

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

**December 20, 2018, Meeting Minutes**

**A. OPENING**

Chairperson Ben Hynek called to order the December 20, 2018, meeting of the Nebraska Real Property Appraiser Board at 9:07 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 December 17, 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 David Hartman of Omaha, Nebraska, Benjamin Hynek of Lincoln, Nebraska, Thomas Luhrs of Imperial, Nebraska, Christopher Mustoe of Omaha, Nebraska, and Gary McCormick of North Platte, Nebraska, were present. Also present were Director Tyler Kohtz, Business and Licensing Specialist Allison Nesper, and Administrative Specialist Katja Duerig, who are all 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, Hartman, and Hynek voting aye.

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. Board Member Luhrs seconded the motion. The time on the meeting clock was 9:09 a.m. The motion carried with Mustoe, McCormick, Luhrs, Hartman, and Hynek voting aye.

Board Member Luhrs moved to come out of executive session at 9:21 a.m. Board Member Hartman seconded the motion. The motion carried with Mustoe, McCormick, Luhrs, Hartman, and Hynek voting aye.

Break from 9:21 a.m. to 9:30 a.m.

**G. WELCOME AND CHAIR’S REMARKS**

Chairperson Hynek welcomed the guest to the meeting and declared, “It’s the biggest crowd of the year. As always, less is more.” Chase Nelms, Jack Rose, and Roger Morrissey, members of the general public, were present.

**H. RECOGNITION OF OUTGOING BOARD MEMBER**

The Board recognized outgoing board member David Hartman and thanked him for his service. Chairperson Hynek presented Board Member Hartman with a plaque and the past board member pin. Director Kohtz reminded the Board that Board Member Hartman was a member when he began as Director in 2012, and then Director Kohtz thanked the outgoing board member for his service. Board Member Hartman expressed gratitude to other board members, and mentioned that the length of the meetings and the operation efficiency has improved greatly since his first stint on the Board.

**I. BOARD MEETING MINUTES**

**1. APPROVAL OF NOVEMBER 15, 2018 MEETING MINUTES**

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

**J. DIRECTOR’S REPORT**

**1. APPRAISER COUNT REPORT**

Director Kohtz presented seven charts outlining the number of appraisers as of December 20, 2018, 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 November 30, 2018. 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 December 20, 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 December 20, 2018, and asked for any questions or comments. Director Kohtz informed the Board that two AMCs had not renewed. There was no further discussion.

## **5. CREDENTIAL RENEWAL PROGRESS REPORT**

Director Kohtz presented two charts outlining the credential renewal progress compared to previous years through December 14, 2018, and two charts outlining the credential renewal progress for the current renewal period through December 19, 2018. The Director summarized each chart, and informed the Board that as of today 88% of projected renewal applications have been received, which is far ahead of the 85% for this time last year. In addition, there are sixty applications that have not been approved for renewal, and 27 of those are on today's agenda for approval. The Director finished by informing the Board the renewal processing is right on schedule and expected to meet projections. Chairperson Hynek thanked the Director for his report. There was no further discussion.

## **K. FINANCIAL REPORT AND CONSIDERATIONS – DECEMBER 2018**

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

The receipts and expenditures for November were reviewed by the Director by line item with the Board in the Budget Status Report. Director Kohtz guided the Board to publication and print expenses, and informed the Board that the quarterly copier services for July through September are included in the \$579.33 amount. The Director then brought attention to the SOS temp personnel expenditure of \$4,938.98, and commented that it appears that the year-to-date actual is exceeding the budgeted amount. Director Kohtz informed the Board that this is misleading because a large part of the expenditure was available through PSL when AS Blumanhourst replaced CEO Krieger. The Director stated that the funds were not transferred from PSL, so PSL is below budget by approximately 6 percent and SOS temp personnel is above budget. Director Kohtz finished by saying that Ms. Blumanhourst elected insurance coverage, so the final expenditure for SOS temp personnel will be above the budgeted amount, but not by a lot. Director Kohtz then moved on to report that as of the end of November, expenses amount to 31.84 percent of budgeted expenditures for the fiscal year; 41.92 percent of the fiscal year has elapsed. Director Kohtz pointed the Board to the revenues and commented that \$106,002.00 in revenue has been collected in November, and that revenues are right on track 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 November, and notified the Board that he had no comments. There was no further discussion.

