

EAGLECREST BOARD OF DIRECTORS
Meeting Agenda
Thursday June 6th, 2024 5:30pm
Downtown Library Large Meeting Room & Zoom

Join Zoom Meeting

<https://juneau.zoom.us/j/88259484580?pwd=Z0dyTUdKdHh4ZEY0STU0N1M0VnovZz09>

Meeting ID: 882 5948 4580

Passcode: 372236

One tap mobile

+13462487799,,88259484580# US (Houston)

Agenda:

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - a. Minutes from April 25th, 2024
 - b. PUBLIC PARTICIPATION
4. COMMITTEE & LIAISON REPORTS
5. MANAGERS REPORT
 - a. Budget Update
 - b. Department Update
 - c. Eaglecrest Staffing Priorities
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - a. Piston Bully Parts Order Board approval
 - b. Motion for 6% Pay scale increase.
 - c. Eaglecrest Pricing FY25
 - d. Pittman's Pub
 - e. J1- employment FY25
 - f. General Manager Recruitment Process
 - g. Eaglecrest Board Application & Recommendations
9. PUBLIC PARTICIPATION
10. BOARD OF DIRECTOR'S COMMENTS AND QUESTIONS
11. ADJOURNMENT – Next meeting date July 11th 2024 5:30pm zoom & room 224

Eaglecrest Board of Directors

April Meeting Minutes

Thursday April 25th, 2024

Quorum for meeting with board members and guests. [0:11](#)

- Dave and Jonathan discuss quorum and travel plans, with Mike unexpectedly unable to attend.
 - Dave Scanlan and others discuss meeting attendance and official decisions without a quorum.
- **Seasonal revenue, staffing, and maintenance for a Eaglecrest. [5:23](#)**
 - Dave Scanlan discusses season revenue and expenses, highlighting areas of struggle and success.
 - Scanlan outlines plans for auditing financials and settling debts over the next couple of weeks.
 - Dave Scanlan discusses mountain ops crew's progress: snow removal, tree clearing, and lift maintenance.
 - Steve attends lift maintenance conference, networking opportunity; interviews for assistant mechanic position.
- **Mountain operations, ski patrol, marketing events, base operations, and staff updates. [11:05](#)**
 - Dave Scanlan and Jonathan Dale discussed mountain operations, including the fatigue of the black bear haul rope and the need for pricing for its replacement.
 - In ski patrol, Justin is working on weather station improvements, administrative projects, and research for avalanche mapping. Justin is starting to look into creating new position descriptions for summer mountain safety techs and avalanche specialists.
 - Dave Scanlan discusses snow safety program expansion and Justin's assistance with tree clearing.
 - Kristen organizes season cleanup, updates website, and prepares for summer advertising.
- **Updates to servers, point of sale system, and staffing changes. [15:50](#)**
 - Erin Lupro takes lead on wedding party alcohol insurance process, Dave Scanlon handles cash transmittals.
 - Erin Lupro and her staff helped with deep cleaning and preparing the Fish Creek lodge for the upcoming wedding season.
 - Erin and her staff closed out lesson notes for all students to give good recommendations to parents before next year.
- **Funding options for summer operations at Eaglecrest. [20:22](#)**
 - Dave Scanlan provides updates on rental retail and repair, including zipline concessionaire occupying space and increased repair and tune-up work.
 - Dave Scanlan discusses budget process update with assembly, including request for \$884,000 general fund loan for summer operations and staff recruitment.
 - Dave Scanlan provides the assembly with options for funding Eaglecrest's needs, including a pay increase and additional FTEs.

