

CITY OF DEARBORN  
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)  
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)  
REGULARLY SCHEDULED JOINT BOARD MEETING

April 15, 2021

Virtual Meeting via Zoom

Topic: Joint DDDA Board Meeting

Time: April 15, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

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## MINUTES

### MEMBERS PRESENT

EAST DDA :

Chairperson Julia Kapilango (Dearborn, Wayne Cty.),  
Vice-Chairperson Eric Woody (Warren, Macomb Cty.),  
Secretary-Treasurer Matthew Dietz (Melvindale, Wayne  
Cty.), Mayor Jack O'Reilly (Dearborn, Wayne Cty.), Director  
Mark Guido (Dearborn, Wayne Cty.), Director Jay Kruz  
(arrived 8:10am; Dearborn, Wayne Cty.), and Director  
Kamal Turfah (Dearborn, Wayne Cty.).

WEST DDA :

Vice-Chairperson Mohammed Hider (joined 8:18 am,

Dearborn Heights, Wayne Cty.),  
Secretary-Treasurer Jeff Lynch (Trenton, Wayne Cty.),  
Mayor Jack O'Reilly (Dearborn, Wayne Cty.),  
Director Mark Guido (Dearborn, Wayne Cty.), Director  
Jackie Lovejoy (joined 8:14 am, Beverly Hills, Oakland  
Cty.), Director John McWilliams (Dearborn, Wayne Cty.),  
Director Karen Nigosian (Dearborn, Wayne Cty.),  
and Director Audrey Ralko (Dearborn, Wayne Cty.).

## **MEMBERS ABSENT**

EAST DDA : Director Janice Cislo, Director Heidi Merino and  
Director Mary O'Bryan

WEST DDA : Chairperson Sam Abbas, Director Thomas Clark.

## **NON-MEMBERS PRESENT :**

CITY OF DEARBORN : Jeff Watson (ECD), Hassan Sheikh (ECD), Licia  
Yangouyian (Legal), Moe Almaliky (Finance), Zeinab  
Hachem (Council Office), Cristina Sheppard-Decius  
(DDDA), Jean Smith (DDDA), Steve Deisler (DDDA),  
Helen Lambrix (DDDA), and Janet Bloom (DDDA).

OTHERS : Candi Wallace (CWO Farms), Bruce Bailey, Dr. Robby  
Green-Weir.

### **I. Call to Order**

EDDDA Chairperson Julia Kapilango called the meeting to order at 8:16 am

### **II. Roll Call**

Janet Bloom, Operations Manager for DDDAs, called the roll for Board Members for East  
and West.

EDDDA: A quorum was not present (reached quorum at 8:10 am)

WDDDA: A quorum was present

### **III. Joint Meeting Chair for April 2021: Chairman Kapilango**

### **IV. Approval of Minutes**

**A. Joint DDDA Board March 2021 Minutes**

For the WDDDA, the minutes from the March 2021 Board meeting were presented for approval. It was moved by Director Mark Guido and it was seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, and Director John McWilliams - yes, Director Karen Nigosian - yes, and Director Audrey Ralko- yes. Motion passed.

For the EDDDA, the minutes from the March 2021 Board meeting were presented for approval. For EDDDA, motion to approve by Director Mark Guido, seconded by Director Kamal Turfah. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

The minutes were recorded and filed.

**V. Treasurer's Report**

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated March 31, 2021. Revenue to date totaled \$769,166. Total expenditures totaled \$339,068. The current cash position equals \$1,405,666 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$363,607.

WDDDA: Moe Almaliky reviewed the financial statement dated March 31, 2021. Revenue to date totaled \$900,554. Total expenditures totaled \$484,596. The current cash position equals \$1,525,598 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$786,461.

The Treasurer's Report was received and filed for both EDDDA and WDDDA.

**VI. Action Items**

**A. Regular Action Items**

**1. Joint Board Actions**

**a) FYE2022-24 Budget**

The Executive Director/Manager of the EDDDA and WDDDA is required by Public Act 57 to prepare and submit an operating budget for the EDDDA and WDDDA to approve each year and submit to City Council. The EDDDA and WDDDA has reviewed a 3-year budget for FYE2022-24 as submitted by the Manager of the DDDA and approves submitting the budget to City Council as presented.

For EDDDA, motion to approve was made by Director Kamal Turfah, seconded by Director Jay Kruz. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director

Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve was made by Vice Chairperson Mohammed Hider, seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, Director Karen Nigosian - yes, and Director Audrey Ralko-yes. Motion passed.

