

STATE OF HAWAI‘I
AGRIBUSINESS DEVELOPMENT CORPORATION (ADC)
MEMORANDUM

Date: December 15, 2025

To: ADC Board of Directors

From: Wendy Gady, Executive Director, Agribusiness Development Corporation

Subject: Weekly Report on Strategic Objectives (December 8-12, 2025)

I. Overview

This memorandum provides an update on progress toward ADC’s strategic objectives, including operational activities, program management, land acquisition efforts, strategic planning, and administrative functions for the week of December 8-12, 2025.

II. ADC 2023 Strategic Plan Goals

1. Increasing Agricultural Productivity
2. Land Acquisition & Development
3. Irrigation System Development & Maintenance
4. Improve Components of the Food System

III. Key Activities and Achievements

A. Strategic Milestones

- Hawaii Board of Land and Natural Resources provided a Right of Entry for the East Kauai Irrigation System to do due diligence
- Meetings were held regarding HCR 77 ag corridor report due 12/31
- The ADC Annual Report is nearing completion.

IV. Operational Focus Areas

A. Board of Directors Support

- Preparing materials, budget reviews, and CIP updates for the December ADC Board of Directors Meeting.
- Administration Committee met

B. Public Relations

- December ADC Newsletter is in development.

C. Capital Improvement Projects (CIP)

- Continuing coordination with the Attorney General's Office on Letters of Intent and draft Purchase & Sales Agreements for Board-approved parcels.
- Advancing procurement documents for HPP Operations & Maintenance.
- Responding to project-related inquiries from Budget & Finance.

D. O'ahu Operations

- Land appraisal for the slaughterhouse site is progressing.
- Continued coordination with HCDA and PBR Hawai'i on COFAH.
- Managing workload adjustments within the Waiāhole Team following two staff injuries.
- Participated in meetings with HDAB and the U.S. Army Corps of Engineers regarding Reservoirs 155 and 225.

E. Kaua'i Operations

- Proceeding with the assessment process for the Kekaha Agricultural Processing Facility with the selected bidder.
- Conducting due diligence for land acquisitions at Grove Farm and Gay & Robinson.
- Supporting new licensees and responding to inquiries from farmers regarding anticipated land acquisition timelines.
- Met with the Governor's Office to review acquisition status and outline next-phase action steps.

F. Strategic Planning

- Incorporating feedback from the Strategic Planning Permitted Interaction Group into the draft Strategic Plan.

- Working with the Hawai‘i Risk Management Office (DAGS) to integrate BMPs and SOPs.
- Developing 10-year budget projections in coordination with program staff.

G. Administrative

- Assembling information for an update to the Auditor’s Office outstanding recommendations.

H. Capacity Building & Staffing

- 12/10 Staff meeting was held
- Scheduling interviews for O‘ahu Property Manager applicants.
- Waiting for additional Accountant IV applications for scheduling interviews
- Reviewing and updating Position Descriptions (many last revised in 1989), ongoing staff performance evaluations and professional development planning.

V. Upcoming Events and Key Dates

12/15: DBEDT Managers Retreat (Session 2 of 2, focus on the Clifton

Strengths Assessments

12/16: Nourishing Hawai‘i’s Future Stakeholder Meeting at LCC

12/18: ADC Board of Directors Meeting – Oahu, Foreign Trade Zone

12/25: Christmas Holiday-ADC Offices Closed

12/31: *Nourishing Hawai‘i’s Future* will air at 7:00 p.m., featuring Chair Jayson Watts and Deputy Director Wicker, and highlighting ADC’s mission-aligned contributions.

1/1/26: New Year’s Day- ADC Offices Closed

1/15: ADC BOD Meeting – Oahu, Plant Quarantine

1/21: Opening Day at the Legislature