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

November 20, 2025 Meeting Minutes

A. OPENING

Chairperson Gerdes called to order the November 20, 2025 meeting of the Nebraska Real Property Appraiser Board at 9:02 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 in the October 10, 2025 edition of the Lincoln Journal Star, a legal newspaper of general circulation in this state. 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; Derek Minshull of North Platte, Nebraska; and Adam Batie of Kearney, Nebraska were present. Board Member Rodney Johnson of Norfolk, Nebraska was absent and excused. 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. Director Kohtz informed the Board that discussion on Section C; "Hearing on the Proposed Changes to Title 298 of the Nebraska Administrative Code" will take place after the Board comes out of executive session. Chairperson Gerdes acknowledged the order. Board Member Minshull moved to adopt the agenda as presented noting that discussion for Section C will take place at the beginning of the public agenda. Board Member Hermsen seconded the motion. The motion carried with Hermsen, 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 Minshull seconded the motion. The time on the meeting clock was 9:04 a.m. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

Board Member Minshull moved to exit executive session at 9:43 a.m. Board Member Batie seconded the motion. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

Break from 9:43 a.m. to 9:50 a.m.

C. HEARING ON THE PROPOSED CHANGES TO TITLE 298 OF THE NEBRASKA ADMINISTRATIVE CODE

1. OPENING

Chairperson Gerdes welcomed everyone to the hearing on proposed changes to Title 298 of the Nebraska Administrative Code and introduced himself as the 1st Congressional District Representative. The Chairperson then introduced Kevin Hermsen, the 2nd Congressional District Representative; Derek Minshull, the Financial Institutions Representative; and Adam Batie, the 3rd Congressional District Representative as the board members in attendance. Chairperson Gerdes informed those in attendance that today's hearing is part of the rule making process. The hearing was made public in the October 10, 2025 edition of the Lincoln Journal Star, a legal newspaper of general circulation in the state of Nebraska. In addition, notice of this hearing was provided to the office of the Secretary of State and the Executive Board of the Legislative Council more than thirty days prior to the date of hearing in accordance with Neb. Rev. Stat. § 84-907.06, and to the Governor more than thirty days prior to the date of hearing in accordance with Neb. Rev. Stat. § 84-907.09. Draft copies of all rules and regulations to be adopted, amended, or repealed were available for examination at the Nebraska Real Property Appraiser Board office, Monday through Friday, between 8:00 a.m. and 5:00 p.m., on the Nebraska Real Property Appraiser Board's website at appraiser.ne.gov, and on the Nebraska Secretary of State's website at sos.ne.gov. A copy of the proposed changes, along with a summary, can be found on the table at the front in the public folder. A description of the fiscal impact was also available at the Nebraska Real Property Appraiser Board office, Monday through Friday, between 8:00 a.m. and 5:00 p.m., and on the Nebraska Real Property Appraiser Board's website at appraiser.ne.gov. The fiscal impact statement can also be found on the table at the front in the public folder. All interested persons were invited to submit written comments prior to the hearing, which will be made part of the hearing record. Chairperson Gerdes outlined the procedures for the hearing, which included procedures for testifying and the format that the Board was to follow. The Chairperson also informed those in attendance that no vote, if any, would be taken on the proposed changes to Title 298 until Agenda Item P.

2. BOARD MEMBER COMMENTS

Chairperson Gerdes asked the Board for any comments. Board member Minshull thanked the Director for his time and dedication. With no more comments, the Chairperson moved on to acceptance of Written Comments Received.

3. ACCEPTANCE OF WRITTEN COMMENTS RECIVED

Chairperson Gerdes asked that written comments received be introduced for the record. Director Kohtz informed the Board that no written comments were received. With none, the Chairperson moved on to proponents.

4. **TESTIMONY**

   a. **Proponents**

   Chairperson Gerdes asked for any proponents of the proposed changes to Title 298. With none, the Chairperson moved on to opponents.

   b. **Opponents**

   Chairperson Gerdes asked for any opponents of the proposed changes to Title 298. With none, the Chairperson moved on to neutral testimony.

   c. **Neutral**

   Chairperson Gerdes asked for any neutral testimony on the proposed changes to Title 298. With none, the Chairperson moved on to board member post-testimony comments.

5. **BOARD MEMBER POST-TESTIMONY COMMENTS**

   Chairperson Gerdes asked the Board for any post-testimony comments. With none, the Chairperson moved on to closing.