**b) Movies in the Park**

The EDDDA and WDDDA values programming for events and activities. For the 2021 season the EDDDA obligates \$2350 in expenditures and the WDDDA obligates \$2350 in expenditures for the Movies in the Park series. EDDDA will hold one date in July and another in September. WDDDA will hold one date in June and one date in August. EDDDA: Stardust Theatre (\$816), Swank (\$830), and Beshara for posters (\$50). WDDDA: Stardust Theatre (\$896), Swank (\$790), and Beshara for posters (\$50).The EDDDA authorizes the expenditure from # 297-6100-911-51-00 and the WDDDA authorizes the expenditure from # 296-6100-911-51-00 for the Movies in the Park.

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and WDDDA, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve was made by Director Jay Kruz, seconded by Director Mark Guido. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve was made by Director Karen Nigosian seconded by Director John McWilliams. Roll call vote: Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, Director Karen Nigosian - yes, and Director Audrey Ralko-yes. Motion passed.

**c) MDA Summer Workshop Sponsorship**

The EDDDA and WDDDA plans to participate in the Michigan Downtown Association virtual Summer Workshop on June 4, 2021. The cost is \$250

sponsorship which includes four attendees, which this cost would be split equally and two board members per district could attend. The EDDDA authorizes the expenditure up to \$125 from the Training/Transportation budget line item # 297-6100-911-58-10 and the WDDDA authorizes the expenditure up to \$125 from the Training/Transportation budget line item # 296-6100-911-58-10 for participation at the 2021 MDA virtual Summer Workshop.

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and WDDDA, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve was made by Director Jay Kruz, seconded by Vice Chairperson Eric Woody. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve was made by Director Audrey Ralko seconded by Director John McWilliams. Roll call vote: Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, Director Karen Nigosian - yes, and Director Audrey Ralko-yes. Motion passed.

#### **d) Office Cleaning**

The EDDDA and WDDDA share the costs of the maintenance of the DDDAs office at Artspace. The EDDDA and WDDDA authorize a six-month contract extension with Services to Enhance Potential (STEP) for weekly office cleaning in an amount not to exceed \$910 at a rate of \$35 weekly, split between both districts. WDDDA will be expending from account #296-6100-911-34-90 and EDDDA will be expending from account #297-6100-911-34-90.

The EDDDA and WDDDA Boards authorize the Manager of the DDDAS to execute the contract, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Secretary-Treasurer Matthew Deitz, seconded by Director Jay Kruz. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal

Turfah - yes. Motion passed.

For WDDDA, motion to approve was made by Vice Chairperson Mohammed Hider, seconded by Director Jackie Lovejoy. Roll call vote: Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, Director Karen Nigosian - yes, and Director Audrey Ralko-yes. Motion passed.

## **2. WDDDA Actions Only**

### **a) Commandant's Quarter Marquee Repair/Partnership**

The WDDDA will partner with the Dearborn Historical Museum in the cost of the repair of the digital Commandant's Quarters Marquee in exchange for the WDDDA to list their district events. The partial cost of the repair the WDDDA is covering is \$1475. These funds are approved to expend from account #296-6100-911-51-00 and payable to the Dearborn Historical Museum.

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and WDDDA, subject to review and approval by Corporation Counsel.

For WDDDA, motion to approve was made by Vice Chairperson Mohammed Hider, seconded by Director Jackie Lovejoy. Roll call vote: Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, Director Karen Nigosian - yes, and Director Audrey Ralko-yes. Motion passed.

### **b) Farmers & Artisans Market**

The Dearborn Farmers Market is increasing its entertainment budget from \$2500 to \$2550 to accommodate the listed entertainment service providers: Steven Taylor (6/4/21 - \$300), AJ Lynn/Amy Loskowski (6/11/21, 7/9/21, 7/23/21, 8/13/21, 8/27/21, 9/10/21, and 9/24/21 - \$1050), Dearborn School of Music (6/18/21, 7/16/21, 8/6/21, and 9/3/21 - \$600), Visual Ronin (7/30/21, 8/20/21, and 9/17/21 - \$450), TBD (6/15/21- \$150), and TBD for storage room shelving and bins for \$500. The WDDDA approves to expend \$2550 for entertainment and \$500 for shelving and bins, expending from account # 296-6100-911-34-90.

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and WDDDA, subject to review and approval by Corporation Counsel.

For WDDDA, motion to approve was made by Mayor Jack O'Reilly, seconded by Director John McWilliams. Roll call vote: Vice Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes, Director Karen Nigosian - yes, and Director Audrey Ralko-yes. Motion passed.

