

Date: November 04, 2024

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

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

Subject: Weekly Report (November 04– November 08, 2024)

### End-of-Week Debrief

1. Grant Submission Updates:
  - 2/25: Working on submission for Fire Mitigation Grant (invited to apply).
  - Waiting to hear regarding WaterSMART Grant submitted.
2. Incident Report:
  - None.
3. Conference Attendance:
  - Ag Leadership Conference 2024
    - i. 5 of the 11 ADC BOD Members Attended- Chair Tabata, Vice Chair Okuhama, Deputy Director Wicker, Board Member Cooke and Board Member Watts
    - ii. A Call to Action: ADC requests your input Session (Presented by Deputy Director Wicker and ED Gady)
      1. Mahalo to Mark Takemoto and Ingrid Hisatake in organizing the poster boards, and assisting with audience participation
      2. Mahalo to the UHDCDC for attending and bringing a scale model for audience members to ask questions and engage on the statewide Entrepreneurs Product Innovation Centers (EPIC)
      3. 5 Stations gathered Audience input regarding: Infrastructure/Facilities/Equipment; New Markets- Scaling up and Exports; Workforce Housing; Food Security and Resiliency, and Finally- "What is Missing?"
        - a. Information will be used in ADC Strategic Planning, legislative participation and future industry engagement
    - iii. Other Sessions: Farm Bill Update; Farm to School Initiatives in New Mexico, and single location to meet ag industry professionals from across the state
4. Meetings and Collaborations:
  - Regular Meetings with Kekaha Ag Association (KAA) in further understanding the systems, challenges & opportunities
  - Meeting with the new Director for the Culinary Institute of America from NY, HDOE, CTAHR, & First Lady's office regarding Menu development for Hawaii Schools
5. Ongoing Projects:
  - Continuous meetings regarding CIP projects.
  - Preparing for ADC BOD Meeting 11/21/24:
    - i. CIP Permitted Interaction Group (PIG) final report work
    - ii. Land and Distribution Services PIGs on wrapping up final Reports

- iii. MOU with Hawaii Farm Bureau Federation for Field Days
  - Preparing for ADC BOD Meeting 12/5/24:
    - i. Value-Added PIG final report.
  - Waimea Mediation Meetings and ongoing reporting.
  - Haleiwa-Wailua-Wahiawa Irrigation System Acquisition
6. Staffing and Operations:
- Work continues on the ADC Annual Report submission due to DBEDT 11/15/24, and ADC Annual Report due in December to the Legislature.
  - Hiring updates: offer extended to Accountant IV position-awaiting her decision, submitted paperwork for Climate Resilient Food & Product Innovation Network Manager, completed Form B forms for the Kauai staffing positions. Forms are routed through ASO, Director and then Governor.
  - Ongoing UHDCDC work regarding the forage drying facility and FPINs projects, now being called the Entrepreneurial Product Innovation Network (EPIC)
  - The Waiahole System Team are actively using rented equipment to clear debris from the system.
  - 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 HIDOE (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 Intents 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 reviewing an Accounting System Manual.

### **Events and Conferences**

November 11-13: Culinary Institute of America, San Antonio  
November 19: Value-Added PIG Tour of Zippys Central Kitchen  
November 22: Cattlemen's Council Meeting.  
November 25-28: Out of office/vacation.

### **Upcoming Deadlines & Events**

November 21: ADC Board meeting.  
December 5: ADC Board meeting.  
December 6: 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.