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

April 17, 2025 Meeting Minutes

Swearing in of new Board Member Adam Batie took place prior to the start of the meeting.

A. OPENING

Chairperson Gerdes called to order the April 17, 2025 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

Chairperson Gerdes 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 on April 10, 2025. 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/). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Cody Gerdes of Lincoln, Nebraska; Kevin Hermsen of Gretna, Nebraska; Rodney Johnson of Norfolk, Nebraska; Derek Minshull of North Platte, Nebraska; and Adam Batie of Kearney, Nebraska were present. Also present were Director Tyler Kohtz, Licensing Programs Manager Karen Loll, Education Program Manager Kashinda Sims, and Business Programs Manager Colby Falls, who are headquartered in Lincoln, Nebraska.

ADOPTION OF THE AGENDA

Chairperson Gerdes reminded those present for the meeting that the agenda cannot be altered twenty-four hours prior to the meeting except for emergency items in accordance with the Open Meetings Act. Board Member Johnson moved to adopt the agenda. Board Member Minshull seconded the motion. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Board Member Hermsen moved that the Board enter executive session for the purpose of reviewing applicants for credentialing; applications for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of 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 Johnson seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Board Member Minshull moved to exit executive session at 10:16 a.m. Board Member Johnson seconded the motion. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Break from 10:16 a.m. to 10:21 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Gerdes welcomed all to the April 17, 2025 meeting of the Nebraska Real Property Appraiser Board. The Chairperson also welcomed newly appointed Board Member Adam Batie. Chairperson Gerdes then recognized John Farris, Chase Nelms, Blythe McAfee, and Emma Loseke as members of the public in attendance.

H. BOARD MEETING MINUTES

Chairperson Gerdes asked for any additions or corrections to the March 20, 2025 meeting minutes. With no discussion, Chairperson Gerdes called for a motion. Board Member Minshull moved to approve the March 20, 2025 meeting minutes as presented. Board Member Johnson seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

I. DIRECTOR'S 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 April 17, 2025 to the Board for review. The Director reported that trends remain stable and indicated that he had no specific comments. Director Kohtz then 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 March 31, 2025 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.

c. Supervisory Real Property Appraiser Report

The Director presented two charts outlining the number of registered supervisory real property appraisers as of April 17, 2025 to the Board for review. The Director reported that trends remain stable and indicated that he had no specific comments. Director Kohtz then asked for any questions or comments. There was no further discussion.

d. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of April 17, 2025 to the Board for review. The Director indicated that he had no specific comments regarding this report and asked for any questions or comments. Chairperson Gerdes noted that the number of AMCs appears to have stabilized. Director Kohtz agreed. 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 for the period between March 12, 2025 and April 8, 2025. The Director indicated that he had no specific comments and 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 activities and instructors approved by the Director for the period between March 12, 2025 and April 8, 2025. Director Kohtz asked for any questions or comments. There was no further discussion.

3. 2024-25 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS

Director Kohtz presented the 2024-25 NRPAB Goals and Objectives and SWOT Analysis to the Board for review and provided a status update. The Director brought attention to the goal to adopt Title 298 changes to harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act in 2024, address the Board's PAVE Dashboard regulations review, add fee schedule, and incorporate changes made to the Real Property Appraiser Qualification Criteria Effective January 1, 2026 and CAP Guidelines effective September 17, 2023 under the Laws, Rules, and Guidance Documents section and reported that the adopted Title 298 changes have been approved by the Attorney General's Office and now under GPRO review. Director Kohtz then turned the Board's attention to the goal of exploring a credit card payment option for online applications and informed the Board that the funding for this goal was not included in the ASC SARAS Grant for FY24. The Director indicated that he had discussions with the ASC regarding the denial of this funding. It was the ASC's understanding that this funding request was to obtain the credit card payment application and not to develop the ability to accept credit card payments through the Board's online applications that would connect to the credit card payment application to complete the transaction. Board Member Minshull questioned why the project could not be added to FY25 funding. Director Kohtz responded that it could be; however, the Board received short notice for submitting its FY25 continuation request since the grant was awarded so late into the fiscal year, and the full $120,000.00 grant amount has been allocated for FY25.

