

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LT. GOVERNOR



WENDY GADY
EXECUTIVE DIRECTOR

STATE OF HAWAII
AGRIBUSINESS DEVELOPMENT CORPORATION
HUI HO'OU LU AINA MAHIAI

Notice of Regular Meeting of the Board of Directors

Held via Teleconference with In-Person Viewing Location

AUGUST 25, 2025
10:00 a.m.

Pursuant to section 92-3.7, *Hawaii Revised Statutes*, this meeting will be held using interactive conference technology (ICT). Board members, staff, persons with business before the Board, and the public may participate remotely online using ICT, or may participate via the in-person meeting site which provides ICT.

Interested persons may submit written testimony in advance of the meeting, which will be distributed to Board members prior to the meeting. If possible, we request that testimony be received by our office not less than seventy-two hours prior to the meeting to ensure that staff has time to disseminate it and that Board members have time to review it. Written testimony may be submitted electronically to dbedt.adc@hawaii.gov or sent via U.S. Postal Service, or delivered to:

Agribusiness Development Corporation
235 S. Beretania Street, Suite 205
Honolulu, Hawaii 96813

When testifying via ICT, via telephone, or in-person, you will be asked to identify yourself and the organization you represent, if any. Each testifier will be limited to two minutes of testimony per agenda item.

The public may participate in the meeting via:

ICT: <https://us06web.zoom.us/j/85684785958>

Telephone: (669) 900-6833, Webinar ID: 856 8478 5958

In-Person: Kekaha Agricultural Processing Building
7189-D Kaunualii Highway
Kekaha, Hawaii 96752

ICT ACCESS

To view the meeting and provide live oral testimony, please use the link above. You will be asked to enter your name in order to access the meeting as an attendee. The Board requests that you enter your full name, but you may use a pseudonym or other identifier if you wish to remain anonymous. You will also be asked for an email address. You may fill in this field with any entry in an email format, e.g., ****@****.com.

As an attendee, your microphone will be automatically muted. When the Chairperson asks for public testimony, you may click the Raise Hand button found on your Zoom screen to indicate that you wish to testify about that agenda item. The Chairperson or staff will individually enable each testifier to unmute their microphone. When recognized by the Chairperson, please unmute your microphone before speaking and mute your microphone after you have finished speaking.

For ICT, telephone, and in-person access, when testifying, you will be asked to identify yourself and the organization, if any, that you represent. Each testifier will be limited to two minutes of testimony per agenda item.

TELEPHONE ACCESS

If you do not have ICT access, you may get audio-only access by calling the Telephone Number listed above.

Upon dialing the number, you will be prompted to enter the Meeting ID that is listed next to the Telephone Number above. After entering the Meeting ID, you will be asked to either enter your panelist number or wait to be admitted into the meeting. You will not have a panelist number. Please wait until you are admitted into the meeting.

Board Meeting Agenda
August 25, 2025

When the Chairperson asks for public testimony, you may indicate you want to testify by entering “#” and then “9” on your telephone’s keypad. After entering “#” and then “9”, a voice prompt will let you know that the host of the meeting has been notified. When recognized by the Chairperson, you may unmute yourself by pressing “#” and then “6” on your telephone. A voice prompt will let you know that you are unmuted. Once you are finished speaking, please enter “#” and then “6” again to mute yourself.

For ICT, telephone, and in-person access, when testifying, you will be asked to identify yourself and the organization, if any, that you represent. Each testifier will be limited to two minutes of testimony per agenda item.

Instructions to attend State of Hawaii virtual board meetings may be found online at <https://cca.hawaii.gov/pvl/files/2020/08/State-of-Hawaii-Virtual-Board-Attendee-Instructions.pdf>.

IN-PERSON ACCESS

There will also be one meeting location, open to the public, which will have an audio-visual connection. That meeting will be held at:

Kekaha Agricultural Processing Building
7189-D Kaunualii Highway
Kekaha, Hawaii 96752

For ICT, telephone, and in-person access, when testifying, you will be asked to identify yourself and the organization, if any, that you represent. Each testifier will be limited to two minutes of testimony per agenda item.

LOSS OF CONNECTIVITY

In the event of a loss of ICT connectivity, the meeting will be recessed for a period not to exceed thirty minutes to restore connectivity with all board members and the public in-person access location noted above. In the event that audio connectivity is re-established within thirty minutes without video connectivity, interested participants can access the meeting via the telephone number and Meeting ID number noted above. In the further event that connectivity is unable to be restored within thirty minutes, the meeting will be automatically continued to a date and time to be posted on the ADC website at <https://dbedt.hawaii.gov/adc/> no later than close of business the next business day. New ICT, telephone, and in-person access information will be posted on the website no less than twenty-four hours prior to the continued meeting date. Alternatively, if a decision is made to terminate the meeting, the termination will be posted on the ADC website.

SPECIAL ASSISTANCE

If you require special assistance, accommodations, modifications, auxiliary aids, or services to participate in the public meeting process, including translation or interpretation services, please contact staff at (808) 586-0186 or by email at dbedt.adc@hawaii.gov.

Please allow sufficient time for ADC staff to meet requests for special assistance, accommodation, modifications, auxiliary aids, translation, or interpretation services.

NOTE: MATERIALS FOR THIS AGENDA WILL BE AVAILABLE FOR REVIEW IN THE ADC OFFICE, 235 S. BERETANIA STREET, SUITE 205, HONOLULU, HAWAII 96813 A MINIMUM OF 48 HOURS (WEEKENDS AND STATE AND FEDERAL HOLIDAYS EXCLUDED) PRIOR TO THE MEETING.

Agribusiness Development Corporation Non-Discrimination Statement

The Agribusiness Development Corporation does not discriminate on the basis of race, color, sex, national origin, age, or disability, or any other class as protected under applicable federal or state law, in administration of its programs, or activities, and the Agribusiness Development Corporation does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected by, or oppose action prohibited by, 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

If you have any questions about this notice or any of the Agribusiness Development Corporation’s non-discrimination programs, policies, or procedures, you may contact:

Mark Takemoto
Acting Title VI Non-Discrimination Coordinator
235 S. Beretania St., Ste 205 Honolulu, HI 96813
(808) 586-0186
dbedt.adc.titlevi@hawaii.gov

If you believe that you have been discriminated against with respect to an Agribusiness Development Corporation program or activity, you may contact the Acting Non-Discrimination Coordinator identified above.

