

DA: September 1, 2023

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

FR: Wendy Gady, Executive Director, ADC

RE: Weekly Report for week of 8/28-9/1/2023

Key Accomplishments

- Met with Staff for the Waiahole Water System
- Met with 1 Senator, Called & Emailed 17 Leg Members to request introductory meetings.
- Coordinating with Board Member Tabata for meetings with key stakeholders on Kauai week of 9/11/23

Upcoming Events

- September
 - Trip to Kauai to meet with farmers, overview of the water systems, site inspections, and WAM meeting (9/9-15)
 - Half-Day trip to Big Island 9/14 to see the ADC property and meet with growers.
- **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
 - 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 current scope and request quarterly reports of accomplishments
 - Sent maps of sugar lands statewide and water systems
 - Continuing to Research & send maps of all sugar and pineapple lands and water systems across the state for mapping.
 - 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
 - Risk Management: **Due: TBD**
 - Internal discussions regarding proactive plans for fire, flood, etc.
 - Internal discussions regarding current Oahu tenants
 - Internal discussions regarding an outline for Risk Management Strategies for the overall ADC Portfolio
- **PEOPLE**
 - Internal Staff

- 6 Vacancies: Contract Administration, Executive Secretary, Asset Manager, Accountant IV, Water System Worker
 - Executive Secretary: Identified, waiting on release of funds.
 - Accountant IV: Identified, waiting on release of funds.
 - Asset Manager: Identified, waiting on release of funds.
 - Contract Administration: 2 highly qualified candidates scheduled for interviews week of 9/5
 - Water System Worker: Identified, waiting on release of funds.
 - Evaluations were completed for Honolulu Staff this week.
 - External Staff
 - 6 Intern Job Descriptions Created with Staff
 - Postings on Handshake went live on Monday, 8/28
 - Received 2 unpaid intern applications for website designers- will move forward with both.
 - **Hired FIRST ADC INTERN** (paid through an internal Workforce Development grant)
 - External Stakeholders
 - Met with growers and Waiahole water customers
 - Met with Natural Energy Laboratory of Hawaii
 - Met with Drought Council, key points:
 - 3 years of LaNino ending Spring 2023
 - Transitioned to El Nino Late Spring 2023
 - Probably below average rain 10/23-4/24 (peak dryness Dec-Feb)
 - No drought recovery during the wet season- could persist well into 2024
 - Numerous impacts looking in multiple sectors- ag, water supply & wildfire
- **PROCESSES**
 - Discussing SOPs and timelines with staff
 - Land, Water, Value-Add:
 - Management
 - Maintenance
 - Acquisition
 - Completed HR Recruitment Process Training

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:

- 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**
 - Implementing a comprehensive accounting system
 - Hawaii Agribusiness Strategic Plan
 - Implementation of Property Management Software System
- **PROMOTIONS**
 - 30TH Anniversary in 1994
 - Events: Pineapple Festival, Farm Fair
 - Conferences
 - 10/5-6/23 HI Tropical Fruit Growers