

Business Administration & Operations Activities

Update February 22, 2021

Administration

- Received official confirmation from Seacoast bank (via Mark Perry's email) that the 1st Draw PPP loan has been forgiven. We have moved the funds (on the books) from a note payable (long term liability) to the equity account (unrestricted net assets) to be reflected in January financials.
- Completed and submitted the 2nd round PPP loan application and it is currently under review at Seacoast bank. We used the 1st quarter 2019 and 2020 as our qualifying (25% reduction in gross receipts) quarter comparison. Additionally we used the same payroll averages as the 1st round PPP so the loan amount will be the same \$235,600.
- We received the reimbursement check from the IRS (\$8,573.31) for the FFCRA program to cover/reimburse wages incurred for two employees out sick due to Covid.
- Began the installation of the new fence and employee gate (both a vehicle gate and a walk thru gate). The old fence has been removed. We are working with the contractor and Strictly Cabling (Tom Kurish) to finalize the electronic components needed for automation. The walk thru gate is not what we wanted so we are negotiating a different gate. This is being coordinated with the sidewalk (sidewalk runs from the parking lot to building-at the new walk thru gate) installation. Awaiting schedule for grading work.
- Meeting and coordinating with the team to start the Visitor Center building remodel. Architectural plans are being revised with the final layout. We will be preparing to send out the RFP asap. The group is enthused with the upcoming changes planned and everyone is looking forward to working on the remodeling. Researching ideas for temporary admissions and gift shop location (we won't be able to have people in the Visitors Center building during construction).
- Meetings with the group (Contract Equipment Specialist) to initiate plans for the third floor café/commissary. We have received their suggested plan for equipment, sinks, refrigeration, and registers- awaiting pricing. Will have to research restaurant POS systems.
- 2nd floor security has been installed in the elevator. We have a key pad that staff and deliveries use with a code that allows access to the second floor. We have signed the proposal for another keypad system to be installed on both the second floor stairway doors. Just as the elevator, there is a code for staff and deliveries to gain access. The public will still be able to access the 1st and 3rd floors from the elevator and stairways.
- Keeping up on the building punch list. Adding to it (frequently) as needed. Continuing to chase down contractors and vendors requesting they finish or fix their work (they have already be paid in full).
- Administration of insurance(s), bi-weekly payroll, 401k, medical program, PTO, requisitions and weekly payables for operations and construction, and monthly/weekly financial reports. Filed the 945 and reviewed the 1099-Rs (terminated employees that received their distribution in 2020).
- Working with staff and new hires and various confidential HR issues as needed.

Operations

- Plumbing issue – had the waste lines jetted and also found all the clean outs on the property.
- Installation of donor brick pavers
- Installation of new fence along service road/outdoor pavilion
- Cleaned out first floor (tables, paint, ceiling tiles) to prepare for exhibit installation
- Moved stork statue to EcoCenter reception area
- Maintenance on transit vans and pick up.
- Trim coconut palms on lagoon islands
- Observation dock roped off/pending repairs
- Replaced Merv 13 filters throughout EcoCenter building and Visitor Center bldg.
- Ongoing trail maintenance
- Ongoing weed removal/trim shrubs