

**NEBRASKA REAL PROPERTY APPRAISER BOARD  
NRPAB OFFICE MEETING ROOM, FIRST FLOOR  
NEBRASKA STATE OFFICE BUILDING  
301 CENTENNIAL MALL SOUTH, LINCOLN, NE**

**June 22, 2023 Meeting Minutes**

**A. OPENING**

Vice-Chairperson Downing called to order the June 22, 2023 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m. in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

**B. NOTICE OF MEETING**

Vice-Chairperson Downing announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared on the State of Nebraska Public Calendar found at [www.nebraska.gov](http://www.nebraska.gov) on June 16, 2023. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website in Public Meeting Material ([https://appraiser.ne.gov/board\\_meetings/](https://appraiser.ne.gov/board_meetings/)). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Bonnie Downing of Dunning, Nebraska, Cody Gerdes of Lincoln, Nebraska, and Kevin Hermesen of Gretna, Nebraska were present. Thomas Luhrs of Imperial, Nebraska and Wade Walkenhorst of Lincoln, Nebraska were absent and excused. Also present were Director Tyler Kohtz, Business and Licensing Program Manager Allison Nespor, and Business and Education Program Manager Kashinda Sims, who are headquartered in Lincoln, Nebraska.

**ADOPTION OF THE AGENDA**

Vice-Chairperson Downing reminded those present for the meeting that the agenda cannot be altered 24 hours prior to the meeting except for emergency items according to the Open Meetings Act. Board Member Gerdes moved to adopt the agenda as printed. Board Member Hermesen seconded the motion. With no further discussion, the motion carried with Hermesen, Gerdes, and Downing voting aye.

Board Member Gerdes moved that the Board go into executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Hermesen seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Hermesen, Gerdes, and Downing voting aye.

Board Member Gerdes moved to come out of executive session at 10:00 a.m. Board Member Hermesen seconded the motion. The motion carried with Hermesen, Gerdes, and Downing voting aye.

Break 10:00 a.m. to 10:09 a.m.

#### **G. WELCOME AND CHAIR'S REMARKS**

Vice-Chairperson Downing welcomed all to the June 22, 2023 meeting of the Nebraska Real Property Appraiser Board, thanked everyone for attending, and thanked everyone for two days of hard work. There were no members of the public present.

#### **H. BOARD MEETING MINUTES**

##### **1. APPROVAL OF MAY 25, 2023 MEETING MINUTES**

Vice-Chairperson Downing asked for any additions or corrections to the May 25, 2023 meeting minutes. With no discussion, Vice-Chairperson Downing called for a vote. Board Member Gerdes moved to approve the May 25, 2023 meeting minutes as presented. Board Member Hermesen seconded the motion. The motion carried with Hermesen, Gerdes, and Downing voting aye.

#### **I. DIRECTORS REPORT**

##### **1. REAL PROPERTY APPRAISER AND AMC COUNTS AND TRENDS**

###### **a. Real Property Appraiser Report**

Director Kohtz presented seven charts outlining the number of real property appraisers as of June 22, 2023 to the Board for review. The Director indicated that he had no specific comments on this report and asked for any questions or comments. There was no further discussion.

###### **b. Temporary Real Property Appraiser Report**

Director Kohtz presented three charts outlining the number of temporary credentials issued as of May 31, 2023 to the Board for review. The Director indicated that he had no specific comments on this report and asked for any questions or comments. There was no discussion.

###### **c. Supervisory Real Property Appraiser Report**

Director Kohtz presented two charts outlining the number of supervisory real property appraisers as of June 22, 2023 to the Board for review. The Director indicated that he had no specific comments on this report and asked for any questions or comments. There was no discussion.

**d. Appraisal Management Company Report**

Director Kohtz presented two charts outlining the number of AMCs as of June 22, 2023 to the Board for review. The Director reported that the trends are maintaining and asked for any questions or comments. Board Member Gerdes brought attention to the strategic planning meeting discussion regarding AMC consolidation and asked Director Kohtz if he thought that the trend will continue with a few AMCs purchasing all of the smaller AMCs, which adversely affects the Board's revenues. Director Kohtz responded that he hoped that the number of AMCs would stabilize soon, but if the trends continue into the future, it will require some significant changes in the program. A discussion then took place regarding the expanding services provided by AMCs.

