

Date: October 11, 2024

To: ADC Board of Directors & Attorney General's Office

From: Wendy Gady, Executive Director, Agribusiness Development Corporation (ADC)

Subject: Weekly Report (October 7– October 11, 2024)

End-of-Week Debrief

1. Grant Submission:

- Received confirmation 3 of the HI-EMA Grant Notice of Intents, were invited to develop a full sub application. There is a 25% Non-Federal Share; 75% Federal Share. The projects proposed included Waterlines, and Water Storage for Whitmore, Kalepa and Central Oahu were chosen. We had submitted a total of 9 projects for consideration.

2. Incident Report:

- None.

3. Conference Attendance:

- None.

4. Meetings and Collaborations:

- Toured a Centralized Nutrition Center in Tacoma preparing 23,000 meals per day.
 - i. Food is sent to several regional schools to be served- not trayed or put in self-sealing containers- all plating is done at the school. Cleaning of trays, etc. also at the school, not the Nutrition Center.
 - ii. Everyone is cross trained, and the building is organized from coldest, colder to frozen so food thaws as it moves through the system. They expressed a need to have more freezer space. Each truck bay is tied to a list of schools, and they don't change.
 - iii. They utilized a system of blue half pallets which fit through school doors and are easy to move.
 - iv. The warehouse had a double racking system- so pallets could be placed on racks that have rollers to push towards the rear. Eliminates the need for long forked lifts; single aisle saving space
 - v. Fresh food listed on the prep wall: apples, cucumbers, broccoli, cauliflower, grapes, oranges, pears, bell peppers, salad mix, cherry tomatoes red onion, black bean & corn salsa, pears and blueberries.
 - vi. The future Centralized Nutrition Center in Whitmore will serve 16,000 meals a day for three complexes: Mililani, Leilehua and Waialua
- Toured Suquamish Seafoods operated by the Suquamish Tribe who are growing clams in Puget Sound, as well as Pacific geoduck. Their aquaculture work is both on the banks, and in Puget Sound with zero environmental impact- clams are cleaning the Sound.
- Met with New FIN Budget Analyst to give an overview of ADC.

5. Ongoing Projects:

- Continuous meetings regarding CIP projects.

- Preparing for the 10/17 Hawaii Investment Ready (HIR) presentation, including script and deck development.
 - Supporting the Land Application Permitted Interaction Group.
 - Continued work with the CIP Permitted Interaction Group (PIG) and staff on 5-year Capital Improvement Plans.
6. Staffing and Operations:
- Operating with reduced staffing this month due to several vacations.
 - Completed 4-year reconciliation, currently conducting quality assurance for 2024.
 - Hiring updates: offer extended to Accountant IV position, submitted paperwork for Climate Resilient Food & Product Innovation Network Manager.
 - Ongoing UHCDC work regarding the forage drying facility and FPINs projects.
 - Wrapping up due diligence for Wahiawa-Haleiwa-Waialua, awaiting final appraisals.
7. Capital Improvements:
- Advancing projects such as Aahoaka Reservoir, Christian Crossing Bridge, Kekaha Ditch Bridge Crossing, and Kekaha Post Harvest Processing Center (Ken has submitted forms for fund release).
8. Grants and Agreements:
- Expressed interest in participating in DLNR's \$10M dam safety grant.
 - Drafted MOAs with the AG's office for HIDOE (Kauai & Oahu) for review.
 - Held meetings regarding the Waimea Watershed Agreement to determine next steps.
 - Working on contract extension with Spire, a forensic accounting company.
 - Collaborating with staff to create the FY26 budget, which includes FY24 actuals.
9. Project Management:
- Continuing oversight on the HPP and Central Oahu Food Hub projects.
 - Managing LOI for Oahu parcels and planning next steps for PSAs.

Events and Conferences

October 13-15:	Regional Kitchen, Sacramento, CA.
October 16-18:	Final pitches for Hawaii Investment Ready Cohort 6 in Oahu.
October 21-23, 25:	Out of office (will attend the ADC Board meeting on 10/24).
October 28-30:	Hawaii Farm Bureau Federation Annual Convention.
November 7-8:	Hawaii Ag Summit @ the Convention Center (ADC working session on Strategic Plan Input from the Ag Industry).
November 21-23:	Cattlemen's Council Meeting.
November 25-28:	Out of office/vacation.

Upcoming Deadlines & Events

October 11:	Notice of Intent due for HPP RFP bids.
October 11:	Legacy Land Application due.
October 24:	ADC Board meeting (virtual)

November 21: ADC Board meeting.
December 19: ADC Board meeting.

Strategic Planning

1. Permitted Interaction Groups (PIGs):
 - Land PIG: Information shared.
 - Distribution Services & Value-Add PIG: Information shared, ongoing discussions.

2. Strategic Plan Updates:
 - The MOU for OPSD to post the RFP for additional work on the ADC Strategic Plan is under review.
 - The current RFP rewrite is with OPSD for scope changes, as per budget adjustments.
 - November 1-30: Board review and edits of the Strategic Plan.

Projects

For a detailed overview of ongoing projects, please refer to the attached Gantt Chart.