

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

**December 21, 2023 Meeting Minutes**

**A. OPENING**

Chairperson Walkenhorst called to order the December 21, 2023 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m. by virtual conferencing 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**

Chairperson Walkenhorst 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 December 15, 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 Wade Walkenhorst of Lincoln, Nebraska, Bonnie Downing of Dunning, Nebraska, Cody Gerdes of Lincoln, Nebraska, and Kevin Hermesen of Gretna, Nebraska were present. Thomas Luhrs of Imperial, Nebraska was absent and excused. Also present were Director Tyler Kohtz, Business Programs Manager Karen Loll, Licensing Programs Manager Allison Nespor, and Education Program Manager Kashinda Sims, who are headquartered in Lincoln, Nebraska.

**ADOPTION OF THE AGENDA**

Chairperson Walkenhorst 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 Downing moved to adopt the agenda as printed. Board Member Hermesen seconded the motion. With no further discussion, the motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

Board Member Downing 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 Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

Board Member Downing moved to come out of executive session at 10:16 a.m. Board Member Hermesen seconded the motion. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

Break from 10:16 a.m. to 10:30 a.m.

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

Chairperson Walkenhorst welcomed all to the December 21, 2023 meeting of the Nebraska Real Property Appraiser Board and thanked everyone for attending. Chairperson Walkenhorst expressed his gratitude to his fellow Board Members and staff for their hard work during the past year, and for the opportunity to be the Board's chairperson. Chairperson Walkenhorst recognized John Ferris of Farm Credit Services of America as the only member of the public in attendance.

**H. NRPAB EMPLOYEE RECOGNITION AWARD**

Director Kohtz requested that the Board table the NRPAB Employee Recognition Award until its next meeting on January 18, 2024 as Chairperson Walkenhorst's award has not been received from CSI. The Board agreed with this request.

**I. BOARD MEETING MINUTES**

**1. APPROVAL OF NOVEMBER 16, 2023 MEETING MINUTES**

Chairperson Walkenhorst asked for any additions or corrections to the November 16, 2023 meeting minutes. With no discussion, Chairperson Walkenhorst called for a motion. Board Member Downing moved to approve the November 16, 2023 meeting minutes as presented. Board Member Hermesen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

**J. DIRECTOR'S REPORT**

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

**a. Real Property Appraiser Report**

Director Kohtz presented nine charts outlining the number of real property appraisers as of December 21, 2023 to the Board for review. The Director provided a brief summary regarding the trends for each of the five-year trend reports. Director Kohtz began with the "Real Property Appraisers Credentialed through Education, Experience, and Examination – Five Year Trend" report and indicated that the certified general classification experienced a slightly sharper decline between 2022 and 2023, but otherwise stable; the certified residential classification shows a slow increase during the five-year period, and the licensed residential classification shows a fairly sharp decrease during the past two years. The Director then moved to the "Real Property Appraisers by Classification Credentialed through Reciprocity – Five Year Trend" report and informed the Board of a slight decline in the certified residential classification between 2022 and 2023, but otherwise, the certified residential and licensed residential classification trends remain stable. The upward trend for the certified general classification continues to accelerate from year to year.

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Director Kohtz then guided the Board to the “Total Real Property Appraisers – Five Year Trend” report and indicated that the total numbers have been mostly stable throughout the five-year period. Those credentialed through education, experience, and examination continue a slow downward trend, while those credentialed through reciprocity continue an upward trend over the five-year period. The final chart detailed by the Director was the “Total Real Property Appraisers by Classification – Five Year Trend” report. Director Kohtz informed the Board that the trends in this report are mostly stable for all classifications over the five-year period. The Director asked for any questions or comments. With none, Director Kohtz moved on to the real property appraiser renewal report.

