

DA: 9.09.2024

TO: ADC Board of Directors & AG's Office

FR: Wendy Gady, Executive Director, ADC

RE: Weekly Report for week of 9/3/24 – 9/6/2024

### **End of Week Debrief**

- FY25 Budget Highlights
  - Hiring Staff: Kauai Property Manager, Kauai Water Manager, 3 East Kauai Water Workers, and a Climate-Resilient Food & Product Innovation Network Manager (Mark submitted forms for need to proceed)
  - Funding for Concept Development of a forage drying facility
  - Capital Improvements: Aahoaka Reservoir, Christian Crossing Bridge, Kekaha Ditch Bridge Crossing and a Kekaha Post Harvest Processing Center (Ken has submitted forms for release of funds)
- Conducted interviews of Accountant IV Candidates
- Waimea Watershed Agreement meetings to determine next steps
- Working on strategy for WaterSMART Grant Submission
- Visited 3 farms on Kauai with the PR firm, Mana Means for farmer interviews for future stories
- Roger & I also visited two applicant farms on Kauai
- Prepared report for Land PIG from farm visits
- Linda has found an issue within the Yardi system that needs amended by Yardi software developers to generate invoices correctly- we need the company to address prior to issuing invoices
- QB will be used moving forward to generate invoices for water delivery customers
- Working with staff on creating a FY26 budget which includes FY24 actuals
- CIP PIG meeting with updated format
- Land Application PIG meeting
- Met with HIR Team. drafted presentation for October event
- Ongoing project management for HPP and Central Oahu Food Hub
- Based on questions for ADC Strategic Plan RFP through OPSD, the RFP was pulled to amend the scope to fit the budget and will be reissued eta tbd shortly
- Following up regarding LOI for Oahu parcels sent via certified mail Thursday, 8/29
- Military Partnership:
  - Working to schedule a face to face meeting for a quarterly review
  - Ongoing Operation & Maintenance of pumps
  - \$19.7M Federal Grant Application decision 9/24
- PR Update
  - Awaiting draft from interview with Hawaii Food & Wine magazine
  - Preparing for PR firm to come to Kauai for stories (9/6)

- Continuing to Work on Addressing Audit Items including documentation of processes and better internal file management
- Meetings with staff for both short- and long-term budgeting for FY26 based on stakeholder meetings over the past year, and assessments of current assets

### Events/Conferences

- 10/4-5: Hawaii Tropical Fruit Growers Convention
- 10/16-19, 2024 (Final Pitches). Oahu, Hawaii Investment Ready Cohort 6 Dates
- 11/7 & 11/8: Hawaii Ag Summit @ the Convention Center
  - ADC Working Session on Strategic Plan Input from the Ag Industry

### Upcoming Events:

- Completing farm site visits for land applicants
- 9/4: Interviews for Accountant IV
- 9/4: WAM CIP meeting update
- 9/4. Wahiawa Irrigation System Update meeting
- 9/5: Waimea Mediation Meeting
- 9/9. Meeting with WAM on projects
- 9/9: Meeting kickoff for WaterSMART Grant application to fund a backup well for the Waiahole and Galbraith farmers
- 9/10. Land application PIG meeting
- 9/10: Possible Waiahole visit
- 9/10: Wailua Wastewater Treatment meeting
- 9/ 11-15, 2024: Hana, Hawaii Investment Ready Cohort 6 Dates
- 9/19: ADC BOD Meeting Virtual- Please block 3 hours
- 10/7: Drought Grant due
- 10/11: Legacy Land Application Due
- 10/17: **Possible Reschedule** ADC BOD Meeting Virtual; HIR Presentation happening on Oahu
- 11/21: ADC BOD Meeting
- 12/19: ADC BOD Meeting

### Strategic Planning:

- Land Permitted Interaction Group: Formed, Information Shared, Distribution Services & Value-Add Permitted Interaction Group: Formed, Information Shared, Ongoing Discussion
- Reviewed MOU for OPSD to post the RFP for additional work on the ADC Strategic Plan
- Strategic Plan
  - 8/1-10/31: RFP Issued for Planning, Plan Development, & Stakeholder Engagement Round 2
  - 11/1-11/30: Board Review/Edit
  - 12/30: Board Feedback

Projects: Please see attached GAANT Chart