AGENDA

- A. Call to Order & Roll Call
- B. Approval of Minutes
 - 1. Regular Session Minutes, July 18, 2025
- C. Chairperson's Report
 - 1. Discussing the Public First Lawsuit (Pub. First L. Ctr. v. Def. Council; Jon N. Ikenaga; and Agribusiness Dev. Corp. Bd. of Dir., Civ. No. 1CCV-24-0000050 (Haw. Cir. Ct. January 10, 2024)).
 - 2. Discussing the Agribusiness Development Corporation Bylaws
 - 3. Discussing the Kauai activities and projects
- D. Committee & Permitted Interaction Group Reports
 - 1. None
- E. Action Items
 - 1. Appointment of members to the standing Administration Committee, the standing Technical Assistance Committee, and the standing Marketing/Communications Committee
 - 2. Request for approval to establish a permitted interaction group to review the draft strategic plan, recommendations, feedback, and any necessary changes and provide the Board of Directors with an update at the September 2025 ADC Board of Director's Meeting, a full report at the October 2025 ADC Board of Director's Meeting, for a discussion and vote at the November 2025 ADC Board of Director's Meeting
 - 3. Request for approval to amend License Agreement No. L-08202 issued to Hartung Brothers, Inc. to withdraw Field 117 in Kekaha, District of Waimea, County of Kauai, State of Hawaii, Tax Map Key No. (4) 1-2-002:003 (portion)
 - 4. Request for approval to issue a license agreement to Taworn Panyamee and Thanawat Chak Ano for 58.81 gross acres, more or less of Field 117 for agriculture use in Kekaha, District of Waimea, County of Kauai, State of Hawaii, Tax Map Key No. (4) 1-2-002:001 (portion)

5. Request for approval to issue a request for proposal to operate and maintain a high-pressure processing facility at the Central Oahu Food and Agriculture Hub, Whitmore Village, District of Wahiawa, City & County of Honolulu, State of Hawaii, Tax Map Key No. (1) 7-1-002:001 (portion)

F. Informational Items

1. Presentation by Mark Stoutmeyer of Corteva regarding recent activities and priorities for the future
2. Presentation by Alec Sou of Aloun Kauai Farming LLC regarding their farming plans in Kekaha
3. Presentation by Josh Uyehara and Mike Faye of Kekaha Agriculture Association regarding recent activities and priorities
4. Presentation by Dexter Kishida, Climate Resiliency Manager of Hawaii Department of Transportation regarding Port Allen and the Short-, Medium-, and Long-Term Plans for Shipping within Hawaii
5. Presentation by Les Milnes, President of Kalepa Koalition regarding the Koalition's current operations and challenges
6. Presentation by Alec Sou of Aloun Kauai Farming LLC and Josh Uyehara of Hartung Brothers Hawaii LLC regarding the anticipated transfer of equity from Hartung Brothers Hawaii LLC to Aloun Kauai Farming LLC
7. Executive Director's Report- Please see weekly reports available at <https://dbedt.hawaii.gov/adc/reports>

G. Adjourn

The Board may go into executive session on any agenda item pursuant to the exceptions provided under section §92-5, Hawaii Revised Statutes.

STATE OF HAWAII
**AGRIBUSINESS DEVELOPMENT
 CORPORATION**

STAFF SUBMITTAL TO THE BOARD OF DIRECTORS
 August 21, 2025

Subject: Request for approval to amend License Agreement Nos. L-08202 issued to Hartung Brothers, Inc. to withdraw Field 117 in Kekaha, District of Waimea, County of Kauai, State of Hawaii, Tax Map Key No (4) 1-2-002:003 (por)

Applicant: Hartung Brothers, Inc.

Authority: Section 163D-4(a)(5), Hawaii Revised Statutes

Area: 58.81 Acres, more or less

Field No(s): Field 117 as shown in Exhibit A.

Tax Map Key: (4) 1-2-002:003 (por)

Land Status: Set aside to the Agribusiness Development Corporation by Governor's Executive Order No. 4007 (as modified) for Agricultural and Related Purposes

Trust Land Status: Section 5(b) lands of the Hawaii Admission Act. Yes No
 DHHL 30% entitlement lands pursuant to the Hawaii State Constitution?
 Yes No

Zoning: SLUD: Agricultural
 CZO: Agriculture

Character of Use: Agricultural use as described in License Agreement No. L-08202.

BACKGROUND:

License L-08202 was originally issued to Syngenta Seeds, Inc. on December 4, 2007. Through a series of amendments and assignments, the license is now under Hartung Brothers, Inc. This license expires on December 3, 2027.

REQUEST:

Staff requests that the Board approve the withdrawal of Field 117 from L-08202 issued to Hartung Brothers, Inc.

CHAPTER 343 – ENVIRONMENTAL ASSESSMENT COMPLIANCE:

Under section 343-5(a), Hawaii Revised Statutes, an environmental assessment shall be required for actions, that propose, among other things, the “(1) use of state land or county lands, or the use of state or county funds[.]” However, this is a de minimis action that will probably have little to no effect on the environment and is substantially in keeping with the current use.

REMARKS & DISCUSSION:

Request for approval to amend License Agreement No L-08202 issued to Hartung Brothers, Inc to withdraw Field 117 in Kekaha, District of Waimea, County of Kauai, State of Hawaii, Tax Map Key No (4) 1-2-002 003 (por) August 21, 2025

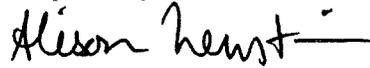
The subject land is currently being maintained by Hartung Brothers, Inc. and kept in a state of managed fallow. Hartung Brothers, Inc agreed to relinquish this parcel so that ADC's disadvantaged farmer applicants can license the land and bring it into production. The request to issue a new license for the subject premises will follow this request, if this request is approved by the BOD

RECOMMENDATION:

Based on the foregoing, it is recommended that the Board:

- 1 Approve the Request as noted above, including the following condition:
 - a) Declare that the proposed disposition is a de minimis action that will probably have minimal or no significant effect on the environment and is therefore exempt from the preparation of an environmental assessment, pursuant to Chapter 343, Hawaii Revised Statutes

Respectfully Submitted,



ALISON NEUSTEIN
Kauai Property Manager

Approved for Submittal



Wendy Gady
Executive Director

STATE OF HAWAII
AGRIBUSINESS DEVELOPMENT CORPORATION

STAFF SUBMITTAL TO THE BOARD OF DIRECTORS
 August 21, 2025

Subject: Request for approval to issue a license agreement to Taworn Panyamee and Thanawat Chak Ano for 58.81 gross acres, more or less, of Field 117 for agricultural use in Kekaha, District of Waimea, County of Kauai, State of Hawaii, Tax Map Key No. (4) 1-2-002-001 (por.).

Applicant: Taworn Panyamee and Thanawat Chak Ano (Applicants), Tenants in Common.

Authority: 163D-4(a)(5), Hawaii Revised Statutes.

Area: Total parcel. 58.81 gross acres, more or less.

Field No(s): Site Field 117 (Premises) (Exhibit "A").

Tax Map Key: (4) 1-2-002: portion of 001 (Property)

Land Status: Set aside to the Agribusiness Development Corporation by Governor's Executive Order No. 4007 (as modified) for *Agricultural and Related Purposes*.

Trust Land Status: Section 5(b) lands of the Hawaii Admission Act?
 Yes No
 DHHL 30% entitlement lands pursuant to the Hawaii State Constitution?
 Yes No

Zoning: SLUD: Agricultural CZO: Agriculture

Character of Use: Agricultural

Land Doc. Type: License

Term: 35 years

Rental Rate: \$235 per acre per year
 Initial Annual Rent. \$13,829.35

BACKGROUND

Applicants are both disadvantaged farmers who have been tenants in good standing with Grove Farm Company, growing both vegetables and fruits. The Agribusiness Development Corporation (ADC) published a request for land applications in early 2024 and the applicants submitted their applications. Their applications were scored sufficiently high and the ADC Board of Directors (Board) voted to accept them as an awardee at their meeting on November 1, 2024.