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The Director added that it is possible that this project could be reintroduced during FY26 if the FY25 projects progress as planned and sufficient funding is available. Board Member Minshull expressed his understanding and thanked Director Kohtz.

J. FINANCIAL REPORT AND CONSIDERATIONS

1. MARCH FINANCIAL REPORT

The receipts and expenditures for March were presented to the Board for review in the agency's Budget Status Report. The Director brought attention to the credit in the amount of $650.00 for Conference Registration expenditures and informed the Board that this credit is due to a transfer from the agency funds to the SARAS Grant funding. Director Kohtz then guided the Board to Travel Expenses and indicated that the credit in the amount of $1,159.88 for Lodging expenditures; $211.23 for Meal-Travel Status expenditures; and $885.07 for Personal Vehicle Mileage expenditures were also due to the transfer from the agency funds to the SARAS Grant funding. Director Kohtz then reported that the overall expenditures for the month of March totaled $28,573.42, and the year-to-date overall expenditures for the fiscal year are $315,420.34 which amounts to 61.05 percent of the budgeted expenditures for the fiscal year; 75.07 percent of the fiscal year has passed.

Director Kohtz then brought the Board's attention to revenues and informed the Board that he had no comments on any specific revenues for March. According to Director Kohtz, the overall revenues for the month of March were $15,946.61, and the year-to-date overall revenues for the fiscal year are $343,332.82, which amounts to 91.32 percent of the projected revenues for the fiscal year. The Director then reiterated that 75.07 percent of the fiscal year has passed.

Director Kohtz then moved to the Budget Status Report for the Appraiser Fund and AMC Fund and informed the Board that he had no comments on any specific expenditures or revenues. The Director reported that the Real Property Appraiser Fund expenditures for the month of March totaled $18,539.31, and the year-to-date expenditures for the fiscal year are $209,511.24, which amounts to 59.81 percent of the budgeted expenditures for the fiscal year. The Real Property Appraiser Fund revenues were $6,846.41 for March, and the year-to-date revenues for the fiscal year are $247,796.40, which amounts to 94.65 percent of the projected revenue for the fiscal year. Director Kohtz then reported that the AMC Fund expenditures for the month of March totaled $10,034.11, and the year-to-date expenditures for the fiscal year are $105,909.10, which amounts to 63.67 percent of the budgeted expenditures for the fiscal year. The AMC Fund revenues were $9,100.20 for March, and the year-to-date revenues for the fiscal year are $95,536.42, which amounts to 83.68 percent of projected revenue for the fiscal year. The Director asked for any questions or comments on the Budget Status Reports. There was no further discussion.

Director Kohtz presented the MTD General Ledger Detail report for the month of March and guided the Board to Batch #7768942 and Batch #7769982 with the Payee/Explanation, "Correctional Services. Departm" found on page J.12. The Director reported that these expenditures, in the amount of $9.25, appear to be duplicates. The Director announced that the identical charges for $9.25 may be the result of an error in E1. BPM Falls stated that he reached out to State Accounting and is waiting for a response regarding this issue. Chairperson Gerdes questioned whether the second expenditure was for Board Member Batie's nameplate. Director Kohtz confirmed this was not the case as it was not ordered in March, but in April. Chairperson Gerdes thanked the Director for the update. Director Kohtz asked for any other questions. There was no further discussion.

Director Kohtz concluded by presenting four graphs showing expenses, revenues, and cash balances. The Director noted overall expenditures of $28,573.42, and revenues of $15,946.61, for the month of March for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. Director Kohtz brought the Board's attention to the NRPAB Twenty-Five Month Expenses/Revenues by Program and once again reported that the Real Property Appraiser Fund expenditures totaled $18,539.31, the Real Property Appraiser Fund revenues totaled $6,846.41, the AMC Fund expenditures totaled $10,034.11, and the AMC Fund revenues totaled $9,100.20. The Director stated that the cash balance for the AMC Fund is $308,909.15, the cash balance for the Appraiser Fund is $433,723.54, and the overall cash balance for both funds is $742,632.69. Director Kohtz asked for any questions or comments on the graphs. Chairperson Gerdes asked the Director if the strategic planning meeting is after the Board will know the amount of funds that will be transferred to the General Fund. Director Kohtz confirmed that the amount will be known before the strategic planning meeting in June.

