

DA: September 25, 2023

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

FR: Wendy Gady, Executive Director, ADC

RE: Weekly Report for week of 9/18 - 9/22/2023

Key Accomplishments

- Met with Sentinel Landscape regarding accessing federal funding
- Networked while attending Hawaii Agrifood Summit
- Finalized reservoir 155 relining easements (Started in 2001), now concluded, ready for recordation. Reservoir 225 still in process
- Met 4 Senators, 1 Representative, and emailed all of House Finance Committee requesting an Intro Meeting, Called Senate Finance Committee members to request 1:1 intro meetings
- Working with AGs office on NELHA & HTDC regarding an MOU for future presentation to the board
- Working with staff developing a new slide deck describing who ADC is and current activities
- Collecting information and working with staff to gather information for the Strategic Plan
- Continuing Due Diligence with staff regarding a potential new project to come before the board in October
- Following up on Request for Funds on Key Initiatives:
 - Still with Budget & Finance: Land acquisition, Food & Product Innovation Network (FPINs)
 - Still with Governor's Office: Secretary III funding, Asset Manager Funding, Contract Administrator Funding, Water Worker Position Funding, R-1 Irrigation Funding, **Security/Fire Mitigation**
- Conducting Due Diligence for Potential Feasibility Studies for the Future
- Draft Budget requests turned into DBEDT (made deadline)
- New Accountant IV will start 10/16/23!!!
- Fire mitigation/security request for Oahu has moved from B&F to Governor's office

Upcoming Events

- September
 - Attending Hawaii Tropical Fruit Growers Conference 10/4-5 Honolulu
 - Attending Hawaii Cattlemen's Convention 10/6-7 Waikoloa
 - Attending Kauai City Council Meeting 10/11
 - Tentatively scheduled 10/18 Big Island with House Finance
 - Attending Hawaii Statewide Farm Bureau Meeting- 10/23-45 Hilo
 - WAM meeting November 9on Big Island

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: Provided Outline to Becker Communications
- Strategic Plan: **Due: 12/1/2025**
 - Status:
 - Met with Mary Alice Evans to discuss additional ideas/plans
 - Set meeting with CTAHR Dean to generate additional information for the Strategic Plan
 - Scheduled an interview with Hawaii Ready regarding joining the F23 Cohort for Strategic Planning
- Budget: **Due: 12/24/23 to Leg**
 - **Met Draft deadline to DBEDT (9/28)**
 - 11/24- Draft to Board
- Risk Management: **Due: In progress**
 - Internal discussions regarding proactive plans for fire, flood, etc.
 - Fire mitigation plans were submitted to Oahu & Kauai area representatives.
 - **Request for equipment & Personnel on Oahu for funding to deliver at the Governor's Office**
 - Internal discussions regarding an outline for Risk Management Strategies for the overall ADC Portfolio

PEOPLE

- Internal Staff
 - Now 4 Vacancies Remaining:
 - Candidates for each position have been identified and vetted
 - CRITICAL: 1) Prior to Land Release in October of Remaining Acres, and 2) Essential before identified candidates take another position
 - Vacancies: Contract Administration, Executive Secretary, Asset Manager, Water System Worker **(All at the Governor's Office)**
 - Working 1:1 with staff to develop Annual Goals
- External Staff
 - Current intern in place working in accounting
- External Stakeholders
 - THRIVE Agrifood Summit very helpful in meeting 1:1 with individual companies

PROCESSES

- Focusing on SOPs over water systems on Kauai & Oahu

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 10/5/23
 - 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