NEBRASKA REAL PROPERTY APPRAISER BOARD
500 SOUTH 16TH STREET, SUITE 210, LINCOLN, NE

September 17, 2026 Meeting Minutes

A. OPENING

Chairperson Hermsen called to order the September 17, 2026 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m. in Suite 210 on the 2nd floor at 500 South 16th Street, Lincoln, Nebraska.

B. NOTICE OF MEETING

Chairperson Hermsen 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 September 10, 2026. 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 Kevin Hermsen of Gretna, Nebraska; Derek Minshull of North Platte, Nebraska; and Lori Johnson of Lincoln, Nebraska were present. Board Members Rodney Johnson of Norfolk, Nebraska and Adam Batie of Kearney, Nebraska were 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 Hermsen 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 Minshull moved to adopt the agenda as presented. Board Member L. Johnson seconded the motion. The motion carried with Minshull, L. Johnson, and Hermsen voting aye.

Board Member Minshull moved that the Board, including all board members and staff present, 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 L. Johnson seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Minshull, L. Johnson, and Hermsen voting aye.

Board Member Minshull moved to exit executive session at 9:39 a.m. Board Member L. Johnson seconded the motion. The motion carried with Minshull, L. Johnson, and Hermsen voting aye.

Break from 9:39 a.m. to 9:48 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Hermsen welcomed all to the September 17, 2026 meeting of the Nebraska Real Property Appraiser Board. Hermsen then acknowledged Roger Morrissey as the only member of the public in attendance.

H. BOARD MEETING MINUTES

1. APPROVAL OF AUGUST 20, 2026 MEETING MINUTES

Chairperson Hermsen asked for any additions or corrections to the August 20, 2026 regular meeting minutes. With no discussion, Chairperson Hermsen called for a motion. Board Member Minshull moved to approve the August 20, 2026 regular meeting minutes as presented. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and asked for any discussion. With no discussion, Chairperson Hermsen called for a vote. The motion carried with Minshull, L. Johnson, and Hermsen 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 September 17, 2026 to the Board for review. The Director reported that from January through the end of the year the certified residential classification typically shows a slow climb in the Real Property Appraiser - Thirteen-Month Trend chart. However, this year there has been very little movement. Director Kohtz then asked for any questions or comments. Board Member Minshull noted that the certified general classification continues to trend upwards. The Director agreed and added that certified general classification has a reliable upward trend and the licensed residential classification has been stable. 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 August 31, 2026 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

Director Kohtz presented two charts outlining the number of registered supervisory real property appraisers as of September 17, 2026 to the Board for review. The Director reported that he had no specific comments and asked for any questions or comments. There was no further discussion.

d. PAREA Program Participation Report

Director Kohtz presented three charts outlining the number of PAREA program participants who reside in the state of Nebraska as of September 17, 2026 to the Board for review. The Director reported that data is starting to show after three months of reporting the new charts. Director Kohtz then asked for any questions or comments. There was no further discussion.

e. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of September 17, 2026 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.

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 August 12, 2026 and September 8, 2026. 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 August 12, 2026 and September 8, 2026. The Director asked for any questions or comments. There was no further discussion.

3. 2026-27 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS

Director Kohtz presented the 2026-27 NRPAB Goals and Objectives and SWOT Analysis to the Board for review. The Director brought attention to the goals under the section Laws, Rules, and Guidance Documents, to adopt Title 298 changes to implement the increased CHRC fee to "as established by the Nebraska State Patrol," and change the ASC Appraiser Registry Fee and AMC Registry Fee language to "as established by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council," and informed the Board that the draft is in progress. The Director then moved to the goal under the Administration section to utilize the SARAS Grant for development and implementation of online real property appraiser reciprocity application and NRPAB Database interface, and development and of online education applications and NRPAB Database interface and reported that an update will be given under agenda item N. Finally, Director Kohtz noted that activity on some of the long-term goals and objectives is being reported. The Director informed the Board that while the long-term goals are ongoing, he will report significant activity related to these goals moving forward for the record. Director Kohtz added that he will not provide a specific verbal report on these items each month but will address any questions or comments the Board may have. Chairperson Hermsen thanked the Director for the update. There was no further discussion.

