

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

**January 16, 2025 Meeting Minutes**

**A. OPENING**

Chairperson Downing called to order the January 16, 2025 meeting of the Nebraska Real Property Appraiser Board at 9:01 a.m. by virtual conferencing 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 Downing 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](http://www.nebraska.gov) on January 10, 2025. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website in Public Meeting Material ([https://appraiser.ne.gov/board\\_meetings/](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 Bonnie Downing of Dunning, Nebraska; Cody Gerdes of Lincoln, Nebraska; Kevin Hermsen of Gretna, Nebraska; Rodney Johnson of Norfolk, Nebraska; and Derek Minshull of North Platte, Nebraska were present. Also present were Director Tyler Kohtz, Licensing Programs Manager Karen Loll, Education Program Manager Kashinda Sims, and Business Programs Manager Colby Falls, who are headquartered in Lincoln, Nebraska.

**ADOPTION OF THE AGENDA**

Chairperson Downing 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. Board Member Johnson seconded the motion. With no further discussion, the motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

**C. ELECTION OF OFFICERS**

Chairperson Downing called for nominations for Chairperson of the Board in 2025. Board Member Hermsen nominated Cody Gerdes as Chairperson of the Board for 2025. Board Member Johnson Seconded the motion. Chairperson Downing recognized the nomination and asked for any discussion. With no additional nominations or discussion, Chairperson Downing called for a vote. Gerdes was elected with Hermsen, Johnson, Minshull, and Downing voting aye. Gerdes abstained.

Chairperson Gerdes called for nominations for Vice Chairperson of the Board in 2025. Chairperson Gerdes nominated Kevin Hermsen as Vice Chairperson of the Board for 2025. Board Member Johnson seconded the motion. Chairperson Gerdes recognized the nomination and asked for any additional nominations or discussion. With no additional nominations or discussion, Chairperson Gerdes called for a vote. The motion carried with Johnson, Minshull, Downing, and Gerdes voting aye. Hermsen abstained.

Board Member Hermsen 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 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 9:06 a.m. The motion carried with Hermsen, Johnson, Minshull, Downing, and Gerdes voting aye.

Board Member Downing moved to come out of executive session at 9:46 a.m. Board Member Hermsen seconded the motion. The motion carried with Hermsen, Johnson, Minshull, Downing, and Gerdes voting aye.

Break from 9:47 a.m. to 9:55 a.m.

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

Chairperson Gerdes welcomed all to the January 16, 2025 meeting of the Nebraska Real Property Appraiser Board. The Chairperson thanked Board Member Downing for her leadership during the past year. Board Member Downing thanked the Chairperson for the kind words. Chairperson Gerdes then recognized Reagan Biesecker and Roger Morrissey as members of the public in attendance via virtual conferencing.

#### **I. NRPAB EMPLOYEE RECOGNITION AWARD**

According to Director Kohtz, each staff member represented the Board with integrity and performed their duties with efficiency and accuracy during FY 2024-25. Director Kohtz announced that, in accordance with the Board's Employee Recognition Plan, he, Kashinda Sims, and Karen Loll were each nominated for a \$500.00 monetary gift for their excellence in service during the year. These nominations were approved by Chairperson Downing and are being recognized at today's meeting. The award will appear on the January 22, 2025 payroll. All Board Members thanked staff for their hard work and dedication.

#### **J. BOARD MEETING MINUTES**

Chairperson Gerdes asked for any additions or corrections to the December 19, 2024 meeting minutes. With no discussion, Chairperson Gerdes called for a motion. Board Member Johnson moved to approve the December 19, 2024 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, Johnson, Minshull, Downing, and Gerdes voting aye.

## **K. 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 January 16, 2025 to the Board for review and informed the Board that this report provides insight into real property appraiser renewals vs. non-renewals for the fiscal year. The Director began with the "Real Property Appraisers Credentialed through Education, Experience, and Examination – Five-Year Trend" report and indicated that the certified general classification numbers continued to decline between 2024 and 2025; the certified residential classification numbers declined slightly but are still within the typical five-year range; and after a year of stability, the licensed residential classification resumed its decline.

Director Kohtz then moved to the "Real Property Appraisers by Classification Credentialed through Reciprocity – Five-Year Trend" report and brought attention to the increase in the certified general classification between 2024 and 2025, which is in line with the five-year trend. The certified residential classification shows consistency in the numbers over the previous three-year period after a decline between 2022 and 2024. The licensed residential classification trend has remained fairly stable over the five-year period.