OPERATIONAL PLAN See Exhibit "B"

CONSERVATION PLAN/NPDES/BMP CONSIDERATIONS

Applicants will be required to develop a conservation plan and seek approval from the appropriate conservation district.

Request for approval to issue a license agreement to Tawain Panyamee and Thanawat Chak Ano for 58.81 gross acres, more or less, of Field 117 for agricultural use in Kekaha, District of Waimea, County of Kauai, State of Hawaii, Tax Map Key No. (4) 1-2-002 001 (por)
August 21, 2025

CHAPTER 343:

Under section 343-5(a), Hawaii Revised Statutes, an environmental assessment shall be required for actions that propose, among other things, the "(1) use of state land or county lands, or the use of state or county funds[]" In this case, the project is exempt, subject to the Comprehensive Exemption Class 1, Item 7 "*Operation, repair and maintenance of existing crop production (fruits, vegetables, flowers, foliage, crops for bioenergy and forage) facilities, including but not limited to equipment storage/maintenance*"

DISCUSSION:

Together, the Applicants have been leasing land from Grove Farm Company for 18 combined years. They both have over 30 years' farming experience. Staff notes that a slightly substantial financial investment by the Applicants will be necessary to clear and prepare the premises for planting. As such, we recommend an adjusted rent rate of \$50/acre/year for the first two years, then at a rate of \$235/acre/year, increasing by 2.5% on every 5th year.

At full rate, the license is valued at \$13,802.35 per year to ADC rental income.

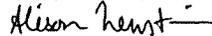
The requested Field 117 is currently leased to Hartung Brothers Inc. under License Agreement No. L08202. This request is dependent upon the Board approving the prior Board agenda item requesting the approval to amend License L08202 and withdraw the subject Premises from their current lease L08202. The Applicants agree to divide the field with Panyamee tending to 28 acres and Ano tending to the other 30.81 acres.

RECOMMENDATION.

Based on the foregoing, staff recommends that the Board:

1. Approve the Request, subject to the following conditions.
 - a. The license term shall be for 35 years;
 - b. The license rents shall be \$50/acre/year for years 1-2; \$235/acre/year for years 3-5, and +2.5% of base increase every 5 years thereafter,
 - c. Licensees will be required to develop a conservation plan and seek approval from the appropriate conservation district;
 - d. Licensees shall not sublet any portion of the Premises without the prior approval of ADC; and
 - e. The Licensees shall join or execute an agreement with Kekaha Agriculture Association for their share of the maintenance of the common infrastructure, as a condition of the license.
2. Declare that, pursuant to ADC's Comprehensive Exemption List dated May 1, 2018, the proposed disposition is a de minimis action that will probably have minimal or no significant effect on the environment and is therefore exempt from the preparation of an environmental assessment, pursuant to Chapter 343, Hawaii Revised Statutes.

Respectfully Submitted,



ALISON NEUSTEIN
Kauai Property Manager

Approved for Submittal

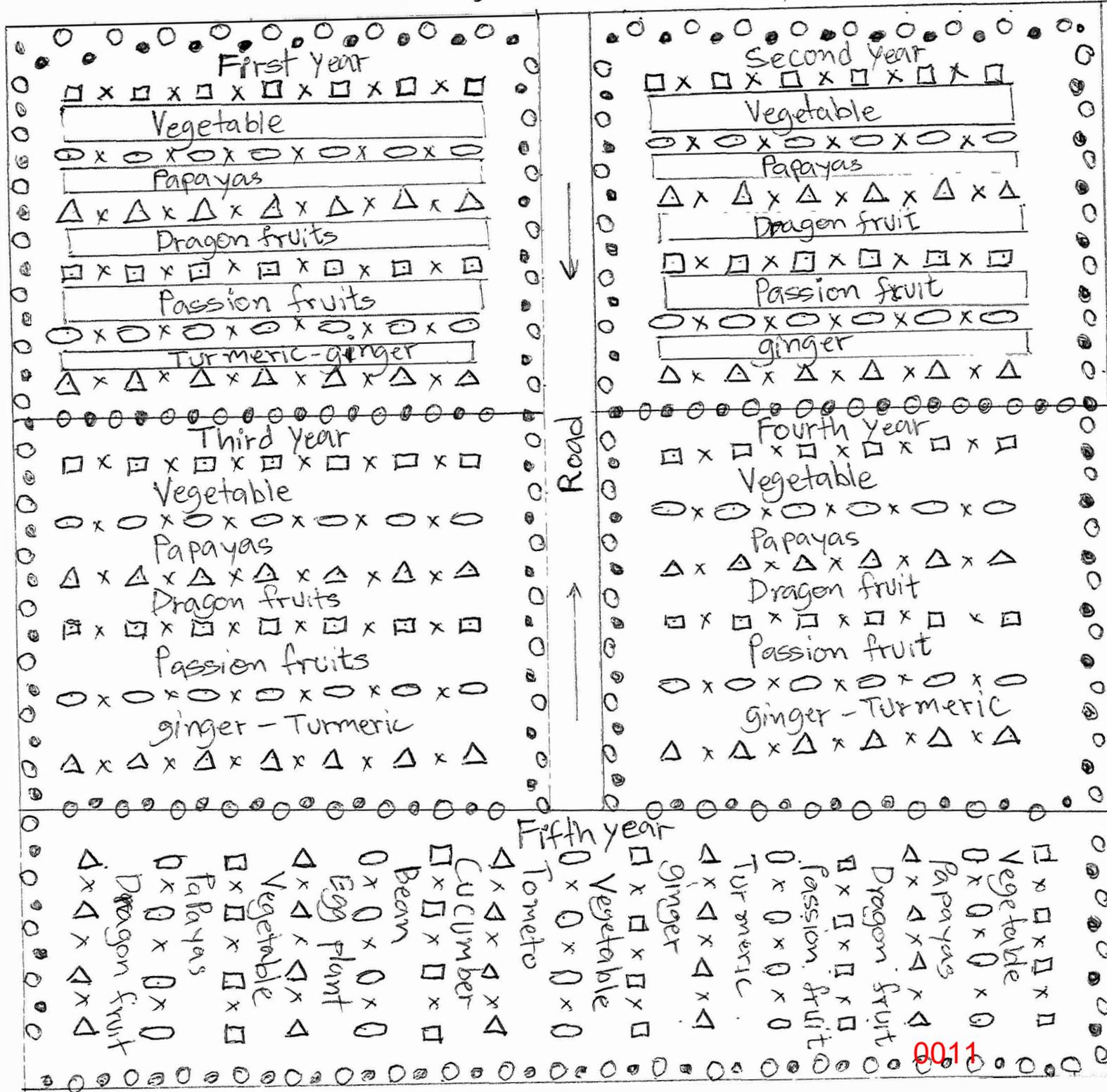


Wendy Gady
Executive Director

PRELIMINARY PLAN OF UTILIZATION AND DEVELOPMENT

- Banana
- Mango
- Avocado
- △ Lychee
- Coconut
- x Lime, Lemon, Orange

50 acres in 5 years



My name is Thanawat Chak Anc (Ned) am from Thai Land I resided on Kauai for twenty years am started farming on Kauai from 2006 for 18 years am rent the land from Grove Farm 9 acres for 18 years in the future Grove Farm will sell the land I have to find the new land to continue farming.