### **3. EDDDA Actions Only**

#### **a) Community Garden**

The EDDDA is establishing a courtyard community garden in district to increase engagement in open spaces. The EDDDA approves expenditures of \$1000 for CWO Farms for: 1) clean and prepare space at Michigan and Schaefer, 2) complete soil refreshing, 3) create layout of design, purchase and install plantings, 3) maintain the garden during grow season of April 15, 2021 to October 15, 2021. The EDDDA obligates \$1000 to CWO Farms for the community garden from account #297-6100-911-51-00, subject to review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Director Jay Kruz, seconded by Vice Chairperson Eric Woody. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

#### **b) Music in the Park**

The EDDDA will do 12 weeks of Music in the Park for 2021. The EDDDA authorizes the following service providers for the event: 1) Plan B LLC (booking agent - \$9000), 2) Bruce Bailey Entertainment (sounds and lights - \$2998), and 3) Beshara (posters- \$30.50-split with Music in the Park, Silent Disco and Tunes at Noon) from account #297-6100-911-51-00, subject to review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Mayor Jack O'Reilly, seconded by Secretary-Treasurer Matthew Dietz. Roll call vote:

Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

**c) Sidewalk Sale**

The Promotions and Organization Committee has recommended replacing the Ladies Night Out in the EDDDA to a Sidewalk Sale event for 2021. The EDDDA has budgeted \$5,550 for City Hall Park events and will utilize a portion of those funds for this event. Authorized service provider at this time is Beshara for posters - \$60, and 20 yard signs - \$170. The EDDDA obligates \$230 in expenditures for the May Sidewalk Sale expending from account #297-6100-911-51-00, Community Promotions budget.

For EDDDA, motion to approve was made by Director Jay Kruz, seconded by Secretary-Treasurer Matthew Dietz. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jay Kruz - yes. Motion passed.

**d) Silent Disco**

The EDDDA is replacing Jazz on the Ave with a nine-week Silent Disco on select Fridays from June 4 - September 24, 2021. The EDDDA authorizes the following service providers: 1) Bruce Bailey Entertainment - booking agent (\$5000) and sound and lights (\$2998), 2) City Hop -headphone/equipment rental - \$2400, 3) Beshara - posters (split three ways: Music in the Park, Silent Disco, and Tunes at Noon) - \$30.50. The EDDDA obligates \$13,000 from the Community Promotions Budget line item in account #297-6100-911-51-00 to fund the 2021 Silent Disco.

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and WDDDA, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve was made by Vice Chairperson Eric Woody, seconded by Mayor Jack O'Reilly. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

**e) Spring Perennial Exchange Amendment**

The EDDDA will be hosting a Spring Perennial Exchange to promote



engagement in open spaces in the district. The EDDDA approves expenditures of \$1030 for the event, and authorizes the additional listed service providers: 1) Beshara (posters - \$60, yard signs - \$70), 2) Arab American News (ad - \$470). The EDDDA obligates \$1030 in expenditures for the Spring Perennial Exchange from the Community Promotions Budget account #297-6100-91-51-00.

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and WDDDA, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve was made by Vice Chairperson Eric Woody, seconded by Director Kamal Turfah. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

**d) WH Canon Contract Amendment for Platform Dining Install and Tree Removals**

The EDDDA is amending the contract with W H Canon to include the proposal to have four trees removed in the alleyway off Schaefer Road to facilitate a DTE project currently in progress for \$4000 and to include a proposal to install and remove seasonally one platform dining system in the amount of \$2760 each. The EDDDA authorizes the additional expenditure of \$6760 to W H Canon and amending the April 1, 2021 - March 31, 2022 contract to include this additional fee.

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and WDDDA, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve was made by Vice Chairperson Eric Woody, seconded by Director Kal Turfah. Roll call vote: Chairperson Julia Kapilango - yes, Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, Director Jay Kruz - yes, and Director Kamal Turfah - yes. Motion passed.

**VII. Old Business**

- A. Outdoor Dining Amenities-** Cristina Sheppard-Decius - igloos and greenhouses distribution list in packet. Supplier issue with greenhouses for East.

Platform dining - going before city council end of month with goal to have them up early May.

- B. WDDDA Social District Update**-Cristina Sheppard-Decius - slow progress on getting commitments from businesses. Need two businesses in each common area in order to get approval. Mike Hamame suggested using patios as common area since those are covered by liability insurance.
- C. EDDDA Landscape & Maintenance Schedule** - Angela Munroe from W H Canon - Litter Monday/Wednesday/Friday - Start time is 7am until 4/4:30pm. It is 2.5 days. Litter is picked up on mowing days, too. Mowing occurs on Tuesdays. Matthew suggested to have Wellesley lot first then again during day.

