



Roanoke Valley  
Broadband Authority

**Board of Directors**  
Jay Taliaferro, City of Salem  
Richard Caywood, Roanoke County  
Michael McEvoy, Citizen  
Robert Cowell, City of Roanoke  
Gary Larrowe, Botetourt County  
Keith Perry, Carilion Clinic  
Dr. Scott Midkiff, Virginia Tech

## **MEETING OF THE BOARD OF THE ROANOKE VALLEY BROADBAND AUTHORITY**

Friday, March 17, 2023 at 8:30 a.m.  
601 S. Jefferson Street SW, Suite 110, Roanoke, VA 24011

An all Virtual Meeting of the Board of the Roanoke Valley Broadband Authority (“RVBA”) will be held on Friday, March 17, 2023 at 8:30 a.m. The virtual meeting is being held in compliance with the RVBA Board’s *Policy on Board Member Participation in Meetings When Absent; All-Virtual Meetings*, adopted on September 16, 2022; and with the amendments to Virginia Code § 2.2-3708.3. (Effective September 1, 2022 and styled “Meetings held through electronic communication means; situations other than declared states of emergency”). The method by which the Board chooses to meet shall not be changed unless the Board provides a new meeting notice in accordance with the provisions of Virginia Code § 2.2-3707.

Any members of the public may view and participate in the meeting through electronic means. The meeting will be set up through Zoom at this link:

Topic: Roanoke Valley Broadband Authority Board Meeting  
Time: March 17, 2023 @ 8:30 a.m. Eastern Time (US and Canada)

Join Zoom Meeting

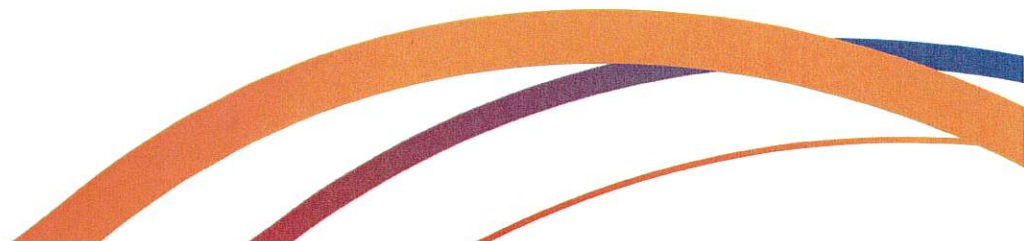
<https://us06web.zoom.us/j/7557433387?pwd=UGV0dHJKdlpRbEQ1Rm5SNzM2cWJkdz09>

Meeting ID: 755 743 3387  
Passcode: 610382

Dial by your location

+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Washington DC)

601 S. Jefferson Street SW  
Suite 110, Roanoke, VA 24011  
540-904-4739  
[www.rvba.online](http://www.rvba.online)





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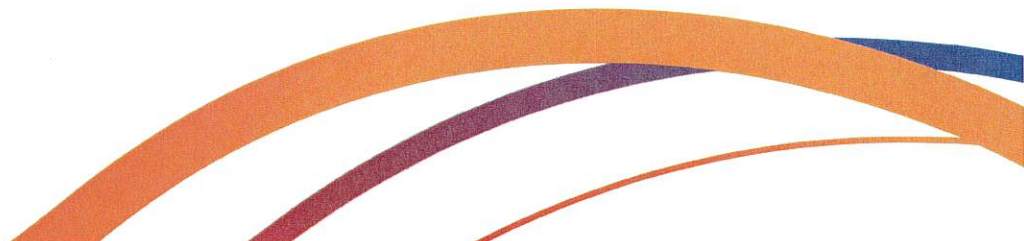
I, (Tywanii Ross), will be responsible for receiving public comments at (540-204-9341 or [tross@highspeedroanoke.net](mailto:tross@highspeedroanoke.net)). All materials made available to the members will be made available to the public at the same time by posting on the [rvba.online](http://rvba.online). I will monitor this phone number and email address during the meeting and request that the public notify me promptly if the audio or video transmission of the meeting fails.