I have tractor, ride lawn mower and all equipment for farming I know how to grafting and air layering the mango, avocodo am grow from seed. Put in the ground after one or two year when they get big when they get strong. I grafting with different types all year around produce. The Lychee I can air layering from the good lychee trees grow different types different time for produce.

All produce I sell at farmer market and fruit stand am go market five days a week my fruit stand in Kalaleo open on Wednesday and Saturday. I feed local people in the future if I get the land and I get a lot the produce I can export to Honolulu, Maui, Big island.

The mangos, avocados, lychees very expensive on Kauai and not enough for Kauai, Hawaii people.

Costco import mangos, avocodos, vegetable from Mexico Kauai has a lot the land we need fresh produce
* Why must it be imported from other places *

plant short term plants between long term plants
plant the medium term plants between long term trees
grow bananas for windbreak

Short term plants 2-3 months

Vegetable	3 month	\$1-\$3 per Lb.
Cucumber	3 month	\$1.5-\$2 per Lb.
green bean	3 month	\$2 per Lb.
egg plant	3 month	\$1.5-\$2 per Lb.
Tomato	3 month	\$1.5-\$3.5 per Lb.

Medium term plants 1 year - 3 years produce

Banana	1 year	\$.1 per Lb.
Papaya	1 year	\$25-\$30 per Box
ginger	1 year	\$2.5 per Lb.
Turmeric	1 year	\$3 per Lb.
dragon fruit	1 year	\$2 per Lb.
Passion fruit	6 month-1 year	\$1.5 per Lb. or \$1-\$2 per ea.
Guava	3 years	\$2-\$5 per ea.
Lime	3 years	\$1 per Lb.
Lemon	3 years	\$1 per Lb.
Orange	3-5 years	\$1 per Lb.

Long term plants 3 years - 5 years produce

mango	3-5 years	\$3-\$5 per Lb.
Lychee	3-5 years	\$5 per Lb.
avocado	5 years	\$15-\$2 per Lb.
COCONUT	5-7 years	\$8-\$10 per ea.

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LT. GOVERNOR



E-5

WENDY GADY
EXECUTIVE DIRECTOR

STATE OF HAWAII
AGRIBUSINESS DEVELOPMENT CORPORATION
HUI HO'OU LU AINA MAHIAI

August 21, 2025

Subject: Request for Approval to Issue a Request for Proposal to Operate and Maintain a High-Pressure Processing Facility at the Central Oahu Food and Agriculture Hub, Whitmore, Oahu

Applicant: Agribusiness Development Corporation (ADC)

Authority: 163D-4(a)(5) and (15), Hawai'i Revised Statutes

BACKGROUND:

The State of Hawaii Agribusiness Development Corporation (ADC) seeks to solicit proposals to operate and maintain a high-pressure processing facility situated within the Central Oahu Food and Agriculture Hub in Whitmore, Oahu.

The Hawaii State Legislature has made a significant investment to develop the critical infrastructure to create a “food manufacturing hub”, centered around a High-Pressure Processing (“HPP”) facility (hereinafter referred to as the “HPP Facility”), supported by value-added processing, cold storage and distribution infrastructure.

The HPP Facility is a structure designed to accommodate up to two (2) commercial-scale HPP machines, along with supporting cold storage, loading areas, and auxiliary systems. HPP is a non-thermal food preservation method that uses ultra-high pressure to inactivate harmful pathogens while retaining the freshness, flavor, and nutritional value of food products. This technology offers extended shelf life and regulatory compliance advantages for producers seeking access to institutional, retail, or export markets.

The HPP facility builds on statewide precedent set by the Hiperbaric 55 installed at the Wahiawa Value-Added Product Development Center (“WVAPDC”), which currently serves as a training and pilot-scale HPP site. The new commercial-scale HPP Facility represents a critical step in expanding Hawaii’s post-harvest processing capacity and improving market access for local food producers.

On December 19, 2024, ADC issued a Design-Build RFP for the construction of the HPP Facility, including the procurement and installation of one (1) HPP 525 L machine. Subject to the availability of funding, a second HPP machine may be procured in the future. A contract for the

design-build project was awarded on April 11, 2025, and the design phase remains underway at the time of this solicitation.

ADC will own the facility, however, it will be operated and maintained by the selected Offeror. The selected Offeror will be responsible for providing materials and labor for operating and maintaining the HPP facility. It will establish user fees, as approved by ADC. The selected Offeror will also be responsible for operating and maintaining the HPP facility on behalf of the State for a minimum of five years.

The ADC's evaluation committee, comprised of at least three (3) qualified state employees, will evaluate the proposals and select the Offeror whose proposal best meets ADC's objectives and the RFP selection criteria.

REQUEST:

Pursuant to Chapter 163D-4(8), authorize the Executive Director to issue a Request for Proposal (see "Exhibit A") to operate and maintain a high-pressure processing facility at the Central Oahu Food and Agriculture Hub in Whitmore, Oahu (Request).

OPERATIONAL PLAN:

N/A

CONSERVATION PLAN:

N/A

CHAPTER 343:

N/A

DISCUSSION:

. Apart from the work already-in-progress and ADC staff time, this activity will have a neutral effect on ADC income and budget.

RECOMMENDATION:

Based upon the above, the recommendation is to approve the request to issue a Request for Proposal to operate and maintain a HPP facility subject to the following conditions:

Approve the Request, subject to the following conditions:

- 1) ADC will design and construct the facility and acquire at least one, possibly two HPP machines and install said equipment.
- 2) The term of the Contract shall be for a minimum five years, with the option to extend.

Request for approval to issue a Request for Proposal to operate and maintain a High-Pressure Processing facility at the Central Oahu Food and Agriculture Hub, Whitmore, Oahu
August 21, 2025

- 3) ADC shall own the equipment throughout the usable life, and the Offeror shall be responsible for operating and maintaining the equipment and facility for a minimum of five years.
- 4) Offeror shall formulate a user fee for its services, which shall be approved by the ADC Board of Directors
- 5) Offeror shall remit a percentage of gross sales generated by the facility, which shall be determined and approved by the ADC Board of Director.