The Director then guided the Board to the "Total Real Property Appraisers – Five Year Trend" report and informed the Board that, overall, trends are stable over the five-year period; there are currently 610 credentialed real property appraisers. This is the low year of the ebb and flow of the real property appraiser renewal cycle. Those who earn a credential through reciprocity continues to increase, while those who earn a credential through education, experience, and examination continues to decrease.

The Director moved on to the "Total Real Property Appraisers by Classification – Five-Year Trend" report. Director Kohtz reported that, except for the trainee classification, the trends are fairly stable. Director Kohtz informed the Board that the rapid decline in the number of trainee real property appraisers between 2024 and 2025 may be due to the emergence of PAREA; however, time and data will provide indicators as to whether this is true.

Director Kohtz guided the Board to the "Total Real Property Appraisers – Thirteen-Month Trend" report and informed the Board that the number of credential holders for each classification declined significantly between December and January. This sharp decrease is due to the inactivation of the credentials for those who were to renew before January 1, 2025. The Director informed the Board that those who did not renew have until June 30, 2025 to renew their credential and projected that staff will receive twenty to thirty renewal applications between now and then. Director Kohtz reiterated that the number of real property appraisers in the certified general and certified residential classifications

is stable compared to this time last year, while the number of real property appraisers in the licensed and trainee classifications has declined during this period.

Finally, the Director presented the “2025-26 Appraiser Count Renewal Progress Report” as of January 15, 2025 to the Board for review, which showed that of the 540 real property appraiser renewals due, 459 renewal applications have been received and approved. The Director also reported that of the real property appraisers who were to renew their credential for 2025, 83 percent have renewed; the projected renewal rate is 89 percent. Director Kohtz asked for any questions or comments. Chairperson Gerdes asked Director Kohtz how the projections are determined and how they are considered during the budget making process. The Director responded that he analyzes data within a five-year period for new credentials issued, renewal numbers, renewal rates, one vs. two-year renewals, and patterns related to renewal rates, renewal numbers, one vs. two-year renewals, and new credentials issued that can be applied to the future projections. The potential effects of program or law changes are also considered. The numbers projected for each year are then applied to the revenues and the costs for the Board’s programs during the budget-making process. Chairperson Gerdes thanked the Director for the explanation. 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 December 31, 2024 to the Board for review. The Director reported that the Board finished the 2024 calendar year with 156 temporary credentials issued, which is in line with 2023, but below the historic average. Director Kohtz speculated that the decline in the number of temporary real property appraiser credentials issued may be related to the increase in real property appraiser credentials issued through reciprocity. The Director 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 January 16, 2025 to the Board for review. The Director indicated that the decline in the number of registered supervisory real property appraisers between December and January mirrors the decline in the number of trainee real property appraisers.

**d. Appraisal Management Company Report**

Director Kohtz presented two charts outlining the number of AMCs as of January 16, 2025 to the Board for review. The Director noted a stable trend between August 2024 and January 16, 2025. Director Kohtz 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, and the real property appraiser applicants approved to sit for exam by the Director, for the period between December 11, 2024 and January 7, 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 December 11, 2024 and January 7, 2025. Director Kohtz asked for any questions or comments. There was no further discussion.

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

Director Kohtz presented the 2024-25 NRPAB Goals and Objectives and SWOT Analysis to the Board for review and indicated that he had no updates. The Director asked for any questions or comments. There was no further discussion.

## **L. FINANCIAL REPORT AND CONSIDERATIONS**

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

The receipts and expenditures for December were presented to the Board for review in the agency Budget Status Report. Director Kohtz brought attention to the Data Processing Expense of \$3,809.77 and reported that both the October and November CIO IMS bills are included in this amount. The Director then indicated that the expenditures for the month of December totaled \$32,595.46, and the year-to-date overall expenditures for the fiscal year are \$223,004.76, which amounts to 43.17 percent of the budgeted expenditures for the fiscal year; 50.41 percent of the fiscal year has passed.