A video and/or audio recording will be made available at the [rvba.online](http://rvba.online) within three (3) working days of the meeting. The draft minutes of the meeting will be distributed to common interest community members through the same method used to provide notice of this meeting. Draft minutes of the meeting will be available at [rvba.online](http://rvba.online) within ten (10) working days of the meeting. Final minutes will be available at the RVBA website within three (3) working days of approval.

Please note for purposes of planning to participate in the meeting remotely, members will be required to state the location (a general description such as home, office, or other) from which they are participating. The location will be recorded in the minutes of the meeting.

If you wish to sign up to speak at the meeting, please let me know by 3:00 p.m. on March 16, 2023. Feel free to contact me if you have any questions.

Thank you.





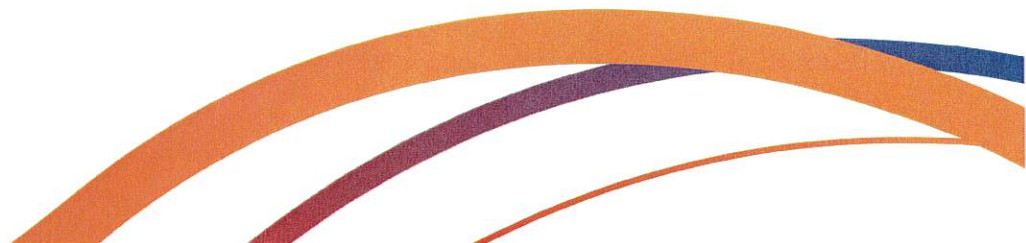
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**Roanoke Valley Broadband Authority Board**  
**Friday, March 17, 2023, at 8:30 a.m.**  
**601 S. Jefferson Street, SW, Suite 110 Roanoke, VA 24011**

**AGENDA**

- 1. Call to Order, Roll Call, Introductions ..... *Chair Taliaferro*
- 2. Approval of the November 18, 2022 & January 18, 2023 minutes, pp. 4-9 *Chair Taliaferro*
- 3. Audit Review ..... *Corbin Stone*
- 4. Treasurer’s Report, pp. 10-13 ..... *Frank Smith*
  - Acceptance of the November & December 2022 Financial Reports
  - Acceptance of the January & February 2023 Financial Reports
- 5. FY24 Proposed Budget p 14..... *Frank Smith*
- 6. Project Updates ..... *Frank Smith*
- 7. Other Business
  - Next Meeting Date – May 11, 2023 @ 9:30 a.m. – 12 Noon  
There will not be a Board meeting on May 19, 2023
- 8. Adjournment







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## DRAFT MINUTES

The November 18, 2022 Virtual Board Meeting of the Roanoke Valley Broadband Authority was held at 8:30 a.m. via ZOOM.

### 1. CALL TO ORDER, WELCOME AND ROLL CALL

Chairman Taliaferro called the meeting to order at 8:30 a.m. and welcomed those in attendance.

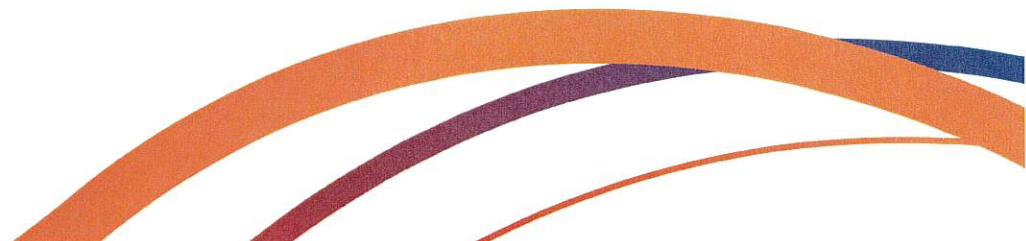
Roll was called by Secretary Ms. Tywanii Ross. All Board members are required to state their location during our virtual meetings. All Board members were present at the time of roll call with the exception Mr. Bob Cowell, City of Roanoke; and Mr. Gary Larrowe, Botetourt County.

