

**JOSH GREEN, M.D.**  
Governor

**SYLVIA LUKE**  
Lt. Governor



**WENDY GADY**  
Executive Director

STATE OF HAWAII  
**AGRIBUSINESS DEVELOPMENT  
CORPORATION**  
HII HŌ'ŌHŪ I I AINA MAHIAI

**Administration Committee Meeting**

Hybrid Meeting via Teleconference with In-Person Viewing Location

February 20, 2024  
10:00 a.m.

Pursuant to section 92-3.7, *Hawaii Revised Statutes*, this meeting will be held using interactive conference technology (ICT). Board members, staff, persons with business before the Board, and the public may participate remotely online using ICT, or may participate via the in-person meeting site which provides ICT.

Interested persons may submit written testimony in advance of the meeting, which will be distributed to Board members prior to the meeting. If possible, we request that testimony be received by our office not less than seventy-two hours prior to the meeting to ensure that staff has time to disseminate it and that Board members have time to review it. Written testimony may be submitted electronically to [dbedt.adc@hawaii.gov](mailto:dbedt.adc@hawaii.gov) or sent via U.S. Postal Service, or delivered to:

Agribusiness Development Corporation  
235 S. Beretania Street, Suite 205  
Honolulu, Hawaii 96813

When testifying via ICT, via telephone, or in-person, you will be asked to identify yourself and the organization you represent, if any. Each testifier will be limited to two minutes of testimony per agenda item.

The public may participate in the meeting via:

ICT: <https://us06web.zoom.us/j/83833354512>

Telephone: (669) 900-6833, Webinar ID: 838 3335 4512

In-Person: at the meeting location indicated below

**ICT ACCESS**

To view the meeting and provide live oral testimony, please use the link above. You will be asked to enter your name in order to access the meeting as an attendee. The Board requests that you enter your full name, but you may use a pseudonym or other identifier if you wish to remain anonymous. You will also be asked for an email address. You may fill in this field with any entry in an email format, e.g., [\\*\\*\\*\\*@\\*\\*\\*\\*.com](mailto:****@****.com).

As an attendee, your microphone will be automatically muted. When the Chairperson asks for public testimony, you may click the Raise Hand button found on your Zoom screen to indicate that you wish to testify about that agenda item. The Chairperson or staff will individually enable each testifier to unmute their microphone. When recognized by the Chairperson, please unmute your microphone before speaking and mute your microphone after you have finished speaking.

For ICT, telephone, and in-person access, when testifying, you will be asked to identify yourself and the organization, if any, that you represent. Each testifier will be limited to two minutes of testimony per agenda item.

**TELEPHONE ACCESS**

If you do not have ICT access, you may get audio-only access by calling the Telephone Number listed above.

Upon dialing the number, you will be prompted to enter the Meeting ID that is listed next to the Telephone Number above. After entering the Meeting ID, you will be asked to either enter your panelist number or wait to be admitted into the meeting. You will not have a panelist number. Please wait until you are admitted into the meeting.

When the Chairperson asks for public testimony, you may indicate you want to testify by entering “#” and then “9” on your telephone’s keypad. After entering “#” and then “9”, a voice prompt will let you know that the host of the meeting has been

*Board Meeting Agenda  
February 20, 2024*

notified. When recognized by the Chairperson, you may unmute yourself by pressing “#” and then “6” on your telephone. A voice prompt will let you know that you are unmuted. Once you are finished speaking, please enter “#” and then “6” again to mute yourself.

For ICT, telephone, and in-person access, when testifying, you will be asked to identify yourself and the organization, if any, that you represent. Each testifier will be limited to two minutes of testimony per agenda item.

Instructions to attend State of Hawaii virtual board meetings may be found online at <https://cca.hawaii.gov/pvl/files/2020/08/State-of-Hawaii-Virtual-Board-Attendee-Instructions.pdf>.

**IN-PERSON ACCESS**

There will also be one meeting location, open to the public, which will have an audio-visual connection. That meeting will be held at:

State of Hawaii, Leiopapa A Kamehameha  
State Office Tower Building  
235 S. Beretania St., Suite 205  
Honolulu, HI 96813

For ICT, telephone, and in-person access, when testifying, you will be asked to identify yourself and the organization, if any, that you represent. Each testifier will be limited to two minutes of testimony per agenda item.

