

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

**April 19, 2018 Meeting Minutes**

**A. OPENING**

Chairperson Ben Hynek called to order the April 19, 2018 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 Hynek 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 April 16, 2018 edition of the *Lincoln Journal Star*, a legal newspaper of general circulation in this state, as required by the Open Meetings Act. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. Materials generally used by the Board for this meeting were available in the public folder for inspection by the public, and in accordance with the Open Meetings Act. A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Benjamin Hynek of Lincoln, Nebraska, Christopher Mustoe of Omaha, Nebraska, Gary McCormick of North Platte, Nebraska, and Thomas Luhrs of Imperial, Nebraska were present. Board Member David Hartman of Omaha, Nebraska was absent and excused. Also present were Director Tyler Kohtz, Compliance and Education Officer Grant Krieger, and Business and Licensing Specialist Allison Nesor, who are headquartered in Lincoln, Nebraska.

**ADOPTION OF THE AGENDA**

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

***The Nebraska Real Property Appraiser Board will meet in executive session for review of applicants and enforcement matters.***

Board Member Mustoe moved that the Board go into executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Chairperson Hynek asked for a second. Board Member McCormick seconded the motion. The time on the meeting clock was 9:02 a.m. The motion carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

Board Member Mustoe moved to come out of executive session at 9:52 a.m. Board Member Luhrs seconded the motion. The motion carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

Break from 9:52 a.m. to 10:00 a.m.

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

Chairperson Hynek welcomed the guest to the meeting and declared, "As always, less is more, so let's keep going." Roger Morrissey was the only member of the general public in attendance.

## **H. BOARD MEETING MINUTES**

### **1. APPROVAL OF MARCH 15, 2018 MEETING MINUTES**

Chairperson Hynek asked for any additions or corrections to the March 15, 2018 meeting minutes. With no further discussion, Chairperson Hynek called for a vote. Board Member Mustoe moved to adopt the March 15, 2018 meeting minutes as presented. Board Member McCormick seconded the motion. The motion carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

## **I. DIRECTOR'S REPORT**

### **1. APPRAISER COUNT REPORT**

Director Kohtz presented seven charts outlining the number of appraisers as of April 19, 2018. The Director provided a brief summary, then and asked for any questions or comments. There was no further discussion.

### **2. TEMPORARY PERMIT REPORT**

Director Kohtz presented three charts outlining the number of temporary permits issued as of March 31, 2018, and informed the Board that the number of temporary permit issuances are currently outpacing the previous five years. The Director then asked for any questions or comments. There was no further discussion.

### **3. SUPERVISORY APPRAISER COUNT REPORT**

Director Kohtz presented two charts outlining the number of supervisory appraisers as of April 19, 2018, and asked for any questions or comments. There was no further discussion.

### **4. AMC COUNT REPORT**

Director Kohtz presented two charts outlining the number of AMCs as of April 19, 2018, and asked for any questions or comments. There was no further discussion.

## **J. FINANCIAL REPORT AND CONSIDERATIONS – APRIL 2018**

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

The receipts and expenditures for March were reviewed by the Director by line item with the Board in the Budget Status Report. Director Kohtz brought attention to the data processing expense in the amount of \$2,410.12, and informed the Board that \$991.00 was for the upgrade to 2017 Adobe Acrobat Pro. The Director indicated that the data processing expenses were typical for the month after taking into account the software purchase. Director Kohtz then pointed the Board to the dues and subscriptions expense in the amount of \$450.00, and informed the Board that this amount was for the 2018 AARO dues. The Director then moved to the non-capitalized equipment purchase expense in the amount of \$458.00, and indicated that this amount was for the office chair purchase. As of the end of March, expenses amount to 52.33 percent of the budgeted expenditures for the fiscal year; 75.07 percent of the fiscal year has passed. Director Kohtz then pointed the Board to the revenues, and informed the Board that AMC renewal revenues are still right on pace with projections. The Director asked for any questions related to the Budget Status Report. There was no further discussion.

The Director then brought attention to the General Ledger for March, and informed the Board that “ASSOC OF APPRAISER REGULATORY” under the “Payee/Explanation” column pertains to the 2018 AARO dues paid, and the “CORRECTIONAL SERVICES, DEPARTM” under the “Payee/Explanation” column is due to the office chair being purchased from Cornhusker Industries, which is the Department of Corrections. The Director then asked if the Board had any questions pertaining to the General Ledger. There was no further discussion.