Roanoke Valley Broadband Authority Board Members: Present: Mr. Jay Taliaferro, Chairman, City of Salem; Mr. Richard Caywood, Vice Chair, County of Roanoke; Mr. Mike McEvoy, Citizen and Treasurer; Dr. Scott Midkiff, Virginia Tech; Mr. Keith Perry, Carilion. Mr. Bob Cowell, City of Roanoke, and Mr. Gary Larrowe, Botetourt County were absent. We have a quorum.

### **OTHERS IN ATTENDANCE**

Broadband Authority Staff: Mr. Frank Smith II, President & CEO; Mr. James Bandy, Vice President of Network Operations; Ms. Tywanii Ross, Business Operation Administrator & Secretary to the Board.

Others: Mr. Matthew Shaughnessy, Wallace 360. Mr. Jeremy Carroll, Guynn, Waddell, Carroll & Lockaby, RVBA appointed Counsel. Ashley Dugan, Cox Communications, Mr. Tim Spencer, Attorney for the City of Roanoke.





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## 2. Approval of Minutes

The September 16, 2022, minutes were presented. No additions or corrections were needed. Chairman Taliaferro requested a motion to approve. Motion was made by Mr. Michael McEvoy, Citizen and Treasurer, and seconded by Mr. Richard Caywood, County of Roanoke. All present agreed with a voice vote.

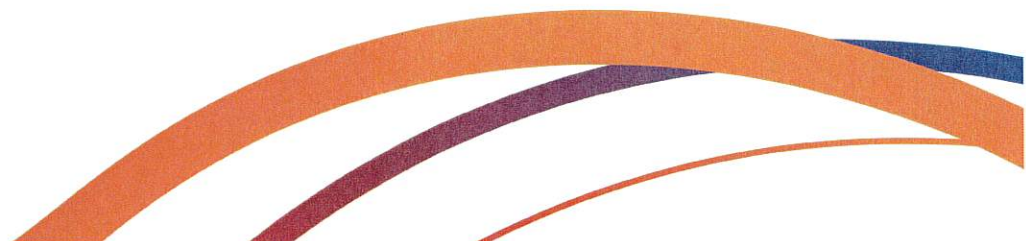
## 3. Treasurer's Report

Mr. Frank Smith welcomed all present to the RVBA Zoom Board meeting ; Ashely Dugan, Cox Communications and Mr. Jeremy Carroll, RVBA appointed Legal Counsel. Mr. Tim Spencer , Attorney for the City of Roanoke. Mr. Frank Smith presented the Operating Statements for September & October 2022. We have projects in the beginning stages, and we have projects that we are closing out.

A series of consulting work has been done in order to plan for the Strategic Plan meeting. No questions from the Board on the Treasurer's Report for September and October 2022. Chairman Taliaferro requested a motion to approve the September and October 2022 financials. Motion made by Mr. Keith Perry, Carilion, and seconded by Mr. Richard Caywood, County of Roanoke. All present agreed with a voice vote.

## 4. Project Updates

Mr. Frank Smith shared that our Strategic Planning Meeting that was scheduled for October 25, 2022 had to be rescheduled and will now be on January 18, 2023, to be held at the Cabin @ Carvins Cove . He thanked Mr. Michael McEvoy, Citizen member and Treasurer and the WVVA for letting us hold the meeting at that location. There will not be a Board Meeting on January 20, 2023. The topic of this meeting will be , "Looking at the future of the Roanoke Valley Broadband Authority". Our team has put a lot of work into the Strategic Planning meeting that will held on January 18, 2023. It's an exciting time for the





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RVBA moving forward. The Staff at the RVBA appreciate the support that we have been provided. Mr. Gary Larrowe , County of Botetourt joined the meeting @ 8:52 a.m.

5. Other Business

Next meeting will be held on January 20, 2023 , which will be cancelled due to the January 18, 2023 Strategic Planning meeting @ Carvins Cove Cabin.

Meeting Adjourned @ 8:54 a.m.

