

Business Administration & Operations Activities

Update April 26, 2021

Administration

- I will be applying for the PPP Loan forgiveness at the middle-end of May as that is when we would have used up the funds. We will be using payroll costs only for proof of spending.
- I am working on documentation requested by our tax accountant (4/16) to complete the 990. As well as working with our 3rd party benefits admin to complete the 5500 (401k retirement reporting).
- The new pedestrian gate is still being worked on. We have Tom Kurish from Strictly Cabling installing the call system. We are also waiting for Daniel's fence to replace/repair the closing mechanism. The electric lift master gate needs the Knox access system installed. I discovered that the system put in is not per the permit requirement and we are currently discussing how Daniels is going to make it comply with the permit requirement. The permit requires a key switch, not an actual Knox box.
- Negotiating maintenance agreements and pulling operational instructions (electronically) for our building maintenance plan and to organize instructions for ALL systems in the building. Dan Merritt is spearheading this project.
- Still working on completing the building punch list. Coordinating all contractors and subcontractors that are scheduled on site. Hoping to see more of a sense of urgency from the contractor and project management to get these items completed. The third floor tile is continually showing efflorescence, this will be an ongoing issue of removal and cleaning.
- The plans for the Visitor Center/Gift Shop renovation has been approved. We are now receiving elevations and additional details on the plan from the designer and architect. We are hoping to get the finals together soon to present an RFP. This plan has extensive retail display space so we are also beginning to look at what items we will be ordering for stock. We will be expanding on clothing especially.
- Admissions/gift shop has updated their Quickbooks POS (Point of Sale) system and we are building a new register to fit the current counter space and future counter space. When the new gift shop is open we will have a total of 4 registers, two for admissions-two for retail.
- We received the quote for the concession equipment. Now we are waiting for the potential restaurateur to follow up with us and discuss possibly managing it.
- We are advertising for an additional Operations Technician that will be more of a custodial position for the new building as well as an additional part time staff member for Admissions/Gift shop on weekends. We are having difficulty, it seems not many people are looking for work yet.
- Administration of insurance(s), bi-weekly payroll, 401k, medical program, PTO, requisitions and weekly payables for operations and construction, and monthly/weekly financial reports.
- Working with staff and new hires and various HR issues as needed.

Operations

- Prepped and opened the South Trail

- Repaired the observation deck
- Remove all temp fencing and opened the southeast end of the property to visitors
- Installed new employee parking fence (along sidewalk)
- Hose down all HVAC equipment on exterior daily (maintenance plan)
- Wash the building windows (weekly maintenance plant)
- Install dishwasher in second floor break room
- Changed all locks on the property (except food prep) to one master key
- Build and install new seagrass nursery signs
- Install weather stripping to third floor exterior doors
- Cleared all debris from construction and green team
- Ongoing trail maintenance
- Ongoing weed removal/trim shrubs/watering new plants