



Beaufort County Keep Beaufort County Beautiful
Board Meeting Minutes
Wednesday, June 11, 2025
Via Teams Meeting



Attendees:

Christopher Campbell, Chairman, District 1
Pamela Floyd, Council District 3
Eugene Zapfel, District 7
Brenda McFee, Council District 8

Absentees:

Hope Cunningham, District 4
Jessica Reitz, District 2
Ford Bartholow, Council District 9
Jean Fruh – District 11

Staff:

Victoria Hoffman, SW&R Program Manager
Jesus Rodriguez, SW&R Litter Control Supervisor
Sally McLeod, SW&R Sr. Administrative Assistant
Chloee McGuigan, SW&R Recycling Coordinator
Pamela Cobb – Asst. Department Head, Public Works

Guest:

Matt Riccobiene – BCSO
Paige – Intern for Tim Scott's office

1. **Call to Order:** Christopher Campbell – 8:50 AM
2. **Approval of Agenda** - Motion and seconded by Pamela Floyd and Gene Zapfel; approved.
3. **Approval of Minutes – April 10, 2025:** Correction: Brenda McFee was present for last meeting, please revise the Absentee list; Motion and seconded by Brenda McFee and Pamela Floyd; approved with edit.
4. **Introductions** – Completed
5. **Sub Committee Updates**
 - a. **Education and Litter Enforcement:**
 - Gene Zapfel is working on purchasing marketing material as Jessica is out of town.
 - Gene Zapfel stated that he met with a consultant with Just Zero along with Valentina Palacio. The consultant provided good examples and content with them and will gather cost and legislative material for the Board. This material will be provided at the August meeting. Ms. McFee asked that as Chair of this Sub-Committee to be included in any meeting invitations going forward. Victoria Hoffman asked that staff be made aware of any meetings.
 - b. **Legislative** – No report
 - c. **Beautification** –
 - Chris Campbell stated he had a meeting with DOT and then Public Works staff regarding encroachment permits. He stated that Mr. Harriott said PW would do the permits; Mr. Campbell expressed his concern that a Landscape Architect may be necessary to develop a plan for the permitting process; Mr. Zapfel stated that unless this is a very involved landscaping design no Landscape Architect should be required. Ms. Hoffman explained that while PW would be willing to submit the permits, KBCB would need to provide the documentation supporting the permits. DOT requires very specific requirements, which is why Mr. Campbell asked for a Landscape Architect.

Ms. McFee inquired if the Board was working with The Greenery as they should be able to provide descriptions. Mr. Campbell stated that at this time, the board was not working with Greenery. Ms. McFee suggested finding a Landscape Architect to donate time to the design. Mr. Campbell stated that this is a process the Board needs to be able to do on their own so that they don't have to wait on vendors in the future. Mr. Campbell asked if Beaufort County has a Landscape Architect on contract; Ms. Hoffman stated she would check for the Board; Ms. Hoffman stated that when quotes are requested a design can also be asked for at that point and to look at requirements from DOT as a standard guideline.

Mr. Zapfel asked if details were discussed with Mr. Harriott at the meeting; Mr. Campbell stated that details were indeed discussed. Ms. McFee stated as a Master Gardener she would attempt to help. Mr. Campbell stated that he had the name of Leah Bell, a Landscape Architect who may be able to consult. Ms. Hoffman reminded the Board that they need to purchase depending on a quote and to check their budget as FY25 ends very soon. FY25 fund is unlikely to be able to be used. Mr. Zapfel suggested to Chris to set up a meeting with Ms. Bell to meet with the Board and provide a quote, Mr. Campbell stated he would set up the appointment and invite some Board members.

- Pam Floyd stated she attempted to have bulbs purchased. She stated she sent a quote to both Victoria and Chris Campbell; Victoria Hoffman asked to have an invoice sent in for payment and stated the only thing she has received is from Jessica; Victoria reiterated that she must have an invoice to purchase the bulbs; p-card purchases cannot be used after Sunday so invoices MUST be received by June 13 before 4:00 PM. Ms. Hoffman also reminded the Board that it is too late to request a p-card increase and the typical limit on P-cards is \$1,000, Ms. Hoffman asked to have a quote emailed to her again from Ms. Floyd.
- Gene Zapfel stated that he and Jean Fruh were at the Outside Foundation Cleanup on April 22 and cleaned up the beach.
- Mr. Zapfel stated he participated in the Earth Day event through Beaufort County on April 25.
- Mr. Zapfel stated that he, Chris Campbell and Valentina Palacio were at the Bluffton cleanup on May 3 and they managed the booth at that time as well.

