

DA: September 10, 2023

TO: ADC Board of Directors, & AG's Office

FR: Wendy Gady, Executive Director, ADC

RE: Weekly Report for week of 9/5-9/9/2023

Key Accomplishments

- Met with Contractors for the Wahiawa Irrigation System Assessment- requested monthly meetings and progress reports.
- Met with 6 Representatives, set 3 Future Meetings
- Met with 3 Board Members
- Mahalo Board Member Okuhama for recommending me for the Fall 2023 Hawaii Investment Ready Cohort. I have requested to be included. The result is a disciplined approach to ADC as a business, which results in a (Board Defined) ADC Pitch Deck and a Pitch to Investors regarding a project or initiative for funding.
- Met with CTAHR to discuss their involvement in a \$37M grant and how ADC could collaborate.
- Met with Wahiawa Dam, Reservation System Team
 - Requested monthly meetings moving forward, with more timeline details.
 - Current fines assessed have been paid/not outstanding.
 - October Deliverable: Consultant for analysis of spillway
 - Discussed who/how appraisal for adjacent parcels.
- Met with Wahiawa Waste Treatment Plant Team
- Met with Deputy Director regarding MOA/MOU with Natural Energy Laboratory of Hawaii
- Met with contractor for Kekaha Hydro Project-
 - Requested monthly meetings.
 - Reviewed projected timetable.
 - Requested future meeting to include potential risks to timeline.
 - Checking to see warranty timeframe on the equipment (if when purchased or installed marks beginning of warranty time period)
 - Timeline to secure permits
 - Costs in the past year have risen 25%
 - Challenge of transporting equipment to the site
 - Cut over/change from old to new system.
 - Requested a copy of the Water Commission analysis regarding energy required for water, and water required for energy (they sent over same day)
 - Briefly discussed potential revenue-producing ideas for Waihole Ditch Systems based on their experience with other customers.
- Toured 33,000 sq. ft LCC Food Innovation Center due to be turned over from construction to LCC 11/23, at which time SOPs will be written, and tours will begin. Currently 30 students have completed the 12-week program.

Upcoming Events

- September
 - Trip to Kauai to meet with farmers, overview of the water systems, site inspections, Kauai County Economic Development Group, Kauai Fire Department, legislators and WAM meeting (9/9-15)
 - Attending Thrive Agrifood Summit 9/26-27 Honolulu.
 - Attending Kilauea Community Agricultural Center meeting 9/29 Lihue
 - Attending Hawaii Tropical Fruit Growers Conference 10/4-5 Honolulu
 - Attending Hawaii Cattlemen's Convention 10/6-7 Waikoloa
 - Attending Hawaii Statewide Farm Bureau Meeting- 10/23-25 Hilo
- **PLANNING**
 - Audit Report: **Due: 12/1/23**
 - Staff: 36 total findings
 - Implemented: 22
 - Removed/Law Changed: 6
 - Disagree: 4
 - Partially Implemented: 4
 - Board: 5 findings
 - ADC Board is unclear on policies behind their delegations of authority
 - ADC Board Members are doing staff-level work
 - ADC Board's participation in land acquisition is "more of a formality"
 - ADC's Board lack of oversight allows ED to operate with little to no accountability
 - Board is aware that ADC is not fulfilling its statutory requirements, but it does not hold its ED accountable for these shortcomings
 - Annual Report: **Due: 12/1/23**
 - Next Steps: Meeting with Becker Communications 8/28/23; provide feedback regarding proposed changes to Becker Communications
 - Strategic Plan: **Due: 12/1/2025**
 - Status: Met with Mary Alice Evans to review maps and information sent over the past week and discuss the Economics of Sugar & Pineapple relative to today's economics
 - Working with Mary Alice on 2 job descriptions for staff interns to work with her on the ADC Strategic Plan
 - Sent maps of microclimates from CTAHR and crops per climate recommended
 - Continuing to Research & send maps of all sugar and pineapple lands and water systems across the state for mapping.
 - Met with Hawaii Ready regarding joining the F23 Cohort for Strategic Planning, determining next steps.
 - Budget: **Due: 09/24 – Draft to Staff; 11/24- Draft to Board; 12/24- Deliver to Legislature**
 - Status: 08/23/23 New Accountant V was hired; 9/6 interviewed and filed paperwork to fill Accountant IV vacancy
 - 9/8: First internal draft of Budget for internal ADC review completed.