Board Member Minshull moved to place the March financial reports on file for audit. Board Member Hermsen seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

2. FY 2024-25 BUDGET AMENDMENT

a. Logitech H390 On-Ear USB Headset with Noise-Cancelling Mic for BPM

Director Kohtz presented an Agenda Item Summary to the Board requesting approval for funding in the amount of $28.25 to be transferred from Other Operating Expenses, 559100, to Voice Equip, 532260, for the purchase of one Logitech H390 On-Ear USB Headset with Noise-Cancelling Mic through the ODP Business Solutions for the Business Programs Manager workstation. The Director reported although the item would be cleared as an office supply (item listed as an unrestricted office supply) for purchase, it will need to be coded as Voice Equipment. Chairperson Gerdes asked for any discussion. With no discussion, Chairperson Gerdes called for a motion.

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Board Member Minshull moved to approve funding in the amount of $28.25 to be transferred from Other Operating Expenses, 559100, to Voice Equipment, 532260, for the purchase of one Logitech H390 On-Ear USB Headset with Noise-Cancelling Mic. Board Member Hermsen seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

b. Fifteen-Hour National Uniform Standards of Professional Appraisal Practice Course

Director Kohtz presented an Agenda Item Summary to the Board requesting approval for funding in the amount of $720.00 to be transferred from Other Operating Expenses, 559100, to Educational Services, 547100, for the purchase of two Fifteen-hour National Uniform Standards of Professional Appraisal Practice Courses offered by the Appraisal Institute for attendance by EPM Sims and LPM Loll by asynchronous or synchronous delivery. Chairperson Gerdes asked for any discussion. With no discussion, Chairperson Gerdes called for a motion. Board Member Minshull moved to approve funding in the amount of $720.00 to be transferred from Other Operating Expenses, 559100, to Educational Services, 547100, for the purchase of two Fifteen-hour National Uniform Standards of Professional Appraisal Practice Courses for EPM Sims and LPM Loll to attend. Board Member Hermsen seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

3. APPLICANT APPRAISAL REVIEW SERVICES CONTRACT #112037 AMENDMENT REQUEST

Director Kohtz presented a request for amendment to Applicant Appraisal Review Services Contract #112037 to the Board for consideration. The contractor reported that the report was complex and requested the contract be amended to include the additional hours required to perform the services as specified in the contract. Chairperson Gerdes asked for any discussion. With no discussion, Chairperson Gerdes called for a motion. Board Member Minshull moved to amend the Applicant Appraisal Review Services Contract #112037 to increase the total compensation amount under Section 3 to $2,500.00 due to extenuating circumstances. Board Member Hermsen seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes asked for a vote. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

4. 2025-2027 BIENNIAL BUDGET UPDATE

The Director informed the Board that the 2025-2027 budget allocation is trending in a positive direction; however, it appears that there has been no movement regarding the amount to be transferred to the General Fund from the Appraiser Fund and the AMC Fund since the Appropriations Committee issued its preliminary determination. Director Kohtz indicated that he anticipates that amendments will be introduced soon. The Director asked for any questions or comments. There was no further discussion.

5. **ASC GRANT REPORT**

Director Kohtz provided an ASC SARAS Grant update. The expenditures for March were presented to the Board for review in the SARAS Grant Budget Status Report. The Director reported that overall expenditures for March totaled $2,906.18. These expenditures include the transfer of funds from the agency budget to the SARAS Grant Budget for the Director's attendance at the Fall 2024 AARO Conference and for the Director's registration for the 2025 Spring AARO Conference. Director Kohtz informed the Board that approximately $22,000.00 in expenditures have not yet been recorded in the Budget Status Report. The Director then presented the MTD General Ledger Detail report for the month of March and indicated that he had no specific comments. Director Kohtz then informed the Board that significant progress has been made on the Online Temporary Credential Application and Database Interface project and that he anticipates the project will be ready for a demo at the Board's May meeting. Director Kohtz finished by informing the Board that staff is currently working on the FY25 Continuation Award Request, which is due on April 30, 2025. The FY25 funding would support monitoring the implementation of the temporary credential application, developing and implementing an online reciprocity credential application and interface, and developing online education activity applications. Board Member Minshull asked if an extension was possible to allow for consideration of the credit card project. Director Kohtz responded that it is possible, but as mentioned during the earlier discussion, the full $120,000.00 is allocated. The Director was asked if this was the maximum amount for each fiscal year. Director Kohtz indicated that it was. Board Member Minshull agreed that the proposed projects should take precedence over the credit card project. Director Kohtz reminded the Board that the credit card project may fit into FY26 funding or would surely be added to the next grant application. Chairperson Gerdes thanked the Director for the report, and staff for its hard work on this project. The other board members expressed agreement with Chairperson Gerdes.

