.82; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request for Kids Coloring Pages and Crayons for outreach totally \$485.76; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request for Educational Flyers – various color copies for multiple events totaling \$413.76; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request to purchase Reusable Straws totaling \$463.18; Ms. Floyd asked if this item would be customized and Ms. Reitz confirmed that the pouches will be customized; Ms. McFee stated we have purchased these in the past; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request to purchase laminated do's and don'ts for Recycling totaling \$474.20; Ms. McFee asked if these items would be printed on cardstock; Ms. Reitz confirmed that the items will be printed on cardstock and laminated; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request to purchase 4x6 magnets to promote Recycling; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request to purchase gloss cardstock dos and don't postcards totaling \$338.38; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach – Request to purchase Prize Wheel for promotion at education events totaling \$267.11; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request to purchase t-shirts for events totaling \$1205.86; Mr. Zapfel stated that these shirts would be helpful to establish a brand at events; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request to purchase waterproof water bottle stickers totaling \$499.44; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request to purchase a folding table and folding chairs to take to event totaling \$389.30; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request to purchase table covers for table for events totaling \$167.14; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved

- Education and Outreach: Request to purchase 10x10 tent with custom logo and cover totaling \$1054.20; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request to purchase tri-fold brochures totaling \$335.83; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach: Request to purchase foldable wagon to carry supplies to event spaces totaling \$123.94; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved

Additional Purchase Requests made at the meeting:

- Yard Signs - \$500; motion to approve and seconded by Mr. Bartholow and Mr. Zapfel; approved.
- Reusable Water Bottles totaling \$1,000 motion to approve and seconded by Ms. Reitz and Ms. Floyd; approved
- Billboards – Two billboards totaling \$3,000; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved

FY26 Proposed Budget Request:

- Beautification Committee – Request to purchase signage for Rte. 278 totaling \$10,000; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Beautification Committee: The planting of Wildflowers and bulbs in selected areas of the county totaling \$5,000; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Beautification Committee – Landscape Improvement for Gardens Corners Intersection and Joe Frazier Circle totaling \$90,000; Mr. Bartholow asked if this included annual maintenance. Mr. Campbell stated the plan is to attempt to cover all maintenance within this budget; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Beautification Committee – To assist Beaufort County Public Works by managing a county wide, (main roads) paid litter pick up program totaling \$200,000; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Beautification Committee: To purchase new Beaufort County Signs for two locations: County line US 17 Combahee River and County Line Pocotaligo US 17 totaling \$26,000.00; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Education and Outreach – To provide education and outreach budget to under pend structured communication totaling \$30,000; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Finance Committee – Conference Budget for FY2026 totaling \$27,500; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved
- Finance Committee – Wildflower and bulb plantings in selected areas of Beaufort County totaling \$5,000; motion to approve and seconded by Ms. Floyd and Mr. Bartholow; approved

6. New Business

- a. **Staff Update:** Victoria Hoffman provided a Board Update to all members through the Board Packet.

- Valentina has been hosting “Go Green” series program at various library branches outlining several environment topics; Earth Day clean up is scheduled for April 25; Valentina is also attending the upcoming Carolina Recycle Association’s conference and will be speaking at the SC SWANA conference in May.
- Jesus Rodriguez outlined his litter enforcement and AAH programs for the month with emphasis on Earth Day event; All statistics were outlined to the Board as well as provided to them via the Board Packet.

b. Other New Business:

- Mr. Zapfel stated that he has reached out to the Finance Department regarding micro purchase authority and has heard nothing back at this time.
- Mr. Zapfel also stated he wished to have the Board members to have a county email and a Board email for KBCB.
- Victoria Hoffman reminded the Board that the end of FY25 was fast approaching. She requested that all purchasing information (item numbers, logo pdfs, company websites and entirely all information needed to purchase items) be provided by spreadsheet to her no later than May 15 for purchasing. She explained that purchasing abilities with p-card tend to be cut off by mid-June and all purchases must be made by June 30. To accomplish all the purchasing approved in this meeting a hard date of May 15th would be implemented for receipt of spending information spreadsheet; Ms. Reitz stated she would have her information to Ms. Hoffman by end of Day April 11th.

c. Board Member Orientation: Sally McLeod asked the Board members if they thought it would be beneficial to have small breakout orientation meetings. The purpose of these meetings would be to acquaint them with Parliamentary procedures as it applies to this Board and how to access SharePoint as well as group emails. The Board felt this would be beneficial. Sally will provide dates at the next board meeting for signing up.

d. The board currently has three (3) seats available; please provide any potential members’ information to Boards and Commissions as it would be beneficial to have a full board.

7. Public Comment:

- Mr. John Matthews, Beaufort County Resident, spoke to the Board. He offered high compliments to Jesus Rodriguez for his prompt responses to issues that have been brought to his attention by Mr. Matthews; Mr. Matthews was concerned with the Plastic Bag survey and the responses to the survey. He was concerned about why the board did not vote in funding for the tarping program. Mr. Rodriguez explained to him that April is Tarp awareness month through Palmetto Pride and that our tarp initiatives fall within that program.

8. Adjournment: Christopher Campbell - 2:17 PM