Respectfully Submitted,

KEN NAKAMOTO
Project Manager

Approved for Submission:

Wendy Gady
Executive Director

Da: June 23, 2025

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

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

Subject: Weekly Report on Strategic Objectives (June 16, 2025 – June 20, 2025)

ADC: 2023 Strategic Goals:

Increase Agricultural Productivity Land Acquisition & Development

Irrigation System Development & Maintenance

Improve Components of the Food System

Current Week Highlights:

Strategic Milestones

- HB774 Relating to Value-Added Products signed
- Resolutions:
 - Act184 Appropriates Funds to ADC for supporting coffee and orchard cop extension and applied research
 - HCR077 & SR157: Requests ADC to designate a Central Oahu Ag Corridor and establish a list of prioritizing potential ag infrastructure improvement projects statewide that would provide3 the most value to the state
 - SCR141: Urging the HDOA & ADC to collaborate on USDA Grants
 - SR073: Requests ADC assume responsibility for the routine maintenance and repair of the Kohala Ditch
- Identified collaboration with North Shore Economic Vitality Partnership and GoFarm for a small ag worker housing need survey and Coop FOI project
- Finalized all signatures on the MOU with UHCDC for Strategic Planning
- Refining PSA for Wahiawa Irrigation System

Areas Requiring Focus

- Rights of Entry:
 - Applicants are procuring insurance coverage for ADC
 - Available lands are being discussed with applicants, clearing starting on Oahu
- Implementing new Project Tracker
 - Assigning task owners, updating steps
- East Kauai Irrigation System:
 - BLNR Agenda estimated 7/25
 - Assembling interview panel for Kauai Water Workers
- Capacity Building:
 - Working on Position Descriptions & Goals for Staff
 - CRFPIN Manager: Working on Onboarding schedule & training
 - Kauai Water Workers: have resumes, establishing interview panel
 - Accountant V: working with HR to finalize written offer details/start date

- Accountant IV: awaiting list of candidates
- 1 worker out due to OTJ injury
- New employees completing onboarding training modules
- Strategic Planning:
 - Develop a timeline of deliverables with UHCDC
- Develop a proactive approach to Fire Mitigation on ADC Lands
 - Outlining key areas with HIEMA

Upcoming Conferences/Events:

- July 12 & 13: Hawaii Farm Bureau Farm Fair, Oahu
- July 12: Kauai Farm Bureau Federation Meeting, Kauai
- July 17: ADC Board Meeting (virtual) & HPP Summit, Oahu
- August 7: Food Systems Policy Summit, Oahu
- August 14: E-Waste Recycling Day, Oahu
- August 17: ADC Board Meeting (potentially in person, Kauai)
- August 26: Hawaii Conference of Planning Officers, Oahu
- September 8: Dam Safety Training, Oahu
- September 10: Artificial Intelligence Conference, Oahu
- September 22-24: Hawaii Tourism Conference, Oahu

Da: June 30, 2025

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

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

Subject: Weekly Report on Strategic Objectives (June 23, 2025 – June 27, 2025)

ADC: 2023 Strategic Goals:

Increase Agricultural Productivity Land Acquisition & Development

Irrigation System Development & Maintenance

Improve Components of the Food System

Current Week Highlights:

Strategic Milestones

- BOD awarded a license for 88 acres to Kauai Taro Company, LLC
- BOD approved water line for OHA
- BOD approved ROE for a biosecurity facility
- Kauai Staff met with East Kauai irrigation System stakeholders to determine priorities
- Interview with reporter for magazine article
- Drafted an updated Exemption List for ADC

Areas Requiring Focus

- Rights of Entry:
 - Applicants are procuring insurance coverage for ADC
 - Available lands are being discussed with applicants, clearing starting
- Capacity Building:
 - Kauai Water Workers: have resumes, establishing interview panel
 - Accountant V: Estimated start date July 2025
 - Accountant IV: awaiting list of candidates
- Critically looking to reduce staff workloads:
 - Evaluating to Eliminate one thing/task for each staff member
 - Setting goals for each quarter of FY26 with each staff member

Upcoming Conferences/Events:

- July 12 & 13: Hawaii Farm Bureau Farm Fair, Oahu
- July 12: Kauai Farm Bureau Federation Meeting, Kauai
- July 17: ADC Board Meeting (virtual) & HPP Summit, Oahu
- August 7: Food Systems Policy Summit, Oahu

Upcoming Conferences/Events (continued):

- August 14: E-Waste Recycling Day, Oahu
- August 17: ADC Board Meeting (potentially in person, Kauai)
- August 26: Hawaii Conference of Planning Officers, Oahu
- September 8: Dam Safety Training, Oahu
- September 10: Artificial Intelligence Conference, Oahu
- September 22-24: Hawaii Tourism Conference, Oahu

Da: July 7, 2025

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

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

Subject: Weekly Report on Strategic Objectives (June 23, 2025 – June 27, 2025)

ADC: 2023 Strategic Goals:

Increase Agricultural Productivity Land Acquisition & Development

Irrigation System Development & Maintenance

Improve Components of the Food System

Current Week Highlights:

Strategic Milestones

- LOIs executed with Grove Farmland, Dole and G&R
- Met with European Startup FPIN Candidate
- Phase 2 Application submitted for \$11M HIEMA grant
- First budget draft to DBEDT for FY27
- Completed Goal Setting with 2 staff members for FY26
- Significant progress on site prep with HFBB for Farm Fair

Areas Requiring Focus

- Execute additional LOIs for Oahu Acquisitions
- Irrigation: Initiate budgeted projects & 5-year CIP plan
- Capacity Building:
 - Kauai Water Workers: setting up interviews on Kauai
 - Accountant V: Start date July 16, 2025
 - Paperwork for Governor's signature for Accountant IV, Contract Manager & Oahu Property Manager. Staff Temporarily Assigned for Accountant IV and Oahu Property Manager
 - Continuing Goal Setting with Staff for FY26
 - Drafted Scope of Work for Professional Services- office support
- Critically looking to reduce staff workloads: Setting goals for each quarter of FY26 with each staff member

Upcoming Conferences/Events:

- July 12 & 13: Hawaii Farm Bureau Farm Fair, Oahu
- July 12: Kauai Farm Bureau Federation Meeting, Kauai
- July 17: ADC Board Meeting (virtual) & HPP Summit, Oahu
- August 7: Food Systems Policy Summit, Oahu

Upcoming Conferences/Events (continued):

- August 14: E-Waste Recycling Day, Oahu
- August 17: ADC Board Meeting (potentially in person, Kauai)
- August 26: Hawaii Conference of Planning Officers, Oahu
- September 8: Dam Safety Training, Oahu
- September 10: Artificial Intelligence Conference, Oahu
- September 22-24: Hawaii Tourism Conference, Oahu

Da: July 14, 2025

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

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

Subject: Weekly Report on Strategic Objectives (July 07, 2025 – July 11, 2025)

ADC: 2023 Strategic Goals:

Increase Agricultural Productivity Land Acquisition & Development

Irrigation System Development & Maintenance

Improve Components of the Food System

Current Week Highlights:

Strategic Milestones

- ADC's July Newsletter was published
- Launching ADC Instagram and Facebook- please follow us 😊
- Hawaii Farm Bureau Federation's Hawaii State Fair on ADC land in Whitmore was a success
 - ADC presence well received at Fair able to communicate our initiatives to all who stopped by at table. Farmers, community, and other organizations.
 - 15,000 attendees over the 2-day event.
 - Captured 84 contact names to add to respective email lists.
 - Dignitaries who stopped by the booth included: Lieutenant Governor Sylvia Luke, Senator Donovan Dela Cruz, Senator Mike Gabbard, Chair of Senate Ag Committee, HDOA Chair & ADC Board Member Sharon Hurd, Deputy Director Dane Wicker, ADC BOD Vice Chair Jason Okuhama, ADC BOD Member Dean Okimoto, Ms. Denise Yamaguchi, Executive Director for the Food & Wine Festival and the Hawaii Agricultural Foundation
- Major progress on ADC file system (see attached presentation)
- Right of Entry for East Kauai Irrigation System with DLNR was executed
- ADC had a table at Kauai Farm Bureau's Annual meeting
- Executed an LOI for Oahu acquisition