J. FINANCIAL REPORT AND CONSIDERATIONS

1. AUGUST FINANCIAL REPORT

The receipts and expenditures for August were presented to the Board for review in the Budget Status Report. The Director brought attention to the "CIO Charges" expense in the amount of $5,839.77 and informed the Board that this expenditure includes all office address updates, converting all remaining payments to an automated receipting system, and some database bug repairs. The Director then moved to the "Publication and Print Expense" in the amount of $541.71 and indicated that this expenditure was for the quarterly copy services from April through June of 2026.

(Continued on page 4)

(Continued from page 3)
Next, Director Kohtz guided the Board to the "Personal Computing Equipment" expense in the amount of $178.39 and reported that this expenditure was for a keyboard and mouse pull-out tray for the Director's new desk. Carryover funds from FY2025-26 were utilized with Chairperson Hermsen's approval. Finally, the Director explained that the "Purchasing Assessment" expense in the amount of $42.00 was for the annual Department of Administrative Services purchasing assessment for FY2026-27. The Director then reported that the overall expenditures for the month of August totaled $33,808.88, and the year-to-date overall expenditures for the fiscal year are $83,208.83, which amounts to 14.41 percent of the budgeted expenditures for the fiscal year; 16.99 percent of the fiscal year has passed.

Director Kohtz then brought the Board's attention to revenues and reported that Certified General Renewal fees are at 10.42 percent of projected as of the end of August, which is higher than usual for the month. The Director then reported that the overall revenues for the month of August totaled $29,187.59, and the year-to-date overall revenues for the fiscal year are $55,721.49, which amounts to 11.71 percent of the projected revenues for the fiscal year. The Director reiterated that 16.99 percent of the fiscal year has passed.

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 August totaled $25,444.32, and the year-to-date overall expenditures for the fiscal year are $55,203.25, which amounts to 14.10 percent of the budgeted expenditures for the fiscal year. The Real Property Appraiser Fund revenues totaled $20,440.48 for August, and the year-to-date overall revenues for the fiscal year are $33,818.07, which amounts to 10.73 percent of the projected revenues for the fiscal year. Director Kohtz then reported that AMC Fund expenditures for the month of August totaled $13,364.56, and the year-to-date overall expenditures for the fiscal year are $28,005.58, which is 15.04 percent of the budgeted expenditures. The AMC Fund revenues totaled $8,747.11 for August, and the year-to-date overall revenues for the fiscal year are $21,903.42, which amounts to 13.36 percent of the projected revenues 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 August and reported that batch #8352112, with the payee/explanation "NRPAB CORR MAY JUN SURPLUS JE" found on page J.11, was to correct a journal entry that had the revenues from surplus property sales allocated between the Appraiser Fund and AMC Fund incorrectly. The Director then moved to batch #8357818, with the payee/explanation "TNF ODP SUP PMT TO PSNAL COMPTR" found on page J.12. Director Kohtz mentioned that this entry was for the keyboard tray for the Director's office. Director Kohtz asked for any questions or comments. Chairperson Hermsen asked if the Director is enjoying the keyboard tray. Director Kohtz confirmed that it solves a height issue with the new desk and current office chair. Hermsen then asked if there was a problem with the Director's new office chair. The Director then explained that his new office chair has yet to arrive and has been using a chair from the old Board meeting room. The Director's old office chair was surplused when staff received their new chairs. There was no further discussion.