**2. DIRECTOR APPROVAL OF APPLICANTS**

**a. Real Property Appraisal Report**

Director Kohtz presented the Real Property Appraiser Report to the Board for review showing real property appraiser applicants approved for credentialing by the Director, and the real property appraiser applicants approved to sit for exam by the Director, for the period between May 17, 2023 and June 6, 2023. The Director asked for any questions or comments. Board Member Gerdes noted that two approved trainee real property appraisers do not have supervisory real property appraisers. Director Kohtz commented that trainee real property appraisers without supervisory real property appraisers seem to occur in waves. There will be a period where all trainee real property appraiser applicants have supervisory real property appraisers, then there will be short periods where very few have supervisory real property appraisers. The Director finished by saying that there is no logic or trends that he can find in his observation of this matter. There was no further discussion.

**b. Appraisal Management Company Report**

Director Kohtz presented the Appraisal Management Company Report to the Board for review showing appraisal management company applicants approved for registration by the Director for the period between May 17, 2023 and June 6, 2023. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz finished his report by thanking the Board for its hard work at the strategic planning meeting on June 21, 2023. The Director indicated that the Board did an excellent job establishing its priorities and goals for the next fiscal year.

**J. FINANCIAL REPORT AND CONSIDERATIONS**

**1. APPROVAL OF MAY RECEIPTS AND EXPENDITURES**

The receipts and expenditures for May were presented to the Board for review in the Budget Status Report. Director Kohtz brought attention to the Personal Services Subtotal and benefits expenditures in the amount of \$25,831.63 and informed the Board that these expenditures are higher than typical due to three pay periods in the month of May. The Director then guided the Board to the Data Processing Expense in the amount of \$6,155.91 and indicated that this expense is primarily due to work on the AMC Online Application and NRPAB Database AMC Interface that is set to launch on July 1, 2023.

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Director Kohtz noted that this project is approximately \$10,000.00 below budget. The Director then moved to the Publication and Print Expense of \$468.77 and noted that this expense includes the January to March quarterly copy services expense. Director Kohtz indicated that the expenditures for the month of May totaled \$35,300.81, and the year-to-date expenditures for the fiscal year are \$350,360.37, which amounts to 72.37 percent of the budgeted expenditures for the fiscal year; 91.78 percent of the fiscal year has passed. The Director asked for any questions or comments. There was no further discussion.

The Director turned the Board's attention to revenues and informed the Board that the May revenues were very good for new certified general real property appraiser credentials and AMC registration renewals. For the month of May, the total revenues were \$15,130.96, and the year-to-date revenues for the fiscal year are \$386,491.12, which amounts to 91.02 percent of the projected revenues for the fiscal year. The Director reiterated that 91.78 percent of the fiscal year has passed. Director Kohtz asked for any questions or comments. There was no further discussion.

The Director then brought attention to the MTD General Ledger Detail report for the month of May and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

The Director presented four graphs showing expenses, revenues, and cash balances. Director Kohtz once again pointed out the expenditures and revenues for the month of May for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. The Director reported that the Real Property Appraiser Fund revenues for the month of May totaled \$6,602.50, the Real Property Appraiser Fund expenses totaled \$20,407.72, the AMC fund revenues totaled \$8,528.46, and the AMC expenses totaled \$14,893.09. Director Kohtz remarked that the cash balance for the AMC fund is \$325,077.92, the Appraiser Fund is \$424,719.91, and the overall cash balance for both funds is \$749,797.83. The Director asked for any questions or comments. There was no further discussion.

Board Member Gerdes moved to accept and file the May 2023 financial reports for audit. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

## **2. PER DIEMS**

Director Kohtz informed the Board that he had no per diem requests for this meeting and asked if any board members had a request for the Board to consider. There was no further discussion.

## **K. GENERAL PUBLIC COMMENTS**

Vice-Chairperson Downing asked for any public comments. No members of the public were present. With no comments, Vice-Chairperson Downing moved on to Consideration of Education/Instructor Requests.