Director Kohtz presented the “2024-25 Appraiser Count Renewal Progress Report” as of 9:00 a.m. on December 20, 2023, to the Board for review, which shows that 399 of 492 real property appraiser renewal applications have been received. Director Kohtz informed the Board that per this report, 275 of the real property appraiser renewal applications received have been processed, with 124 still pending. The Director added that a significant number were also processed yesterday, so these numbers are no longer accurate. LPM Nespor reported, that at the time of the meeting, sixty-eight unprocessed applications remain with thirty of those being timely submissions. Director Kohtz informed the Board that all timely submission will be processed before January 1, 2024 and the majority of the late submissions should be completed as well. The Director asked for any questions or comments. Board Member Gerdes thanked LPM Nespor for her hard work. 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 November 30, 2023 to the Board for review. The Director indicated that he had no specific comments on this report and the trends are stable. The Director 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 December 21, 2023 to the Board for review. The Director indicated that he had no specific comments on this report and the trends remain stable. The Director 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 December 21, 2023 to the Board for review and reported that the downward trend continues. The Director asked for any questions or comments. There was no further discussion.

## **2. DIRECTOR APPROVAL OF APPLICANTS**

### **a. Real Property Appraiser 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 November 8, 2023 and December 12, 2023. The Director asked for any questions or comments. There was no further discussion.

### **b. Education Activity and Instructors Report**

Director Kohtz presented the Education Activities and Instructors Report to the Board for review showing education activity and instructors approved by the Director for the period between November 8, 2023 and December 12, 2023. The Director asked for any questions or comments. There was no further discussion.

## **3. 2023-24 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS**

Director Kohtz presented the 2023-2024 NRPAB Goals and Objectives and SWOT Analysis to the Board for review and provided a status update. The Director brought attention to the Laws, Rules, and Guidance Documents goals and objectives and reported that, concerning the goals to work with the Banking, Commerce, and Insurance Legislative Committee's Legal Counsel to draft bills for introduction addressing the changes needed in the Real Property Appraiser Act and Appraisal Management Company Registration Act, REQ05050 and REQ05049 were made available for public comment which ended on December 12, 2023. The Director informed the Board that the public comments received will be presented during discussion of Agenda Item P. The Director then guided the Board's attention to the Personnel goals and objectives and reported that Karen Loll has been hired as the Board's Business Programs Manager as of December 20, 2023. The Director asked for any questions or comments. There was no further discussion.

## **K. FINANCIAL REPORT AND CONSIDERATIONS**

### **1. APPROVAL OF NOVEMBER RECEIPTS AND EXPENDITURES**

The receipts and expenditures for November were presented to the Board for review in the Budget Status Report. Director Kohtz brought attention to the Personal Services total of \$29,535.78 and reported that this expenditure includes both salaries and benefits. There were three pay periods in November, which results in a significantly higher expenditure than the typical month. The Director then moved to the Data Processing Expense in the amount of \$2,961.77 and reported that this expenditure includes updates to the Education Interface in the NRPAB Database for implementation of Title 298 changes approved on June 5, 2023. The updates are mostly related to education provider delivery mechanism reporting and recording. Director Kohtz then brought attention to the Publication and Print Expense and informed the Board that the majority of the \$367.85 expenditure includes the July through September quarterly copy services. The Director moved on to the Office Supplies Expense in the amount of \$1,158.52 and reported that this expenditure includes the Board's purchase of the 2024 USPAP publications.

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The Director next pointed out the Non-Capitalized Equipment Purchase expenditure in the amount of \$1,258.00 and informed the Board that this amount is the cost of the two office chairs approved for purchase in June. Director Kohtz then brought attention to the Insurance Expense of \$34.33 and indicated that this amount is for payment of the annual contents and Inland Marine insurance. The Director then guided the Board to the Travel Expenses total in the amount of \$1,866.88 and reported that travel costs were higher than is typical due to his Fall AARO Conference attendance. Director Kohtz then indicated that the expenditures for the month of November totaled \$42,124.85, and the year-to-date expenditures for the fiscal year are \$154,036.06, which amounts to 35.54 percent of the budgeted expenditures for the fiscal year; 41.92 percent of the fiscal year has passed. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz then brought the Board's attention to revenues and reported that revenues are once again driven by AMC and real property appraiser renewals; both the AMC and real property appraiser revenues are on pace with projections. The Director then guided the Board's attention to Certified General New Fees in the amount of \$1,200.00 and remarked that the Board had a good month for new certified general real property appraisers. For the month of November, the total revenues were \$98,705.71, and the year-to-date total revenues for the fiscal year are \$195,456.40, which amounts to 53.46 percent of the projected revenues for the fiscal year. The Director reiterated that 41.92 percent of the fiscal year has passed and asked for any questions or comments. There was no further discussion.