6. **CLOSING**

   Chairperson Gerdes closed the October 20, 2025 hearing before the Nebraska Real Property Appraiser Board on the proposed changes to Title 298 of the Nebraska Administrative Code.

H. WELCOME AND CHAIR'S REMARKS

Chairperson Gerdes welcomed all to the November 20, 2025 meeting of the Nebraska Real Property Appraiser Board and indicated that he had no specific remarks. Chairperson Gerdes recognized Erik Kasik, Emma Loseke, Blythe McAfee, Roger Morrissey, and Chase Nelms as members of the public in attendance.

I. BOARD MEETING MINUTES

1. **APPROVAL OF OCTOBER 23, 2025 MEETING MINUTES**

   Chairperson Gerdes asked for any additions or corrections to the October 23, 2025 regular meeting minutes. With no discussion, Chairperson Gerdes called for a motion. Board Member Hermsen moved to approve the October 23, 2025 regular meeting minutes 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, Minshull, Batie, and Gerdes 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 November 20, 2025 to the Board for review. The Director noted that the end of the calendar year is nearing and indicated that he had no specific comments on the charts found on pages J.1 through J.5. Director Kohtz then brought attention to the 2026-27 Renewal Progress Report and informed the Board that, for all classifications, the projected renewal rate for the 2026-27 renewals is 90%. Currently, 36% of credential holders whose credential expires on December 31, 2025 have renewed; another 4% of credential holders have submitted applications currently in pending status.

The Director informed the Board that this is the first time that a complete, fully trained staff has processed real property appraiser renewals. Under the current structure and procedures, both the real property appraiser renewals and appraisal management company renewals have been processed in a highly efficient manner. Director Kohtz continued to explain that one of the primary purposes of hiring an additional staff member was to establish stability and consistency in the real property appraiser renewal processing. When the Board was utilizing temporary employees, a significant amount of time went into training, reviewing, and re-training if needed – often with mixed results. In addition, retaining trained temporary employees through the entire renewal season was always a challenge. Now, staff time is dedicated solely to processing real property appraiser renewal applications. The Director finished by stating that it is gratifying to see the vision come to fruition, and commended staff for doing an excellent job. Chairperson Gerdes thanked the Director for the update. The Board thanked staff for its hard work. Director Kohtz 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 October 31, 2025 to the Board for review. The Director indicated that he had no specific comments 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 November 20, 2025 to the Board for review. The Director indicated that he had no specific comments and 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 October 23, 2025 to the Board for review. The Director indicated that the number of Nebraska-registered AMCs has increased during the past few months but is steady overall. Director Kohtz then 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 for the period between October 15, 2025 and November 10, 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 October 15, 2025 and November 10, 2025. The Director asked for any questions or comments. There was no further discussion.

3. 2025-26 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS

Director Kohtz presented the 2025-26 NRPAB Goals and Objectives and SWOT Analysis to the Board for review. The Director indicated that he had no specific updates for any of the 2025-26 NRPAB Goals and Objectives or to the SWOT Analysis. The Director then asked for any questions or comments. There was no further discussion.

K. FINANCIAL REPORT AND CONSIDERATIONS

1. OCTOBER FINANCIAL REPORT

The receipts and expenditures for October were presented to the Board for review in the Budget Status Report. The Director drew the Board's attention to the "Personnel Services" expenditures in the amount of $39,128.51 for salaries and benefits and reported that these higher-than-normal expenditures are the result of three pay periods for the month of October; a typical month includes two pay periods. Director Kohtz then reported that the "Dues & Subscription Expense" in the amount of $600.00 is for the Board's 2026 AARO membership. Next, Director Kohtz guided the Board to the "Insurance Expense" in the amount of $14.79 and explained that this expense is the DAS Bond Assessment for FY 25-26. Finally, the "Other Operating Expenditure" in the amount of $60.00 was reported by the Director as the State Treasury charges for ACH returns for insufficient funds. The Director reported that the overall expenditures for the month of October were $44,474.21, and the year-to-date overall expenditures for the fiscal year are $158,447.97, which amounts to 31.33 percent of the budgeted expenditures for the fiscal year; 33.70 percent of the fiscal year has elapsed. Director Kohtz moved to revenues and reported that the overall revenues for the month of October totaled $39,061.28, and the year-to-date overall revenues for the fiscal year are $120,979.11, representing 31.39 percent of the projected revenues for the fiscal year. The Director reiterated that 33.70 percent of the fiscal year had passed. Board Member Minshull acknowledged use of Funeral Leave under "Personnel Services" and expressed his condolences.