Director Kohtz 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 \$30,300.06 in expenditures and \$106,002.00 in revenues were reported. Director Kohtz commented that this is typical for this time of year. Director Kohtz then remarked that the cash balance for the AMC fund is \$307,894.18, the Appraiser Fund is \$365,927.57, and the overall cash balance is \$673,821.75. Director Kohtz added that, if trends continue, the Appraiser Fund might exceed \$400,000 for the first time in two years. The Director asked for any questions related to the graphs. There was no further discussion.

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

## **2. PER DIEMS**

Director Kohtz requested a per diem payment in the amount of \$100.00 for Board Member Hynek for representing the Board at a meeting with CIO held on December 18, 2018. Board Member Hynek refused the per diem. Director Kohtz asked if any board members had a request for the Board to consider. There was no further discussion.

## **3. LB17 AMC INTERFACE DATABASE UPDATE**

Director Kohtz informed the Board that he added this item to the agenda to ensure that CIO continues to place focus on the Board's database. This project can be placed on hold since staff and Chairperson Hynek met with CIO to discuss the online appraiser renewal application submission portal with electronic payment project. Priority will be placed on this project, and the LB17 AMC Interface Database Update can be considered once the legislature-funded projects are completed. There was no action.

## **4. 2019-2021 BIENNIAL BUDGET UPDATE**

Director Kohtz informed the Board that he met with the Board's Legislative Fiscal Officers Mike Lovelace and Sam Malson to discuss the Board's 2019-2021 Biennial Budget Request. The Director proceeded to provide a summary of the discussion to the Board, and informed the Board that Mr. Lovelace and Mr. Malson asked some general questions for better clarification of the specifics in the budget request, but nothing concerning. The Director informed the Board that the next step is the Governor's review of the budget; the Board should know more about the Governor's recommendation next month. Chairperson Hynek thanked Director Kohtz for the update. There was no further discussion.

## **L. GENERAL PUBLIC COMMENTS**

Public Member Jack Rose appeared before the Board, and brought attention to the supervisory appraiser and trainee course. Specifically, Mr. Rose indicated that the AQB does not require that the course be completed by a certified appraiser within two years of submitting a supervisory appraiser application for each trainee real property appraiser. In addition, the neighboring states of Iowa, Kansas, and Colorado have no such requirement. Mr. Rose then informed the Board that he would like to supervise a trainee, but last took the course in November of 2014 and the next course is not available until March of 2019. He indicated that he noticed the two-year requirement as he was finishing his supervisory appraiser application. Because the AQB does not require that the course be completed by supervisory appraiser applicants within two years, Mr. Rose requested that the requirement be waived. Mr. Rose also added that it is difficult for a trainee real property appraiser to find a supervisory appraiser, and suggested that a public list of approved supervisory appraisers would be beneficial. Chairperson Hynek asked whether Mr. Rose would like that the course requirement be waived entirely, or that the requirement that the course must be completed within two years prior to submitting an application as a supervisory appraiser be waived. Mr. Rose clarified that he would like to see the requirement that the course must be completed within two years prior to submitting an application as a supervisory appraiser be waived, not the course. Chairperson Hynek asked Director Kohtz if it would be possible to waive Mr. Rose's requirement immediately. Director Kohtz replied that, since it is a statutory requirement, it would be impossible. Director Kohtz commented that the law could be changed, and Mr. Rose's request is on the current agenda under Legislative Report and Business.

*(Continued on page 5)*

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Board Member Hartman expressed support for making a change to the law, and indicated that it makes sense to only have to complete the supervisory appraiser and trainee course once. Board Member Luhrs agreed with Board Member Hartman, and declared that the requirement seems unfair if neither the AQB nor the surrounding states require the same thing.

Chairperson Hynek asked if it would be possible to approve Mr. Rose's application in March retroactively to the beginning of 2019. Director Kohtz requested a brief break research the legality of Chairperson Hynek's request. Chairperson informed the Board and guests that it is on break.

Break from 10:10 a.m. to 10:18 a.m.

Chairperson Hynek thanked Mr. Rose for bringing this issue to the Board's attention, and informed him that additional research is needed to establish if a supervisory appraiser approval can be granted retroactively. Mr. Rose expressed appreciation for the efforts of the Board.

Public Member Roger Morrissey appeared before the Board and asked if the Board had voted on executive session items yet. Chairperson Hynek said no, that occurs at the end of the meeting. Roger Morrissey asked if any action had been taken on trainee applicants. Director Kohtz responded that no actions have been taken, and no public information has been made available, so the Board cannot comment on any items discussed in closed session. The Director added that the information Mr. Morrissey seeks might be revealed when the Board moves on agenda items C, D, E, and F. Mr. Morrissey thanked the Board for their time.

