

Business Administration & Operations Activities

Update December 2020 and January 2021

Administration

- Coordinate with Operations Manager on various projects. Please see Operations report below.
- Completed and submitted the CARES Act PPP Loan Forgiveness application. Seacoast Bank approved it (Wed. 1/20) and has forwarded it to SBA for final review/validation. I was told it could take as much as 90 days to hear back from SBA. Since we used only our payroll vs utility, medical bills and rent payments to cover the loan amount, it is much easier to review so we are hoping to hear back sooner.
- Started the second round PPP application. Confirming that we will qualify for 100% forgiveness before submitting it to Seacoast.
- We had two employees out sick due to Covid. I recoded their sick leave hours so we receive the FFCRA Social Security tax credit. This credit should be reflected on the 941 which is expected to be submitted on 1/30/21. Prepared employee protocol for when a staff member tests positive and/or has been exposed to someone with Covid.
- Managed the (employee) move out of the trailers. Managed dismantle of the trailers. This includes removal of all items in and around the trailers (decks, awning, security system, fencing, etc). 100% of the office furniture we were not able to repurpose was donated. The old phone system was also donated for re-purpose.
- Managed the electrical disconnect for the trailers with FPL. With this disconnect we needed to close the center for approx.. 4 hours as they (FPL) planned to shut down the transformer. During the disconnect we installed a hand hole (in the ground) to maintain power in that area for future projects. This will not be damaged by the trailers being hauled out over it. We also discovered that the fibre lines feeding the visitors center were right in the way. Fibre optic lines were relocated by Strictly Cabling, he (Tom from Strictly Cabling) also installed a new box adjacent to the trailers but not in the way of the trailer removal. Operations (Shaun) disconnected the plumbing system from the trailers. I previously arranged to have insurance coverage extended for the trailers through dismantle and removal project.
- Managed the final schedule for dismantle and removal of the trailers with Vesta Modular Vesta Project Manager and their of VP Sales. All trailers were off FOS' site by Saturday 1/23/21. They want more money because they had to bring in three new hitches as the original ones corroded (salt air).
- Fine tuning the new systems in the building, mostly the alarm system and phone system. Working on an issue with the two leased water coolers. They will not let us out of the lease and the buyout is \$6,704.71.
- Working on the new gate, employee gate, sidewalk and landscaping to 'finish' the area after the trailers are removed. Lindsay Zabik Krutz to lead this project.
- Working the 2nd floor restricted access for the elevator and stairway. When we open the building to the public we want to restrict 2nd floor only access. This will be done by installing a 'key pad' type system in the elevator and at the entry door in the stairways. Lindsay Zabik Krutz to lead this project.
- 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).

- Florida Blue employee medical program was renewed for 2021. We had two participants change plans and one more employee signed on. There are currently eight participants on the plan.
- 401K : We have not returned to employer matching for the 401k retirement program. Most employees that participate in the plan are still having their deductions continue, which has us sending a check bi-weekly to Fidelity to cover that. Closed out/rolled funds for recently terminated employees.
- Review of 2020 1099s. Administration of insurance(s), bi-weekly payroll, medical program, PTO, requisitions and weekly payables for operations and construction, and monthly/weekly financial reports.
- Working with staff on new hires and various confidential HR issues as needed.

Operations

- Supervision and removal of all decks and walkways around old office and conference rooms (trailers)
- Removal of all underground electrical, water, and waste lines from old office and classroom buildings
- Install temporary fencing around construction and trailer removal area
- Removal of all awnings and storm shutter mounts and brackets
- Outside restroom building: cleaned up (power washed/bleached/blown out). Plumbing flushed out from a year of no activity
- Added shell rock to low areas adjacent to outdoor bathrooms
- Picked up donated golf cart from Sailfish Point!
- Started south trail clean-up
- Moved items from old office into new
- Order fixtures (paper towel holders/soap dispensers/thermostat locks) for EcoCenter
- Ongoing trail maintenance
- Ongoing weed removal/trim shrubs
- Maintenance and repair to Visitor Center & volunteer lounge restrooms and plumbing