Minutes Submitted by Tywanii Ross  
Secretary to the Roanoke Valley Broadband Authority







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**DRAFT MINUTES**

**The Roanoke Valley Broadband Authority Strategic Planning Meeting was held on January 18, 2023 @ the location address is 9590 Reservoir Road, Roanoke, VA. 24019**

**Welcome and introductions**

Mr. Frank Smith, President and CEO of the Roanoke Valley Broadband Authority began the meeting at 9:36 a.m. by thanking everyone that came out in spite of all the scheduling conflicts.

All present:

Ms. Tywanii Ross, BOA, and Secretary to the RVBA Board

Mr. Jim Bandy, Vice President of Operations, RVBA

Mr. Matthew Shaughnessy, Wallace 360

Mr. Keith Perry, Carilion

Mr. Jay Taliaferro, Chairman, City of Salem

Mr. Mike McEvoy, Citizen, Treasurer, WVWA Executive Director

Mr. Bob Cowell, City of Roanoke

Mr. Gary Larrowe, Botetourt County

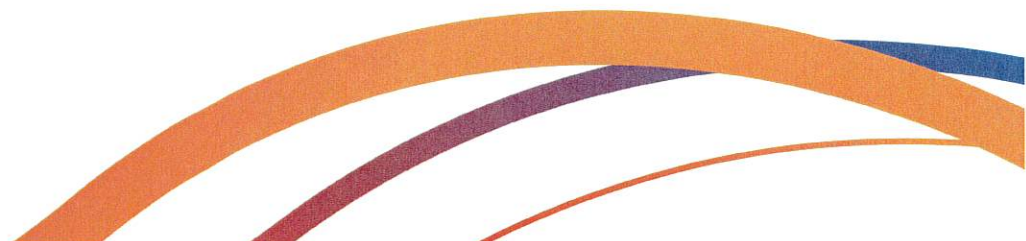
Dr. Scott Midkiff, Virginia Tech

Mr. Robert Picchi, Blue Ridge Advisory Services

Ms. Katheryn Piasta, Wallace 360

Mr. Kevin Rotty, PFM

Mr. Jeremy Carroll, Guynn, Waddell, Carroll & Lockaby





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## OBJECTIVES

Mr. Frank Smith spoke on the objectives of the RVBA. We are at the point in the RVBA that we are considering the next steps to take, what's the best for the community, what's the best for the localities that support us.

Mr. Frank Smith presented (5) questions

1. How can the RVBA make Roanoke a better place to live and do business?
2. In the next 10 years, where do you see the RVBA and Broadband?
3. How can the RVBA make the most impact?
4. Are there strategies that we can remove from consideration?
5. What further information does the Board need to determine the next steps?

There are some great opportunities for us , and we want to know what the Board would like to do as far as taking us to the next step.

Mr. Robert Picchi , from Blue Ridge Advisory was introduced to everyone. November 2013 Mr. Picchi worked with us on the Strategic Direction.

Mr. Picchi discussed where the RVBA was and what direction it can go. Mr. Picchi has worked in Telecommunications since 1994.

Mr. Picchi made everyone aware the plan that was put together some years ago under his direction has been successful. Roanoke Valley Broadband Authority can also do something different. How do we continue this mission?

The 3 stages of evolution first for the RVBA and they include:

1. Build the Network on time and on budget
2. The network had to be made carrier grade
3. Build the business ( build a revenue stream)







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Mr. Picchi set the stage by talking about how big the market is, and then looked back over the past 6 years to review the plan versus results.

Wireless and High-speed market are growing, but voice and video are going away everything is migrating to an IP based service. We all will be streaming at some point in the future.

The Addressable Market for the (4) localities ; City of Roanoke, City of Salem, County of Roanoke, and the County of Botetourt can be modeled for revenue.

Telecommunications value chain was discussed, (content, video, wholesale, internet, and transport). Services and applications was discussed (Prime video, Netflix).

The RVBA needs to capture the market and keep it as a plan for the future.