Director Kohtz presented four graphs illustrating expenses, revenues, and cash balances. The Director noted overall expenditures of $38,808.88 and revenues of $29,187.59 for the month of August 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 and reiterated that Real Property Appraiser Fund expenditures totaled $25,444.32, Real Property Appraiser Fund revenues totaled $20,440.48, AMC Fund expenditures totaled $13,364.56, and AMC Fund revenues totaled $8,747.11 for August. The Director finished by reporting that the cash balance for the AMC Fund is $88,686.80, the cash balance for the Appraiser Fund is $169,845.44, and the overall cash balance for both funds is $258,532.24. Director Kohtz asked for any questions or comments. Board Member Minshull questioned how the graphs would appear if the legislative cash fund transfers were not included. Director Kohtz informed the Board that in order to know what the amount would be if no transfers were made, $150,000.00 would be added to the Appraiser Fund total and $200,000.00 would be added to the AMC Fund total; $350,000.00 would be added to the Real Property Appraiser Program total. Minshull then requested a graph without the legislative cash fund transfers for the Board to review. Minshull added that such a chart would provide a better sense of the Board's financial health. The Director indicated that the trends would still show a decline in all the balances, but this was by design at the time the last fee changes were discussed. The concept was that the balances would level off, then decline at a slower pace, allowing the Board to draw down the fund balances for a decent period before fees needed to be changed again. Board Member Minshull added that the fund balance transfers sped the process up with no cushion to draw from. Director Kohtz agreed with Minshull's assessment. The Director added that there are other outside forces that were not known at the time the plan was developed, such as insurance costs to the Board increasing by $60,000.00 and investment income dropping by $24,000.00. Director Kohtz informed the Board that staff will begin preparing the alternate fund balance report after the meeting. The Board agreed that this graph would not be included with the financial reports for audit as the numbers would not be accurate. There was no further discussion.

Board Member Minshull moved to file the August financial reports for audit. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and asked for any discussion. With no discussion, Chairperson Hermsen called for a vote. The motion carried with Minshull, L. Johnson, and Hermsen 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 August totaled $16,261.75, and the year-to-date overall expenditures for the fiscal year are $37,545.75, which amounts to 26.57 percent of the budgeted expenditures for the fiscal year. Director Kohtz 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 Hermsen asked for a motion on the August SARAS Grant Fund financial reports. Board Member Minshull moved to file the August SARAS Grant Fund financial reports for audit. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and asked for any discussion. With no discussion, Chairperson Hermsen called for a vote. The motion carried with Minshull, L. Johnson, and Hermsen voting aye.

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

K. GENERAL PUBLIC COMMENTS

Chairperson Hermsen asked for any public comments. With no comments, Hermsen proceeded to Education.

L. EDUCATION: No discussion.

M. UNFINISHED BUSINESS: No discussion.

N. NEW BUSINESS

1. **NRPAB Digital Accessibility Report**

Director Kohtz presented a document from OCIO regarding the new digital accessibility requirements. The Director informed the Board that under ADA Title II, the U.S. Department of Justice adopted WCAG 2.1 Level AA as the standard for state and local government websites, web applications, and digital documents. OCIO has provided training and guidance for staff on what is required and how to comply with the federal requirements. The Director then noted that on page N.17 is a document explaining WCAG and on page N.18 -N.32 is the fact sheet of the rule. Finally, the Director presented examples that OCIO found non-compliant with the requirements on page N.33. Director Kohtz then reported that WCAG does not apply to existing materials unless the public needs access, such as online PDF applications, and it is his intent to not retroactively update documents that do not need to meet the requirements unless requested. The Board's website, database, and online applications are to be updated to meet the requirements in a joint effort with OCIO.

The Director then turned the Board's attention to his plan moving forward and indicated that staff would make an effort to meet WCAG compliance for all public online documents by checking documents and making corrections that take little time. Director Kohtz then explained that some documents are too large to correct every detail, and meeting the requirements may take staff upwards of an entire day to complete. It is not his intent for WCAG compliance to monopolize staff time. Additionally, documents relating to grievances may become questionable in a hearing or court setting if altered to meet WCAG requirements. Board Member Minshull then questioned if documents to the Board are required to comply with the requirements. Director Kohtz confirmed all documents are meant to meet the requirements, but he does not intend to make it a priority unless requested by Board Members. There was no further discussion.