Areas Requiring Focus

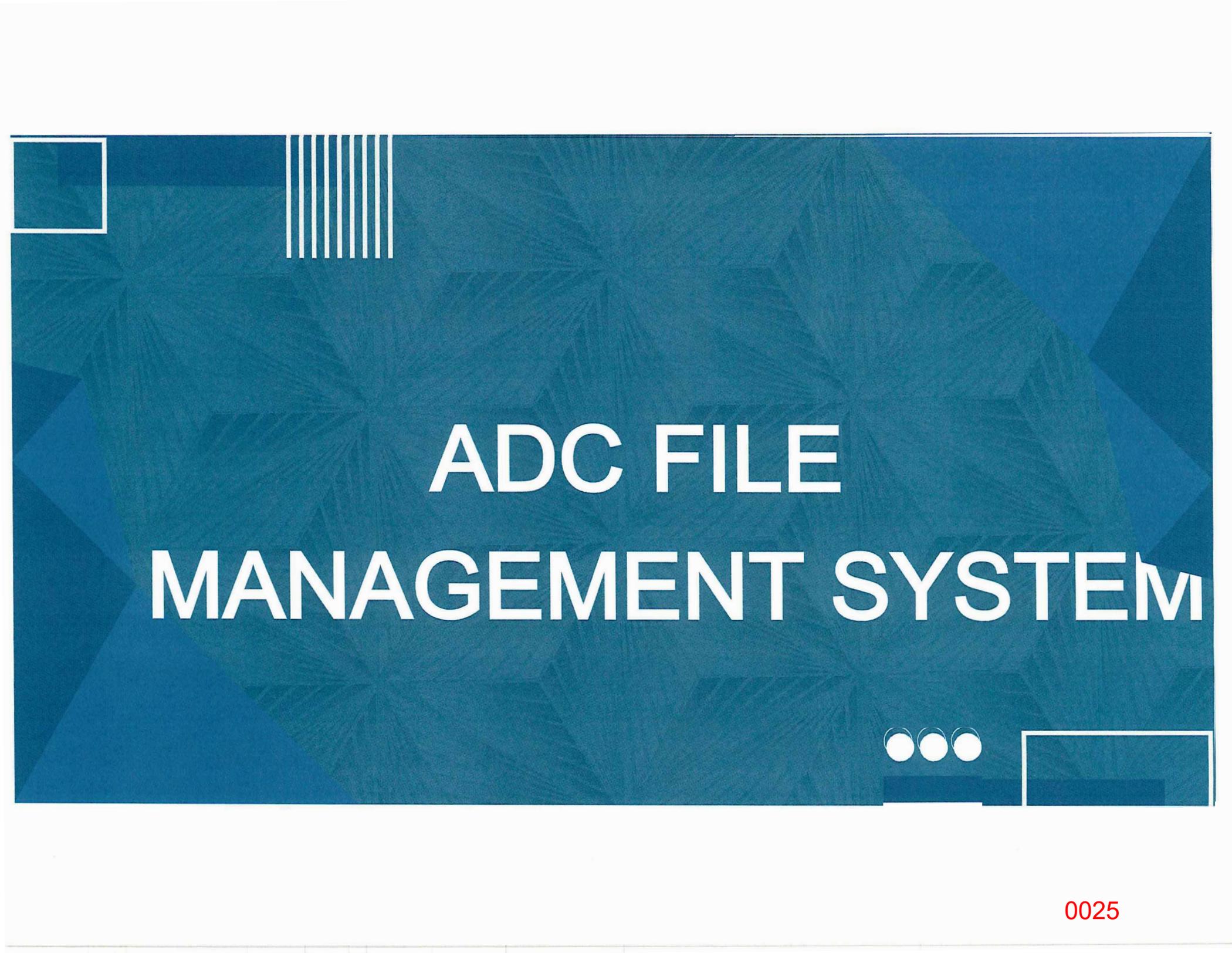
- Execute CIP Projects that positively affect Hawaii Food Production: \$111M (over half is in acquisition of land and water assets to preserve food production, and the balance is build out of manufacturing facilities to accommodate increased food production and shelf stable food production in the state.
- Irrigation: 5-year CIP plan to increase food production

Areas Requiring Focus (cont'd)

- Capacity Building:
 - Kauai Water Workers: setting up interviews on Kauai
 - Paperwork for Governor's signature for Accountant IV, Contract Manager & Oahu Property Manager have been sent. Staff Temporarily Assigned for Accountant IV and Oahu Property Manager
 - Continuing Goal Setting with Staff for FY26
 - Drafted Scope of Work for Professional Services- office support
- Critically looking to reduce staff workloads: Setting goals for each quarter of FY26 with each staff member

Upcoming Conferences/Events:

- July 16: ADC's new Accountant V starts
- July 17: HPP Summit, Oahu
- July 18: ADC BOD Meeting
- July 31: Legislative Proposals due to DBEDT from ADC
- August 7: Food Systems Policy Summit, Oahu
- August 12: ADC/WAM on Kauai
- August 14: E-Waste Recycling Day, Oahu
- August 21: ADC Board Meeting (In person, Kauai)
- August 25: ADC/WAM on Big Island; ADC Interviews with Kauai Water Workers
- August 26: Hawaii Conference of Planning Officers, Oahu
- August 31: ADC Budget Draft due to DBEDT
- September 8: Dam Safety Training, Oahu
- September 8-10: ADC/WAM Visit on Maui & Molokai
- September 10: Artificial Intelligence Conference, Oahu
- September 22-24: Hawaii Tourism Conference, Oahu

The slide features a dark blue background with a subtle, repeating pattern of stylized, overlapping leaf or petal shapes. In the top-left corner, there is a small white square and a vertical bar composed of seven white lines of varying heights. In the bottom-right corner, there are three white circles of varying sizes and a white rectangular outline. The main text is centered and rendered in a bold, white, sans-serif font.

ADC FILE MANAGEMENT SYSTEM



Introductions

Hele Imua Program(DLIR)

Administrative Background

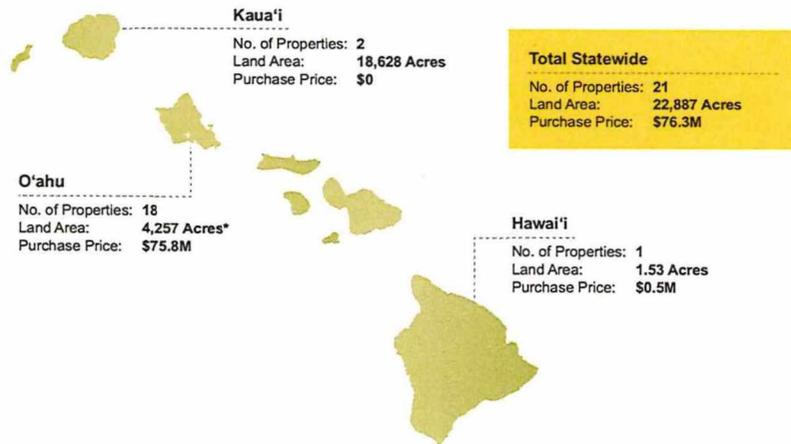
“Leave a place better then how you found it”



Background

The Agribusiness Development Corporation Lands

ADC's portfolio of properties includes nearly 23,000 acres of land and infrastructure. The lands around O'ahu's Waiāhole Water System and Kaua'i's Kekaha and Koke'e irrigation systems comprise the vast majority of the acreage. Except for a 1.5-acre parcel outside of Hilo on Hawai'i Island acquired in 2015, all of ADC's acquisitions since 2012 have centered around Central O'ahu, specifically Wahiawā. ADC has not acquired any property on Maui.