Director Kohtz then brought attention to the MTD General Ledger Detail report for the month of November and guided the Board's attention to Batch #7291634 for the office supplies expense on page K.9, and reported that the \$1,072.76 expenditure to the Payee, "Appraisal Foundation, Annapoli," is for the 2024 USPAP publications previously mentioned. The Director then moved to Batch #7313603 on the same page and reported that the expenditure to the Payee, "Correctional Services, Departm," in the amount of \$1,258.00 is for the two office chairs. The Director guided the Board's attention the Payee, "Kohtz, Tyler N" found on page K.10, and informed the Board that these payment entries are for the Fall AARO Conference travel. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz presented four graphs showing expenses, revenues, and cash balances. The Director again noted the expenditures and revenues for the month of November 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 expense totaled \$30,746.55, the Real Property Appraiser Fund revenues totaled \$78,391.25, the AMC Fund expenses totaled \$11,378.30, and the AMC Fund revenues totaled \$20,314.46. Director Kohtz remarked that the cash balance for the AMC Fund is \$338,929.30, the Appraiser Fund is \$461,778.31, and the overall cash balance for both funds is \$800,707.61 as of the end of November. The Director asked for any questions or comments. There was no further discussion.

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

## **L. GENERAL PUBLIC COMMENTS**

Chairperson Walkenhorst asked for any public comments. John Ferris introduced himself as the Vice President of Farm Credit Services of America. Ferris expressed appreciation to the Board and staff for its efforts to better the real property appraiser profession, and informed the Board that his attendance is to show support. Chairperson Walkenhorst thanked Ferris for this support and informed him that if there are any questions related to any agenda items, he is free to ask. There was no further discussion.

## **M. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS: No discussion.**

## **N. UNFINISHED BUSINESS**

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

Director Kohtz informed the Board that, after the November meeting, there was a short period of communication with the Governor's office concerning the open At-Large Licensed Real Estate Broker position. The Director reported that it appeared progress was being made. Current applicants and previous Board comments were discussed. However, there has been no communication since then and no response to the latest inquiry. The Director asked for any questions or comments. There was no further discussion.

### **2. OPEN AT-LARGE REPRESENTATIVE OF FINANCIAL INSTITUTIONS POSITION**

Director Kohtz informed the Board that, as with the open At-Large Licensed Real Estate Broker position, there was a short period of communication with the Governor's office concerning the open At-Large Representative of Financial Institutions position after the Board's November meeting. The Director reported no other updates. There was no further discussion.

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

## **P. LEGISLATIVE REPORT AND BUSINESS**

### **1. NEBRASKA REAL PROPERTY APPRAISER ACT UPDATE**

#### **a. 2024 Update to Nebraska Real Property Appraiser Act Summary**

Director Kohtz presented the 2024 Update to Nebraska Appraisal Management Company Registration Act Summary to the Board for review. The Director informed the Board that this document was prepared for public review as a complement to REQ05050. The Director remarked that no changes have been made to the summary since the Board's last viewing. Director Kohtz asked for any questions or comments. There was no further discussion.

**b. Request for Comments and Responses for REQ05050**

Director Kohtz presented the requests for comments and responses for REQ05050 to the Board for review and informed the Board that he will provide a summary of the comments received. No comments were received from any AMCs and only one comment was received from a real property appraiser. Real Property Appraiser Jeanne Giordano-Smith requested that the Board reconsider changing that a high school education or its equivalent not be required for the trainee or licensed residential classifications. The University of Nebraska – Omaha reported no comments. Policy Manager Tidwell with the Appraisal Subcommittee reported no comments. Bob Hallstrom with the Nebraska Banker’s Association expressed no concerns with REQ05050, but asked for clarification regarding the need for increased fees, clarification on the successful completion of examination, and why subsequent examinations appear to be required after needing approved for credentialing. The Director guided the Board to his response to these inquiries, which appeared to be satisfactory responses. The Director then reported that Jon Cannon with the Nebraska Association of County Officials reported no concerns. Mark Schiffman with REVAA, a representative of AMCs, indicated that it had no concerns with the language and expressed support for the positive change to the AMC owner background check requirements. Scott Dibiasio of Appraisal Institute reported no concerns with REQ05050 and asked if the Board has considered implementing the Real Property Appraiser Qualifications Criteria and USPAP by reference. In response Director Kohtz provided an explanation as to why it does not. The Director asked for any questions or comments regarding the public comments on REQ05050. Chairperson Walkenhorst expressed appreciation to the Director for taking the time to reach out for comment. There was no further discussion.