Other Topics discussed:

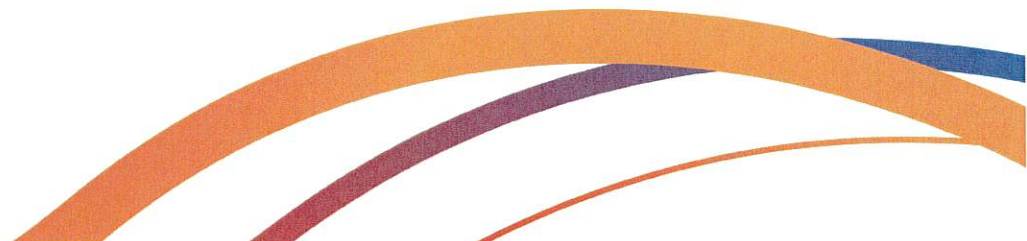
- Top Line Revenue
- Total Expenses – O&M + SG&A
- Capital Spending
- Operating Income
- EBITDA
- Cash Flow
- Strategies (Big Data Transport, Enterprise Expansion, Last Mile Retail, Divestment, and Community Trust)
- Leadership Recommendations ( Invest big in the community, Leave residential alone for now, Focus heavily on dark fiber and infrastructure, Maintain key customers by their requirements, Develop a Community Trust arm to serve the underserved.

Discussion of next steps to be resumed at a later date (Part 2).

Meeting adjourned @ 1:15 p.m. with lunch provided.

Minutes Submitted by Tywanii Ross  
Secretary to the RVBA Board

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**Roanoke Valley Broadband Authority**  
**FY 2022/2023 Operations Statement**  
**For the Month Ended November 30, 2022**

	<u>FY 2023 Budget</u>	<u>November 2022</u>	<u>FY 22/23 Year to Date</u>	<u>Percent Budget</u>
<b>Broadband Revenues</b>				
Locality Support	\$290,313	\$24,192	\$120,960	42%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,352,490</u>	<u>71,126</u>	<u>362,842</u>	<u>27%</u>
<b>Total Broadband Operating Revenues</b>	<b>\$1,642,803</b>	<b>\$95,318</b>	<b>\$483,802</b>	<b>29%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$604,800	\$0	\$168,468	28%
Network Operations	586,210	39,302	213,820	36%
Brand Management	60,000	17,715	45,946	77%
Legal Fees	25,000	296	4,425	18%
Office Expenses	144,728	24,956	89,812	62%
Richmond Message Management	60,000	0	0	0%
Travel	<u>8,000</u>	<u>893</u>	<u>3,241</u>	<u>41%</u>
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,488,738</b>	<b>\$83,162</b>	<b>\$525,711</b>	<b>35%</b>
<b>Income from Operations</b>	<b>\$154,065</b>	<b>\$12,156</b>	<b>-\$41,909</b>	
<b>Non-Operating Revenues</b>				
Locality Support	459,687	\$38,307	\$229,842	50%
Installations	85,000	4,441	5,093	6%
Interest Income	150	13	140	93%
Subtotal Non-Operating Revenues	<u>\$544,837</u>	<u>\$42,761</u>	<u>\$235,075</u>	<u>43%</u>
<b>Total Non-Operating Revenues</b>	<b>544,837</b>	<b>42,761</b>	<b>235,075</b>	<b>43%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$698,902</b>	<b>54,918</b>	<b>\$193,166</b>	<b>28%</b>
Capital Projects	648,492	29,868	49,184	8%
Reserves	<u>50,000</u>	<u>-</u>	<u>-</u>	
<b>Net Income (Loss)</b>	<b><u>\$410</u></b>	<b><u>\$25,050</u></b>	<b><u>\$143,983</u></b>	

**Roanoke Valley Broadband Authority**  
**FY 2022/2023 Operations Statement**  
**For the Month Ended December 31, 2022**