- The city manager's office gives the assembly the ability to weigh in on a policy level for early summer tours at Eaglecrest.
- **Gondola and walking tours with Gold Belt Franchise Agreement. [26:02](#)**
 - Dave Scanlan discusses the company's goal to start summer tours in middle of May, with additional mechanic support to ensure smooth operations.
 - Kevin Krein inquires if walking tours are still going to start this year as previously discussed. Dave Scanlan provides an update that tours will start next year – 2025.
 - The group discusses the gold belt franchise agreement, which is taking longer than expected to finalize, but they want to launch on the right foot.
 - Dave Scanlan provides updates on the gondola and walking tour agreements with Gold Belt.
 - Pricing for hooter tours with Gold Belt, our net profit could be \$50 or \$42 depending on staffing arrangements.
- **Hiring a new mountain operations director and updates on RFPs for construction manager and general contractor. [30:52](#)**
 - Dave Scanlan discussed the Eaglecrest project, including the need for a part-time Project Manager/contractor to work 2 days a week on incentivizing efficiency savings and finding profit opportunities.
 - The construction manager / general contractor position will be announced at the end of next week, with a 3-week solicitation closing around the end of May.
 - Dave Scanlan discussed the Eaglecrest Project Manager position. He was advised that the best path forward is soliciting requests for proposals for professional services. The timeline for hiring the project manager will run parallel to the RFP for the construction manager / general contractor.
 - John Dale asks about an update on the new mountain ops director, and Scanlon reveals that he has not received a response despite sending an email and leaving voicemails.
 - Erin asks Dave to keep her in the loop on communication with Laszlo, the new Mountain Ops director.
- **Tourism office update and franchise agreement. [36:34](#)**
 - Dave Scanlan suggests moving the tourism office update to the end of the meeting agenda. **John Dale moves to amend the agenda to move the tourism office update to the end of the meeting agenda. Motion passed unanimously.**
 - Dave Scanlan updated the board that the draft franchise agreement is not ready to be presented.
- **Memorial bench design and approval process. [41:55](#)**
 - Bev Ingram provides an overview of her proposal for a memorial bench in honor of Steve Wolf, with images attached, for the board's review.
 - Ingram seeks board approval for memorial bench design.
 - Dave Scanlan provides recommendations on how to proceed with the project, including consulting with Mr. Hanna and addressing permitting issues.
 - Bev Ingram and TJ discuss the need for proper permits, including any required building permits, to ensure the project is completed successfully.
 - The group discusses the design of a structure, with some preferring an open design and others a closed design.

- **Motion by Kevin Krein to authorize Dave Scanlan to continue to move forward with the design with the intent of eventually installing the covered seating area in the appropriate place, and that barring any issues that would arise for right of way permits or any other permitting, barring anything like that, that they are authorized to move forward with construction. The motion passed unanimously.**
- **End-of-season bonuses for management staff. [49:17](#)**
 - Dave Scanlan requests end-of-season bonuses for select staff and their extraordinary workload, sparking discussion on evaluation timeline and staff structure.
 - Jonathan Dale questions if bonuses are typically dealt with at evaluation time, or another time? Scanlon clarifies that end of this season is when we handle bonuses, and during the evaluation step increases are considered.
 - Jonathan Dale questions if bonus evaluation is inclusive of all staff, particularly those involved in significant efforts at the mountain.
 - Dave Scanlan explains why some senior staff receive bonuses, while others do not.
 - Erin Lupro clarifies that during busy times, some staff members earn more due to overtime pay, while exempt employees do not earn overtime pay.
 - Scanlon recommends a \$1,000 bonus for Steve Smugg, acting Mountain Ops director, whose official title is Lift and Vehicle Maintenance Manager. Scanlan also recommends \$1,000 for Kristen Strom, who is also an hourly employee.
 - Scanlon recommends a \$2,000 bonus for Erin Lupro, Justin Spurrier, and himself.
 - Jonathan Dale questioned the bonus amounts. He asked for clarification regarding last year's bonuses and whether they were all the same amounts. Scanlan clarified that usually the hourly staff receive a different amount.
 - **Kevin Krein moved that the board approve the bonus request and allow Dave to move forward including checking into any difficulties in terms of equity regarding potential payroll/pay scale difficulties. Motion passed unanimously.**
- **Pricing for next year, and loan request from assembly. [56:48](#)**
 - Dave Scanlan requests Finance Committee meeting on May 22 to discuss pricing.
 - Scanlan will email draft pricing material for review on May 17, 2024.
 - Should also have a sense of the assembly's decision for the loan request.
 - Jonathan Dale reminds the board that there will be an HR committee meeting on May 2nd.
 - Jonathan Dale advised that he may be out of cell phone service for the meeting on May 22nd.
 - Kevin Krein advised that he is unable to attend the May 2 HR committee meeting.
- **Committee meeting dates and evaluation feedback. [1:02:07](#)**
 - The board agreed on May 22 for a Finance Committee meeting, while Kevin Krein is unavailable due to travel.
 - Board members discuss scheduling a meeting to discuss evaluation results
 - Erin taking point while Dave is on vacation.
- **Tourism office update and memo for assembly meeting. [1:08:32](#)**