**c. REQ05050\_October 31, 2023**

Director Kohtz presented REQ05050\_October 31, 2023 to the Board for consideration and requested approval to obtain sponsorship for introduction as a legislative bill. The Director asked for any questions or comments related to the Nebraska Real Property Appraiser Act update. With no further discussion, Board Member Downing moved to approve REQ05050\_October 31, 2023 as presented for introduction as a legislative bill and authorize Director Kohtz to obtain sponsorship. Board Member Hermesen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With none, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

**2. NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION ACT UPDATE**

**a. 2024 Update to Nebraska Appraisal Management Company Registration Act Summary**

Director Kohtz presented the 2024 Update to Nebraska Appraisal Management Company Registration Act Summary to the Board for review. The Director informed the Board that this document was prepared for public review as a complement to REQ05049. The Director remarked that no changes have been made to the summary since the Board’s last viewing. Director Kohtz asked for any questions or comments. There was no further discussion.

**b. Request for Comments and Responses for REQ05049**

Director Kohtz presented the requests for comments and responses for REQ05049 to the Board for review, and informed the Board that he will provide a summary of the comments received. No comments were received from any AMCs or real property appraisers. Mark Schiffman with REVAA, a representative of AMCs, indicated that it had no concerns with REQ05049 and asked if the Board has given consideration to simplifying the renewal process for AMCs. Director Kohtz guided the Board to his response and asked the Board if this were something that it would like to consider at strategic planning. The Board indicated that it is satisfied with the response provided by Director Kohtz and indicated that it is not, at the present time, interested in discussing this at strategic planning. The University of Nebraska – Omaha reported no comments. Policy Manager Tidwell with the Appraisal Subcommittee reported no concerns. Bob Hallstrom with the Nebraska Banker’s Association reported no concerns. Jon Cannon with the Nebraska Association of County Officials reported no concerns. Scott Dibiasio of Appraisal Institute reported no concerns with REQ05049. The Director asked for any questions or comments regarding the public comments on REQ05049. There was no further discussion.

**c. REQ05049\_October 27, 2023**

Director Kohtz presented REQ05049\_October 27, 2023 to the Board for consideration and requested approval to obtain sponsorship for introduction as a legislative bill. The Director asked for any questions or comments related to the Nebraska Appraisal Management Company Registration Act update. With no further discussion, Board Member Downing moved to approve REQ05049\_October 27, 2023 as presented for introduction as a legislative bill and authorize Director Kohtz to obtain sponsorship. Board Member Hermesen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With none, Chairperson Walkenhorst called for a vote. The motion carried the Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

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

**Q. ADMINISTRATIVE BUSINESS**

**1. GUIDANCE DOCUMENTS:** No discussion.

**2. INTERNAL PROCEDURAL DOCUMENTS:** No discussion.

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

**a. 2024 NRPAB USPAP Compliance Review Report**

Director Kohtz presented the 2024 NRPAB USPAP Compliance Review Report to the Board for consideration. The Director informed the Board that the changes were made to bring the form into compliance with the 2024 edition of USPAP that becomes effective on January 1, 2024 and guided the Board through the changes. Director Kohtz then requested that the Board consider an amendment to strike the dates in the title and the footer as USPAP will no longer be released every two years; the effective date already included on the form would be a better identifier.