Director Kohtz then presented three graphs showing expenses, revenues, and cash balance. For the Real Property Appraiser Program, which includes both the appraiser fund and the AMC fund, a total of \$22,593.97 in expenditures and \$22,755.93 in revenues were reported.

Board Member Mustoe moved to accept and file the March 2018 financial reports for audit. Board Member McCormick seconded the motion. The motion carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

## **2. PER DIEMS**

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

## **3. WIRELESS HEADSETS FOR BLS AND CEO**

Director Kohtz informed the Board that BLS Nespor made a request for a wireless headset. In response to this request he had Ms. Nespor work with CIO to determine the best headset for her. The Director also asked CEO Krieger if he was interested in a headset since a request will be presented to the Board. CEO Krieger expressed interest in securing a headset as well. The Director then presented the information for the Plantronic CS540 with Lifter, and requested approval for the purchase of two systems at a cost of \$208.65 per system. Director Kohtz indicated that BLS Nespor spends up to half of her day on the phone, and it is not unusual for CEO Krieger to spend a quarter of his day on the phone. Board Member Mustoe expressed that he was surprised that staff didn't already have headsets. Board Member Mustoe then asked the Director if he could use one. The Director indicated that he doesn't typically spend enough time on the phone to justify the need. Board Member Luhrs moved to approve the purchase of two Plantronic CS540 headsets with lifters. The motion was seconded by Board Member Mustoe, and carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

## **4. NRPAB DATABASE – EDUCATION INTERFACE ESTIMATE**

Director Kohtz presented a Memo to the Board, along with a cost estimate prepared by CIO, pertaining the NRPAB Database Education Interface Project. The Memo included a summary of the NRPAB Database project and outlined the benefits of the Education Interface. Board Member Mustoe asked if this project includes online applications. Director Kohtz responded that it does not. Board Member Mustoe asked if the funds available over the estimate for this project could be used for online applications. The Director indicated that the surplus funds could be used for online applications, but that CIO will focus on only one project at a time. When CIO began work on the database again, this project was chosen because it would be relatively easy to get staff and CIO back into the project flow. Director Kohtz asked the Board for approval of the Education Interface project. Chairperson Hynek asked if there is a contingency built into the estimate. The Director responded that the Board typically has included an additional amount for overages when it approved these projects in the past. Chairperson Hynek indicated that he sees no reason to not approve the appropriated amount for this project. Board Member Luhrs moved to approve up to \$60,000.00 for completion of the NRPAB Database – Education Interface. The motion was seconded by McCormick, and carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

## **K. GENERAL PUBLIC COMMENTS**

Chairperson Hynek asked for any public comments. Roger Morrissey stated, "Keep up the good work." The Chairperson thanked Mr. Morrissey for his compliment.

## **L. EDUCATION:** No discussion.

## **M. UNFINISHED BUSINESS**

### **1. ABSTRACTERS BOARD REQUEST FOR NRPAB TO PROVIDE ADMINISTRATIVE SERVICES**

Director Kohtz presented the NABE/NRPAB Administrative Functions Feasibility Report to the Board for review. The Director summarized the report and indicated that the the proposal for the Board to assume the administrative duties of the Abstracters Board was received on January 16, 2018. The proposal indicates that approximately \$35,447.00 would be available to the Board to assume these duties. Director Kohtz informed the Board that it does not have sufficient infrastructure to assume the administrative duties of another agency. The time allocated to each staff position is fully utilized by the current duties of each employee. Any additional responsibilities assumed by the Board would require a significant change in the staff structure and responsibilities. Director Kohtz indicated that historic Registered Abstracter information, historic Certificate of Authority information, and historic budget and accounting information was analyzed to develop two contract scenarios utilizing projected Registered Abstracter and Certificate of Authority counts, and projected expenditures and revenues between FY17 and FY22. Contract #1 was based on the appropriate agency adjustments needed to incorporate the additional responsibilities, which was developed with the funds available in the proposal submitted by the Abstracters Board, and Contract #2 was based on the minimum agency adjustments allowed upon completion of the Abstracters Board fiscal analysis.

The Director then outlined Contract #1 and informed the Board that this contract requires the reclassification of the Staff Assistant II position to an Administrative Assistant III position, and the hiring of a ½ time Staff Assistant I position. Contract #1 allows the Board to continue meeting its current obligations with no drop off in performance, while assuming its new administrative duties. The relationship provides for a management structure that distributes the responsibilities between three employees that are capable of performing tasks appropriate for the positions. However, the financial projections show that Contract #1 poses a significant risk to the Board. Under the Contract #1 scenario, the expenditures outpace the revenues, and the fund equity would be \$-2,695.00 at the end of FY22. It is questionable that the Abstracters Board could meet its financial obligations for the entire FY21 fiscal year due to a lack of available funds, but it is certain that the financial obligations will not be met in FY22 and FY23. If the Abstracters Board cannot meet its financial obligations, it cannot make the contract payments to the Board.