6. **PER DIEMS:** No discussion.

K. GENERAL PUBLIC COMMENTS

Chairperson Gerdes asked for any public comments. John Farris with Farm Credit Services of America appeared before the Board and expressed his appreciation for the Board's work and thanked the Board for providing the opportunity for his team to attend the meeting. Chairperson Gerdes thanked Farris for his support. The Chairperson then asked for any other comments. With no other comments, Chairperson Gerdes moved on to Education.

L. EDUCATION

1. NEW CONTINUING EDUCATION ACTIVITY APPLICATIONS

EPM Sims presented an Agenda Item Summary to the Board concerning the Appraisal Institute continuing education activities, "Appraising Condominiums, Co-Ops, and PUDs" (Activity #2201438.02) and "Using Spreadsheet Programs in Real Estate Appraisals - Synchronous" (Activity #2202429.02). In an email to EPM Sims, the Appraisal Institute indicated that both education activities have been retired and requested that approval be rescinded. Chairperson Gerdes asked for any discussion. With no discussion, Chairperson Gerdes called for a motion. Board Member Minshull moved to rescind approval of the Appraisal Institute activities titled, "Appraising Condominiums, Co-Ops, and PUDs" (2201438.02) and "Using Spreadsheet Programs in Real Estate Appraisals - Synchronous" (2202429.02), as requested by the education provider. Board Member Hermsen seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no further discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

M. UNFINISHED BUSINESS: No discussion.

N. NEW BUSINESS: No discussion.

O. LEGISLATIVE REPORT AND BUSINESS

1. 109TH LEGISLATURE (1ST REGULAR SESSION) BILLS OF NRPAB INTEREST

Director Kohtz presented the third legislative report for the current session to the Board for review. The Director informed the Board that he would only provide a summary of those bills that have notable changes and reminded the Board to inform him if any discussion is needed on any of the bills not summarized. The following bills were discussed:

LB224 - The Director reported that LB224 was placed on General File on March 25, 2025.

LB295 - The Director reported that LB295 was placed on Final Reading on April 15, 2025.

The Director reminded the Board that if there is a bill not included in the report that may be of importance to the Board, that he be contacted to have it added. Director Kohtz asked for any additional questions or comments concerning the legislative report. Chairperson Gerdes thanked Director Kohtz for the report. There was no further discussion.

2. ADOPTED CHANGES TO TITLE 298 OF THE ADMINISTRATIVE CODE

Director Kohtz informed the Board that the Title 298 changes adopted by the Board on February 20, 2025 have been approved by the Attorney General's Office and are currently under the Governor's Policy and Research Office review. The Director indicated that he reached out to Kenny Zoeller for an update but had not received a response before the meeting.

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

P. ADMINISTRATIVE BUSINESS

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

2. **INTERNAL PROCEDURAL DOCUMENTS**

   a. **202501: Written Advisory Letters**

   Director Kohtz presented the proposed Internal Procedure 202501 titled, "Written Advisory Letters" to the Board for consideration. The Director informed the Board that this proposed Internal Procedure puts the current advisory letter standards utilized by staff in writing. Director Kohtz added that it is important that the Board knows what happens when it requests that an advisory letter be sent and also have input into the standards if it so desires. The Director asked for any questions or comments. There was no further discussion. With no discussion, Chairperson Gerdes called for a motion. Board Member Hermsen moved to approve the Internal Procedure 202501 as presented. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