**LOSS OF CONNECTIVITY**

In the event of a loss of ICT connectivity, the meeting will be recessed for a period not to exceed thirty minutes to restore connectivity with all board members and the public in-person access location noted above. In the event that audio connectivity is re-established within thirty minutes without video connectivity, interested participants can access the meeting via the telephone number and Meeting ID number noted above. In the further event that connectivity is unable to be restored within thirty minutes, the meeting will be automatically continued to a date and time to be posted on the ADC website at <https://dbedt.hawaii.gov/adc/> no later than close of business the next business day. New ICT, telephone, and in-person access information will be posted on the website no less than twenty-four hours prior to the continued meeting date. Alternatively, if a decision is made to terminate the meeting, the termination will be posted on the ADC website.

**SPECIAL ASSISTANCE**

If you require special assistance, accommodations, modifications, auxiliary aids, or services to participate in the public meeting process, including translation or interpretation services, please contact staff at (808) 586-0186 or by email at [dbedt.adc@hawaii.gov](mailto:dbedt.adc@hawaii.gov).

Please allow sufficient time for ADC staff to meet requests for special assistance, accommodations, modifications, auxiliary aids, translation, or interpretation services.

**NOTE: MATERIALS FOR THIS AGENDA WILL BE AVAILABLE FOR REVIEW IN THE ADC OFFICE, 235 S. BERETANIA STREET, SUITE 205, HONOLULU, HAWAII 96813 ON AND AFTER FEBRUARY 14, 2024.**

**Agribusiness Development Corporation Non-Discrimination Statement**

The Agribusiness Development Corporation does not discriminate on the basis of race, color, sex, national origin, age, or disability, or any other class as protected under applicable federal or state law, in administration of its programs, or activities, and the Agribusiness Development Corporation does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected by, or oppose action prohibited by, 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

If you have any questions about this notice or any of the Agribusiness Development Corporation’s non-discrimination programs, policies, or procedures, you may contact:

Mark Takemoto  
Acting Title VI Non-Discrimination Coordinator  
235 S. Beretania St., Ste 205 Honolulu, HI 96813  
(808) 586-0186  
[dbedt.adc.titlevi@hawaii.gov](mailto:dbedt.adc.titlevi@hawaii.gov)

If you believe that you have been discriminated against with respect to an Agribusiness Development Corporation program or activity, you may contact the Acting Non-Discrimination Coordinator identified above.

## **AGENDA**

- A. Call to Order
- B. Approval of Minutes
  - 1. January 16, 2025, Administration Committee Minutes
- C. Action Items
  - 1. Review and approve updated *Request for Land Application* notice and *Land Application Form* and authorize publication thereof
- D. Informational Items
  - 1. None
- E. Adjourn

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*The Committee may go into executive session on any agenda item pursuant to the exceptions provided under section §92-5, Hawaii Revised Statutes.*

**AGRIBUSINESS DEVELOPMENT CORPORATION**

Minutes of the Administration Committee Meeting held Virtually on January 16, 2024  
Via Zoom Teleconference and/or In-Person at 235 S. Beretania St., Rm. 204, Honolulu, HI 96813

*Pursuant to section 92-3.7, Hawaii Revised Statutes (HRS), this meeting was held remotely with Committee members, Staff, Applicants, and the Public participating via Zoom meeting venue, and an In-Person meeting location available for public participation at the State of Hawai‘i, Leiopapa A Kamehameha, State Office Tower Building, 235 S. Beretania St., Room 204, Honolulu, HI 96813.*

**Members Present, virtually:**

Warren Watanabe, Member-At-Large (Mr. Watanabe)  
Lyle Tabata, Kauai County Member (Mr. Tabata)  
Jayson Watts, Maui County Member (Mr. Watts)  
Dane Wicker, Designated Representative, DBEDT, (Mr. Wicker)

**Members Excused:**

None.