#### **M. CONSIDERATION OF EDUCATION-INSTRUCTOR REQUESTS**

Board Member Hartman moved to take the following actions for education activities and instructors as listed:

##### **NEW CONTINUING EDUCATION ACTIVITIES AND INSTRUCTORS**

###### **Appraisal Institute**

Income Approach for Residential Appraisers (2181443.02) / 7 Hours – *Approve*

Mark Smeltzer – *Approve*

Online Analyzing Operating Expenses (2182448.02) / 7 Hours – *Approve*

Kenneth Foltz – *Approve*

###### **McKissock**

Residential Construction and the Appraiser (2182449.03) / 7 Hours – *Approve*

Dan Bradley – *Approve*

##### **NEW QUALIFYING EDUCATION ACTIVITIES AND INSTRUCTORS**

###### **Appraisal Institute**

Residential Report Writing and Case Studies (1181446.02) / 15 Hours – *Approve*

James Atwood – *Approve*

Seconded by Board Member Luhrs. Chairperson Hynek called for the vote. The motion carried with Mustoe, McCormick, Luhrs, Hartman, and Hynek voting aye.

AS Duerig presented a memo to the Board for review concerning the McKissock education activity titled “The Dirty Dozen.” Ms. Duerig provided a summary of the memo, and requested that the Board approve the continuing education activity retroactively to January 1, 2018 to allow continuing education credit to be awarded to those appraisers that have completed the activity in Iowa and Minnesota. Board Member Hartman moved to approve the McKissock continuing education activity titled “The Dirty Dozen” with the education activity number 2182450.03, and the instructor for the activity, Dan Bradley, effective January 1, 2018. Board Member McCormick seconded the motion. The motion carried with Mustoe, McCormick, Luhrs, Hartman, and Hynek voting aye.

## **N. UNFINISHED BUSINESS**

### **1. NRPAB OFFICE RELOCATION**

Director Kohtz informed the Board that remodeling is currently in progress, but there is nothing else to report at the present time. There was no further discussion.

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

Director Kohtz informed the Board that he has no update as no applications have been received by the Governor’s Office to date. Board Member Hartman informed the Board that he might reach out to some potential candidates. There was no further discussion.

### **3. ONLINE APPRAISER RENEWAL APPLICATION SUBMISSION PORTAL WITH ELECTRONIC PAYMENT**

Chairperson Hynek informed the Board that he requested that he be involved with the progress of the online appraiser renewal application submission portal with electronic payment project. The Chairperson indicated that he wanted to be a representative for the appraiser community and also be able to report the progress back to the Board as the project moves forward. Chairperson Hynek then reported that he, the Director, and BLS Nespor met with Juli Jurgens from the Office of the Chief Information Officer on December 18, 2018 to discuss the online appraiser renewal application submission portal project. The Chairperson informed the Board that the project feasibility is dependent on many factors, but the method of electronic payment will have a major impact. Utilizing PayPal and Electronic Funds Transfer were the two methods discussed in depth. The credit card payment option was discussed less due to information data compliance. Collecting credit card information requires a whole new level of data security, which may not be possible for the Board to adhere to with the small staff.

Chairperson Hynek then invited Director Kohtz for his thoughts on the meeting. Director Kohtz indicated that the discussion with Ms. Jurgens centered on the payment method, what a renewal application would look like in Appraiser Login, and also what the new and renewal application interfaces would look like on the staff's side. The Director informed the Board that the intent is to have a fillable renewal application in Appraiser Login, and once the renewal application is completed, the appraiser would be redirected to the payment screen. Appraiser contact changes would become a separate function in Appraiser Login. The appraiser may change his or her contact information at any time. When contact information is changed, the office would receive an email notification from OCIO. The Chairperson also informed the Board that CIO also has an intern working on the Board's database. The work is sporadic, but it might reduce costs on a project like this. Director Kohtz added the intern was working on a search function for the Board's website to search for appraisers by name, county, credential number, or credential type, instead of using the county map.

Director Kohtz then reported that Ms. Jurgens would provide an estimate for an online application that utilizes PayPal, EFT, and credit card. Chairperson Hynek added that he would be interested in Board comments regarding the proposed payment methods. The Chairman then expressed his preference for ETF because he would rather not require appraisers to sign up for PayPal. Director Kohtz asked whether PayPal had a "Pay as a Guest" feature. Board Member Mustoe said he prefers ETF because all appraisers would likely have bank accounts. Chairperson Hynek said that Ms. Jurgens brought up a broad range of costs, so the preference may change once the estimates are received, but he also expressed concern with providing financial information to a third party such as PayPal. Director Kohtz reiterated what was previously said by Chairperson Hynek regarding the credit card payment method, and indicated that electronic data security may be more work than what staff can handle, but according to Ms. Jurgens, the other two options bypass the data security requirements, so either option may be feasible. There are some known issues with the EFT option; first, the vendor that the State of Nebraska contracts with is known to be difficult to work with, and second, the vendor will likely change in the near future, requiring the entire payment application to be recoded, which would be very expensive. Chairperson Hynek said he would keep the Board Members updated on all major or unusual developments.