Director Kohtz then brought the Board's attention to revenues and reported that the Certified General Renewal revenues of \$116,050.00 for the fiscal year is 100 percent of projected. The Director reminded the Board of the real property appraiser renewal report projections and informed the Board that revenues and the actual number of renewals don't necessarily match as there may be more or fewer one- or two-year renewals than projected. The Director then reported that the Certified Residential Renewal revenues are \$58,575.00 for the fiscal year, which is 93.42 percent of projected revenues, and the Licensed Residential Renewal revenues are \$11,275.00, which is 93.18 percent of projected revenues. Director Kohtz added that AMC renewal revenues are still on pace to meet projections for this time of the year. The overall revenues for the month of December were \$81,742.47, and the year-to-date total revenues for the fiscal year are \$287,794.81, which amounts to 76.54 percent of the projected revenues for the fiscal year. The Director reiterated that 50.41 percent of the fiscal year has passed.

Director Kohtz then moved to the Budget Status Report for the Appraiser Fund and AMC Fund. The Director reported that the Real Property Appraiser Fund expenditures for the month of December totaled \$21,527.04, and the year-to-date expenditures for the fiscal year are \$148,054.13, which amounts to 42.26 percent of the budgeted expenditures for the fiscal year. The Real Property Appraiser Fund revenues were \$67,436.61 for December, and the year-to-date revenues for the fiscal year are \$221,128.88, which amounts to 84.46 percent of the projected revenue for the fiscal year. Director Kohtz then reported that the AMC Fund expenditures for the month of December totaled \$11,068.42, and the year-to-date expenditures for the fiscal year are \$74,950.63, which amounts to 45.08 percent of the budgeted expenditures for the fiscal year. The AMC Fund revenues were \$14,305.86 for December, and the year-to-date revenues for the fiscal year are \$66,665.93, which amounts to 58.39 percent of projected revenue for the fiscal year. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz presented the MTD General Ledger Detail report for the month of December and guided the Board to the Payee/Explanation, "AS-OCIO-IMSERVICES," for Batches #768585 and #7695818, located on page L.13. The Director remarked that these two entries are for the October and November IMS billings. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz then finished by presenting four graphs showing expenses, revenues, and cash balances. The Director noted overall expenditures of \$32,595.46, and revenues of \$81,742.47, for the month of December for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. Director Kohtz once again reported that the Real Property Appraiser Fund expenditures totaled \$21,527.04, the Real Property Appraiser Fund revenues totaled \$67,436.61, the AMC Fund expenditures totaled \$11,068.42, and the AMC revenues totaled \$14,305.86. The Director stated that the cash balance for the AMC Fund is \$317,167.68, the cash balance for the Appraiser Fund is \$484,099.01, and the overall cash balance for both funds is \$801,266.69. Director Kohtz asked for any questions or comments.

Chairperson Gerdes brought attention to Legislative Bill 264, that was introduced on January 15, 2025. LB264 transfers \$200,000.00 from the Real Property Appraiser Fund, and \$150,000.00 from the Appraisal Management Company Fund, to the State of Nebraska's General Fund. Gerdes asked Director Kohtz how these cash balance transfers would affect the health of the Board's programs. Director Kohtz responded that the Nebraska Real Property Appraiser Board is a cash fund agency, meaning that all dues and fees paid to the Board are intended for the Board's use to support real property appraisers and appraisal management companies; there is no tax money utilized by the Board. The Board has a policy for maintaining a cash fund balance to provide for proper financial protection to manage any issue that may arise, such as unexpected legal fees, technology project costs, unforeseen costs associated with employee benefits, and to manage a sharp decline in revenues due to an unexpected increase in the number of real property appraiser retirements.

*(Continued on page 7)*

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The current policy is to maintain a minimum fund balance of \$358,861.50 for the Appraiser Fund, and a minimum fund balance of \$224,348.50 for the AMC Fund. It is also important to note that the Board's primary revenue source for the Appraiser Fund is real property appraiser renewal fees, which are primarily received between the months of October through January. During this time, the real property appraiser fund grows as revenues outpace expenditures. However, during the remaining three-quarters of the fiscal year, expenditures outpace revenues by a wide margin. The fund balance for both programs must account for these fluctuations in expenditures and revenues. Director Kohtz indicated that a \$200,000.00 reduction to the Appraiser Fund, and a \$150,000.00 reduction to the AMC Fund, would put both programs at risk for financial failure as the Board would not be prepared to handle a one-time catastrophic event. If no such event takes place, the Board would still need to raise the revenues to restore the cash balances to meet the minimum fund balance policy for the Appraiser Fund and the AMC Fund. Chairperson Gerdes asked if any other cash funded agencies were included in LB264. Director Kohtz responded that he did not review the bill for the effects on other agencies, but did notice that the Board of Engineers and Architects also has a fund transfer of approximately the same percentage. Chairperson Gerdes asked what steps the Board should take moving forward. The Director informed the Board he is already working with the Board's Legislative Fiscal Analyst to get this information to the Appropriations Committee for consideration. The Board will also have an opportunity to present this information in greater detail at the hearing for LB264. These things tend to move quickly then slow down, so evaluation must be continuous to determine what the next step is. Chairperson Gerdes thanked Director Kohtz for this information. There was no further discussion.

