

Da: November 24, 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 (November 17, 2025 – November 21, 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

- Offer extended and accepted for Contract Manager position
- ADC BOD meeting was held for the first time on Big Island at the Natural Energy Laboratory Hawaii (NELHA) facility
- Preparing to generate January invoices using Yardi by sharing with tenants the new formatted invoices and upcoming changes
- Attended DBEDT Managers Retreat- one of two scheduled, 50% achieving ED Professional Development goals

Focus

- BOD: Supporting the board in utilizing the knowledge shared during the informational briefings in strategic planning. Administrative Committee meeting review of budget and CIP
- PR: September newsletter; set Marketing Communications Standing Committee Meeting
- CIP: Working with AGs office on LOI & draft PSAs for parcels already voted on by ADC BOD to move forward, working on procurement on HPP Operate & Maintain paperwork, working with Budget & Finance answering questions regarding projects
- Oahu: Awarded appraisal bid for slaughterhouse parcel
- Kauai: Working on assessment of Kekaha Ag Processing facility with winning bidder; due diligence work for Grove and Gay & Robinson parcel purchases
- Strategic Plan: Incorporating Strategic Planning Permitted Interaction Group feedback in the working draft plan
- Administrative: Working on Annual Report due 12/15/25 to DBEDT, Resolution reports also due for Food Systems Working Group, and Ag Corridor
- **Capacity Building:**
 - Reached out to accounting departments at colleges for Accountant IV candidates- no applicant list available at present from DHURD
 - Recruitment started for Oahu Property Manager position
 - Refining/discussing Position Descriptions with Staff Members, performance evaluations & professional growth planning

Upcoming Conferences/Events:

- November 24: Tour & strategic discussion of slaughterhouse
- November 27: Thanksgiving- ADC office closed
- November 28: Day after Thanksgiving- ADC office is open
- December 12: ADC on BLNR agenda for East Kauai Irrigation System Transfer
- December 15: DBEDT Managers Retreat (2 of 2)
- December 18: ADC BOD Meeting on Oahu at Foreign Trade Zone
- December 25: Christmas- ADC office is closed
- January 21: Opening Day at the Legislature
- January 22: ADC BOD meeting location TBD
- January-May ADC BOD Meetings will be virtual