- Risk Management: **Due: TBD**
 - Internal discussions regarding proactive plans for fire, flood, etc.
 - Working with Mary Alice Evans regarding creating maps of potentially hazardous areas
 - Staff met with HFD regarding granting permission and areas they can pull water if needed.
 - Staff met with DOT regarding mowing at Galbraith.
 - Developing requisitions for mowing & tree cutting equipment and personnel to maintain key areas.
 - Internal discussions regarding current Oahu tenants
 - Internal discussions regarding an outline for Risk Management Strategies for the overall ADC Portfolio
- **PEOPLE**
 - Internal Staff
 - 5 Vacancies: Contract Administration, Executive Secretary, Asset Manager, Accountant IV, Water System Worker
 - Executive Secretary: With the Governor.
 - Accountant IV: Identified, waiting for additional paperwork.
 - Asset Manager: With the Governor
 - Contract Administration: paperwork in DBEDT
 - Water System Worker: Identified, waiting for the release of funds.
 - Evaluations were completed for Honolulu Staff 9/1; 50% for Waiahole staff completed week of 9/5, will conclude by 9/15
 - External Staff
 - 6 Intern Job Descriptions Created with Staff- have 3
 - Postings on Handshake went live on Monday, 8/28
 - Received 98 applicants.
 - Getting space ready/allocated:
 - **FIRST ADC INTERN** (paid through an internal Workforce Development grant) starts 9/15 working on the Yardi system & reports.
 - 2 unpaid interns for website
 - External Stakeholders
 - Met with CTAHR, and looked at potential Galbraith sites for Extension due to the fact the Poamoho Facility will be without water 1/1/24 for two years and need to relocate crop research.
 - Met with LCC staff & toured Value-Added Production Center
- **PROCESSES**
 - Discussing SOPs and timelines with staff
 - SOP eta from Waiahole Staff 10/30

PORTFOLIO (35 Projects currently)

○ **Land**

- Deadline: 10/4/23 for Available Lands to be posted on the website
- Kauai Projects:
 - Engineering for Kekaha Bridge & Interior Road Improvements
 - Planning and design for Kekaha Bridge & Road Improvements
 - Christian Crossing Bridge Improvements
- Oahu Projects:
 - Management:
 - Develop design-build scope of work for agricultural infrastructure improvements.
 - Security Camera Installation
 - Steel security guard container
 - Maintenance:
 - Preparing a site assessment/cleanup in Poamoho
 - Roving security guard patrol
 - Acquisition:

○ **Water**

- Kauai Water Projects:
 - Management:
 - Quality Management of O&M Work @ Pacific Missile Range Facility
 - Purchase of hydroelectric turbine, generator and controls
 - Water Quality Management & Best Management Practices
 - Site Safety Inspection on work crews performing under U.S. Navy Contract
 - Water sampling, testing & discharge monitoring.
 - Professional services relating to the Purchase Power Agreement with Kauai Island Utility
 - Plans & design for Kekaha Ditch Irrigation System Modification
 - Maintenance:
 - Kawaiele Pump Station
 - Applying for field work permits
 - Drainage system maintenance plan
 - Drainage system maintenance/planning
 - Plan & Design for Christian Crossing Bridge Repairs
 - Engineering for Christian Crossing Bridge Repairs
 - Menehune Ditch Improvements
- Oahu Water Projects:
 - Management:
 - Construction of 15MG reservoir, transmission line and new intake for Waiahole Water System
 - Plan & Design for the Waiahole Water System Improvements

- Engineering for the Waiahole Water System Improvements
 - Plan & design for the Wahiawa Reclaimed Water Irrigation System
 - Maintenance:
 - Drainage
 - Scheduled maintenance of the Bott Well Pump Station & GAL irrigation system
 - Assessment of Wahiawa Ditch Irrigation System
- **Value-Add**
 - Kauai:
 - Meetings planned week of 9/11 to identify opportunities.
 - Oahu:
 - Management:
 - Purchase equipment & construct a feed mill.
 - Proof of concept study for Central Oahu Food & Agriculture Hub
 - Maintenance:
 - PR/Monthly Newsletter
 - Big Island:
 - Cooperative R&D for papaya research
- **Administrative Efficiency**
 - Working to establish new Quick Books system effectively beginning with current FY.
 - Hawaii Agribusiness Strategic Plan was completed on time 7/2023, new draft has begun
 - Implementation of Property Management Software System- Intern will work with Lyle to finish adding data and begin sample reports.
- **PROMOTIONS**
 - 30THAnnivrsary in 1994
 - Events: Pineapple Festival, Farm Fair