**Counsel Present, virtually:**

Delanie Prescott-Tate, Deputy Attorney General (Ms. Prescott-Tate)

**Staff Present, virtually:**

Mark Takemoto, Executive Assistant  
Ken Nakamoto, Project Manager (Mr. Nakamoto)  
Lyle Roe, Asset Manager (Mr. Roe)  
Ingrid Hisatake, Secretary

**Guests Present, virtually:**

None.

**Guests Present, physical location:**

None.

**Roll Call**

Mr. Roe conducted a roll call of the Administration Standing Committee (Committee), established on February 16, 2023, pursuant to Article 4, Section 1, subsection 1 c. of the Bylaws of the Agribusiness Development Corporation (ADC). Mr. Watanabe, Mr. Tabata, Mr. Watts, and Mr. Wicker acknowledged their presence.

**A. Call to Order**

As this was the first meeting of the Committee, Mr. Roe called the meeting to order at 9:20 A.M.

**B. Approval of Minutes**

- 1. None

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## C. Action Items

### 1. Election of Committee chair and vice-chair

When the Committee was established on February 16, 2023, Former Chair Fred Lau (Former Chair Lau), directed the Committee to elect a Chair and Vice-Chair from the Committee's membership at the first meeting. Mr. Roe asked for nominations from the committee members. Mr. Watanabe nominated Mr. Tabata as Committee chair and Mr. Watts as Committee vice-chair. Mr. Wicker concurred with the nominations. Hearing no further nominations, the nominations were closed. Committee members had no comments or discussion. There were no guests present to comment. Mr. Roe called for the vote: Mr. Tabata as Committee chair and Mr. Watts as Committee vice-chair were unanimously approved: 4-0. Mr. Roe turned the meeting over to Mr. Tabata.

### 2. Discussion regarding the process, scope, terms, scoring, timeline, and other criteria necessary to publish a request for land application for vacant ADC lands

Mr. Tabata opened the discussion and asked Mr. Roe to summarize the request.

Mr. Roe stated that the membership and specific responsibilities of the Committee were established at the ADC Board meeting on February 16, 2023. Former Chair Lau appointed Mr. Tabata, Mr. Watts, and Mr. Wicker to the Committee. As allowed by Article 4, Section 2 of the ADC By-laws, Former Chair Lau joined the Committee as an ex officio, voting member. Having established the membership to the Committee, Former Chair Lau charged the Committee, pursuant to Article 4, section 1, subsection 1 c. of the ADC By-laws with focusing its efforts on the licensing of vacant ADC lands by seeking applicants, reviewing and evaluating the applicants, and making recommendations to the full board for approval.

Mr. Watts asked if there were any other scoring criteria used by ADC in the past.

Mr. Nakamoto noted that the documents included in today's submittal contained criteria that was developed in the past for the Galbraith land solicitation, which was bare-bones at the time. The 2021 criteria expanded on those criteria in order to prioritize food crops.

Mr. Roe asked Committee members to refer to the bottom of submittal page 19 where the 2021 scoring criteria was listed and asked for thoughts on changing anything. Hearing no response, Mr. Roe recommended that the Committee consider adding criteria and points to benefit farmers with GAP [Good Agricultural Practices] certification. Mr. Watts, Mr. Watanabe, and Mr. Wicker supported the recommendation.

Mr. Watts commented that ADC may want to seek funding to assist farmers in becoming GAP certified.

Mr. Tabata asked about the process for adding additional criteria to the expression of interest or the land application.

Ms. Prescott-Tate noted that the Committee was creating that application process now, but it may be easier to complete development of the application and approve the final product.

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Mr. Tabata asked Committee members to look through the land application and note any items they may wish to include in order to score the applications fairly and accurately. Mr. Tabata asked how often the Committee could meet.

Ms. Prescott-Tate said it was up to the Committee how often they would like to meet.

Mr. Tabata asked if the members could have comments and edits to the staff within a month.