Director Kohtz continued to the Budget Status Report for the Real Property Appraiser Fund and AMC Fund and reported that the Real Property Appraiser Fund expenditures for the month of October totaled $29,540.07, and the year-to-date expenditures for the fiscal year are $106,049.42, which amounts to 30.69 percent of the budgeted expenditures for the fiscal year. The Real Property Appraiser Fund revenues were $29,468.04 for October, and the year-to-date revenues for the fiscal year are $81,251.32, which amounts to 31.63 percent of the projected revenue for the fiscal year. Director Kohtz then reported that AMC Fund expenditures for the month of October totaled $14,934.14, and the year-to-date expenditures for the fiscal year are $52,398.55, which is 32.69 percent of the budgeted expenditures. AMC Fund revenues totaled $9,593.24 for October, and the year-to-date revenues for the fiscal year are $39,727.79, which is 30.91 percent of the projected revenue for the fiscal year. The Director asked if there were any questions or comments regarding the Budget Status Report. There was no further discussion.

Director Kohtz presented the MTD General Ledger Detail report for the month of October and indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

Director Kohtz presented four graphs illustrating expenses, revenues, and cash balances. The Director noted overall expenditures of $44,474.21 and revenues of $39,061.28 for the month of October for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. Director Kohtz then brought the Board's attention to the NRPAB Twenty-Five Month Expenses/Revenues by Program graph, reiterating that Real Property Appraiser Fund expenditures totaled $29,540.07, the Real Property Appraiser Fund revenues totaled $29,468.04, AMC Fund expenditures totaled $14,934.14, and AMC Fund revenues totaled $9,593.24. The Director finished by reporting that the cash balance for the AMC Fund is $290,674.41, the cash balance for the Appraiser Fund is $342,640.08, and the overall cash balance for both funds is $633,314.49. The Director informed the Board that the transfer of funds to the State General Fund has not been completed to date. The Director then asked for any questions or comments. There was no further discussion.

Chairperson Gerdes asked for a motion on the October financial reports. Board Member Minshull moved to file the October financial reports for audit. Board Member Batie 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, Minshull, Batie, and Gerdes voting aye.

2. **ASC SARAS GRANT REPORT**

Director Kohtz presented the Budget Status Report for the SARAS Grant Fund to the Board for review and reported that the SARAS Grant Fund expenditures for the month of October totaled $22,178.08, and the year-to-date expenditures for the fiscal year are $45,933.83, which amounts to 37.50 percent of the budgeted expenditures for the fiscal year. The Director then asked for any questions or comments. There was no further discussion.

Director Kohtz presented the General Ledger Detail Report for the SARAS Grant Fund. The Director indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

Chairperson Gerdes asked for a motion on the October SARAS Grant Fund financial reports. Board Member Minshull moved to file the October SARAS Grant Fund financial reports 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, Minshull, Batie, and Gerdes voting aye.

3. **PER DIEMS:** No discussion.

L. GENERAL PUBLIC COMMENTS

Chairperson Gerdes asked for any public comments. With no public comments, Chairperson Gerdes moved on to Education.

M. EDUCATION: No Discussion.

N. UNFINISHED BUSINESS

1. 500 SOUTH 16TH STREET DOL BUILDING RELOCATION

Director Kohtz brought attention to the Board's relocation to 500 South 16th Street and informed the Board that he had no update.

2. EXPLORE SARAS GRANT TO INCREASE NUMBER OF NEBRASKA RESIDENT REAL PROPERTY APPRAISERS

Director Kohtz brought attention to the SARAS Grant project to increase the number of Nebraska resident real property appraisers and informed the Board that he had no update and reminded the Board that staff will draft the narrative and bring it to the Board for consideration.

3. OPEN 1ST CONGRESSIONAL DISTRICT CERTIFIED REAL PROPERTY APPRAISER REPRESENTATIVE POSITION

Director Kohtz brought attention to the Board's 1st Congressional District Certified Real Property Appraiser Representative opening and informed the Board that all known applicants to date have been provided to board members for comments or feedback and all comments and feedback received have been provided to the Governor's office. Chairperson Gerdes asked if there is a timeline for the appointment to be made. The Director responded that there is no timeline and it is dependent on the Governor's availability to make appointments.