	<u>FY 2023 Budget</u>	<u>December 2022</u>	<u>FY 22/23 Year to Date</u>	<u>Percent Budget</u>
<b>Broadband Revenues</b>				
Locality Support	\$290,313	\$24,192	\$145,152	50%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,352,490</u>	<u>116,909</u>	<u>479,752</u>	<u>35%</u>
<b>Total Broadband Operating Revenues</b>	<b>\$1,642,803</b>	<b>\$141,101</b>	<b>\$624,904</b>	<b>38%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$604,800	\$43,049	\$211,516	35%
Network Operations	586,210	37,861	251,680	43%
Brand Management	60,000	6,689	52,636	88%
Legal Fees	25,000	660	5,085	20%
Office Expenses	144,728	7,936	97,748	68%
Richmond Message Management	60,000	0	0	0%
Travel	<u>8,000</u>	<u>498</u>	<u>3,739</u>	<u>47%</u>
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,488,738</b>	<b>\$96,693</b>	<b>\$622,404</b>	<b>42%</b>
<b>Income from Operations</b>	<b>\$154,065</b>	<b>\$44,409</b>	<b>\$2,500</b>	
<b>Non-Operating Revenues</b>				
Locality Support	459,687	\$38,307	\$268,149	58%
Installations	85,000	163	5,256	6%
Interest Income	150	13	153	102%
Subtotal Non-Operating Revenues	<u>\$544,837</u>	<u>\$38,483</u>	<u>\$273,558</u>	<u>50%</u>
<b>Total Non-Operating Revenues</b>	<b>544,837</b>	<b>38,483</b>	<b>273,558</b>	<b>50%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$698,902</b>	<b>82,892</b>	<b>\$276,058</b>	<b>39%</b>
Capital Projects	648,492	1,649	50,832	8%
Reserves	<u>50,000</u>	<u>-</u>	<u>-</u>	
<b>Net Income (Loss)</b>	<b><u>\$410</u></b>	<b><u>\$81,243</u></b>	<b><u>\$225,226</u></b>	



**Roanoke Valley Broadband Authority**  
**FY 2022/2023 Operations Statement**  
**For the Month Ended January 31, 2023**

	<u>FY 2023 Budget</u>	<u>January 2023</u>	<u>FY 22/23 Year to Date</u>	<u>Percent Budget</u>
<b>Broadband Revenues</b>				
Locality Support	\$290,313	\$24,192	\$169,344	58%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,352,490</u>	<u>73,976</u>	<u>553,728</u>	<u>41%</u>
<b>Total Broadband Operating Revenues</b>	<b>\$1,642,803</b>	<b>\$98,168</b>	<b>\$723,072</b>	<b>44%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$604,800	\$85,079	\$296,595	49%
Network Operations	586,210	46,097	348,610	59%
Brand Management	60,000	0	52,636	88%
Legal Fees	25,000	1,240	6,325	25%
Office Expenses	144,728	10,332	108,080	75%
Richmond Message Management	60,000	0	0	0%
Travel	<u>8,000</u>	<u>789</u>	<u>4,528</u>	<u>57%</u>
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,488,738</b>	<b>\$143,537</b>	<b>\$816,773</b>	<b>55%</b>
<b>Income from Operations</b>	<b>\$154,065</b>	<b>-\$45,369</b>	<b>-\$93,701</b>	
<b>Non-Operating Revenues</b>				
Locality Support	459,687	\$38,307	\$306,456	67%
Pass Through Funds	0	0	0	0%
Installations	85,000	163	5,419	6%
Service Revenue	0	-	-	0%
Other Non-Operating Revenue	0	-	-	0%
Interest Income	150	13	166	111%
Subtotal Non-Operating Revenues	<u>\$544,837</u>	<u>\$38,483</u>	<u>\$312,041</u>	<u>57%</u>
<b>Total Non-Operating Revenues</b>	<b>544,837</b>	<b>38,483</b>	<b>312,041</b>	<b>57%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$698,902</b>	<b>(6,886)</b>	<b>\$218,339</b>	<b>31%</b>
Capital Projects Reserves	648,492	0	39,120	6%
	<u>50,000</u>	<u>-</u>	<u>-</u>	
<b>Net Income (Loss)</b>	<b><u>\$410</u></b>	<b><u>-\$6,886</u></b>	<b><u>\$179,219</u></b>	