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The Board agreed with this recommendation. Director Kohtz asked for any questions or concerns. With no discussion, Chairperson Walkenhorst asked for a motion. Board Member Downing moved to approve the NRPAB USPAP Compliance Review Report as amended to strike “2024-2025” from the title and the footer. Board Member Hermesen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

**b. Applicant Appraisal Review Services Contractor USPAP Compliance Review Report Check Sheet**

Director Kohtz presented the Applicant Appraisal Review Services Contractor USPAP Compliance Review Report Check Sheet to the Board for consideration. The Director guided the Board through the changes and indicated that the changes were made to bring the form into compliance with the 2024 edition of USPAP that becomes effective on January 1, 2024, and with the updates made to the Applicant Appraisal Review Services Agreement approved by the Board at its October 26, 2023 meeting.

**c. Subject Matter Expert Services Contractor USPAP Compliance Review Report Check Sheet**

Director Kohtz presented the Subject Matter Expert Services Contractor USPAP Compliance Review Report Check Sheet to the Board for consideration. The Director guided the Board through the changes and indicated that the changes were made to bring the form into compliance with the 2024 edition of USPAP that becomes effective on January 1, 2024, and with the updates made to the Subject Matter Expert Services Agreement approved by the Board at its October 26, 2023 meeting.

Board Member Downing moved to approve the Applicant Appraisal Review Services Contractor USPAP Compliance Review Report Check Sheet and the Subject Matter Expert Services Contractor USPAP Compliance Review Report Check Sheet as presented. Board Member Hermesen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With none, Chairperson Walkenhorst asked for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

**R. OTHER BUSINESS**

**1. BOARD MEETINGS**

**a. 2024 NRPAB Calendar**

Director Kohtz presented the 2024 NRPAB Calendar to the Board for consideration. The Director informed the Board that meeting dates, the AARO conference dates, beginning of the State’s fiscal year, the beginning and ending date of the legislative session, and State holidays are all color coded. The Director reminded everyone that the meeting dates are tentative and may change. Director Kohtz asked for any questions or comments. Chairperson Walkenhorst brought attention to the June 19, 2024 holiday and asked if it would be a problem for staff to hold a meeting the next day.

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The Director responded that it would not be a problem in itself, but strategic planning is also typically held in June, which may be problematic around that time. LPM Nespor recommended that the meeting be moved up a week. Director Kohtz indicated that he would prefer that it be moved back a week if at all to allow more time to prepare for two meetings held in a small period. LPN Nespor expressed concern with the limited time between the June and July meetings under this scenario. The Board agreed to revisit the matter as the calendar approaches June. Chairperson Walkenhorst asked for any other discussion. With none, Chairperson Walkenhorst called for a motion. Board Member Downing moved to approve the 2024 NRPAB Calendar as presented. Board Member Hermesen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With none, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

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

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

**4. QUARTERLY NEWSLETTER**

**a. Fall 2023 Edition of The Nebraska Appraiser**

Director Kohtz presented the Fall 2023 Edition of The Nebraska Appraiser to the Board for consideration. The Director asked for any questions or comments. Board Member Downing asked if BPM Loll could be added to the “NRPAB Staff” list found on page R.5. Director Kohtz informed the Board that BPM Loll will be added. Board Member Downing moved to approve the Fall 2023 Edition of The Nebraska Appraiser as amended to add BPM Loll to the “NRPAB Staff” list on page R.5. Board Member Hermesen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With none, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

**5. APPRAISAL SUBCOMMITTEE**

**a. ASC Quarterly Meeting: March 13, 2024 (Online)**

Director Kohtz announced that the next ASC quarterly meeting will be held online March 13, 2024 and asked for any questions or comments. There was no further discussion.

**b. ASC June 14, 2023 Meeting Minutes**

Director Kohtz presented the June 14, 2023 ASC Meeting Minutes 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.

**6. THE APPRAISAL FOUNDATION**

**a. TAF December Newsletter**

Director Kohtz presented The Appraisal Foundation’s December 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. BOT Public Meeting: December 12, 2023 (Online)**

Director Kohtz reported that The Appraisal Foundation's Board of Trustees public meeting was last held on December 12, 2023. There was no further discussion.

**c. BOT Public Meeting: January 30, 2024 (Online)**

Director Kohtz reported that The Appraisal Foundation's Board of Trustees next public meeting will be held on January 30, 2024. The Director informed the Board that he had no specific comments and asked for any questions or comments. There was no further discussion.