Mr. Roe noted that the Executive Director had suggested that the application request go out as soon as possible due to the large demand for land. Mr. Roe also noted that he could update the Request for Application to present a final version to the Committee at the next meeting. He also noted that the 2021 Land Application included a breakout of each of the parcels that were being released at the time, but that the current release included many more parcels so it may not be feasible to list the individual properties at this time. He recommended including language that would refer applicants to the ADC website where the available properties were listed. Mr. Roe also suggested that the Request for Application note that ADC does not guarantee specifically requested parcels; that decisions on where to place an applicant would be done as part of a conversation that includes consideration of the applicants' business plan, discussions with the Executive Director, the Committee, any co-op that may have responsibilities for a particular property, etc.

Mr. Watts observed that knowing what an applicant was growing and what they could be spraying is necessary to determine a suitable location.

Mr. Tabata noted that erosion control and soil particulate was an important consideration under a NPDES [National Pollutant Discharge Elimination System]. Mr. Tabata reminded members to get their comments in to him and Mr. Roe so that a final document could be approved.

Mr. Roe noted that he would be the one to work on the update to the Request for Application.

Mr. Watts asked about general license provisions and asked if there were situations where ranching was occurring next to diversified agriculture.

Mr. Roe replied yes.

Mr. Watts asked how to separate the two activities as ranching can affect GAP certification.

Mr. Roe noted that it is the responsibility of the rancher to install fencing and that he was only aware of one instance where diversified ag operations occur in close proximity to ranching.

Mr. Nakamoto noted that crop cattle could not work with leafy green crops and also noted that the Request for Application was modeled after a request for procurement proposal and that a minimum score should be considered with regard to any application.

Mr. Tabata noted that the Request for Application should advise applicants of any infrastructure costs, and of any splits.

Mr. Watts asked about Department of Education (DOE) centralized facilities and if it was appropriate to ask on the application if an applicant would be willing to partner with a state entity for food production.

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Mr. Wicker noted that discussions about that were premature, but ADC should be prepared to align production with demand when the time comes.

Ms. Prescott-Tate asked if that should be the farmers' decision.

Mr. Wicker said yes.

Mr. Roe noted that in the past, it has been ADC's position not to tell farmers what to grow, but eventually we may be in a position to try and align the state's food needs with ADC tenants.

Mr. Tabata noted multi-agency discussions regarding that food strategy and that the biggest client would be DOE and creating a menu and much more planning needed to occur before such an alignment could occur.

Mr. Watts responded that he was trying to find out whether a farmer with access to a large institutional purchaser would be willing to partner.

Mr. Tabata asked Mr. Watts to put into writing what changes he would like to see in the land application. Mr. Tabata asked if the Committee could schedule a standing meeting for the 3<sup>rd</sup> Tuesday of the month at 10:00 a.m. Hearing no objection the next meeting was scheduled for the 3<sup>rd</sup> Tuesday in February with documents ready for final approval.

Mr. Watts asked about the jurisdiction of the Administration Committee and whether or not they could determine their own agenda or only the charge that was referred to it by the ADC Board Chair, and if the Administration Committee was created on a case-by-case basis.

Ms. Prescott-Tate responded that standing committees are created for a one-year term and for this particular committee, the ADC Board Chair gave them a specific task under Article 4, section 1, subsection 1 c. of the ADC By-Laws.

Mr. Watts asked if the Administration Committee was only for the specific purpose referred to it by the Board Chair.

Ms. Prescott-Tate responded that for purposes of today's meeting, the Committee was specifically tasked to deal with the land application matters.

Mr. Watts asked by what mechanism was the ADC Board supposed to consider the ADC budget?

Ms. Prescott-Tate noted that discussion of the budget was not agendized for today's meeting and recommended that Mr. Watts ask to bring the matter up for discussion at a regular Board meeting.

### **D. Informational Items**

#### **1. None**

### **E. Adjourn**

Mr. Tabata noted that they were at the end of the meeting and called for a motion to adjourn: Mr. Watts; Seconded: Mr. Watanabe.

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Mr. Tabata called for the vote. Hearing no objection the motion was approved: 4-0.

The meeting was adjourned at 10:05 a.m.

**Date of Next Meeting:** The next Committee meeting will be held on February 20, 2024, at 10 A.M.

DRAFT