Finally, Director Kohtz outlined Contract #2, and indicated that it requires the reclassification of the Staff Assistant II position to an Administrative Assistant II position, and the hiring of a ½ time Secretary II position. Although Contract #2 allows the Board to continue meeting its current obligations while assuming its new administrative duties, the management structure poses a significant risk to staff efficiency and effectiveness. This is due to the primary responsibilities being placed on the Director position, and the classifications utilized for Contract #2 would leave the agency understaffed for the additional duties, as each position would have significantly reduced autonomy compared to the classifications utilized in Contract #1. Financially, Contract #2 poses little risk to the Board assuming that future trends align with the balanced approach to projecting Registered Abstracter and Certificate of Authority counts. Director Kohtz finished by saying that as long as the concerns regarding the low number of Registered Abstracter renewals and new Registered Abstracter applications during FY15 and FY16 do not become a trend, the Abstracters Board's fund should remain solvent for quite a few years under Contract #2.

Board Member Mustoe indicated that he sees an unnecessary burden under either scenario. Chairperson Hynek suggested that the contract would not add value to the agency, and would potentially harm staff efficiency. The Chairperson continued by saying that the Director's report does not even consider what happens if there is staff turnover. It is possible that the next person cannot fit the role as well. This problem would make it hard to provide services to appraisers in a timely manner. Board Member Mustoe indicated that entering into an agreement only delays the inevitable. Chairperson Hynek asked for a motion. Board Member Luhrs moved to deny the Abstracters Board's proposal for the Board to assume the administrative duties of the Abstracters Board and also to end discussions. The motion was seconded by Mustoe, and carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

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

**O. LEGISLATIVE REPORT AND BUSINESS**

**1. CURRENT LEGISLATION**

Director Kohtz presented the final legislative report of the current session to the Board for review. The Director informed the Board that LB17, LB299, LB741, LB751, LB859, and LB944 were all passed by the Legislature, and the remaining bills are Indefinitely Postponed. Director Kohtz finished the legislative report by asking if any members had any other bills that they would like to discuss. Chairperson Hynek granted public member Roger Morrissey permission to speak. Mr. Morrissey asked if the Report Writing Update Course will be required for the current continuing education period. Director Kohtz was authorized to respond. The Director informed Mr. Morrissey that the authority for requiring the course no longer exists as of April 12, 2018, so unless the Board intends to enforce the requirements in place at the time the current credential was issued, the answer is no, there will be no Report Writing Update Course requirement for this continuing education cycle. The Board agreed that there will be no Report Writing Update Course requirement for this continuing education cycle. Board Member Mustoe added that nothing prevents the course from being offered and taken for continuing education credit. Mr. Morrissey thanked the Board for the clarification. There was no further discussion.

**2. OTHER LEGISLATIVE MATTERS**

Director Kohtz presented Legislative Resolution 352 to the Board for review concerning a potential study to determine if the Nebraska Real Property Appraiser Act should be updated. The Director also informed the Board that the Legislative Resolution was introduced with the Director's approval. Director Kohtz asked the Board if it had any other legislative matters that it wished to discuss. There was no further discussion.

**P. ADMINISTRATIVE BUSINESS**

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

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

### **3. FORMS AND PROCEDURES**

#### **a. Criminal History Record Check Information**

Director Kohtz presented the “Criminal History Record Check Procedures,” the “Authorization to Use Fingerprints for National CHRC Through the NSP and FBI” form, and the “NRPAB Privacy Act Statement” to the Board for consideration. The Director informed the Board that it was audited by the FBI in 2014. After the audit, the FBI recommended that the Board make some minor changes to its CHRC program. Recently, the Nebraska State Patrol and the FBI held a training session regarding the CHRC requirements. The Director sent BLS Nespor to the training session assuming that not much has changed since 2014. Director Kohtz informed the Board that quite a bit has changed, and he and BLS Nespor have put in a lot of work to ensure that the procedures are up to date, and that the forms utilized by the Board meet the FBI’s expectations. The Director then thanked BLS Nespor for her hard work. Director Kohtz continued by saying that the updated procedures and the two additional forms presented today have been reviewed and approved by the FBI. The Director also indicated that the procedures are for internal operations and don’t need the Board’s approval, but he wanted the Board to be aware of how detailed and involved the CHRC program is. The Director finished by informing the Board that the current applications do need to be updated with the Authorization to Use Fingerprints for National CHRC Through the NSP and FBI form, and the NRPAB Privacy Act Statement. This can be done two ways, the Board could grant authorization to the staff to update the applications, or staff can update applications and bring each application to the Board for approval. The Board agreed to authorize staff to update the applications. Board Member Mustoe moved to approve the forms as presented and authorize the Director to implement the procedures and update the appraiser and AMC applications to incorporate the Authorization to Use Fingerprints for National CHRC Through the NSP and FBI form, and the NRPAB Privacy Act Statement. The motion was seconded by Luhrs, and carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