- The board discusses CBJ tourism manager ordinance update and the board's letter to the assembly regarding the matter.
 - **The board unanimously agrees to move forward with sending a memo to the assembly regarding the proposed CBJ Tourism Manager ordinance update.**
- Approval of meeting minutes from the April 4, 2024 meeting.
 - **Motion by TJ Mason to approve the minutes. The motion passed unanimously.**
- **Public participation [1:15:52](#)**
- **Eaglecrest Ski Foundation update**
 - Dave Hannah updates the group on the Eaglecrest Foundation's progress, including getting a discounted excavator and equipment donations. The Eaglecrest Foundation will be coming back to the Eaglecrest Board with a formal request to accept the donations.
- **Board member's comments and questions**
 - Jonathan Dale reminds everyone to complete the performance evaluation. Jon discusses safety on the mountain, and the need to consider that at slush cup in future years, that helmets be mandatory. Thanked everyone for an amazing season and the ability to ski in power and have slush cup at the same time. Thanks Dave Hanna for his continued support of Eaglecrest.
 - TJ Mason is excited to have completed his first year on the board and first ski season while on the board. TJ expressed his gratitude to Mike Satre and everyone else who provided feedback, for drafting the memo to the Assembly (regarding the Tourism Manager Ordinance change).
 - Kevin Krein thanks Erin, Dave, Justin, and Kristen for their efforts in making the season successful.
 - Norton Gregory congratulated the Eaglecrest team for making the J1 student visa staff here, and for the invitation to return to UAS for the 24/25 season. Norton asked for an update on the nightlight functionality. Dave Scanlan said that the retail price for brand new lamps to run up hooter is expected to cost \$160,000. If used lamps are purchased, the cost is expected to be \$10,000, including shipping, and enough lamps to also put on Sourdough. Dave plans to engage with an electrical engineer when he returns from PTO. Dave would like to increase lighting on the mountain. If lights are added to Sourdough, they can be powered using the snowmaking generators for that area. The idea is that when the lights are not in use, the same electrical connection can be used for snow making.
 - Dave Scanlan plans to use used nightlights from a previous skier and engage an electrical engineer for evaluation.
 - Staff availability and workload will determine the readiness of the lights for the next season.
 - Dave Scanlan and Dave Hannah discuss potential uses for Packer funds, including hiring a contractor for installation work.

Kevin Krein moved to adjourn the meeting at 6:56 p.m. The motion passed unanimously.

- HR committee meeting May 2
- Finance Committee meeting May 22
- Next regular meeting June 6

President: Mike Satre

Secretary: Norton Gregory

Committee Assignments:

- Planning: Norton (Chair), Kevin, Hannah, TJ
- Finance: Jon (Chair), Kevin, Stephanie
- Human Resources: Kevin (Chair), Norton, Hannah
- Eaglecrest Foundation Liaison: (was Stephanie)

Managers Report for June Board Meeting

Budget Update: The Assembly Finance Committee Finalized the FY25 Budget and it will formally be adopted June 3rd. Additionally the Assembly Finance Committee approved a one-time \$518,800 general fund loan for Eaglecrest in FY25. This loan covers the status quo operation and a 6% increase to the Eaglecrest pay scale. The Assembly also approved \$50,000 for an independent analysis of the Eaglecrest summer operations revenue projections.

Eaglecrest has sent the formal request to the Eaglecrest Foundation for the \$100,000 from the Eaglecrest Operating Endowment funds.

Mountain Maintenance: We have taken some time for assessment of Eaglecrest snowcat fleet, and collectively between departments been able to compose an extensive repair list of high importance and are working at acquiring the parts for repairs.

We were able to make some improvements to the entrance of the Nordic trail by replacing a small culvert that was no longer usable. The crew was also able to add additional gravel and level sections of the lower Nordic trail, for the Segway and Coach tours guest.

A request for quote for rigging for inspection and splicing of the Hooter and Ptarmigan is open and hope to have updates in mid-June.

The Director of Mountain Operations position is being updated for recruitment and will be posted with CBJ soon.

We have a new Mechanic starting next week and will be starting the annual lift maintenance.

We are in the recruitment process for another summer laborer.

The process of the Mountain maintenance shop inventory is starting for CBJ reporting due end of June.

Ski Patrol: Patrol Director & Snowsports Director have been collaborating to coordinate projects that are happening on the mountain, Tent set up for Viking Tours, Trail repair for Viking Tours UTV repair, We welcomed CBJ water department to join us for updates on the water systems, with Justin who is planning to become water certified. Monitored waterworks while Dave was on leave.

Provided supervision for the Mountain Ops Department while Dave was on Leave.

