

Date: October 21, 2024

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

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

Subject: Weekly Report (October 21– October 25, 2024)

### End-of-Week Debrief

1. Grant Submission:
  - Meeting for DCIP Debrief (10/28/24) is scheduled.
2. Incident Report:
  - None.
3. Conference Attendance:
  - None.
4. Meetings and Collaborations:
  - ADC BOD Meeting Key Items
    - i. Approval for BOW line in Central Oahu.
    - ii. Recommendation from Land Application PIG of Licensees presented.
    - iii. Discussion with Tenant regarding event not in Farm Plan, and BOD did NOT authorize the 11/7 Keiki Construction Event.
5. Ongoing Projects:
  - Continuous meetings regarding CIP projects.
  - Preparing for the 10/29 Hawaii Farm Bureau Convention on Oahu presentation
  - Preparing for the 11/7 Ag Leadership Summit presentation with Deputy Director Wicker
  - Continued work with the CIP Permitted Interaction Group (PIG) and staff on 5-year Capital Improvement Plans.
  - Drafting MOU with Hawaii Farm Bureau Federation for Field Days 2025.
  - The Waiahole System is having training 10/29 for operation of a rented piece of equipment.
  - The Waiahole System is taking daily before and after work photos of operational projects.
6. Staffing and Operations:
  - Work continues on the ADC Annual Report
  - Hiring updates: offer extended to Accountant IV position, submitted paperwork for Climate Resilient Food & Product Innovation Network Manager, completed Form B forms for the Kauai staffing positions.
  - Ongoing UHDCDC work regarding the forage drying facility and FPINs projects, now being called the Entrepreneurial Product Innovation Network (EPIC)
  - Wrapping up due diligence for Wahiawa-Haleiwa-Waiialua, awaiting final appraisals.
  - The Waiahole System Team are testing four GPS systems for future placement on vehicles to keep workers safe.

- New office cubicles will arrive 11/12-14 to provide a location for new staff joining ADC.
- New phones and computers are awaiting installation dates.
- Purchase of vehicles for Kauai Staff has started.

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:

- DLNR requested input regarding the transition of future Irrigation Systems to ADC Portfolio.
- Drafted MOAs with the AG's office for HODOE (Kauai & Oahu) for review.
- Held meetings regarding the Waimea Watershed Agreement to determine the next steps.
- Working on contract extension with Spire, a forensic accounting company. Of the original 8 projects, 6 have been completed with the funding allotted and we are refining the scope moving forward.
- Collaborating with staff to create the FY26 budget, which includes FY24 actuals.

9. Project Management:

- Continuing oversight on the HPP (Received 6 Notice of Intent from Companies who will be bidding) and Central Oahu Food Hub projects.
- Managing LOI for Oahu parcels and planning next steps for PSAs.
- Staff are working to create a Land Portfolio by Year End.
- Staff are also proofing an Accounting System Manual.

**Events and Conferences**

- 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)- please advise Ingrid if you would like to attend. Ethics has approved the attendance of additional BOD at the presentation 11/7.
- November 11-13: Culinary Institute of America, San Antonio
- November 22: Cattlemen's Council Meeting.
- November 25-28: Out of office/vacation.

**Upcoming Deadlines & Events**

- November 1: ADC Board Meeting (virtual).
- November 21: ADC Board meeting.
- December 19: ADC Board meeting.

**Strategic Planning**

1. Permitted Interaction Groups (PIGs):
  - Land PIG: Abolished after ADC BOD report 10/24; new one will be established 11/1.

- 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.
- Ken is working on a new RFP for PR Firm- current contract has expired.

**Projects**

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