#### **b. Appraisal Services Agreements**

##### **i. Subject Matter Expert Services Agreement**

Director Kohtz presented the Subject Matter Expert Services Agreement to the Board for consideration. The Director informed the Board that the only changes pertain to the credential number requirement highlighted on page P.9 and P.15. Chairperson Hynek granted public member Roger Morrissey permission to speak. Mr. Morrissey indicated that the agreement does not require review experience. Board Member Mustoe asked, “How much experience should be required? 1, 3, 5 reviews?” Mr. Morrissey responded that it is a competency issue, and it isn’t addressed in the contract. Director Kohtz informed the Board that competency is detailed in the “Scope of Service” section, and indicated that the experience level of those appraisers that the Board engages as SMEs is such that an appraiser knows if he or she is competent. The Director finished by saying, “Occasionally, an appraiser will reject an assignment because he or she feels that he or she is not competent.” Chairperson Hynek also added that some appraisers have been removed from the Board’s list because a review was insufficient even though the appraiser was competent to perform the assignment. Board Member Mustoe moved to approve the Subject Matter Services Agreement as presented. The motion was seconded by Luhrs, and carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

**ii. Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement**

Director Kohtz presented the Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement to the Board for consideration. The Director informed the Board that the only changes pertain to the credential number requirement highlighted on page P.16 and P.22. Board Member Mustoe moved to approve the Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement as presented. The motion was seconded by McCormick, and carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

**Q. OTHER BUSINESS**

**1. BOARD MEETINGS**

**a. 2018 Strategic Planning Meeting**

Director Kohtz brought attention to the 2018 strategic planning meeting, and requested that the Board consider holding the meeting the day of the regular meeting in June or the day before the regular meeting in June. After discussion, the Board agreed to move the regular meeting to Wednesday, June 20, 2018 at 2:00 p.m., and hold strategic planning on Thursday, June 21, 2018 at 8:00 a.m. Chairman Hynek asked if a vote is needed. Director Kohtz asked that a vote be taken. Board Member Mustoe moved to set the regular meeting for Wednesday, June 20, 2018 at 2:00 p.m., and set strategic planning for Thursday, June 21, 2018 at 8:00 a.m. The motion was seconded by Luhrs, and carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

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

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

**4. QUARTERLY NEWSLETTER**

Director Kohtz informed the Board that staff intends to have the spring newsletter prepared for consideration by the Board at the May meeting.

**5. APPRAISAL SUBCOMMITTEE**

**a. ASC Special Meeting; April 23, 2018 – Washington, D.C.**

Director Kohtz informed the Board that the ASC rescheduled the April 12, 2018 special meeting for April 23, 2018. The purpose of the meeting is to consider the temporary waiver request from TriStar Bank of Dickson, Tennessee. There was no further discussion.

**b. Information Received by the ASC Concerning Request for a Temporary Waiver**

Director Kohtz presented information received by the ASC concerning the request for a temporary waiver made by TriStar Bank of Dickson, Tennessee to the Board for review. There was no further discussion.

**6. THE APPRAISAL FOUNDATION**

**a. Valuation Advisory 9: Valuation of Green and High-Performance Property: Commercial, Multi-family, and Institutional Properties**

Director Kohtz presented The Appraisal Foundation's "Valuation Advisory 9: Valuation of Green and High-Performance Property: Commercial, Multi-family, and Institutional Properties" to the Board for review. There was no further discussion.