We accomplished, chain removal from equipment, snow removal from summer road, removed the tent from top of Black Bear, wood base still needs removed, Gondola alignment tree

removal, Pumped pee tank at nest, was able to take 500 gallons out, we will need to pump out more later this summer

Patrol Inventory has begun for CBJ reporting

Performed Maintenance on Ridge WX station.

Purchased warn and inform signs for bike paths

Walked through Snowmaking with Dave, for locations, notes and processes.

- **Marketing and Events:**
- **Season Pass Agreements:** We have confirmed with Indy Pass for 24/25 season. Eaglecrest currently has 25 signed reciprocal agreements for 24/25 season with more to come.
- Working on Contracts with Powder Alliance and Freedom Pass.
-
- **SUMMER TRAIL MAP:** Updates for our summer trail map to include biking and hiking trails.
-
- **WEBPAGE WORK:** Continued updates for 24/25 Seasonal Updates, include Season pass & Perks updates, Employment page, Programs and Events, Calendar updates for sales.
-
- **Promotional Materials:** Cataloging, Editing, and updating Photos, Marketing Sales materials for 24/25 sales preparation.
-
- **SSS & Base Operations:** The Snowsports Staff have been prepping for Summer Adventure Camps began this week. June 3rd-June 7th & June 17th -21st, are Ages 9-11. As we have been trying to build staffing for camps, we will be able to offer camp July 8th-12th & July 22nd- 26th for ages 12-14.
- Cabin rentals were live June 3rd for September 1st- November 30th dates.
- We are still receiving final payments for winter programming and should be completed soon. Our Books 2 Boards yearly report has also been submitted to the Eaglecrest Foundation for FY24.
- The Snowsports School and the Eaglecrest Foundation are raising money for our Books 2 Boards program with the sales of our Ski & Snowboard Boot Flowerpots that can be seen at the mountain. Our Community Outreach Manager is preparing for a sales event that will be announced.
- The Director has been communicating with last season's J1 Employees as these programs have started hiring for Winter 24/25. We are in communication with the company we utilized last season and will have more updates soon as we move through conversations.
- The Director has spent a lot of time working with CBJ implementing changes in our administrative processes for lodge rentals. We have found a couple more surprise events that were not built into the lodge tracking and we are working with these events to adjust for different offerings in our spaces.
- Planning and prep for Seasonal Operations schedule 24/25, seasonal pricing, seasonal lesson programming is all in motion. Once everything is finalized/approved all updates

for the Point-of-Sale system will be made in preparations for Seasonal Sales Launch July 1st, 2024.

- We have reopened the recruitment for a new Base Operations Manager, with this position still vacant the SSS Director is now handling all daily cash transmittals and reconciliation to the cash office and CBJ Treasury, who came to the mountain to observe our process and offer additional support during transitions in staffing.
- CBJ has replaced/updated our Main computer servers on the mountain, which was a project that took some great coordination efforts on many sides.
-
- **RRR:** Summer 2024 is the first summer the retail shop is open for business. We are focusing on selling logoed items like hats, T-shirts, hoodies, etc. The shop is offering snacks and personal care items such as sunscreen and insect repellent. In addition, we are looking to bring in cold beverages like vitamin drinks, bottled and canned waters.
- The equipment repair shop started the process of rearranging and organizing the shop for more efficient workflow. Reorganization will help the technicians (especially part-time) ensure the requested work is completed in a timely manner. The repair shop is open this summer and is currently taking work in. This should help shorten the early season turnaround time and keep the backlog to a minimum. With the low snow coverage this past season, more rock was exposed or barely covered. With that the shop saw more major base damage to equipment resulting in time-consuming repairs.
- Our Wintersteiger Micro 71 Stone Grinder is approaching 25 years of age. The diamond structure bit had to be replaced mid-season. We will also be replacing the feed wheels next season at a cost of around \$900. Currently the machine is in working order and producing a nice product, but it is starting to show its age. This machine is a crucial part of the repair shop, and we should start budgeting now for a replacement in the next 5-8 years.
- Yearly CBJ inventory counts have begun and will be submitted in June with a site visit late June.
- **Summer Operations:** Our summer concession companies have started operations. Zipline moved into Porcupine Lodge end of April and began tour offerings Operations began May 2nd. Segway Tours, moved into the bar tent at the base of hooter and Started tour offerings May 4th. Cycle Alaska uses Fish creek facilities for prep for tours down the Fish creek Road. Eaglecrest is again working with Alaska Coach Tours- Viking Cruises for an on-Mountain walking tour. They visit Fish creek for snacks and video and walk down the Nordic trail to the creek side tent.

