

Date: November 18, 2024

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

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

Subject: Weekly Report (November 18– November 22, 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- have follow up discussions with PMRF regarding feedback from ADC Submission
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
 - Toured Zippy's Central Kitchen with the Value-Added PIG members
 - i. Zippy's shared the history/evolution of the kitchen and plans
 - ii. Helpful to show how menus are developed/tested; how materials/products are received, processed and shipped out
 - Touching base with several tenants regarding feedback on the license appraisal fees, and future plans
 - Meeting with Chair Chang regarding ADC's accomplishments, in-process and future tasks for the Haleiwa-Wailua-Wahiawa system
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 was completed, and ADC Annual Report due in December to the Legislature is in progress.
 - Hiring updates:

- i. Offer declined after being accepted by Accountant IV position- her current employer offered promotion and more money when she gave notice (2nd time this has happened with a candidate)
 - ii. DHURD has created flyers to advertise the positions on Kauai, and we would greatly appreciate you sending them to candidates:
 1. [Agribusiness Development Corporation Kauai Property Manager | Job Details tab | Career Pages \(governmentjobs.com\)](#)
 2. [Agribusiness Development Corporation Kauai Water Systems Manager | Job Details tab | Career Pages \(governmentjobs.com\)](#)
 - 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- it looks TERRIFIC!!! I'm sure the Mililani Community is thrilled.
 - New office cubicles are installed and are AMAZING- feel free to stop by and see for yourself. 😊
 - New phones and computers are awaiting installation dates.
 - Purchase of vehicles for Kauai Staff has started.
 - We are shipping monitors to Kauai for our future employees.
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) are in active discussions.
 - 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.
 - i. We've had a protest due to the PLA which we are working on with our AG & the company was not one who submitted a Statement of Qualification
 - Managing LOI for Oahu parcels and planning next steps for PSAs with Chair Chang.
 - Staff are working to create a Land Portfolio by Year End.
 - Staff are also reviewing an Accounting System Manual.

Events and Conferences

December 12: Financing for Water Re-Use Projects, Entrepreneurs Sandbox

Upcoming Deadlines & Events

December 4: Kauai Meetings

December 5: ADC Board meeting, & on Kauai.

December 6: ADC Board meeting.

December 23: Tentative meeting Big Island.

January 15, 2025: Opening Day at the Legislature

January 16, 2025: ADC Board meeting

Strategic Planning

1. Permitted Interaction Groups (PIGs):
 - Land & Distribution PIGs presented their reports to the BOD 11/21/24.
 - Value-Added PIG is actively updating their report based on the Zippys tour.
2. Strategic Plan Updates:
 - The “Call to Action” at the Ag Leadership Conference collected a great deal of stakeholder input and will be incorporated into the Strategic Plan.
 - The Land and Distribution Service PIG reports and the future Value-Added PIG will also be included in the report.
 - Approximately \$70k remains in the budgeted amount for the Scope of Work with OPSD.
 - OPSD posted the RFP and the questions from the interested bidders included lots of feedback that the requested scope was well outside the budgeted amount.
 - We trimmed the scope of the RFP and returned to OPSD for posting. Still waiting for this to get posted for bidding..
 - Ken is working on a new RFP for PR Firm- current contract has expired- eta next week.

Projects

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