

DA: October 6, 2023

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

FR: Wendy Gady, Executive Director, ADC

RE: Weekly Report for week of 10/2 - 10/6/2023

Key Accomplishments

- Woohoo!!! Friday brought the release of funds for hiring Secretary III and the Asset Manager.
 - We have candidates for both positions and are extending offers.
 - Since August 21, 2023. . .
 - 2 vacant positions have been filled, and
 - 2 more vacant positions have funds released and offers pending.
 - 2 positions are pending release of funds and have 2 candidates identified.
 - Contract Administrator (to assist with the 35 current projects)
 - Water Worker (we currently have staff of 5 managing 26.1 miles of irrigation, roughly 1 for every 5 miles of ditch)
- Attended & Presented at the Hawaii Tropical Fruit Growers Conference 10/4-5 Honolulu.
 - **10/5: Announced the Release of the balance of the land portfolio.**
 - **We are encouraging use of the (now fillable PDF!) for identifying projects, warehouses, ideas for engagement in addition to using the form to express interest in areas outside of current regions**
 - DURING the presentation, an audience member hand delivered an Expression of Interest (EOI) directly to Lyle Roe, Property Manager
 - By the end of day, 7 EOIs were received by Mr. Roe (!!)
- Attended & Presented at the Hawaii Cattlemen's Convention 10/6-7 Waikoloa.
 - Met 2 Senators
 - Met with several potential future stakeholders.
- Legislative Update:
 - Senate: Emailed 100% of Senate & have met 50% f2f meetings
 - House: Emailed 25/51 & have met 15/51 f2f meetings
- Met with Maui Director of Agriculture to discuss support needed.
- Toured the ADC Feed Mill project and have requested a board presentation of the project in October.
- 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:
 - In Budget & Finance: Land acquisition, Food & Product Innovation Network (FPINs)
 - In Governor's Office: Contract Administrator Funding, Water Worker Position Funding, R-1 Irrigation Funding, **Security/Fire Mitigation**
- Conducting Due Diligence for Potential Feasibility Studies for the Future
- Reviewed 2024 budget requests with Deputy Director Wicker
- Fire mitigation/security request for Oahu has moved from B&F to Governor's office.

Upcoming Events

- September
 - 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
 - Kailua-Kona 10/30 with Ulu Coop & Growers
 - 11/8 Maui Ag Department & OED on Maui
 - WAM meeting November 9 on 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
 - Implemented: 3
- Annual Report: **Due: 12/1/23**
 - Next Steps: Continue to collect information & pictures, information and write rough draft.
- Strategic Plan: **Due: 12/1/2025**
 - Status:
 - Met with Mary Alice Evans to discuss status.
 - 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 Fire Mitigation including equipment & Personnel on Oahu for funding 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: Extending offers to identify candidates for Asset Manager & Secretary III.

- **2 position requests are currently at the Governor's Office: Contract Administrator & Water System Worker**
- Working 1:1 with staff to develop Annual Goals
- External Staff
 - Current intern in place working in accounting on forensic accounting.
- External Stakeholders
 - New contacts made at Hawaii Tropical Fruit Growers & Hawaii Cattlemen's Council Meeting

PROCESSES

- Focusing on SOPs over water systems on Kauai & Oahu

PORTFOLIO (35 Projects currently)

- ***Starting this week, I will begin describing in more detail our Large/High Priority Projects***
 - Acquisition of Wahiawa Dam, Reservoir & Ditch
 - Current Status: Meeting bi-weekly with consultants to conduct due diligence (irrigation data review, and planning field work assessments)
 - Key Benchmarks: FY24/Q4- Complete ditch assessment; FY25/Q4-Complete Phase II, FY26/Q4- Complete Acquisition
 - Food & Product Innovation Network (FPINs)
 - Current Status: Waiting for Funds to be encumbered, meeting monthly with UH Community Design Center (UHCDC) to define the Memorandum of Agreement & Actively identifying possible projects/Locations.
 - Key Benchmarks: FY24Q2-Select design consultant & execute contract; FYQ3-UHCDC complete phase 1 of study; FY24Q4- Encumber all funds remaining phases & design consultant; FYQ2- Complete designs for portions of network; request funds for construction in 2026; FY26Q2- pending funds, contractor selection to construct portions of the network.
- **Land**
 - Current Status:
 - Total: 22,801 acres (16,663 farmable)
 - 10,999 Licensed
 - 2,483 Licenses in Process
 - **3,181 Vacant Acres ALL 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 the 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