NEW BUSINESS

Piston Bully: Our team collaborated to deep dive into a what critical parts were needed for our machines for summer maintenance. We were able to take advantage of a seasonal sale and secure a quote for parts. The quote is \$32,194.97. We have sent this quote to the Eaglecrest Foundation for approval to use Packer Estate funding. They have agreed and now we are looking for Eaglecrest Board approval as this is over \$5,000.

Eaglecrest PayScale increase: The City and Borough of Juneau, Assembly Finance Committee approved the General Fund Loan which includes a 6% pay scale increase for wages. With the increase the HR department requires the Eaglecrest Board to make a formal approval/ motion to approve the wage adjustment.

Eaglecrest Pricing: Here is the Draft version of the Eaglecrest Pricing structure. The staff are all in agreeance on holding pricing for the FY25 season. With the only suggestion to make changes to Lodge Rentals and Coast Guard Bulk pricing. Additionally we have attached the full pricing for your review as well.

Lodge Rentals	FY20	FY21	FY22	FY23	FY24	FY25
Fishcreek Lodge Full Day	\$1,000	\$1,000	\$1,000	\$1,250	\$1,400	\$1,550
Fishcreek Lodge Hourly	\$100	\$100	\$100	\$175	\$185	\$190
Porcupine Board Room Full Day	\$300	\$400	\$400	\$400	\$400	\$500
Porcupine Board Room Hourly	\$90	\$90	\$90	\$90	\$90	\$100
Mezzanine Daily	\$200	\$200	\$200	\$200	\$200	\$200
Mezzanine Hourly	\$70	\$70	\$70	\$70	\$70	\$70
Additional Add on Items						
Early Access 8am-12pm				\$500	\$300	\$300
Tear Down 7am-12pm				\$250	\$400	\$400
Lodge Cleaning and Resetting				\$200	\$400	\$400
Decoration Removal				\$150	\$200	\$200
Bathroom Cleaning	\$100	\$100	\$100	N/A	N/A	N/A
Garbage Removal	\$50	\$50	\$50	N/A	N/A	N/A

NOTES:

Fishcreek Daily Rental includes Day Before Starting 12pm- Events end at 12am, cleaning until 2am

* Prior to FY22 Lodge rentals did not include bathroom cleaning or Garbage removal

	FY20	FY21	FY22	FY23	FY24	FY25
Coast Guard Ticket	\$36	\$36	\$36	\$36	\$36	\$40
Coast Guard Rental	\$25	\$25	\$25	\$25	\$25	\$30

Pittman's Pub: Eaglecrest Board want to support the renewal process FY25 contracting, What yearly term might we want to support.

J1 Employment FY25: Eaglecrest Staff found great value in our J1 Employees, and they played a crucial part in filling many empty positions on the mountain. With early planning for the winter ahead we will have better flexibility to schedule staff throughout and to the end of the season months. Many of the employees have requested to return, the Exchange company we worked with has received immense positive feedback from our employees and the word has spread among participants in the program and how wonderful Eaglecrest, the staff and Alaska was. The timeframe with the Exchange company GoWex wants to continue the program and has stated that the process timeline is May-August for hiring.

We had verbal communication with UAS that it was a positive experience for them, and they would also like to continue the relationship with Eaglecrest.

Is this program something that the Eaglecrest Board would like to continue to explore.

General Manager Recruitment Process: Dallas Hargrave from CBJ to provide an update on this.

Eaglecrest Board Application & Recommendations: The Eaglecrest Board application deadline has been extended to Monday June 10th. The interview/ appointment date is set for July 2nd, 2024.

Included is the Eaglecrest Board Recommendations list for the board to review and make any updates or changes.

Previous Eaglecrest Board Recommendations:

The more diverse the Eaglecrest Board is, the better it can assist the General Manager in the operation of Eaglecrest.

Having Board Members possessing the following skill sets will help keep the board functioning well:

1. Legal
2. Financial/Business Experience
3. Construction/engineering/architecture

4. Education/family/working with youths

5. Management/Personnel

6. Board Experience

7. Marketing

8. Snow Sports Industry Experience

Existing Board Members have also developed a deep understanding of the opportunities to develop Summer Operations at Eaglecrest. Retention of this existing knowledge base may help the Board to continue guiding the Manager through the many challenges that will face the Ski Area in the year ahead. Availability and willingness to serve on the Eaglecrest Board Subcommittees: Planning & Policy, Finance, Human Resources and Nordic Advisory would be an advantage.