O. NEW BUSINESS

1. NRPAB DATABASE APPLICATION REVIEW INTERFACE DATA LOSS

Director Kohtz presented an email from OCIO IT Application Senior Developer Zeke Inman to the Board for review and reported that staff review data in the Appraiser Renewal Interface had been lost for many real property appraisers between July 30, 2024 and November 5, 2025. The Director stated that the data loss was identified earlier this month, but according to Inman, the bug that caused the data loss has been in existence since 2021; a few files prior to this period were affected but were not discovered. Director Kohtz added that the good news is that all the log entries are intact, and renewal documents are still in place, for each affected file. In addition, the code that caused the bug has been removed. According to the Director, the code removal does cause some issues with the Board's record retention work, but this is manageable and the OCIO will add code back in when it identifies a fix. Director Kohtz indicated that, upon discovery, he immediately notified Chairperson Gerdes and the Appraisal Subcommittee of the data loss. The Director discussed the matter in a phone meeting with ASC Policy Manager Lewis, who determined that the affected data would have no bearing on the ASC's compliance reviews. According to P.M. Lewis, the lost data is helpful because it shows the process used and that it was completed, but the ASC would still review all documents for compliance with Title XI, which are still in place. Director Kohtz then informed the Board that OCIO was able to recover the staff review data from July 30, 2024 to March 7, 2025, but the State's catastrophic failure data backup retention is only six months, so there is no way to recover the remainder of the lost data. Director Kohtz then informed the Board that OCIO has the ability to record data separately from the State's data backup system which can be extracted and used to replace lost data in the database by using a script. The Director indicated that, moving forward, all database projects will include data recording.

The Director finished by stating that later during this fiscal year or next fiscal year, depending on available funding, data recording will be implemented within the rest of the database. Chairperson Gerdes thanked Director Kohtz for the report, for taking steps to mitigate the damage, and for developing a plan to prevent future data loss from being an issue. The remainder of the Board concurred. No further discussion took place.

P. LEGISLATIVE REPORT AND BUSINESS

1. PROPOSED CHANGES TO TITLE 298 OF THE ADMINISTRATIVE CODE

Director Kohtz presented the proposed changes to Title 298 of the Nebraska Administrative Code to the Board for consideration. Director Kohtz asked for any questions or comments. With no discussion, Chairperson Gerdes called for a motion. Board Member Hermsen moved to adopt the proposed changes to Title 298 of the Nebraska Administrative Code 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, Minshull, Batie, and Gerdes voting aye.

Director Kohtz then requested authority to implement the Nebraska State Patrol fee increase from $45.25 to $55.00 for CHRC on all applicable applications upon promulgation of the adopted changes to Title 298 of the Nebraska Administrative Code. Board Member Hermsen moved to authorize staff to implement the Nebraska State Patrol fee increase from $45.25 to $55.00 for CHRC on all applicable applications upon promulgation of the adopted changes to Title 298 of the Nebraska Administrative Code. Board Member Batie 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, Minshull, Batie, and Gerdes voting aye.

2. LR355 – BANKING, COMMERCE AND INSURANCE COMMITTEE OBRA REVIEW OF THE NRPAB

Director Kohtz informed the Board that in accordance with the Occupational Board Reform Act, the Banking, Commerce, and Insurance Committee is conducting its review of the agency's statutes, rules, effectiveness, and purpose. The Director indicated that the Board's response has been submitted and that the Committee's report will be provided to the Board upon completion of the review. Chairperson Gerdes asked what would need to be done if an issue is found and whether there are steps to prepare. Director Kohtz responded that no issues were identified during the last review and that the Committee determined that the Board is effective and continues serves its purpose – the same result is expected for this review. The Director added that, if there were any findings to address, the Board would work with the Committee to resolve the issue. There was no further discussion.