*ADC's land area on O'ahu includes 4,009 acres purchased by the corporation and 248 acres set aside to ADC through executive orders by the Governor.

Source: Office of the Auditor

The Agribusiness Development Corporation was created by the State Legislature in 1994 (Act 264 SLH, codified in chapter 163D, Hawaii Revised Statutes).

Administratively attached to the Hawaii Department of Business, Economic Development, and Tourism, we are governed by an eleven-member Board of Directors consisting of three ex-officio and eight private citizens appointed by the Governor.

"Aggressive and Dynamic" agribusiness development program to convert former plantation assets for use by new large-scale commercial enterprises

Governance

Title 11, Chapter 163D, Hawaii Revised Statutes

State of Hawaii General Records Schedule (GRS 2002)

SA-1 Record and Retention Schedule DBEDT

Auditor's Summary Rep. 21 -01

Problem

“We found that ADC has done little – if anything – to facilitate the development of agricultural enterprises to replace the economic loss created by the demise of the sugar and pineapple industries.”
(Auditor’s Summary Rep. 21-01)

“We had difficulty pinpointing exactly why ADC struggles with managing the lands it has acquired since 2012, in part because the corporation’s recordkeeping and filing system are in disarray.”



Auditor's Findings

- Assembly of all 83 tenant files
 - Tenant files haphazardly thrown together
- Missing Board Approvals to issue tenant contracts
- Missing updated Certificate of Insurance
- ADC does not have documented policies and procedure
- Lack of list of acquisitions and dispositions of Ag. Lands and status of its projects
- No system to collect status of contracts or projects from various staff to update project management tool





Phases

Phase 1: Discover and Review

Phase 2: Organize and Prep

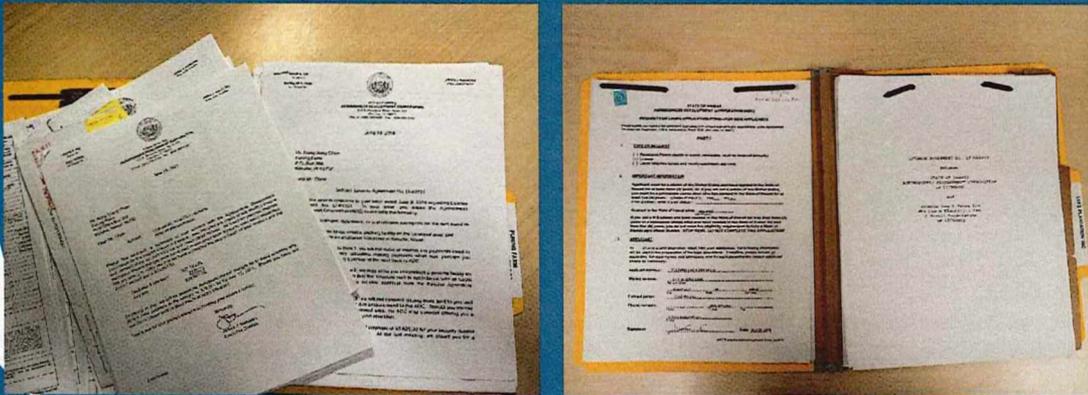
Phase 3: Archive and/or Retain

Phase 4: Establish General Retention Schedule



Timeline: 2 ½ months
• February-April

Phase 1: Discover and Review

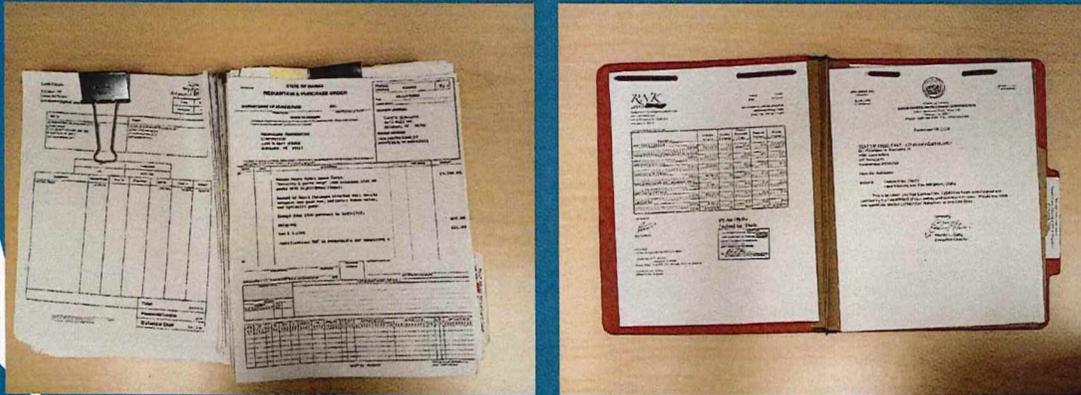


Documents Tracked:

- Approved Board Meeting Minutes
- Application/Express of Interest
- License/Lease
- Certificate of Insurance
- Right-of-Entry
- Revocable Permit
- Correspondence/Transmittals
 - Dated Newest at the Top
- Copies
 - Any documents but typically leases and licenses

Timeline: 2 ½ months
• February-April

Phase 1: Continued



Documents Tracked:

- Notice to Proceed
- Invoices
- Contractual Amendments
- Correspondence/Transmittals
 - Dated Newest at the top

Timeline: 2 months
 • April-May

Phase 2: Organize and Prep

Active Contract Log														
Department Name: DBEDT														
Annual Report: 24-25														
Contract Information*														
Authorized Status ID	Division / Office Name // Attach Name	Procurement Officer Name	Contract No.	Type: Goods/ Service/ Construction	Method of Procurement	Contract Description	Declared Disaster Ready? Could the contract scope be used during a declared disaster? Y/N	Contractor Name	Notice of Award C	Awarded Amount	Funds added through Modification	Total Contract Amount	From (MM/DD)	To (MM/DD/YY)
1810	DBEDT-ADC	J. Nakatani	68623	CONSTRUCTION	IFB	Implement preventative maintenance program. Perform preventative maintenance on the Kawahia Pump Station infrastructure. Flood gates, Flap gates, Electric power transmission lines, Cathodic Protection System.	Yes	Lorith Electric LLC	3/13/2020	\$ 186,383.00	\$ 861,092.81	\$ 1,047,475.81	4/1/2020	3/31/2025
1810	DBEDT-ADC	W. Gady	71349	CONSTRUCTION	IFB	Complete a design build installation for Kamehameha Ditch improvements.	Yes	ITC Water Management Inc.	5/13/2023	\$ 499,438.56	\$ -	\$ 499,438.56	5/13/2023	8/30/2023
1810	DBEDT-ADC	W. Gady	71328	SERVICES	PROFESSIONAL SERVICES	The Consultant will develop professional website for ADC for ADC, provide outreach and relationship building with current user base, monitor news cycles for ADC, and develop content for up to six newsletters.	Yes	Barker Communication	1/29/2023	\$ 16,800.00	\$ -	\$ 16,800.00	1/29/2023	1/29/2024
1810	DBEDT-ADC	W. Gady	70744	SERVICES	IFB	Perform Christmas crossing bridge improvements	Yes	Kaui Construction Group	6/2/2022	\$ 413,225.85	\$ -	\$ 413,225.85	6/2/2022	11/29/2022
1810	DBEDT-ADC	W. Gady	70794	SERVICES	IFB	Asphalt paving for Kakaia bridge improvements	Yes	Jas L. Glover	4/29/2022	\$ 241,401.00	\$ -	\$ 241,401.00	7/1/2022	6/1/2023

