

Date: November 25, 2024

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

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

Subject: Weekly Report (November 25– November 27, 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.
 - Starting to rewrite DCIP for 2025 submission using feedback
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
 - Met with Dr. Fink, Hawaii Department of Health, regarding NPDES draft concerns
 - Continuing to touch base with several tenants regarding feedback on the license appraisal fees, and future plans
 - Meeting with stakeholders for the WIS
 - Submitted response to the NPDES HDOE permit draft
 - Worked with BOD and AG regarding ADC BOD response to the NPDES permit draft
 - Met with several stakeholders regarding NPDES permit draft
5. Ongoing Projects:
 - Continuous meetings regarding CIP projects.
 - Preparing for ADC BOD Meeting 12/05/24:
 - i. Small-disadvantaged licenses
 - ii. HDOE & Becks Building discussions are ongoing
 - Waimea Mediation Meetings and ongoing reporting.
 - Haleiwa-Wailua-Wahiawa Irrigation System Acquisition
6. Staffing and Operations:
 - Work continues- 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)
 - Ongoing UHDCDC work regarding Oahu EPIC project
 - The Waiahole System Team has implemented an aggressive maintenance program that is getting lots of complements from users
 - Ingrid is working with DBEDT IT to get the new phone system installed
 - Purchase of vehicles for Kauai Staff has started.
 - Ingrid is working on an updated ADC inventory
7. Capital Improvements:
- Ongoing planning for CIP across the ADC portfolio by Lyle Roe, Asset Manager
 - Drafting an overview of statewide Irrigation Systems feeding ag lands
 - Advancing projects such as Aahoaka Reservoir, Christian Crossing Bridge, Kekaha Ditch Bridge Crossing, and Kekaha Post Harvest Processing Center
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.
 - We are struggling to get a response from Spire management for two remaining projects slated
9. Project Management:
- Continuing oversight on the HPP (Received 6 Notice of Intent 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 with Senator DeCoitte.

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 are complete.

- 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.
 - RFP for PR Firm was posted- Mahalo Ken!

Projects

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