## **L. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS**

### **1. NEW CONTINUING EDUCATION ACTIVITIES**

#### **a. Appraiser eLearning “Appraiser’s Guide to Appraisal Inspections – Online” (2232434.33)**

BEPM Sims presented a Memo to the Board concerning the Application for Approval as a Continuing Education Activity in Nebraska titled, “Appraiser’s Guide to Appraisal Inspections – Online” and informed the Board that the learning objectives fail to meet the 298 NAC Chapter 6, § 003.02A.2d. A written notice of deficiency was sent to the education provider on May 16, 2023 after multiple attempts to obtain compliant materials. Board Member Gerdes asked if this application was submitted with other applications. BEPM Sims responded, yes, they were sent in a batch and the classroom version of this activity is already approved. Board Member Gerdes moved to deny the application as submitted due to failure by the education provider to submit adequate learning objectives as required in 298 NAC Chapter 6, § 003.02A.2. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

#### **b. Appraiser eLearning “Diversifying Your Practice – Inside and Out” (2233436.33)**

BEPM Sims presented a Memo to the Board concerning the Application for Approval as a Continuing Education Activity in Nebraska titled, “Diversifying Your Practice – Inside and Out” and informed the Board that, the same as the previously reviewed education activity, the learning objectives fail to meet the 298 NAC Chapter 6, § 003.02A.2d. A written notice of deficiency was sent to the education provider on May 16, 2023 after multiple attempts to obtain compliant materials. Board Member Gerdes moved to deny the application as submitted due to failure by the education provider to submit adequate learning objectives as required in 298 NAC Chapter 6, § 003.02A.2. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

### **2. NEW SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE REAL PROPERTY APPRAISER COURSES**

#### **a. Appraisal Institute “Supervisory Appraiser/Trainee Appraiser Course” (3231312.02 and 3233340.02)**

BEPM Sims then presented a Memo to the Board concerning the Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska for two courses titled, “Supervisory Appraiser/Trainee Appraiser Course,” received at the Board office on March 13, 2023. BEPM Sims reminded the Board that it discussed these applications at its May 25, 2023 regular meeting and moved to request that the education provider resubmit these education activities on the correct "Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska" form by June 16, 2023. On June 15, 2023, the correct application was submitted for the classroom version of this activity and staff is working with the education provider to obtain additional materials as required in Title 298. BEPM Sims reported that a five-hour Supervisory Real Property Appraiser and Trainee Course was approved for classroom presentation. Board Member Downing asked how close these applications are to being complete.

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BEPM Sims responded that the classroom application is still missing some materials, and that the application for synchronous delivery has many deficiencies, still including the incorrect application. Director Kohtz offered to reach out to Craig Steinley to inform him of the matter to see if it spurs any progress. The Director added that since the Board already has a five-hour version approved, it should not be difficult for Appraisal Institute to provide the materials for a four-hour version. The Board agreed to give Director Kohtz time to reach out to Craig Steinley assist with rectifying the deficiencies. No action was taken by the Board.

### **3. OTHER EDUCATION MATTERS**

#### **a. ASFMRA “Appraising Ag Facilities Swine Confinement Seminar” (2201443.01)**

BEPM Sims presented a Memo to the Board concerning the Board-approved education activity titled, “Appraising Ag Facilities Swine Confinement Seminar.” BEPM Sims informed the Board that upon the Director’s review of a current application, it was discovered that this activity was approved with the same name, for the same number of hours, and the same presentation method on October 27, 2020. BEPM Sims indicated that the education provider was contacted to clarify if the application submitted is a new continuing education activity or a resubmission of the existing activity. Deanna Ilk with ASFMRA responded that this submission is a massive rewrite of the previously approved activity. The Board was informed by Ilk that it may rescind approval of the 2020 education activity. BEPM Sims recommended that the Board rescind approval for the activity titled, “Appraising Ag Facilities Swine Confinement Seminar” approved on October 27, 2020. Board Member Gerdes moved to rescind approval of activity 2201443.01 titled, “Appraising Ag Facilities Swine Confinement Seminar” as the materials, theories, and/or methodologies are not current. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

### **M. UNFINISHED BUSINESS**

#### **1. OPEN AT-LARGE LICENSED REAL ESTATE BROKER POSITION**

Director Kohtz informed the Board that he had no updates for the open At-Large Licensed Real Estate Broker position. There was no further discussion.