**Roanoke Valley Broadband Authority**  
**FY 2022/2023 Operations Statement**  
**For the Month Ended February 28, 2023**

	<u>FY 2023 Budget</u>	<u>February 2023</u>	<u>FY 22/23 Year to Date</u>	<u>Percent Budget</u>
<b>Broadband Revenues</b>				
Locality Support	\$290,313	\$24,192	\$193,536	67%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,352,490</u>	<u>88,696</u>	<u>715,050</u>	<u>53%</u>
<b>Total Broadband Operating Revenues</b>	<b>\$1,642,803</b>	<b>\$112,888</b>	<b>\$908,586</b>	<b>55%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$604,800	\$43,374	\$339,970	56%
Network Operations	586,210	51,332	347,948	59%
Brand Management	60,000	5,000	57,636	96%
Legal Fees	25,000	2,597	8,922	36%
Office Expenses	144,728	6,636	114,716	79%
Richmond Message Management	60,000	0	0	0%
Travel	<u>8,000</u>	<u>872</u>	<u>5,400</u>	<u>67%</u>
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,488,738</b>	<b>\$109,811</b>	<b>\$874,591</b>	<b>59%</b>
<b>Income from Operations</b>	<b>\$154,065</b>	<b>\$3,077</b>	<b>\$33,994</b>	
<b>Non-Operating Revenues</b>				
Locality Support	459,687	\$38,307	\$306,456	67%
Installations	85,000	163	5,582	7%
Interest Income	150	11	177	118%
Subtotal Non-Operating Revenues	<u>\$544,837</u>	<u>\$38,481</u>	<u>\$312,215</u>	<u>57%</u>
<b>Total Non-Operating Revenues</b>	<b>544,837</b>	<b>38,481</b>	<b>312,215</b>	<b>57%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$698,902</b>	<b>41,558</b>	<b>\$346,209</b>	<b>50%</b>
Capital Projects	648,492	3,356	94,469	15%
Reserves	<u>50,000</u>	<u>-</u>	<u>-</u>	
<b>Net Income (Loss)</b>	<b><u>\$410</u></b>	<b><u>\$38,202</u></b>	<b><u>\$251,740</u></b>	

**Roanoke Valley Broadband Authority**  
**FY 2023/2024 Budget**

	<b>FY 2024 Budget</b>	<b>FY 2023 Budget</b>	<b>Budget Change</b>
<b>Broadband Revenues</b>			
Locality Support	\$300,000	\$290,313	\$9,687
Pass Through Funds	-	-	-
Service Revenue	1,100,000	1,352,490	-\$252,490
<b>Total Broadband Operating Revenues</b>	<b>\$1,400,000</b>	<b>\$1,642,803</b>	<b>-\$242,803</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>			
Personnel Costs	\$550,000	\$604,800	-\$54,800
Network Operations	445,000	586,210	-\$141,210
Brand Management	60,000	60,000	\$0
Legal Fees	25,000	25,000	\$0
Office Expenses	132,000	144,728	-\$12,728
Richmond Message Management	0	60,000	-\$60,000
Travel	8,000	8,000	\$0
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,220,000</b>	<b>\$1,488,738</b>	<b>-\$268,738</b>
<b>Income from Operations</b>	<b>\$180,000</b>	<b>\$154,065</b>	<b>\$25,935</b>
<b>Non-Operating Revenues</b>			
Locality Support	\$0	459,687	-\$459,687
Installations	250,000	85,000	\$165,000
Interest Income	160	150	\$10
Subtotal Non-Operating Revenues	\$250,160	\$544,837	-\$294,677
<b>Total Non-Operating Revenues</b>	<b>250,160</b>	<b>544,837</b>	<b>-294,677</b>
<b>Net Income (Loss) from Operations</b>	<b>430,160</b>	<b>\$698,902</b>	<b>(\$268,742)</b>
Capital Projects	430,160	648,492	-\$218,332
Reserves	50,000	50,000	\$0
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>\$410</b>	<b>-\$50,410</b>