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**: No discussion.

   a. **Real Property Appraiser Applications**

   LPM Loll presented the Application for Nebraska Certified General Real Property Appraiser Credential, Application for Nebraska Certified Residential Real Property Appraiser Credential, Application for Nebraska Licensed Residential Real Property Appraiser Credential, and the Application for Nebraska Trainee Real Property Appraiser Credential to the Board for consideration and reported that the applications have been updated to include the Valuation Bias and Fair Housing Laws and Regulations Course along with format changes to clean up the applications. LPM Loll asked if there were any questions or comments. Director Kohtz added that significant formatting work had been completed to make the applications easier to follow and understand, and to remove repetitive language that was no longer necessary. The Director explained the reason why the applications were submitted in final form instead of red-lined is because the changes made would not be clear. Public Member Roger Morrissey requested permission to address the Board. Chairperson Gerdes granted Morrissey permission. Roger Morrissey asked when the deadline would be to submit the Valuation Bias and Fair Housing Laws and Regulations Course. EPM Sims stated that credential holders whose credential expires in 2025 must submit the Valuation Bias and Fair Housing Laws and Regulations Course before the end of 2027. All other appraisers must submit the Valuation Bias and Fair Housing Laws and Regulations Course before the end of 2028. Public Member Morrissey thanked EPM Sims for the information. Chase Nelms requested permission to address the Board. Chairperson Gerdes granted Nelms permission. Nelms asked whether the date Valuation Bias and Fair Housing Laws and Regulations Course becomes applicable for trainee real property appraisers would be dependent on the date of application or the date of approval. Director Kohtz responded that the applicable date is based on the date of application. If an application for credentialing is submitted before January 1, 2026, the Valuation Bias and Fair Housing Laws and Regulations Course is not included in the qualifying education requirements. Nelms thanked Director Kohtz. Chairperson Gerdes asked for any additional discussion. With none, Chairperson Gerdes asked for a motion. Board Member Hermsen moved to approve Application for Nebraska Certified General Real Property Appraiser Credential, Application for Nebraska Certified Residential Real Property Appraiser Credential, Application for Nebraska Licensed Residential Real Property Appraiser Credential, and the Application for Nebraska Trainee Real Property Appraiser Credential as presented effective January 1, 2026. 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, Minshull, Batie, and Gerdes voting aye.

b. Real Property Appraisal Practice Experience Log Documents

LPM Loll presented the NRPAB Applicant Real Property Appraisal Practice Experience Log Cover Sheet and the NRPAB Applicant Real Property Appraisal Practice Experience Log to the Board for consideration and reported that only the NRPAB Applicant Real Property Appraisal Practice Experience Log Cover Sheet requires approval. This document has been updated to allow up to 100% of the real property appraisal practice experience required for credentialing to be obtained in another jurisdiction, to implement the Title 298 change adopted in February. Language is also updated to clarify requirements for those completing real property appraisal experience through a PAREA program. LPM Loll asked for any questions or comments. With none, Chairperson Gerdes asked for a motion. Board Member Minshull moved to approve NRPAB Applicant Real Property Appraisal Practice Experience Log Cover Sheet as presented. 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, Minshull, Batie, and Gerdes voting aye.

R. OTHER BUSINESS

1. BOARD MEETINGS

a. Virtual Conferencing Format for December, January, and February Meetings

Director Kohtz reported that the Board typically holds the December, January, and February meetings by virtual conferencing to prevent winter weather from causing attendance problems. The Board agreed to continue holding the December, January, and February meetings by virtual conferencing. Board Member Minshull moved to hold the December, January, and February meetings by virtual conferencing. Board Member Batie 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, Minshull, Batie, and Gerdes voting aye.

2. CONFERENCES/EDUCATION: No discussion.

3. MEMOS FROM THE BOARD: No discussion.

4. QUARTERLY NEWSLETTER

a. Fall 2025 Edition of The Nebraska Appraiser

Director Kohtz presented the Fall 2025 Edition of The Nebraska Appraiser to the Board for consideration. The Director asked for any questions or comments. With no further discussion, Chairperson Gerdes asked for a motion. Board Member Hermsen moved to approve the Fall 2025 Edition of The Nebraska Appraiser as presented. Board Member Batie 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, Minshull, Batie, and Gerdes voting aye.

5. APPRAISAL SUBCOMMITTEE: No discussion.

6. **THE APPRAISAL FOUNDATION**

   a. **Exposure Draft - Proposed Interpretation and the Retirement of Guide Note 4_October 30, 2025**

