

Business Administration & Operations Activities

Update November/December 2020

Administration

- Communicate daily with Zabik and Hooks regarding numerous items that are not finished with the building and grounds. Hoping to do a punch list once the work is completed.
- Managed the staff move:
 - Moving the week of 12/7-12/11
 - Scheduled new furniture delivery, installation, and setup
 - Scheduled professional moving company for repurposed furniture and boxes/storage
 - Scheduled staff to move personal office materials in sections/existing cubicles disinfected/steam cleaned
 - Coordinated with data and fiber vendors to transfer internet/server and phones to new building
 - Coordinated with Guardian Hawk alarm system
- Completed the landscaping bond(s) for final landscape inspection.
- Purchase order for exhibit flooring submitted.
- Met with Vesta (trailer company) project manager. Toured the interior and exterior of both trailers, discussed the condition of the trailers and what we are responsible for repairing. We want to repair as much as possible as they will be charging us for damages other than 'normal wear and tear'. Vesta will be scheduling an appointment with a subcontractor who will haul the buildings out on/around Dec. 30th. We will have the power and plumbing connections removed by the 12/23.
- Restarted the PPP loan forgiveness application because we now have to use the long form due to suspending the gift shop associates for more than 25% of the covered period.
- Reviewing Health insurance with Brown & Brown set to renew on January 1, 2021. Sending staff information for open enrollment. We are not offering 401k matching at this time.
- Administration of insurance(s), bi-weekly payroll, medical program, PTO, requisitions and weekly payables for operations and construction, and monthly/weekly financial reports. Preparing RFPs for next year's tax return preparation and tax consulting.
- Working with staff on various confidential HR issues as needed. Staff is on edge, moving combined with increasing Covid stresses require substantially more positive communications, understanding and flexibility.
- Returning the appliances purchased as the direction given by construction staff was incorrect regarding sizes of dishwasher. We now need to exchange the standard dishwashers for **ADA** sized.
- Furniture walk thru with Georgia Merten and Jim Dalton. Coordinated blind installation in conference room and classroom. Postponed due to water testing windows in the classroom.

Operations

- Working with Hooks last minute items for CO
- Managed Animal Care electrical issue repair
- Prep trailers for removal (electric, awning, decks, walkway, landscaping, fencing etc.)
- Clean south trail in prep for opening
- Clean out group pavilion and restrooms for opening
 - Removed old wires/made safe
 - Powerwashed restrooms/to be bleached out prior to public access
- Located leak from third floor – trouble shoot –Hooks to repair/replace
- Repaired turtle pavilion gate and fence (due to framing sub-par)
- Installing thermostat covers and power shut off button
- Ongoing trail maintenance
- Ongoing weed removal/trim shrubs
- Water newly installed landscaping at EcoCenter
- Maintenance and repair to Visitor Center & volunteer lounge restrooms and plumbing
- Direct Green Team
- Managed pest removal service