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

## **2. ASC GRANT REPORT**

Director Kohtz reported that there is no ASC Grant update. There was no further discussion.

## **3. PER DIEMS**

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

## **M. GENERAL PUBLIC COMMENTS**

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

Break from 10:42 a.m. to 10:50 a.m.

**N. EDUCATION:**

**1. RECISSION OF APPROVAL OF EDUCATION ACTIVITIES**

**a. 2233417.33: Appraiser eLearning – “Elimination of Bias and Cultural Competency for Appraisers – with Real World Relevance”**

EPM Sims presented an Agenda Item Summary to the Board concerning the Appraiser eLearning activity titled, “Elimination of Bias and Cultural Competency for Appraisers – with Real World Relevance” (Activity #223317.33). EPM Sims explained that Appraiser eLearning was requested to resubmit the continuing education activity, as it is no longer communicated or administered as approved in accordance with 298 NAC Chapter 6, §003.04B. Diana Terrell of Appraiser eLearning responded on December 27, 2024, and requested that the activity be rescinded. Board Member Hermsen moved to rescind approval of the Appraiser eLearning activity, “Elimination of Bias and Cultural Competency for Appraisers – with Real World Relevance” (223317.33), as requested by the education provider. Board Member Downing seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no further discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Downing, and Gerdes voting aye.

**O. UNFINISHED BUSINESS**

**1. BOARD MEMBER COMMUTING/TRAVEL STATUS**

Director Kohtz reported that there was no update for this agenda item.

**2. BUSINESS PROGRAMS MANAGER POSITION**

Director Kohtz introduced Colby Falls as the Board’s new Business Programs Manager, who was hired to the permanent position from the SOS program on January 6, 2025. The Board welcomed Falls to the staff.

**3. OPEN 3RD CONGRESSIONAL DISTRICT CERTIFIED REAL PROPERTY APPRAISER REPRESENTATIVE**

Director Kohtz brought attention to the Board’s 3rd Congressional District Certified Real Property Appraiser Representative opening and reported that he had no update. Board Member Johnson asked if there were any additional candidates. The Director responded that he had not been made aware of any additional candidates beyond those already identified. There was no further discussion.

**P. NEW BUSINESS:** No discussion.

**Q. LEGISLATIVE REPORT AND BUSINESS**

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

Director Kohtz reported that the Nebraska Real Property Appraiser Act updates and the Nebraska Appraisal Management Company Registration Act updates have been combined into one bill, LB139, and introduced by Senator Dungan.



## **2. NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION ACT UPDATE**

Director Kohtz reported that the Nebraska Real Property Appraiser Act updates and the Nebraska Appraisal Management Company Registration Act updates have been combined into one bill, LB139, and introduced by Senator Dungan.

## **3. TITLE 298 UPDATE**

Director Kohtz presented an email from ASC Program Manager Stewart and an email chain between himself, P.M. Stewart, and TAF to the Board for review. Director Kohtz informed the Board that he was notified by P.M. Stewart of a disconnect in the proposed Title 298 updates between the requirements to upgrade from a lower classification to a higher classification as it pertains to the Valuation Bias and Fair Housing Course. Particularly, the Real Property Appraiser Qualifications Criteria that becomes effective on January 1, 2026, requires an eight-hour Valuation Bias and Fair Housing Course for a credential to be awarded after January 1, 2026; however, the 2026 Criteria does not include the eight-hour Valuation Bias and Fair Housing Course to upgrade to a higher classification. This is not an issue for those that obtain their initial credential after January 1, 2026, as the eight-hour Valuation Bias and Fair Housing Course is defined as a qualifying education requirement for each classification, so the course would have already been completed for issuance of their initial credential. For those that obtained their initial credential before January 1, 2026, but upgrade to a higher classification after January 1, 2026, the 2026 Criteria does not include the eight-hour Valuation Bias and Fair Housing Course, as it was not a requirement at the time their initial credential was awarded. P.M. Stewart indicated that this has been discussed with The Appraisal Foundation and he was informed that because the courses listed under “Required Core Curriculum” on pages 27 and 28 in the Criteria include the eight-hour Valuation Bias and Fair Housing Course, it is to be enforced by the ASC on states as a requirement for all real property appraisers to upgrade to a higher classification after January 1, 2026.