   Director Kohtz presented the document titled, "The Exposure Draft - Proposed Interpretation and the Retirement of Guide Note 4" to the Board for review. The Director guided the Board to page R.18 and reported that Section C is proposed to be added under General Interpretations in the Real Property Appraiser Qualifications Criteria, which specifies the real property appraisal practice experience credit received for each classification for completion of a PAREA program. Director Kohtz informed the Board that this exact language is already included in Title 298, as it was determined that the experience credit must be identified when the PAREA language was drafted by the Board. The Director then moved to "The Proposed Interpretation Of A Valuation Bias And Fair Housing Continuing Education Requirement" found on page R.19 and indicated that language is proposed to be added to the Criteria requiring that real property appraisers in an inactive status must complete the most recent edition of the Valuation Bias and Fair Housing Laws and Regulations Course to be reactivated. Finally, Director Kohtz informed the Board that Guide Note 4 pertaining to practicum courses is proposed to be retired. Relevant concepts would be relocated to the AQB's CAP Policies where practicum submissions are reviewed and evaluated. The Director asked for any questions or comments. There was no further discussion.

   b. **Rural Appraiser Practicum Model**

   Director Kohtz presented the document titled, "The Rural Appraiser Practicum Model" to the Board for review and reported that this document introduces an early-stage concept designed to explore new ways of delivering practical, hands-on training for future rural appraisers. This is not a practicum course, but a framework from which practicum courses could be developed. The Director asked for any questions or comments. There was no further discussion.

   c. **TAF November Newsletter**

   Director Kohtz presented The Appraisal Foundation's November 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.

   d. **Upcoming Meetings**

      i. **ASB Public Meeting: February 19, 2026 – Virtual**

      Director Kohtz informed the Board that The Appraisal Foundation's Appraisal Standards Board's next public meeting will be held virtually on February 19, 2026. The Director asked for any questions or comments. There was no further discussion.

      ii. **AQB Public Meeting: March 19, 2026 – Virtual**

      Director Kohtz informed the Board that The Appraisal Foundation's Appraiser Qualifications Board's next public meeting will be held virtually on March 19, 2026. The Director asked for any questions or comments. There was no further discussion.

iii. **ASB Public Meeting: September 10, 2026 – Virtual**
Director Kohtz informed the Board that The Appraisal Foundation's Appraisal Standards Board's public meeting after February 19, 2026 will be held virtually on September 10, 2026. The Director asked for any questions or comments. There was no further discussion.

iv. **AQB Public Meeting: November 19, 2026 – Virtual**
Director Kohtz informed the Board that The Appraisal Foundation's Appraiser Qualifications Board's public meeting after March 19, 2026 will be held virtually on November 19, 2026. The Director asked for any questions or comments. There was no further discussion.

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

8. **GOVERNMENT-SPONSORED ENTERPRISES**
   a. **Freddie Mac**
      i. **GSE Appraiser Capacity_October 2025**
      Director Kohtz presented the Freddie Mac document titled, "GSE Appraiser Capacity" 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.

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

D. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed applicants CG25011, CG24002, CG24020, and CR2017003R. Chairperson Gerdes asked for a motion on CG25011, CG24002, CG24020, and CR2017003R.

Board Member Hermsen moved to take the following action:

CG25011 / Approve to sit for exam and authorize director to issue 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 issue a written advisory directing the applicant to take notice of the Competency Rule in the Uniform Standards of Professional Appraisal Practice.

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

Board Member Hermsen moved to take the following action:

CG24002 / Deny application for failure to meet the requirements under Neb. Rev. Stat. § 76-2232(1)(e)(i); N.R.S. § 76-2238(1),(12); and 298 NAC Chapter 2, §§ 002.03B, 002.14A.1, 002.14A3.

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

Board Member Hermsen moved to take the following action:

CG24020 / Approve to sit for exam and authorize director to issue 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 issue a written advisory directing the applicant to take notice of the Competency Rule in the Uniform Standards of Professional Appraisal Practice

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

Board Member Hermsen moved to take the following action:

CR2017003R / Approve the 2026-27 Application for Renewal of Real Property Appraiser Credential and issue a written advisory to carefully read and truthfully answer all disciplinary questions on any future application to the Board.

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

E. REGISTRATION AS AN APPRAISAL MANAGEMENT COMPANY: No Discussion.

F. COMPLIANCE MATTERS

The Board reviewed compliance matter 25-09.

G. OTHER EXECUTIVE SESSION ITEMS

1. PERSONNEL MATTERS

Personnel matters were discussed.

S. ADJOURNMENT

Board Member Minshull moved to adjourn the meeting. Board Member Batie seconded the motion. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye. At 10:43 a.m., Chairperson Gerdes adjourned the November 20, 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 December 2, 2025, in compliance with Nebraska Revised Statue § 84-1413(5).