2. **NRPAB Website Update (Demonstration)**

LPM Loll presented the new NRPAB website that is currently in development. Director Kohtz informed the Board that the site has updated coding so that staff have full control over the website design and information. Board Member Minshull asked if the ASC SARAS grant could be used for expenses pertaining to the new website. Director Kohtz informed the Board that the template was built at no cost to the Board as part of the larger WCAG compliance project. The Director then noted that the website is still in development and informed the Board that staff will be putting a more personal touch on it if the Board is satisfied with the direction. Director Kohtz then asked for any recommendations from the Board. With no recommendations, the Director informed the Board that he will bring the website before the Board for approval before the website goes live.

3. **Online Education Application and Database Review Interface Update**

Director Kohtz presented a memo to the Board titled "Online Education Application and Database Review Interface Update" and reported that a progress report was received from OCIO regarding the Online Education Applications and Database Interface Project that raised concerns. When inquiring about the application of funds to complete the remaining features, the agency was informed that OCIO guarantees approximately 60 percent of the project completion moved to production. The remaining phases would utilize whatever funds remain to complete as much as possible on what they consider to be phases two and three.

Director Kohtz then reported that despite having all the information from the Board regarding the project scope, and the request for an updated estimate made in the User Story #34311 Azure DevOps project file, the estimate provided by OCIO to the Board in April, according to project lead Zeke Inman, was for the phase of the project that was in progress at the time the request was made. This estimate was the basis for the year-three SARAS Grant request.

On page N.50 is an updated estimate OCIO provided on September 3, 2026. From start to finish, the total project cost increased by $46,170.00. The misestimation for the project was reported to the ASC Grants Manager on September 2, 2026. The agency was informed that, because the grant funds for this project and the Online Mechanism to Accept Online Credit/Debit Card Payments Project, are coded the same within the grant approval, no grant revision request is required to transfer $46,170.00 from the Online Mechanism to Accept Online Credit/Debit Card Payments Project to the Online Education Applications and Database Interface Project. It is the agency's intent to transfer $46,170.00 from the Online Mechanism to Accept Online Credit/Debit Card Payments Project to the Online Education Applications and Database Interface Project for completion.

The Director then informed the Board that due to OCIO not working on the other applications, he estimated roughly two months of work had been lost. The Director also expressed hope that there would be enough grant funding left to start the credit/debit card payments project, as BPM Falls has been gathering information and found that the third-party "Elavon" has a code that could be implemented once the Board's website has been developed to accept card payments.

4. **Open 2nd Congressional District Certified Real Property Appraiser Representative Position**
   Director Kohtz presented a draft Memo from the Board titled, "State of Nebraska Accepting Applications for Open 2nd Congressional District Certified Real Property Appraiser Member on NRPAB." The Director reported that Chairperson Hermsen's term will expire on December 31, 2026, and it is time to begin advertising this opening. Chairperson Hermsen asked for any discussion. With none, the Chairperson called for a motion. Board Member Minshull moved to approve the Memo From the Board titled "State of Nebraska Accepting Applications for Open 2nd Congressional District Certified Real Property Appraiser Member on NRPAB" and begin public advisement of the opening. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and asked for any discussion. With no discussion, Chairperson Hermsen called for a vote. The motion carried with Minshull, L. Johnson, and Hermsen voting aye.

O. LEGISLATIVE REPORT AND BUSINESS: No discussion.

P. ADMINISTRATIVE BUSINESS: No discussion.

Q. OTHER BUSINESS

1. **BOARD MEETINGS:** No discussion.

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

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

4. **QUARTERLY NEWSLETTER**
   a. **Summer 2026 Edition of The Nebraska Appraiser**
      Director Kohtz presented the Summer 2026 edition of The Nebraska Appraiser to the Board for consideration. Chairperson Hermsen asked for any discussion. With no discussion, Chairperson Hermsen asked for a motion. Board Member L. Johnson moved to approve the Summer 2026 edition of The Nebraska Appraiser as presented. Board Member Minshull seconded the motion. Chairperson Hermsen recognized the motion and asked for any discussion. With no discussion, Chairperson Hermsen called for a vote. The motion carried with Minshull, L. Johnson, and Hermsen voting aye.

