

Da: December 1, 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 24, 2025 – November 28, 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

- November Milestone Highlights: Held first ADC BOD meeting on Maui & community provided insightful strategic ideas for ADC, Historic Ground Breaking at Central Oahu Food Aggregation Hub held, Commodity Coordinator hired, Contract Manager hired, Yardi implemented, productive DBEDT Managers Retreat, excellent feedback from the Strategic Plan Permitted Interaction Group being incorporated into the draft, ADC Newsletter published
- Final stages of supporting the Strategic Planning Permitted Interaction Group
- Final stages of the ADC Annual Report
- 12/1: Contract Manager starts onboarding

Focus

- BOD: Supporting the board in planning and execution of the December ADC BOD meeting agenda and submittals, Administrative Committee meeting review of budget and CIP
- PR: December newsletter in development
- CIP: Working with AGs office on LOI & draft PSAs for parcels already voted on by ADC BOD to move forward and submittal for updates, working on procurement on HPP Operate & Maintain paperwork, working with Budget & Finance answering questions regarding projects
- Oahu: Appraisal for land for slaughterhouse underway, working with HCDA and PBR on COFAH, working with Waiahole Team on balancing workload with two members out on OTJ injury
- Kauai: Working on assessment of Kekaha Ag Processing facility with winning bidder; due diligence work for Grove and Gay & Robinson parcel purchases, working with new licensees and fielding calls from farmers interested in upcoming acquisition status
- Strategic Plan: Incorporating Strategic Planning Permitted Interaction Group feedback in the working draft plan, working with the Hawaii Risk Management Office which is a part of the Department of Accounting and General Services for incorporation of BMPs and SOPs
- Administrative: Received request for update on Recommendations from the Auditor's Office, Working on Annual Report due 12/15/25 to DBEDT, Resolution reports also due for Food Systems Working Group, and Ag Corridor, working to develop Short Term and Long-Term policy recommendations regarding eradication on ADC lands

- **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 29-December 5: FPIN Manager is traveling to FPIN sites in Singapore and New Zealand recording BMPs and SOPs
- December 2: Meeting regarding land acquisitions at Governors office
- December 3: ETIPP Onboarding, Meeting with HDAB regarding water projects
- December 4: Onboarding training of BMPs and SOPs for Contract Manager, Asset Manager and Project Manager with HCDA Contract Manager
- December 8: WIS Transition Meeting
- December 12: ADC on BLNR agenda for East Kauai Irrigation System Transfer, Board submittals due, DBEDT Holiday Party at the Stadium
- 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