**7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS:** No discussion.

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

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

The Board reviewed applicant CG23033. Chairperson Walkenhorst asked for a motion on CG23033.

Board Member Downing moved to take the following action:

**CG23033 / Request that the applicant independently complete, without the assistance of the supervisory real property appraiser, an appraisal for a non-traditional client that includes all three approaches to value for an improved agricultural property. Report may be sent for USPAP compliance review.**

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

The Board discussed the real property appraiser renewal applications received at the Board's office after November 30, 2023. Board Member Downing moved to authorize agency staff to approve all 2024-2025 applications for renewal of Nebraska real property appraiser credential received at the Board's office, postmarked or date-stamped after November 30, 2023 through June 30, 2024, contingent on the results of the background check if applicable, if all requirements for renewal are met by the applicant. Board Member Hermesen seconded the motion. Motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

**D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY**

The Board reviewed applicants NE2012035, NE2012041, and NE2012043. Chairperson Walkenhorst asked for motions on NE2012035, NE2012041, and NE2012043.

Board Member Downing moved to take the following action:

**NE2012035 / Approve Application for Renewal of Nebraska Appraisal Management Company Registration.**

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

Board Member Downing moved to take the following action:

**NE2012041 / Approve Application for Renewal of Nebraska Appraisal Management Company Registration and issue a written advisory reminding applicant of the importance of answering questions correctly on an application.**

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

Board Member Downing moved to take the following action:

**NE2012043 / Approve Application for Renewal of Nebraska Appraisal Management Company Registration.**

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

**E. CONSIDERATION OF COMPLIANCE MATTERS**

The Board reviewed Grievances 23-01, 23-07, and 23-11. Chairperson Walkenhorst asked for a motion on Grievance 23-11.

Board Member Downing moved to take the following action:

**23-11 / Dismiss with Prejudice**

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

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

**1. 2023.10**

The Board reviewed 2023.10.

**2. 2023.19**

The Board reviewed an appraisal report received from the Fannie Mae Loan Quality Center. The Board concluded that there were no substantial errors or omissions which lead to non-credible assignment results or USPAP violations. No action was taken by the Board.

**3. 2023.20**

The Board reviewed a matter in which a Nebraska real property appraiser failed for a second time to complete the 7-Hour USPAP Update Course at least once every two years as required by Neb. Rev. Stat. §76-2236(2). Board Member Downing moved to approve the 2024-25 Application for Renewal of Nebraska Real Property Appraiser Credential, and issue a written advisory to inform the 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. 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 will go before the Board for consideration. The advisory letter is to be sent by certified mail. Board Member Hermesen seconded the motion. Chairperson Walkenhorst recognized the motion and called for a vote. Motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

**4. 2023.21**

The Board reviewed a matter in which a Nebraska real property appraiser failed for a second time to complete the 7-Hour USPAP Update Course at least once every two years as required by Neb. Rev. Stat. §76-2236(2). Board Member Downing moved to approve the 2024-25 Application for Renewal of Nebraska Real Property Appraiser Credential, and issue a written advisory to inform the 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. 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 will go before the Board for consideration. The advisory letter is to be sent by certified mail. Board Member Hermesen seconded the motion. Chairperson Walkenhorst recognized the motion and called for a vote. Motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

**5. 2023.22**

The Board reviewed a matter in which a Nebraska real property appraiser failed for a second time to complete the 7-Hour USPAP Update Course at least once every two years as required by Neb. Rev. Stat. §76-2236(2). Board Member Downing moved to approve the 2024-25 Application for Renewal of Nebraska Real Property Appraiser Credential, and issue a written advisory to inform the 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. 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 will go before the Board for consideration. The advisory letter is to be sent by certified mail. Board Member

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

**6. PERSONNEL MATTERS**

The Board discussed personnel matters.

**S. ADJOURNMENT**

Board Member Hermesen moved to adjourn the meeting. Board Member Downing seconded the motion. Motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye. At 11:19 a.m., Chairperson Walkenhorst adjourned the December 21, 2023 meeting of the Nebraska Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz  
Director

These minutes were available for public inspection on December 29, 2023, in compliance with Nebraska Revised Statute § 84-1413 (5).