### **N. NEW BUSINESS: No discussion.**

### **O. LEGISLATIVE REPORT AND BUSINESS**

#### **1. TITLE 298**

##### **a. Governor Pillen Approval Letter\_May 31, 2023**

The Director presented a letter from the Governor’s Policy Research Office stating that the Title 298 NAC 1-7 – Title XI Updates have been approved by the Governor. The Board thanked Director Kohtz for the hard work put into getting the adopted rules approved. The Director asked for any other questions or comments. There was no further discussion.

**2. OTHER LEGISLATIVE MATTERS:** No discussion.

**P. ADMINISTRATIVE BUSINESS**

**1. GUIDANCE DOCUMENTS**

**a. 23-01: CHRC Carried Out by the Board for 10% or More Owners of AMC at Renewal Registration**

The Director presented Guidance Document 23-01 titled, “CHRC Carried Out by the Board for More than 10% Owners of AMC at Renewal Registration” to the Board for consideration. Director Kohtz informed the Board that the intent of this guidance document is to express the Board’s interpretation or application of Neb. Rev. Stat. § 76-3207(2) as it pertains to criminal history records checks carried out by the Board for more than 10% owners of AMC at registration renewal as discussed by the Board at its May 25, 2023 meeting. As of July 1, 2023, the Board will no longer carry out a criminal history record check for any individual owner of more than ten percent of an AMC that has had a criminal history record check previously completed for the purpose of AMC ownership. Rapback reports issued by the Nebraska State Patrol and answers to questions on the application will be utilized to ensure that N.R.S. § 76-3207(1)(b) is met for any owner of more than 10% of an AMC that has previously had a CHRC completed. Board Member Gerdes moved to approve Guidance Document 23-01 as presented. Board Member Hermsen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With none, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, and Downing voting aye.

**b. 22-01: Education Activity Instructor Application Requirements (Retire)**

Director Kohtz presented Guidance Document 22-01 titled, “Education Activity Instructor Application Requirements” to the Board for consideration and stated that this guidance document may be retired as the content is already addressed in the rules. The Director asked for any questions or comments. There were none.

**c. 21-04: Certification by the International Distance Education Certification Center for Correspondence Activities (Retire)**

Director Kohtz presented Guidance Document 21-04 titled, “Certification by the International Distance Education Certification Center for Correspondence Activities” to the Board for consideration and stated that this guidance document may be retired as the content is already addressed in the rules. The Director asked for any questions or comments. There were none.

**d. 21-02: Real Property Appraiser Applicant to Sit for Exam (Retire)**

Director Kohtz presented Guidance Document 21-02 titled, “Real Property Appraiser Applicant to Sit for Exam” to the Board for consideration and stated that this guidance document may be retired as the content is already addressed in the rules. The Director asked for any questions or comments. There were none.

Board Member Gerdes moved to retire Guidance Documents 22-01, 21-04, and 21-02. Board Member Hermesen seconded the motion. Vice-Chair Downing recognized the motion and asked for any discussion. With none, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

## **2. INTERNAL PROCEDURAL DOCUMENTS**

### **a. 202301: Real Property Appraiser Applicant Experience Review Subcommittees**

Director Kohtz presented Internal Procedure 202301 titled, “Real Property Appraiser Applicant Experience Review Subcommittees” to the Board for consideration. The Director informed the Board that this procedure defines the establishment and use of the Real Property Appraiser Applicant Experience Review Subcommittees for the purpose of 298 NAC Chapter 2 § 002.13. The Real Property Appraiser Applicant Experience Review Subcommittee assignments will be established at the time any new board member is appointed by the Governor, or at the request of a board member or the Director. The number of subcommittees established will be determined by the Board and a board member may participate on one or more subcommittees. If applicable, the Director will assign a real property appraiser applicant to a subcommittee based on that subcommittee’s experience review. If a subcommittee rejects a review assignment, the Director will assign the real property appraiser applicant to another subcommittee utilizing the same criteria. If no subcommittee accepts the real property appraiser applicant experience review, the Director will place the applicant before the Board for consideration. Board Member Gerdes moved to approve Internal Procedure 202301 as presented. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With none, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

## **3. FORMS, APPLICATIONS, AND PROCEDURES:**

### **a. Selection Procedures for Random CHRC for Real Property Appraiser Credential Renewal**

Director Kohtz presented an amended document titled, “Selection Procedures for Random CHRC for Real Property Appraiser Credential Renewal” to the Board for consideration. The Director informed the Board that, in accordance with Neb. Rev. Stat. § 76-2233.02, the Board must establish a number of credential holders to be selected at random for CHRC. This procedure is amended to set the number of credential holders at 2% of the total number of real property appraisers whose credential expires on December 31<sup>st</sup> in a given year.