   b. **201709: Appraisal Review services Contractor Fees**

   The Director presented Internal Procedure 201709 titled, "Appraisal Review Services Contractor Fees" to the Board for consideration. Director Kohtz informed the Board that this Internal Procedure was placed on the agenda at Chairperson Gerdes' request. Chairperson Gerdes acknowledged that the strategic planning meeting might be a better venue for this discussion, but he wanted to start the discussion regarding the fees paid to contractors for appraisal review services. Board Member Gerdes expressed support for increasing the hour limit, which would increase the total compensation for reviews of reports pertaining to agricultural or commercial properties. Director Kohtz was asked if it is common for the full contract amount to be met. Director Kohtz asked LPM Loll to pull up a report showing contracts during the current fiscal year. LPM Loll indicated that some assignments reach the contract maximum and some assignments do not. Chairperson Gerdes expressed satisfaction with the current fee structure for residential and 2-4 family property reports, but he would like to see an increase for the review of agricultural and commercial reports. The other board members agreed with this assessment. The Board agreed that no action should be taken until a deeper discussion takes place at strategic planning after the Board has a better understanding of its budget for the next two years. Board Member Minshull added that approving some contracts with additional hours would also give the Board a general idea as to whether a permanent increase is warranted, or if the Board should continue individualizing contracts when needed and approving amendments for complex assignments. Director Kohtz asked if there is a target that the Board would like him to consider as he prepares the FY2025-26 budget.

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Chairperson Gerdes recommended that the maximum number of contract hours be twenty (20) for all agricultural and commercial property report reviews. The Director thanked Chairperson Gerdes for the recommendation. There was no further discussion.

3. FORMS, APPLICATIONS, AND PROCEDURES

a. Real Property Appraiser Applicants Experience Review Subcommittee Assignments

Director Kohtz informed the Board that, with a new board member, it must establish new 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 as it sees fit. Chairperson Gerdes asked for any discussion. With no discussion, Chairperson Gerdes called for a motion to rename the existing Real Property Appraiser Applicant Experience Review Subcommittees.

Board Member Hermsen moved to rename existing Real Property Appraiser Applicant Experience Review Subcommittee 2024A, Gerdes, to 2025A; 2024B, Hermsen, to 2025B; 2024C, Johnson, to 2025C; 2024D, Hermsen and Gerdes, to 2025D; 2024E, Hermsen and Johnson, to 2025E; and 2024F, Gerdes and Johnson, to 2025F. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With none, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Director Kohtz informed the Board that Board Member Batie would now need to be assigned to the Real Property Appraiser Applicant Experience Review Subcommittees with only one member. Chairperson Gerdes asked for any discussion. With no discussion, Chairperson Gerdes called for a motion to nominate Board Member Batie to the Real Property Appraiser Applicant Experience Review Subcommittees.

Board Member Johnson moved to nominate Board Member Batie for Real Property Appraiser Applicant Experience Review Subcommittees 2025A, 2025B, and 2025C. Board Member Hermsen seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With none, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Q. OTHER BUSINESS

1. BOARD MEETINGS: No discussion.

2. CONFERENCES/EDUCATION: No discussion.

3. MEMOS FROM THE BOARD: No discussion.

4. **QUARTERLY NEWSLETTER:**
   a. **Spring 2025 edition of the Nebraska Appraiser**
      Director Kohtz presented the Spring 2025 Edition of the Nebraska Appraiser to the Board for consideration. The Director asked for any questions or comments. With no discussion, Chairperson Gerdes asked for a motion. Board Member Hermsen moved to approve the Spring 2025 Edition of The Nebraska Appraiser as presented. Board Member Johnson seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

5. **APPRAISAL SUBCOMMITTEE**
   a. **ASC Compliance Review**
      Director Kohtz presented the 2025 ASC Appraiser Program Compliance Review Report and the 2025 ASC AMC Program Compliance Review Report to the Board for review. The Director announced that the NRPAB received the finding of "Excellent" in both reports. The Board thanked staff for its hard work. There was no further discussion.