Julia Kapilango introduced Dr. Robbya Green-Weir as DE&I consultant. Dr. Robbya Green- Weir - A grant was applied for and approved for \$40,000 technical training and assistance. It will be used to get stories from Dearborn and surrounding community residents with their engagement with the Dearborn police. Chief Haddad has agreed to be interviewed and also requested to have this project completed this year. Final outcome to create an action plan where Dearborn Police can increase their visibility and Chief can react to suggestions for the Department. Also, Dr. Karvel of University of Michigan-Dearborn sociology class students will also be included. Jean Smith - invited group to next DE&I community forum, topic is real estate.

- D. EDDDA Holiday Decor** - Cristina Sheppard-Decius - Janet working on getting interested board members - once finalized and in place within this week, would like to send out a meeting notice within three weeks.
- E. Lightpole Banners**- Cristina Sheppard-Decius - will be going to printer this week.
- F. Open Door Applicants**- Cristina Sheppard-Decius - Six total Open Door Grants applied for in EDDDA, totaling \$47,500 commitment. West has two grant applicants at \$17,500 committed so money still left for this fiscal year. Districts have committed \$40,000 each for the upcoming fiscal year. Steve Deisler- interest for program is growing. East has 4 interested applicants and West has 3 interested applicants.

## **VIII. Committee Reports**

Committee minutes are in the Supplemental Materials digital board packet.

### **A. Promotion Committee**

Jean Smith - Dearborn Farmers Market moving along. Ladies Night, Sidewalk Sale and Spring Perennial Exchange all getting wrapped up. Sponsorships are coming in. Had more sponsorship meetings Friday.

### **B. Bike Share/Mobility Committee**

Cristina Sheppard-Decius - Looking at a cooperative agreement with other cities

and a mix of mobility offerings.

### **C. Design/EV Committee**

Steve Deisler - Haraz Coffee had soft opening this past weekend. Will be doing a formal opening with city officials and DDDA boards. Julia asked that Helen captures on social media. Open Door Dearborn Grant: Entered into contract with SmithGroup to do a facade design study looking at one full block in EDDDA between Calhoun and Bingham streets. It provides design ideas for property and business owners to review to see the possibilities for their facades and signage.

### **D. Steering Committee**

No updates at this time.

## **IX. DDDA Executive Management Team & ECD Reports**

### **A. Business View Magazine: American Sustainability Issue**

Cristina Sheppard-Decius - publication reached out to get a picture of our downtowns' resiliency this past year. No required ads, they do request a letter of support to provide an introduction to the businesses in the area. Cristina requested the board to decide today to moved forward or not. Julia asked for support for record: From East who approved: Director Jay Kruz, Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Director Mark Guido, Mayor Jack O'Reilly, Chairperson Julia Kapilango, and Director Kamal Turfah. For West who approved: Director Mark Guido, Mayor Jack O'Reilly, and Director John McWilliams. Support achieved.

### **X. Call to Board of Directors**

Karen Nigosian - abandoned bike rack on Oakwood. Cristina responded it was from the previous Bike Share company. She will review if they will be repurposed or removed. Karen also requested a list of what businesses are moving into district. Cristina shared the DDDA is sometimes late in receiving information and will work with parties at city to try and streamline notification. Entry points can be ECD or PMADS. It was stated the former Nar Bar location will be three stores in the front with a condo above. La Cigar will be moving into that location.

Julia Kapilango - stated she received mailer that Citizen's Bank in EDDDA is moving out.

Jackie Lovejoy - stated she will be passing out air purifiers, two per business, for FordLand and Ford. Clears a 10x10 area of Covid every 5 minutes. The first round going to chamber member businesses. It is listed on Chamber website.

Audrey Ralko - asked if there was any interest in vacated Bailey's building and if anything leased in Howell Building that is under construction. Cristina will follow up on Howell tenant question. City has been reviewing plans on improvement items with Bailey's location and breaking it into multiple tenant spaces as opposed to one large space. That just came in within the last week and she will connect with Tom Paison for

updates. Audrey asked that she would like more information on vacancies and business movement, like Karen, since she is asked frequently by residents on such properties.

**XI. Call to Audience**

No questions or comments posed.

**XII. Adjournment**

Motion to adjourn moved by Director Jackie Lovejoy and seconded by Director Karen Nigosian. Meeting adjourned at 9:27 am.

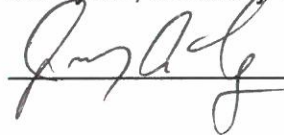
Approved by:

Matthew Dietz, Secretary-Treasurer, EDDDA



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Jeff Lynch, Secretary-Treasurer, WDDDA



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