Roger Morrissey exited the meeting at 10:44 a.m.

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

6. **THE APPRAISAL FOUNDATION**
   a. **TAF September Newsletter**
      Director Kohtz presented The Appraisal Foundation's September 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.

7. **ASSOCIATION OF APPRAISER REGULATORY OFFICIALS**
   a. **AARO Quarterly Newsletter – August 2026**
      Director Kohtz presented AARO Quarterly 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.

8. **GOVERNMENT-SPONSORED ENTERPRISES**
   a. **Fannie Mae**
      i. **Fannie Mae Selling Guide Announcement (SEL-2026-08)_September 2, 2026**
      Director Kohtz presented the Fannie Mae document titled "Selling Guide Announcement (SEL-2026-08)" to the Board for review and reported that on pages Q.37-38 is a section regarding highest and best use requirements for Uniform Appraisal Dataset (UAD) 3.6. The Director informed the Board that the policy updated to:

      - Require the property's highest and best use, as improved or as proposed, to be a residential use, rather than requiring it to be the property's present use;
      - Define present use, residential use, and subordinate use in the context of highest and best use;
      - Require the property to be a primarily residential one- to four-unit property, with any non-residential use subordinate to the residential use, replacing the previous "residential in nature" guidance; and
      - Establish the eligibility criteria and reporting requirements for one- to four-unit residential properties when the present use does not satisfy one or more of the highest and best use tests.

      Director Kohtz then asked the Board how it interpreted the requirements and opined that it appears the requirements instruct real property appraisers on what the highest and best use is for a property. Chairperson Hermsen agreed that the first bullet point seems to be leading real property appraisers. The Board then discussed properties where the highest and best use has changed to or from residential. Board Member Minshull then speculated that Fannie Mae may be using the requirements to limit submittals in UAD to appraisals for only residential properties, not that the real property appraiser is being instructed to use a predefined highest and best use. The Board agreed that this is the likely reason for the requirements. There was no further discussion.

      ii. **Uniform Appraisal Dataset (UAD) 3.6 FAQs_August 12, 2026**
      Director Kohtz presented the Fannie Mae document titled "Uniform Appraisal Dataset (UAD) 3.6 FAQs_August 12, 2026" 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. **Freddie Mac**
      i. **GSE Appraiser Capacity_August 2026**
      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.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER: No discussion.

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

E. COMPLIANCE MATTERS

The Board reviewed grievances 26-05 and 26-06.

1. NEW GRIEVANCES

a. 26-05

Chairperson Hermsen asked Director Kohtz for proposed language for 26-05.

Director Kohtz presented the following proposed language:

Dismiss with prejudice.

Board Member Minshull moved the proposed language as presented. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and called for a vote. The motion carried with Minshull, L. Johnson, and Hermsen voting aye.

b. 26-06

Chairperson Hermsen asked Director Kohtz for proposed language for 26-06.

Director Kohtz presented the following proposed language:

Dismiss with prejudice. Provide comparative market analysis obtained during investigation to the Nebraska Real Estate Commission.

Board Member Minshull moved the proposed language as presented. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and called for a vote. The motion carried with Minshull, L. Johnson, and Hermsen voting aye.

F. OTHER EXECUTIVE SESSION ITEM: No discussion.

R. ADJOURNMENT

Board Member L. Johnson moved to adjourn the meeting. Board Member Minshull seconded the motion. The motion carried with Minshull, L. Johnson, and Hermsen voting aye. At 10:58 a.m., Chairperson Hermsen adjourned the September 17, 2026 meeting of the Nebraska Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes have been made available for public inspection on September 24, 2026, in compliance with Nebraska Revised Statue § 84-1413(5).