**b. Appraisal Standards Board**

**i. ASB Q&A: March 2018**

Director Kohtz presented the ASB's March 29, 2018 Q&As to the Board for review. The Director informed the Board that the first question pertains to the use of an extraordinary assumption if relying on an inspection completed by someone else. The ASB took the position that an extraordinary assumption is not needed if the appraiser believes the information provided in the inspection is reliable and complete. If the information is uncertain, then an extraordinary assumption may be used. The second question pertains to incorporation of the USPAP required disclosure on whether an appraiser performed any services on the property in the three years prior to the assignment when using a form that cannot be altered. It is the ASB's position that the information cannot be added to the body of the report because Standards Rule 2-3 requires that this statement be located in the signed certification. A supplemental certification should be utilized and clearly identified to address this issue. There was no further discussion.

**7. IN THE NEWS**

**a. Appraisal Buzz Article – Evolution in the Industry**

Director Kohtz presented an Appraisal Buzz article titled "Evolution in the Industry" to the Board for review. The Director informed the Board that he thought this article provided good insight into Jim Park's positions on industry related matters. There was no further discussion.

**b. Appraisal Buzz Article – Man and Machine**

Director Kohtz presented an Appraisal Buzz article titled "Man and Machine" to the Board for review. The Director informed the Board that this article includes the standard talking points regarding the application of data to the appraisal process, but goes into an area that has previously not been mentioned. Director Kohtz continued by saying that the article places artificial intelligence in the future of the appraisal industry. The article indicates that the computers of the future will be so powerful that they would not only be able to collect data, but also interpret data to near human accuracy. The Director finished by declaring that the article circles back around and indicates that humans will still be needed to verify the work of the computer. There was no further discussion.

**c. Appraisal Buzz Article – Measuring the Millennial Impact**

Director Kohtz presented an Appraisal Buzz article titled "Measuring the Millennial Impact" to the Board for review. The Director informed the Board that he thought this article was interesting because not too long ago the word was that millennials will not be entering the homeownership market for many years. If it is happening, this is a good thing. There was no further discussion.

**C. CONSIDERATION OF APPLICANTS FOR CREDENTIAL AS NEBRASKA REAL PROPERTY APPRAISER**

Board Member Mustoe moved to take the following actions for the applicants as listed:

**T18003 / Hold.**

**T18004 / Approve as Trainee Real Property Appraiser.**

**T18005 / Requirements for credentialing as a Trainee Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.**

**T18006 / Approve as Trainee Real Property Appraiser. Send advisory letter.**

**T18007 / Requirements for credentialing as a Trainee Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.**

**T18008 / Requirements for credentialing as a Trainee Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.**

**SA-T2017016 / Approve as Supervisory Appraiser.**

**SA-T18004 / Approve as Supervisory Appraiser.**

**SA-T18005A / Approve as Supervisory Appraiser.**

**SA-T18005B / Approve as Supervisory Appraiser.**

**SA-T18007 / Approve as Supervisory Appraiser.**

**SA-T18008 / Approve as Supervisory Appraiser.**

**CR18002R / Approve as a Certified Residential Real Property Appraiser.**

**CG18006R / Approve as a Certified General Real Property Appraiser.**

**CG18008R / Requirements for credentialing as a Certified General Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.**

**CG18009R / Requirements for credentialing as a Certified General Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.**

**CG18007 / Send redacted copy of Standard 3 Review Report and request a written response within ten business days.**

**CG17030R / Deny.**

Board Member Luhrs seconded the motion. Motion carried with Mustoe, McCormick, Luhrs and Hynek voting aye.

#### **D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY**

Board Member Mustoe moved to take the following action for the AMC applicant as listed:

**NE2018001 / Approve for registration as an Appraisal Management Company.**

Board Member Luhrs seconded the motion. Motion carried with Mustoe, McCormick, Luhrs and Hynek voting aye.

#### **E. CONSIDERATION OF DISCIPLINARY ACTIONS/ ENFORCEMENT MATTERS**

Board Member Mustoe moved to take the following enforcement actions:

**17-04 / Hold**

**15-18 / Send certified letter requesting response within ten days regarding the failure to complete terms of the Board's November 16, 2017 Order.**

Board Member Luhrs seconded the motion. Motion carried with Mustoe, McCormick, Luhrs, and Hynek voting aye.

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

The Board discussed personnel matters. No action was taken.

**R. ADJOURNMENT**

Board Member Mustoe moved to adjourn the meeting. Board Member McCormick seconded the motion. Motion carried with Mustoe, McCormick, Luhrs, and Hynek voting aye. At 11:04 a.m. Chairperson Hynek adjourned the April 19, 2018 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz  
Director

These minutes were available for public inspection on April 25, 2018, in compliance with Nebraska Revised Statute § 84-1413 (5).