6. **THE APPRAISAL FOUNDATION**
   a. **TAF March Newsletter**
      Director Kohtz presented The Appraisal Foundation's March Newsletter to the Board for review. The Director informed the Board that he had no specific comments and asked for any questions or comments. There was no further discussion.

   b. **TAF State Regulator Newsletter_March 31, 2025**
      Director Kohtz presented The Appraisal Foundation's State Regulator Newsletter issued on March 31, 2025 to the Board for review. The Director informed the Board that he had no specific comments and asked for any questions or comments. There was no further discussion.

   c. **Apprasier Qualifications Board:**
      i. **Concept Paper: Additional Experience Options: Should They Have a Place in Appraiser Qualifications?**
         Director Kohtz presented TAF Appraiser Qualifications Board document titled, "Concept Paper: Additional Experience Options: Should They Have a Place in Appraiser Qualifications?" to the Board for review. Board Member Batie questioned if the AQB identified specific areas that would qualify. Director Kohtz responded that the concept is very general right now; the focus is on appraisal-related knowledge and foundational knowledge.
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The Director guided the Board to page Q.47 and informed the Board that activities, such as real estate transactions, property management, market analysis, data collection, property measuring, compliance review, construction and zoning familiarity, driving and market observation, software and tools training, property research and analysis, experience in adjacent professions, and supervised foundational tasks, are identified as being under consideration for gained foundational knowledge. In the concept paper, questions pertaining to the value of additional experience, safeguards and risks, balancing standards and flexibility, viability of foundational knowledge, practical considerations, and experience hours are asked. Board Member Minshull asked if it would be in the best interest of the Board to provide a response to these questions. Director Kohtz indicated that these are just concepts at the present time. If the AQB pursues any of these ideas as criteria changes, then it might be a good idea to offer the Board's position on the proposed changes. There was no further discussion.

ii. Q&A - Sophia Learning & The Criteria:

Director Kohtz presented the TAF Appraiser Qualifications Board Q&A titled, "Sophia Learning & The Criteria" to the Board for review. The Director then read the question: "An applicant for a credential upgrade in our state has completed the required coursework, including courses from Sophia Learning. The university accepted the Sophia Learning credits, and they now appear on the applicant's official transcript. Given this, can the applicant proceed with their exam for the credential upgrade?" The Director followed with the answer from the AQB: "Yes. The Criteria requires all college-level education to be obtained from a degree-granting institution by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education." Director Kohtz asked for any questions or comments. There was no further discussion.

iii. Q&A – Valuation Bias and Fair Housing Courses Compilation

Director Kohtz presented the TAF Appraiser Qualifications Board Q&As titled, "Valuation Bias and Fair Housing Courses Compilation" to the Board for review. The Director then informed the Board that the Q&As on pages Q.53 through Q.57 are new and the remainder have been previously released. The majority of the new Q&As pertain to the Fair Housing and Valuation Bias courses required for those credentialed before January 1, 2026. Director Kohtz offered to go through each Q&A; there was no interest. There was no further discussion.

d. **Appraisal Standards Board:**
   i. **Concept Paper: Generative AI and Appraisal Standards – A Call for Stakeholder Input**
   Director Kohtz presented a TAF Appraisal Standards Board document titled, "Concept Paper: Generative AI and Appraisal Standards – A Call for Stakeholder Input" to the Board for review. Director Kohtz noted that pages Q.66 through Q.69 of the concept paper apply the current USPAP to AI use. Board Member Minshull commented that the use of AI is worth investigating as it will have a significant effect on the industry. Chairperson Gerdes asked if use of AI would be required to be disclosed on reports. The Director added that USPAP currently requires that any source utilized in a report be identified in the workfile, and also that the source must be reliable to be used. Board Member Minshull stated that some banking institutions are already working on AI requirements. There was no further discussion.

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

8. **GOVERNMENT-SPONSORED ENTERPRISES**
   a. **Frannie Mae**
      i. **Fannie Mae Selling and Servicing News March 19, 2025**
      Director Kohtz presented Fannie Mae document titled, "Selling and Servicing News" to the Board for review. The Director informed the Board that he had no specific comments and asked for any questions or comments. There was no further discussion.

      ii. **Fannie Mae March Appraiser Update**
      Director Kohtz presented the Fannie Mae document titled, "Appraiser Update" to the Board for review. The Director informed the Board that he had no specific comments and asked for any questions or comments. There was no further discussion.

   b. **Freddie Mac**: No discussion.

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

Break from 11:19 a.m. to 11:26 a.m.

Board Member Hermsen moved to go into executive session at 11:27 a.m. for the purpose of reviewing investigations and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Johnson seconded the motion. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Board Member Minshull moved to exit executive session at 11:50 a.m. Board Member Hermsen seconded the motion. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed applicants CR24011, CR25002, CG23036, CG24001, and CG24020. Chairperson Gerdes asked for a motion on CR24011, CR25002, CG23036, CG24001, and CG24020.