Director Kohtz requested approval in the amount of \$43,000 for the online appraiser renewal application submission portal with electronic payment project to begin work as soon as the estimate is completed, as long as the estimate comes in at or below the approval amount. Director Kohtz reminded the Board that the majority of the funds for this project are legislature appropriated, so the project must move fast. Board Member Mustoe moved to preapprove expenditure of up to \$43,000.00 for the Online Appraiser Renewal Application Submission Portal with Electronic Payment project. The motion was seconded by Board Member Luhrs, and carried with Mustoe, McCormick, Hartman, Luhrs, and Hynek voting aye.

## **O. NEW BUSINESS**

### **1. ROSE REQUEST CONCERNING TWO YEAR SUPERVISORY APPRAISER AND TRAINEE COURSE REQUIREMENT FOR SUPERVISORY APPRAISERS**

Director Kohtz presented an email request from Jack Rose to the Board for consideration regarding the requirement that the supervisory appraiser and trainee course be completed by a certified appraiser within two years of submitting a supervisory appraiser application for each trainee real property appraiser. Chairperson Hynek reminded the group that Director Kohtz would look into the possibility of retroactive approval of the supervisory appraiser designation. Chairperson Hynek asked the Board if it would be interested in amending the current legislative draft to remove the requirement that the supervisory appraiser and trainee course be completed by a certified appraiser within two years of submitting a supervisory appraiser application for each trainee real property appraiser. Board Member Hartman expressed support for only requiring that the supervisory appraiser and trainee course be completed once by a certified appraiser. Board Member McCormick asked, "is this a tested course?" Several Board Members replied affirmatively. Board Member McCormick said, "I can't think of another tested course that ever needs to be repeated." The Board agreed that the requirement should be removed. Board Member Luhrs moved to strike the requirement that the supervisory appraiser and trainee course be completed by a certified appraiser within two years of submitting a supervisory appraiser application for each trainee real property appraiser in REQ0188. Board Member McCormick seconded the motion. The motion carried with Mustoe, McCormick, Luhrs, Hartman, and Hynek voting aye.

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

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

#### **a. REQ00188 COMMENTS**

Director Kohtz presented the responses received to REQ00188 and informed the Board that there is no opposition or recommended changes to the draft. The Director summarized the responses received, and informed the Board that one response recommended that the Board obtain an AMC liaison to act in an advisory capacity. Chairperson Hynek asked for Board comments regarding this recommendation and there were none. There was no further discussion.

#### **b. REQ00188 (FINAL): No discussion.**

Director Kohtz presented REQ00188 to the Board for consideration and requested approval to begin preparing the draft for introduction. Board Member Mustoe moved to approve REQ00188 as amended with the motion under agenda item O for introduction as a Legislative Bill. The motion was seconded by Luhrs, and carried with Mustoe, McCormick, Hartman, Luhrs, and Hynek voting aye.

### **2. TITLE 298 UPDATE**

Director Kohtz reminded the Board that the administrative hearing for the Title 298 Update is set for January 17, 2019 at 11:30 a.m.



**Q. ADMINISTRATIVE BUSINESS**

1. **GUIDANCE DOCUMENTS:** No discussion.
2. **INTERNAL PROCEDURAL DOCUMENTS:** No discussion.
3. **APPRAISER FORMS AND PROCEDURES:** No discussion.

**R. OTHER BUSINESS**

1. **BOARD MEETINGS:** No discussion.
2. **CONFERENCES/EDUCATION:** No discussion.
3. **MEMOS FROM THE BOARD:** No discussion.
4. **QUARTERLY NEWSLETTER:** No discussion.

**5. APPRAISAL SUBCOMMITTEE**

**a. ASC Meeting; February 13, 2019 – Washington, D.C.**

Director Kohtz announced that the Appraisal Subcommittee would be holding a meeting on February 13, 2019 in Washington, D.C. There was no further discussion.