### **b. Real Property Appraiser Renewal Application Procedures**

Director Kohtz presented the amended document titled, “Real Property Appraiser Renewal Application Procedures” to the Board for consideration. The Director reported that updates include State personnel terminology changes, the SOA terminology changes, and changes required due to updated Title 298 effective on June 5, 2023.



**c. 2024-25 Application for Renewal of Real Property Appraiser Credential**

Director Kohtz presented the proposed 2024-25 Application for Renewal of Nebraska Real Property Appraiser Credential to the Board for consideration. The Director informed the Board that updates include the standard year-to-year changes, the SOA terminology changes, and changes required due to updated Title 298 effective on June 5, 2023.

**d. 2024-25 Application for Renewal of Trainee Credential**

The Director presented the 2024-25 Application for Two-Year Renewal of Nebraska Trainee Real Property Appraiser Credential to the Board for consideration. The Director informed the Board that updates include the standard year-to-year changes, the SOA terminology changes, and changes required due to updated Title 298 effective on June 5, 2023.

Board Member Gerdes moved to approve the documents titled, "Selection Procedures for Random CHRC for Real Property Appraiser Credential Renewal," "Real Property Appraiser Renewal Application Procedures," "2024-25 Application for Renewal of Nebraska Real Property Appraiser Credential," and "2024-25 Application for Two-Year Renewal of Nebraska Trainee Real Property Appraiser Credential" as presented. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With none, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

**4. Real Property Appraiser Applicant Experience Review Subcommittee Assignments**

Director Kohtz informed the Board that it must now establish Real Property Appraiser Applicant Experience Review Subcommittee Assignments in accordance with Internal Procedure 202301. Director Kohtz indicated that he has made recommendations for each subcommittee; however, the Board is free to establish the makeup of the subcommittees however it sees fit. Vice-Chairperson Downing asked for nominations for the Real Property Appraiser Applicant Experience Review Subcommittees 2023A through 2023F

**a. 2023A**

Board Member Gerdes nominated Downing and himself for the Real Property Appraiser Applicant Experience Review Subcommittee 2023A. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With none, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

**b. 2023B**

Board Member Gerdes nominated Downing and Hermesen for the Real Property Appraiser Applicant Experience Review Subcommittee 2023B. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With none, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

**c. 2023C**

Board Member Gerdes nominated Downing and Luhrs for the Real Property Appraiser Applicant Experience Review Subcommittee 2023C. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With none, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

**d. 2023D**

Board Member Gerdes nominated Hermesen and himself for the Real Property Appraiser Applicant Experience Review Subcommittee 2023D. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With none, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

**e. 2023E**

Board Member Gerdes nominated Hermesen and Luhrs for the Real Property Appraiser Applicant Experience Review Subcommittee 2023E. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With none, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

**f. 2023F**

Board Member Gerdes nominated Luhrs and himself for the Real Property Appraiser Applicant Experience Review Subcommittee 2023F. Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and asked for any discussion. With none, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

**Q. OTHER BUSINESS**

**1. BOARD MEETINGS**

**a. Reschedule October 19, 2023 meeting to October 26, 2023**

Director Kohtz requested consideration for rescheduling the October 19, 2023 scheduled meeting for October 26, 2023 to accommodate his travel schedule for the Fall AARO Conference in Salt Lake City, Utah. Board Member Hermesen indicated that he may have a conflict on October 26th. Vice-Chairperson Downing recommended that the Board not take action until the July meeting to give the other board members the opportunity to participate in the discussion. This discussion was tabled until the July meeting.

**2. CONFERENCES/ EDUCATION:** No discussion.

**3. MEMOS FROM THE BOARD:** No discussion.

**4. QUARTERLY NEWSLETTER:** No discussion.

**5. APPRAISAL SUBCOMMITTEE:** No discussion.

## **6. THE APPRAISAL FOUNDATION**

### **a. The Appraisal Foundation June Newsletter**

Director Kohtz presented The Appraisal Foundation's June Newsletter to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

### **b. The Appraisal Foundation Seeks Candidates for the AQB and ASB**

Director Kohtz presented an announcement from The Appraisal Foundation seeking candidates for the Appraiser Qualifications Board and Appraisal Standards Board. The Director reported that he had no comments and asked for any questions or comments. There was no further discussion.

