

DA: September 17, 2023

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

FR: Wendy Gady, Executive Director, ADC

RE: Weekly Report for week of 9/10 - 9/16/2023

Key Accomplishments

- Met 11 of the Kepaa Farmers and toured the entire land, looking at production and water sources
- Met Jerry Ornellas, farmer, to have look at the history/current state of East Side ADC Farmer's water systems, look at the Christian Crossing Bridge Improvements, and meet several East Kauai farmers/operators
- Met Lisa Rhoden, NSEVP to look at current and potential Food Processing Facilities and meet several Kauai farmers
- Board Member Tabata & I met with the Kekaha Agricultural Association (KAA the ADC partners for west side ADC lands), reviewed the current water systems, 2023 Menehune Ditch Improvements, Hydropower state, Fire Safety Plans, new REPI grant and ADC priorities for 1Q and 2Q 2024 FY
- Attended the KAA Board Meeting to introduce myself, answer questions and get an overview of current and planned CIP and current board business
- Met GM and toured Hendri Genetics aka Kaua'i Shrimp
- Drove/discussed with Lyle Roe, west side property to discuss current & future strategies
- Met & toured Naval Missile Range Facility Commanding Officer, Deputy Public Works Officer and Community Planning Liaison Officer to discuss current REPI project on ADC land and future funding opportunities
- Attended WAM meeting with Chairman Watanabe and Board Member Tabata
 - Presenters were HDOA & CTAHR
 - Focus was Doubling Hawaii's Food Production by 2030
 - Met UHCC Acting VP & Associated VP for Administrative Affairs
- Met with DLNR to look at a potential reservoir above Kepaa lands and impact to ADC farmers
- Met with Gay & Robinson for brief introduction and quick discussion of their Value-Added Production. They brought to our attention a parcel of land adjoining ADC which may go up for sale
- Board Member Tabata, Property Manager Roe and I met with Office of Economic Development County of Kauai and Kauai Economic Development Board to discuss opportunities to collaborate and their upcoming County of Kauai Agricultural Economic Development Plan
- Briefly met Chairman & CEO of Grove Farm
- Chairman Watanabe, Board Member Tabata & I met with Senator Kouchi & Randy Tanaka, DOE regarding plans for Kauai Farm to School

Upcoming Events

- September
 - 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: In progress**
 - 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 the release of funds.
 - Asset Manager: With the Governor
 - Contract Administration: waiting for the release of funds.
 - Water System Worker: Identified, waiting for the release of funds.
 - Performance Evaluations completed
 - 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 started 9/15**
 - 2 unpaid interns for website
 - External Stakeholders
 - Met with several on Kauai
- **PROCESSES**
 - Discussing SOPs and timelines with staff
 - SOP eta from Waiahole Staff 10/30
 - Requested from KAA for west Kauai Lands

PORTFOLIO (35 Projects currently)

○ **Land**

▪ Current Status:

- Total: 22,801 acres (16,663 farmable)
 - 10,999 Licensed
 - 2,483 Licenses in Process
 - 3,181 Vacant Acres ALL being released 10/4/23
 - 65 Whitmore
 - 160 Kalepa
 - 2,950 Kekaha

▪ 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 week of 9/11 identified 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