The Director informed the Board that the list found on pages 27 and 28 provides no directives for application or enforcement. The directives for education requirements for both initial and upgraded credentials are clearly defined under each classification. There is no clear or concise language in the 2026 Criteria stating that the eight-hour Valuation Bias and Fair Housing Course is required for those who hold a credential issued before January 1, 2026, but upgrade to a higher classification after January 1, 2026. Director Kohtz indicated that he sent an email to TAF stating that the Appraisal Subcommittee’s intent to enforce 2026 Criteria on states as including the eight-hour Valuation Bias and Fair Housing Course as a requirement to upgrade to a higher classification at the direction of The Appraisal Foundation is unjust as states must implement the real property appraiser qualifications criteria for compliance with Title XI; the Appraisal Foundation adopted the 2026 Criteria with the requirements to upgrade as defined in the 2026 Criteria. If a state implements the 2026 Criteria as adopted, the state should not be held liable for not including the eight-hour Valuation Bias and Fair Housing Course in its requirements to upgrade after January 1, 2026. The Director added that there is no legal avenue to contest the implementation or enforcement of the real property appraiser qualifications criteria or the Uniform Standards of Appraisal Practice.

*(Continued on page 10)*

*(Continued from page 9)*

Due to the lack of oversight, structure, and accountability, transparency and public trust are the most important functions of The Appraisal Foundation. Director Kohtz indicated that he requested that The Appraisal Foundation not consider the eight-hour Valuation Bias and Fair Housing Course as a requirement of upgrading from a lower classification to a higher classification until the 2026 Criteria is amended through the proper exposure draft process in place for revisions to the criteria, and the criteria clearly and concisely identifies the education requirements as including the eight hour Valuation Bias and Fair Housing Course to upgrade to a higher classification by those that hold a credential before January 1, 2026. The Director finished by saying that because the hearing date is set, the Board should not make any substantial changes to the Title 298 updates, as this may require the Board to start the process over. The Administrative Procedure Act requires that the proposed rules presented at the hearing must not be substantially different from the proposed rules that were the basis for the published public notice. Director Kohtz informed the Board that P.M. Stewart informed him that the ASC would not enforce this until after 2026, so the Board has time to update Title 298 as needed, but he would like for TAF to take the proper steps to correct the error on their part. The Board expressed support for this position, and Chairperson Gerdes thanked the Director. There was no further discussion.

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

**R. ADMINISTRATIVE BUSINESS:** No discussion.

**S. OTHER BUSINESS**

**1. BOARD MEETINGS**

**a. March 20, 2025 Meeting – Meeting Held by Virtual Conferencing**

Director Kohtz informed the Board that the Appraisal Subcommittee program managers assigned to the agency for a compliance review will attend a board meeting in person if it aligns with their schedule; however, the Appraisal Subcommittee’s compliance review is scheduled for March 11-13, 2025. Program Manager Stewart requested that the March 20, 2025 Board Meeting be held via virtual conferencing for the program managers to attend. Board Member Johnson asked if board members could also attend virtually. The Director confirmed that board members may attend virtually as the Board is allowed to hold up to half of its meetings via virtual conferencing within a year. Board Member Hermsen moved to hold the March 20, 2025 meeting by virtual conferencing. Board Member Downing seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Downing, and Gerdes voting aye.

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

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

4. **QUARTERLY NEWSLETTER:** No discussion.

5. **APPRAISAL SUBCOMMITTEE**

a. **Statement from the Board of the ASC – ED Park**

Director Kohtz presented a document titled, “Statement from the Board of the Appraisal Subcommittee” to the Board for review and reported that Executive Director Jim Park is retiring. The Director asked for any questions or comments. There was no further discussion.

b. **ASC Quarterly Meeting: March 12, 2025 (Online)**

Director Kohtz announced that the next ASC Quarterly Meeting will be held online on March 12, 2025 and asked for any questions or comments. There was no further discussion.