## **7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS**

### **a. AARO Quarterly Update – June 2023**

Director Kohtz presented the AARO Quarterly Update to the Board for review. The Director reported that he had no specific comments and asked for any questions or comments. There was no discussion.

## **8. IN THE NEWS: No discussion.**

## **C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER**

The Board reviewed applicants CG23011, CG22009, CG23006, CR23002, and CR23003. Vice-Chairperson Downing asked for motions on CG23011, CG22009, CG23006, CR23002, and CR23003.

Board Member Gerdes moved to take the following action:

**CG23011 / Approve to sit for exam and authorize Director to issue a credential as a certified general real property appraiser upon providing evidence of successful completion of the National Uniform Licensing and Certification Examination and providing the necessary fees, and provide redacted copy of the USPAP Compliance Review Report to applicant and advise applicant to take notice of the findings.**

Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and called for a vote. Motion carried with Gerdes, Hermesen, and Downing voting aye.

Board Member Gerdes moved to take the following action:

**CG22009 / Approve to sit for exam and authorize Director to issue a credential as a certified general real property appraiser upon providing evidence of successful completion of the National Uniform Licensing and Certification Examination and providing the necessary fees.**

Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and called for a vote. Motion carried with Gerdes, Hermesen, and Downing voting aye.

Board Member Gerdes moved to take the following action:

**CG23006 / Provide redacted copy of two USPAP Compliance Review Reports obtained by the Board to applicant and request that the applicant take note of the findings and rewrite the two subject reports to adequately meet the minimum requirements of USPAP and to achieve credible assignment results.**

Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and called for a vote. Motion carried with Gerdes, Hermesen, and Downing voting aye.

Board Member Gerdes moved to take the following action:

**CR23002 / Approve to sit for exam and authorize Director to issue credential as a certified residential real property appraiser upon providing evidence of successful completion of the National Uniform Licensing and Certification Examination and providing the necessary fees.**

Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and called for a vote. Motion carried with Gerdes, Hermesen, and Downing voting aye.

Board Member Gerdes moved to take the following action:

**CR23003 / Approve to sit for exam and authorize Director to issue credential as a certified residential real property appraiser upon providing evidence of successful completion of the National Uniform Licensing and Certification Examination and providing the necessary fees.**

Board Member Hermesen seconded the motion. Vice-Chairperson Downing recognized the motion and called for a vote. Motion carried with Gerdes, Hermesen, and Downing voting aye.

**D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY:** No discussion.

**E. CONSIDERATION OF COMPLIANCE MATTERS**

The Board reviewed Grievance 23-01.

**F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS**

**1. 2023.08**

The Board reviewed a matter in which a Nebraska real property appraiser failed to complete the 7-Hour USPAP Update Course at least once every two years as required by Neb. Rev. Stat. 76-2236(2) for a second time. Board Member Gerdes moved to issue a written advisory, sent by certified mail, informing real property appraiser of the requirement to complete the 7-Hour USPAP Update Course at least once every two years and that the next 7-Hour USPAP Update Course is due before January 1, 2025; and if the real property appraiser fails to submit evidence of the successful completion of the 7-Hour USPAP Update Course in a timely manner, the next Application for Renewal of Nebraska Real Property Appraiser Credential shall go before the Board for consideration. This motion was seconded by Hermesen. Vice-Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Vice-Chairperson Downing called for a vote. The motion carried with Gerdes, Hermesen, and Downing voting aye.

**2. PERSONNEL MATTERS:** No discussion.

**R. ADJOURNMENT**

Board Member Gerdes moved to adjourn the meeting. Board Member Hermesen seconded the motion. Motion carried with Gerdes, Hermesen, and Downing voting aye. At 10:54 a.m., Vice-Chairperson Downing adjourned the June 22, 2023 meeting of the Nebraska Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz  
Director

These minutes were available for public inspection on July 7, 2023, in compliance with Nebraska Revised Statute § 84-1413 (5).