**6. THE APPRAISAL FOUNDATION**

**a. Board of Trustees Meeting; June 5-7 – Park City, UT**

Director Kohtz announced that the Appraisal Foundation Board of Trustees would be holding a meeting from June 5-7, 2019 in Park City, Utah. There was no further discussion.

**b. Increase in Appraisal Threshold**

**i. David Bunton Letter**

Director Kohtz presented an email he received from David Bunton concerning the federal proposal to raise the threshold for which a real property appraisal is not required from \$250,000 to \$400,000 for residential mortgage transactions to the Board for review. The Director added that Mr. Bunton included the two following articles with his email to support his position. Director Kohtz informed the Board that it is his opinion that Mr. Bunton is exaggerating the effect of this threshold change. The Director continued by saying that the change will have an impact, but it is untrue that 90% of residential mortgage transactions will not require an appraisal. Mr. Bunton's comment does not take into account that many other federal agencies have other requirements for an appraisal not based on the threshold alone. There was no further discussion.

**ii. Push to Cut Back on Home Appraisals Sparks Controversy:** No discussion.

**iii. Plan to Reduce Human Appraisals May Lead to Wildly Inaccurate Estimates:** No discussion.

**c. Third Exposure Draft of Proposed Changes for the 2020-21 Edition of USPAP**

Director Kohtz presented the ASB's third exposure draft of proposed changes for the 2020-21 Edition of USPAP to the Board for review. The Director went on to inform the Board that this current draft includes the removal of the report type; changes to existing definitions; the addition of new definitions; and simplified language throughout. Director Kohtz then brought attention to an addition to the Competency Rule. The comment that currently appears in the development standards, "Perfection is impossible to attain, and competence does not require perfection. However, an appraiser must not render appraisal services in a careless or negligent manner. This Rule requires an appraiser to use due diligence and due care." was moved to the Competency Rule. The Director then informed the Board that Advisory Opinion #1 is edited to provide additional detail related to an appraiser's obligation to analyze the sales history of the subject property, Advisory Opinion #2 is edited to reflect changes in the marketplace related to an appraiser's inspection of a property, Advisory Opinion #28 includes an additional illustration, Advisory Opinion #31 now includes the language, "appraisal-related help, provided by another appraiser, that is substantial enough to have affected the development of the assignment results," Advisory Opinion #32 is updated to include former comments that were more advisory in nature, and new Advisory Opinion #38 is proposed to replace Advisory Opinions #11 and #12. There was no further discussion.

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

**8. IN THE NEWS**

**a. Appraisal Buzz Article – The Collateral Valuation Battle: Will Technological Improvements Actually Lead to Greater Mortgage Risk?**

Director Kohtz presented the Appraisal Buzz article titled "The Collateral Valuation Battle: Will Technological Improvements Actually Lead to Greater Mortgage Risk?" to the Board for review. The Director informed the Board that he had no specific comments and asked the Board if it had any discussion concerning this article. 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:

**T18019 / Approve as Trainee Real Property Appraiser.**

**T18020 / Approve as Trainee Real Property Appraiser. Send advisory letter.**

**T18021 / Requirements for credentialing as a Trainee Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check. Send advisory letter.**

**SA-T18019 / Approve as Supervisory Appraiser.**

**Approve all renewal applications as listed received at the Board's office postmarked between December 1, 2018, and December 17, 2018 with advisory letters pending the results of the background check if applicable.**

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

Board Member Mustoe moved to approve L2014002R contingent on receiving evidence of completion of the 7-Hour USPAP Update Course prior to January 1, 2019. Board Member Hartman seconded the motion. The motion carried with Mustoe, McCormick, Hartman, and Hynek voting aye. Luhrs abstained.

Board Member Mustoe moved to authorize agency to approve all renewal applications received at the Board's office postmarked between December 18, 2018 and December 31, 2018 with advisory letter, pending the results of the background check if applicable. Board Member Hartman seconded the motion. The motion carried with Mustoe, McCormick, Hartman, Luhrs, and Hynek voting aye

**D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY**

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

**NE2018007 / Approve for Registration as an Appraisal Management Company.**

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

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

Board Member Mustoe moved to take the following enforcement actions:

**17-04 / Hold.**

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

**F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS: No discussion.**

**S. ADJOURNMENT**

Board Member Hartman moved to adjourn the meeting. Board Member Luhrs seconded the motion. Motion carried with Mustoe, McCormick, Hartman, Luhrs, and Hynek voting aye. At 10:39 a.m., Chairperson Hynek adjourned the December 20, 2018 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz  
Director

These minutes were available for public inspection on January 4, 2019, in compliance with Nebraska Revised Statute § 84-1413 (5).