6. **THE APPRAISAL FOUNDATION**

a. **TAF January Newsletter**

Director Kohtz presented The Appraisal Foundation’s January 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.

b. **TAF Press Release – The Appraisal Foundation, Farm Credit System Collaborate to Build Rural Appraisal Practicum Model**

Director Kohtz presented a press release from The Appraisal Foundation titled, “The Appraisal Foundation, Farm Credit System Collaborate to Build Rural Appraisal Practicum Model” to the Board for review. The Director reported that, within Title 298, an applicant must still be a trainee real property appraiser and must meet experience log requirements. Director Kohtz indicated that he is unsure how the hours would appear on a log since this would be the first practicum course that could be used in Nebraska, and the second known practicum course nationwide. In the future, there may need to be changes to the rules or experience log once the Board has a better idea as to how the model will be implemented. The Director asked for any questions or comments. There was no further discussion.

c. **ASB Public Meeting: September 4, 2025 – Virtual**

Director Kohtz reported the TAF Appraisal Standards Board’s next public meeting will be held virtually on September 4, 2025 and asked for any questions or comments. There was no further discussion.

d. **BOT Public Meeting: October 14-17, 2025 – San Antonio, TX**

Director Kohtz reported that The Appraisal Foundation’s Board of Trustees next public meeting will be held on October 14-17, 2025 in San Antonio, Texas and asked for any questions or comments. There was no further discussion.

**e. AQB Public Meeting: December 5, 2025 – Virtual**

Director Kohtz reported the TAF Appraiser Qualifications Board's next public meeting will be held virtually on December 5, 2025. The Director informed the Board he had no specific comments and asked for any questions or comments. There was no further discussion.

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

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

Board Member Hermsen 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 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 Downing seconded the motion. The time on the meeting clock was 11:09 a.m. The motion carried with Hermsen, Johnson, Minshull, Downing, and Gerdes voting aye.

Board Member Minshull moved to come out of executive session at 11:35 a.m. Board Member Hermsen seconded the motion. The motion carried with Hermsen, Johnson, Minshull, Downing, and Gerdes voting aye.

**D. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER**

The Board reviewed applicants CR270025 and CR24010. Chairperson Gerdes asked for a motion on CR270025 and CR24010.

Board Member Hermsen moved to take the following action:

**CR270025 / Approve as supervisory real property appraiser effective May 27, 2022, and rescind approval of Application for Registration as a Nebraska Supervisory Real Property Appraiser effective on December 19, 2024.**

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

Board Member Hermsen moved to take the following action:

**CR24010 / Authorize Staff to continue processing application in accordance with established procedure.**

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

#### **E. REGISTRATION AS AN APPRAISAL MANAGEMENT COMPANY**

The Board reviewed applicants NE2013022 and NE2021009. Chairperson Gerdes asked for a motion.

Board Member Hermsen moved to take the following action:

**NE2013022 / Approve Application for Renewal of Nebraska Appraisal Management Company Registration. File Grievance 25-01 and open investigation for the alleged violation of Neb. Rev. Stat. § 76-3216(4)(c).**

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

Board Member Hermsen moved to take the following action:

**NE2021009 / Approve Application for Renewal of Nebraska Appraisal Management Company Registration and issue written advisory for organization to take notice of Neb. Rev. Stat. §76-3216(4) and inform the organization that such action would also be a violation in Nebraska.**

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

#### **F. COMPLIANCE**

The Board reviewed compliance matters 23-08 and 24-10. Chairperson Gerdes asked for a motion on 24-10 and 23-08.

Board Member Hermsen moved to take the following action:

**24-10 / Authorize Special Assistant Attorney General to file formal charges for violation of Neb. Rev. Stat. §76-2238(2), (12), and (14).**

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

Board Member Hermsen moved to take the following action:

**23-08 / Close.**

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

**G. OTHER EXECUTIVE SESSION ITEMS**

**1. General**

**a. 2025.01**

The Board discussed a matter in which litigation is imminent as evidenced by communication of a threat of litigation. Board Member Hermsen moved to authorize Director to offer Settlement Agreement and Mutual Release. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Johnson, Minshull, Downing, and Gerdes voting aye.

**2. Personnel Matters**

Personnel Matters were discussed.

**T. ADJOURNMENT**

Board Member Minshull moved to adjourn the meeting. Board Member Downing seconded the motion. The motion carried with Hermsen, Johnson, Minshull, Downing, and Gerdes voting aye. At 11:41 a.m., Chairperson Gerdes adjourned the January 16, 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 January 30, 2025, in compliance with Nebraska Revised Statute §84-1413 (5).