d. Finance:

- Mr. Zapfel stated he went to a meeting at USCB, and it appears KBCB has been approved for \$50,000. He stated that he spoke with Mr. Passiment about placing a sign on Highway 278 and that the Board needs to speak with the Chancellor of USCB about the placement. While he didn't get the opportunity to speak with the Chancellor he did speak with representatives of USCB who stated they were interested in supporting the sign project; Mr. Zapfel feels we have good initiatives on multiple fronts for this project. The decision now is for the Board to determine which projects to fund in 2025. Mr. Zapfel stated when he sets a formal meeting with USCB he will invite the Board.

- Mr. Zapfel reviewed the Financial Statement provided via Munis capturing Year to Date Purchase. He noted the only change in the most recent report would be the purchase of Water Buggy Sponsorship of \$2,250 and a total YTD expense total of \$7,293.37. The floor was open for any questions to the Board; no questions were asked of the Finance sub-committee.
- Mr. Zapfel stated a presentation was made to the Natural Resources Committee by himself and Mr. Campbell. Paula Brown was very interested in the initiatives of this Board and expressed an interest in attending this Board meeting.
- While it looks like our Budget is approved for \$50,000 there are some processes still left for the Budget to be formalized. At the next meeting, he would expect to have the \$50,000 formal budget for FY26. The Board needs to be spending money if they want to request more for FY27. One of our real drives for FY26 needs to be make sure that the Board spend as much as they can to show they the Board can effectively and efficiently use the money entrusted.
- Mr. Campbell asked if it was appropriate to vote to approve the use of money for the Landscape Architect. Ms. Hoffman reminded them that as they have already approved and voted on the project, if they stay within the allotment, there will be no need for a further vote.
- Valentina placed the name of SC Native Plant Society in the chat as a possible resource for design with parameters for DOT requirements.

6. NEW BUSINESS

- Staff Update:** Ms. Hoffman gave an overview of the report that was provided to the Board in the Board Packet for review. The Earth Day event was successful with over 9,000 pounds of litter being collected; Valentina did a great job and Jesus assisted with that as well. We are ramping up our composting program with the USDA grant funds that were received.

Chloee McGuigan stated that she was able to get most of the items ordered that were turned in on the table from Jessica. Some stickers were not ordered due to the communication team and some of the language that was used on the sticker. \$4,286 was spent in total. Educational flyers were not ordered yet either as there appeared to be a picture out of the brochure. Since that was purchased with county funds, we need to circle back on that flyer. All items will be placed in the Baler Building upon delivery. Valentina will coordinate a meeting with herself and some of the Board members to look over the inventory to make sure everything came in properly within the timeframe to return them should there be an issue. Valentina stated she would coordinate this meeting.

Mr. Zapfel asked Victoria to provide the table that should be used for purchase requisitions to the Board again. Also, Sally will place this table in the Forms section of SharePoint.

- The budget and feedback were reviewed and discussed earlier in the meeting.
- Events to be supported are outlined in the table provided in the Board Packet. Pam Floyd stated that one more event should be added to this table: Earth Day Event held at Port Royal Farmers Market. Ms. Floyd will provide details. Mr. Zapfel stated that his goal would be for each person to orchestrate one event per year. The event would be the Board members to plan and to use the supplies the Board has.
- Mr. Zapfel asked that a list of events with who will coordinate each event be made available at the next meeting.
- Mr. Zapfel stated he would like to have a list of accomplishments of the Board for FY25. He stated it would be nice to have in Newsletter Style. He would also like to add a FY26

prospective event and accomplishment section. Victoria Hoffman stated that this is a great idea and Adopt a Highway has a similar report; Chloe will be able to help with graphics. Mr. Zapfel asked where this material could be published. Ms. Hoffman stated on this could be made into a social media graphic for our Communications department in the County as well as a long report that could be added to the KBCB Webpage.

- f. Many projects will need to be reimagined and approved for FY26 plan when the final budget has been received. In August the projects need to be reprioritized and voted on for FY26.
- g. Mr. Zapfel stated he is connecting with a possible new Board member and has asked that all Board members keep eyes and ears open for potential new members as well.
- h. Mr. Campbell stated he contacted the School Board to discuss future partnerships for Solid Waste and Recycling.

7. PUBLIC COMMENT – None

- 8. ADJOURNMENT –** Motion and seconded by Brenda McFee and Gene Zapfel; approved. Meeting adjourned at 10:05 AM.