

DA: October 15, 2023

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

FR: Wendy Gady, Executive Director, ADC

RE: Weekly Report for week of 10/9 - 10/13/2023

## Key Accomplishments

- Vacant Positions
  - As of 8/21/23: 2 positions have been filled; 2 more offers were made last week to fill an additional 2 positions; waiting for funds to be released for 2 remaining positions- Contract Administrator & Water Worker (with candidates already identified)

## Events/Conferences

- Attended & Presented at the Kauai City Council Meeting: Mahalo Board Member Tabata for attending & answering questions
- Total EOIs Received: Oahu: 13; Kauai: 3; Big Island: 3

## Legislative Update

- Senate: Emailed 100% of Senate & have met 50% f2f meetings, 2 more meetings this week
- House: Emailed 25/51 & have met 15/51 f2f meetings

## Strategic Planning

- 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 Awaiting Funding Release: **Oahu Security/Fire Mitigation**, Contract Administrator & Water Worker, R-1 Irrigation Funding
- Conducting Due Diligence for Potential Feasibility Studies for the Future
- Refining Supplemental Budget Requests
- Awaiting Notice if Selected for Hawaii Ready 2024 Cohort

## Upcoming Events

- October
  - 10/18 Big Island House Finance
  - 10/23-45 Hilo Hawaii Statewide Farm Bureau Meeting
  - 10/30 Kailua-Kona with Ulu Coop & Growers
  - 11/8 Maui Ag Department & OED on Maui
  - 11/9 Big Island WAM meeting

- Audit Report Response: **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: Draft in process
- Strategic Plan: **Due: 12/1/2025**
  - Status: Ongoing meetings with Key Contributors
- Budget: **Due: 12/24/23 to Leg**
  - Status: 11/24- Draft to Board
- Risk Management: **Due: Ongoing**
  - 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
  - Focusing on water systems SOPs

#### **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
    - Due Diligence: Joint with HCOA & DLNR
  - 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- UH CDC 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.
  - Wahiawa R-1 Wastewater
    - Current Status: Waiting for Funding not released (\$1.62M + \$2M); On hold pending statewide revenue review; Informed consultant to hold off on any costs beyond current contract
    - Key Benchmarks: FY25Q2 Complete plans and design for Phase 2&3, Request Construction Funds; FY26Q4 Construction Completed

- Feed Mill
  - Current Status: Met with Management Team; Presentation 11/24 ADC BOD
  - Key Benchmarks: May need support (DLNR, HDOA) on permits; 4/2024 equipment assembly; FY25Q4 Complete full build out

## Land

- Current Status:
  - Total: 22,801 acres (16,663 farmable)
  - 10,999 Licensed
  - 2,483 Licenses in Process
  - **3,181 ALL Vacant Acres 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

## 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:
  - Purchase equipment & construct a feed mill.
  - Proof of concept study for Central Oahu Food & Agriculture Hub
- Big Island:
  - Cooperative R&D for papaya research

### **Administrative Efficiency**

- Working to establish the new Quick Books system effectively beginning with current FY.
- Implementation of Property Management Software System- Intern will work with Lyle to finish adding data and begin sample reports.

### **PROMOTIONS**

- 30<sup>TH</sup> Anniversary in 1994
- Events: Pineapple Festival, Farm Fair