Active Contracts: 54

Tenants	Application /Express of Interest	Board Meeting Approval	License/Lease /MOU/MO	Insuranc	ROE	Revocable Permit	Correspondence/Transmitt
A & N Farm LLLP(Iiga1714)	X	X	X				X
Andros Engineering Corporation	X	X	X	X		X	X
Antone J. Reis, Jr.(Iika1409)	X	X	X	X			X
Aurora S. Bunao and Arnold S. Bunao(Iika2101)	X	X	X	X			X
Baker Commodities	X	X	X				

Bi-Weekly Scrub with Project & Asset Manager

Active Tenants: 76

Timeline: 2 months
• May-July

Phase 3: Archive/Retain

RECORDS MANAGEMENT BRANCH

State Records Center
729 B Kāko'i Street,

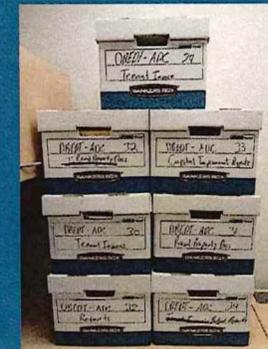
Honolulu, Hawai'i 96819
Phone: (808) 831-6770
E-mail: recordscenter@hawaii.gov

Business Hours:
Monday-Friday
7:45 a.m. to 4:30 p.m.
Closed Saturday, Sunday, and State Holidays



Documents Sent for Retention:

- General Retention Schedule
 - Contract Files (GRS 3.C-1)
 - Tenant Invoices (GRS 3.A-5)
 - Reports-Plans-Surveys-Proposals (GRS 11.1A)
 - Land Rent (GRS 3.A-6)
 - Board Meeting Minutes (GRS 1.1 A)
 - ADC Budget Reports (GRS 3.D-1)
- Retainment: 5 Years for Audit & Legal purposes
- ARM-5 versus ARM-5a
- Total Boxes moved: 35



- Timeline: TBD
- Present-

Phase 4: Retention Schedule

STATE OF HAWAII RECORDS INVENTORY FORM ARM-6 (06/2015)

Complete ONE FORM for each group or set of records (also known as a record series) created or received by a program or unit. All records and their derivatives of format should be represented for the record creation. Please refer to attached instructions.

SECTION 1: GENERAL INFORMATION

1. Department Division: _____ 2. Branch/Section: _____

3. Name and Title of Person Preparing this Form: _____ 4. Name of Department Records Officer: _____

Date: _____ Email: _____ Phone: _____

5. Current title of group or set of records (series) include form numbers: _____

6. Are the records created by: office services another agency (specify): _____

7. Records are: originals duplicates. (Duplicates are located at: _____)

8. What information do these records contain? Do they contain: Yes No. If what purpose were these records created? personally identifiable information? Yes No. If yes, are these records listed in your Continuity of Operations Plan (COP)? Yes No Don't Know

9. Are these records (including related business systems) Active (Current) (especially, such as weekly) Inactive (Archived or inactive, monthly or less often) Volume: _____

10. What is the activity set or: Internal (Internal) External (External) Public Other (Specify): _____

11. How are these records stored? Paper Electronic Other (Specify): _____

12. Types of these records are: None Other (Specify): _____

13. When are records closed out and become inactive? *Example: Annually, quarterly, quarterly or daily*

14. Includes data for series: Financial or legal information Other (Specify): _____

15. Annual Accruals: None Other (Specify): _____

16. Record format: Paper Electronic Other (Specify): _____

17. Record format: Paper Electronic Other (Specify): _____

18. Record format: Paper Electronic Other (Specify): _____

19. Record format: Paper Electronic Other (Specify): _____

20. Are there other public records that create similar or related records? (Can the same information be found elsewhere?) If yes, please describe: _____

SECTION 2: COMPLIANCE AND LEGAL REQUIREMENTS

21. Are the records in this series subject to: Yes No

22. Are there any retention requirements established by law or administrative action? Yes No

23. Are there any other retention requirements? Yes No

24. Are there any other retention requirements? Yes No

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100. Are there any other retention requirements? Yes No

Records Management Branch, Archives Division, Dept. of Accounting and General Services, 725 E. Kalia Street, Honolulu, HI 96813
 Email: records@hawaii.gov | Phone: (808) 541-4770

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM

Approved Records Retention and Disposition Schedules (Forms SA-1)
 Compiled By The DAGS, Archives Division, Records Management Branch

TABLE OF CONTENTS

AGENCY	PAGE NO.
BUSINESS SUPPORT DIVISION, FINANCIAL SUPPORT BRANCH	1-2
ENERGY, RESOURCES & TECHNOLOGY DIVISION, ENERGY CONSERVATION BRANCH	3
ALPHA TOWER DEVELOPMENT CORPORATION	4
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION	5-6
CREATIVE INDUSTRIES DIVISION	7

RECORDS SERIES ID is for Records Management Branch use only.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM

DEPARTMENT: 170010000
 BUSINESS DEVELOPMENT AND SUPPORT DIVISION

Record Series ID	Description	Schedule Information	Retention	Disposition
1700100001	LOAN PROGRAM RECORDS (APPROVED) 1071 - Present	SA 1 (A) (1) (2) 9/21/1995, ITEM 1	6 years after final settlement	Retain the following original documentation of its engagement to borrower upon final pay of and release of collateral: a. Note b. Promising Certificate c. Closing Statement d. Financing Statement e. Financing Statement f. Security Agreement g. Term Loan Agreement h. Mortgage i. Disclosure Statement j. Right of Redemption k. Indemnification Agreement l. Indemnification m. Consent to Assignment of Loan n. Promised Step Mortgage o. Life Insurance Policy p. Assignment Insurance Policy q. Hazard Insurance Policy - Business r. Hazard Insurance Policy - Residential s. Hazard Insurance Policy - Automobile t. Hazard Insurance Policy - Boat u. Hazard Insurance Policy - Other v. Hazard Insurance Policy - Other w. Hazard Insurance Policy - Other x. Hazard Insurance Policy - Other y. Hazard Insurance Policy - Other z. Hazard Insurance Policy - Other

RECORDS SERIES ID is for Records Management Branch use only.
 Revised 08/2020

- Collaborate with Records Management Team to create Retention Schedule
- ARM-6 once approved by DBEDT Comptroller and Records Management Officer transfers to SA-1

Conclusion

The Work Still continues (Phases 2 Continuity)

Meeting timeline goals

Audit Readiness



THANK YOU
ANY
QUESTIONS?

