



EAGLECREST BOARD OF DIRECTORS AGENDA

November 1, 2025 at 8:30 AM

Porcupine Lodge Board Room/Zoom Webinar

Join via Zoom <https://juneau.zoom.us/j/88555371873> | +1 253 215 8782 | Webinar ID: 885 5537

1873

- A. ROLL CALL
- B. APPROVAL OF AGENDA
- C. AGENDA TOPICS
 - 1. INTRODUCTIONS
 - 2. UPDATE ON GONDOLA
 - 3. BOARD GOVERNANCE TRAINING
 - 4. UPDATE ON MOUNTAIN OPERATIONS
 - 5. 11:30-12PM LUNCH BREAK
 - 6. GUIDED STRATEGIC PLANNING
- D. BOARD OF DIRECTORS' COMMENTS AND QUESTIONS
- E. ADJOURNMENT

Eaglecrest Board Training 2025

CBJ LAW DEPARTMENT

SEALASKA Building, 2nd Floor, Suite 202
(907) 586-5242

CBJ Law Department

Who we are:

- Civil: 4 attorneys and 3 administrative staff
- Criminal: 2 prosecutors and 2 paralegals

What we do:

- CBJ Charter 3.13 (shall appoint Municipal Atty)
- CBJ 03.15.010 (Muni. Atty shall provide legal services to municipality)
- CBJ 11.20.030 (Defend employees/municipal officers engaged in course of CBJ business)
- There are links to the CBJ Code, Charter, and Regulations on the Law Dept. webpage: Juneau.org/law-department

Where we are:

- (907) 586-5242
- SEALASKA, 2nd Floor, Suite 202
- Please come visit. You are always welcome.

The Basics

CBJ is a home rule city and borough.

- As defined in AS 29.04.010.
- Where the State retains certain powers the City and Borough cannot act independently. AS 29.10.200.

Laws to Guide You:

- CBJ Charter and Code
- Assembly Rules of Procedure
- Eaglecrest Bylaws and Regulations
- Alaska Statutes
 - Title 29: Municipal Government
 - Open Meetings Act: AS 40.25.110

Eaglecrest Board Authority

- Board was created by CBJ Charter 3.20
- Authority granted and limited by CBJ Code 67.05
 - CBJC 67.05.020 provides the general powers of the Board.
 - 7 members on Board of Directors.
 - Policy/Decision making board, aka Enterprise Board.

Open Meetings Act (OMA)

- ❖ All meetings open to the public
- ❖ Reasonable notice must be provided for meetings
- ❖ Public must have an opportunity to participate at regular and special meetings through public comment
- ❖ Executive session (generally for deliberation only)
 - ❖ Deciding matters on appeal;
 - ❖ Discussing litigation strategy;
 - ❖ Discussing matters that might adversely effect the finances of CBJ;
 - ❖ For discussions that might prejudice the reputation or character of a person, such as evaluation of the director.

Authority: AS 29.20.020, AS 44.62.310-312, Charter 3.12(d)

OMA: What *is* a Meeting?

❖ Empowered Board Meetings

- (a) When **more than 3** members are present, and
- (b) consider a topic that the board is empowered to act upon.

❖ Subcommittee of Empowered Board or Advisory-only board

- (a) a prearranged gathering of board members,
- (b) for the purpose of considering a topic that the body is empowered to act upon.

OMA: Best Practices

- ❖ Minimize private Board member discussions.
- ❖ “Serial” meetings: Avoid using “reply all” in email.
- ❖ Reasonable notice of meeting.
 - *24 hrs. min., more notice for complex issues*
- ❖ Make sure agendas include location and time.
- ❖ Actions taken in violation of OMA are voidable.
- ❖ Cure by completely redoing illegal action.
 - ❖ Conduct “a substantial and public reconsideration of the matters considered at the original meeting.” AS 44.62.310(f). A court may void all actions taken at an improper meeting. AS 44.62.310(g).

Public Records Act

- **AS 40.25.110, Charter 15.7, CBJ 01.70**
- Two big rules:
 - 1) Every person has the right to inspect public records unless an exception applies.
 - 2) Strong presumption in favor of disclosure.
- Applies to CBJ emails, texts, documents, even if on your personal devices.
- **Best Practice: keep work at work, keep work on work devices, and don't use text messages for substance.**

Conflict of Interest (CBJC 01.45)

You are a municipal officer

You are prohibited from using your position to:

- ❖ Gain a benefit
- ❖ Secure employment or contracts
 - ❖ for yourself, your company, or your family.
- ❖ Take or withhold action if you have personal or financial interest
- ❖ Use CBJ time or equipment for personal or financial interest
- ❖ Vote or deliberate if you have a personal or financial interest

Violations are generally B misdemeanors

Conflict of Interest

❖ **Financial conflict of interest**

- Any interest held by the municipal officer or an immediate family member from which the person has received w/in 3yrs or expects to receive compensation (business, property, relationship)

❖ **Personal conflict of interest**

- Not a financial interest but includes any material exchange of promise, service, privilege, exemption, patronage, or advancement

Conflict of Interest: **Best Practice**

- ❖ If in doubt, contact your attorney
 - **Shield:** If you act consistent with attorney advice, then you are immune from personal liability
- ❖ Close calls, disclose in meeting
- ❖ Public Trust = be fair, transparent, and act in the public trust

Parliamentary Procedure

- The Rules:

1. Board Bylaws
2. Assembly Rules of Procedure
3. Robert's Rules of Order

- The Basics:

- Making a motion
- Objecting
- Voting on a motion
- Disagreements
- Amendments

Resources

❖ **Department staff/liaison**

❖ **City Clerk 586-5278**

❖ City.Clerk@Juneau.gov

❖ <https://juneau.org/clerk/boards-committees>

❖ **Law Department 586-5242**

❖ Nicole.Lynch@juneau.gov