

Date: November 12, 2024

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

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

Subject: Weekly Report (November 12– November 15, 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.
- Attending DOD CIP Listening Sessions to begin writing DCIP2025.

2. Incident Report:

- None.

3. Conference Attendance:

- None.

4. Meetings and Collaborations:

- Regular Meetings with Kekaha Ag Association (KAA) in further understanding the systems, challenges & opportunities
- Meeting with HDOE and Culinary Institute of America
 - i. San Antonio Independent School has 17 districts, focus was one that serves 50,000 students using a Central Warehouse Model
 1. 500 employees were trained in execution of new skills and menus by CIA- reducing workplace injuries, turnover, increasing retention, netting 100% reimbursement by USDA, and school meal participation rates grew
 2. Be mindful of the amount of electricity needed for food processing
 3. Need to lobby the USDA for a change in "Commodity" listing to include HI staples- sweet potatoes, more fish, etc.
 - ii. Hawaii Ag Foundation just concluded a student survey with over 600 HI students regarding what/how students want to eat
 - iii. Toured an Elementary School cafeteria during lunch service
 1. LOVED the "Sharing Table for Students" idea- students can leave whole fruit, unopened fruit cups, cereal bars, breakfast kits, unopened milk and juice for other students to take home
 - iv. Cost Savings Ideas: Milk reuse of cartons kept at temp, designing meals to reduce costs using labor and materials/packaging savings
 - v. Incentives for workers: Certificates and New uniforms
- Things to consider egg cracking facility- schools buy already cracked/in carton; no need for a USDA meat inspector if meat is consumed in state- do need if shipping to mainland
- Meetings with HDOE regarding Kauai and Whitmore projects- contract discussion/changes

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- 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, 2 completed Statement of Qualification) 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 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.