Board Member Hermsen moved to take the following action:

CR24011 / Approve to sit for exam and authorize Director to issue a credential as a certified residential real property appraiser upon providing evidence of successful completion of the National Uniform Licensing and Certification Examination and providing necessary fees. Issue written advisory for applicant to take notice of findings in the USPAP Compliance Review Report and provide redacted copy of the USPAP Compliance Review Report for the report pertaining to the Elkhorn, Nebraska property.

Board Member Johnson seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Board Member Hermsen moved to take the following action:

CR25002 / Authorize staff to continue processing application in accordance with established procedures.

Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Board Member Hermsen moved to take the following action:

CG23036 / Deny application for failure to meet the requirements under Neb. Rev. Stat. § 76-2232(1)(e)(i) and 298 NAC Chapter 2, § 002.03B. Issue written advisory for applicant to take notice of findings in the USPAP Compliance Review Reports and provide redacted copy of the USPAP Compliance Review Report pertaining to the report for the Wisner, Nebraska property and the USPAP Compliance Review Report pertaining to the report for the multiple tracts in Cedar, Dixon, and Wayne County, Nebraska. Send letter to supervisory real property appraiser responsible for direct supervision of the trainee real property appraiser, requesting a written response to the USPAP Compliance Review Report pertaining to the report for the property located at 1024 Avenue E, Wisner, Nebraska and the USPAP Compliance Review Report for the report pertaining to the multiple tracts in Cedar, Dixon, and Wayne County, Nebraska, submitted before the end of the day on May 7, 2025. Provide a redacted copy of each USPAP Compliance Review Report to supervisory real property appraiser.

Board Member Johnson seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Board Member Hermsen moved to take the following action:

CG24001 / Send reports for R & R Kiesel Farms and the commercial property, located in Scotts Bluff County, Nebraska, for USPAP compliance review. Total compensation for AARS contract not to exceed $2,500.00.

Board Member Batie seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Board Member Hermsen moved to take the following action:

CG24020 / Accept amended real property appraisal practice experience logs. Send the Grant and Arthur County, Nebraska report for USPAP compliance review. Total compensation for AARS contract not to exceed $2,500.00.

Board Member Batie seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

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

E. COMPLIANCE

The Board reviewed compliance matter 25-03. Chairperson Gerdes asked for a motion on 25-03.

Board Member Hermsen moved to take the following action:

25-03 / Hold.

Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

F. OTHER EXECUTIVE SESSION ITEMS

1. General

a. 2025.04

The Board reviewed a matter in which an education provider's Postsecondary Certificate to Recruit under the Private Postsecondary Career Schools Act expired on December 31, 2024. On April 1, 2025, the Board was notified that the organization's Postsecondary Certificate to Recruit was approved and is effective as of January 1, 2025. Board Member Hermsen moved to close this matter and authorize staff to draft and send Memo From the Board to notify the appraisal business community that the education provider's Certificate to Recruit under the Nebraska Department of Education PPCS Act has been restored. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

b. 2025.06

The Board reviewed a matter pertaining to a Nebraska certified residential real property appraiser using the title licensed certified general appraiser on a website in the public domain, creating the impression of credentialing as a certified general real property appraiser in violation of Neb. Rev. Stat. § 76-2236.01(1)(c). The Board took no action and will revisit this matter at its May 15, 2025 meeting.

c. 2025.07

The Board reviewed a matter pertaining to a Nebraska certified residential real property appraiser using the title licensed certified general appraiser on a website in the public domain, creating the impression of credentialing as a certified general real property appraiser in violation of Neb. Rev. Stat. § 76-2236.01(1)(c). The Board took no action and will revisit this matter at its May 15, 2025 meeting.

2. PERSONNEL MATTERS: No discussion.

R. ADJOURNMENT

Board Member Hermsen moved to adjourn the meeting. Board Member Minshull seconded the motion. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye. At 11:58 a.m., Chairperson Gerdes adjourned the April 17, 2025 meeting of the Nebraska Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes have been made available for public inspection on April 24, 2025, in compliance with Nebraska Revised Statue §84-1413 (5).