

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

May 15, 2025 Meeting Minutes

A. OPENING

Chairperson Gerdes called to order the May 15, 2025 meeting of the Nebraska Real Property Appraiser Board at 9:01 a.m. in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

B. NOTICE OF MEETING

Chairperson Gerdes announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared on the State of Nebraska Public Calendar found at www.nebraska.gov on May 8, 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/). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Cody Gerdes of Lincoln, Nebraska; Kevin Hermesen of Gretna, Nebraska; Rodney Johnson of Norfolk, Nebraska; Derek Minshull of North Platte, Nebraska; and Adam Batie of Kearney, 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 Gerdes reminded those present for the meeting that the agenda cannot be altered twenty-four hours prior to the meeting except for emergency items in accordance with the Open Meetings Act. Board Member Hermesen moved to adopt the agenda as presented. Board Member Johnson seconded the motion. The motion carried with Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

Board Member Hermesen moved that the Board enter executive session for the purpose of reviewing applicants for credentialing; applications for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of claim or threat of litigation; and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Minshull seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

Board Member Johnson moved to exit executive session at 11:46 a.m. Board Member Hermesen seconded the motion. The motion carried with Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

Break from 11:46 a.m. to 11:55 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Gerdes welcomed all to the May 15, 2025 meeting of the Nebraska Real Property Appraiser Board. Chairperson Gerdes recognized Roger Morrissey as the only member of the public in attendance.

H. BOARD MEETING MINUTES

Chairperson Gerdes asked for any additions or corrections to the April 17, 2025 meeting minutes. With no discussion, Chairperson Gerdes called for a motion. Board Member Minshull moved to approve the April 17, 2025 meeting minutes as presented. Board Member Hermesen 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 Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

I. DIRECTOR'S REPORT

1. REAL PROPERTY APPRAISER AND AMC COUNTS AND TRENDS

a. Real Property Appraiser Report

Director Kohtz presented seven charts outlining the number of real property appraisers as of May 15, 2025 to the Board for review. The Director reported that trends remain stable and indicated that he had no specific comments. Director Kohtz then asked for any questions or comments. There was no further discussion.

b. Temporary Real Property Appraiser Report

Director Kohtz presented three charts outlining the number of temporary credentials issued as of April 30, 2025 to the Board for review. The Director indicated that he had no specific comments on this report and asked for any questions or comments. There was no further discussion.

c. Supervisory Real Property Appraiser Report

The Director presented two charts outlining the number of registered supervisory real property appraisers as of May 15, 2025 to the Board for review. The Director reported that trends remain fairly stable and indicated that he had no specific comments. Director Kohtz asked for any questions or comments. Chairperson Gerdes asked if there were reasons why a certified real property appraiser would no longer be registered as a supervisory real property appraiser. The Director responded that there are several possibilities, including but not limited to, a trainee real property appraiser successfully upgrades to a higher classification, the supervisory real property appraiser chooses to retire, or the previously designated trainee real property appraiser may have chosen a different career path. Chairperson Gerdes thanked the Director for the response. There was no further discussion.

d. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of May 15, 2025 to the Board for review. The Director indicated that he had no specific comments regarding this report and asked for any questions or comments. There was no further discussion.

2. DIRECTOR APPROVAL OF APPLICANTS

a. Real Property Appraiser Report

Director Kohtz presented the Real Property Appraiser Report to the Board for review showing real property appraiser applicants approved for credentialing by the Director for the period between April 9, 2025 and May 6, 2025. The Director indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

b. Appraisal Management Company Report

Director Kohtz presented the Appraisal Management Company Report to the Board for review showing Appraisal Management Companies approved for credentialing by the Director for the period between April 9, 2025 and May 6, 2025. The Director indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

c. 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 April 9, 2025 and May 6, 2025. The Director asked for any questions or comments. Board Member Johnson asked if any education activities were still taught in Nebraska via the classroom activity setting. In response, Director Kohtz indicated that there are few education providers that hold education activities in the state of Nebraska, a large number have shifted towards the synchronous activity setting. Board Member Johnson thanked the Director for the response. 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 provided a status update. The Director brought attention to the goal to adopt Title 298 changes to harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act in 2024, address the Board's PAVE Dashboard regulations review, add fee schedule, and incorporate changes made to the Real Property Appraiser Qualification Criteria Effective January 1, 2026 and CAP Guidelines effective September 17, 2023 under the Laws, Rules, and Guidance Documents section and reported that the proposed changes to Title 298 are under review by the Governor's Policy and Research Office, and a determination is expected soon. The Director asked for any questions or comments. There was no further discussion.

J. FINANCIAL REPORT AND CONSIDERATIONS

1. APRIL FINANCIAL REPORT

The receipts and expenditures for April were presented to the Board for review in the Budget Status Report. The Director led the Board's attention to the Personal Services subtotal in the amount of \$27,197.90 and noted that this subtotal is higher than average due to three pay periods during the month of April. Director Kohtz then guided the Board to the CIO Charge in the amount of \$3,498.77 and indicated that this much of this expenditure includes the implementation of minor enhancements and bug fixes to the NRPAB database. Board Member Minshull inquired about the remaining budget for CIO Services for the fiscal year. The Director responded that the standard monthly expense for CIO Services is approximately \$1,700.00 to \$1,800.00 and the current variance as of April 30, 2025 is around \$10,000.00. Board Member Minshull thanked the Director for the response. Director Kohtz continued to report that the overall expenditures for the month of April totaled \$45,188.63, and the year-to-date overall expenditures for the fiscal year are \$360,608.97 which amounts to 69.80 percent of the budgeted expenditures for the fiscal year; 83.29 percent of the fiscal year has passed.

Director Kohtz then brought the Board's attention to revenues and reported that AMC Registered Renewals totaled \$13,500.00, which is a significant amount for a one-month period. Board Member Minshull asked Director Kohtz if he anticipates that revenues will meet projections for the fiscal year. The Director expressed confidence that the projected revenues will be reached. Monthly revenues during this time of year range from \$13,000 to \$17,000, so revenues are pacing well compared to projections. Director Kohtz then reported the overall revenues for the month of April totaled \$20,448.66, and year-to-date revenues for the fiscal year are \$363,781.48, which amounts to 96.75 percent of the projected revenues for the fiscal year. The Director reiterated that 83.29 percent of the fiscal year has passed.

Director Kohtz then moved to the Budget Status Report for the Real Property Appraiser Fund and AMC Fund and reported that the Real Property Appraiser Fund expenditures for the month of April totaled \$30,134.06, and the year-to-date expenditures for the fiscal year are \$239,645.30, which amounts to 68.42 percent of the budgeted expenditures for the fiscal year. The Real Property Appraiser Fund revenues were \$5,057.49 for April, and the year-to-date revenues for the fiscal year are \$252,853.89, which amounts to 96.58 percent of the projected revenue for the fiscal year. Director Kohtz then reported that the AMC Fund expenditures for the month of April totaled \$15,054.57, and the year-to-date expenditures are \$120,963.67, which amounts to 72.72 percent of the budgeted expenditures for the fiscal year. The AMC Fund revenues totaled \$15,391.17 for April, and the year-to-date revenues for the fiscal year are \$110,927.59, which is 97.16 percent of the projected revenue for the fiscal year. The Director asked if there were any questions or comments regarding the Budget Status Report. There was no further discussion.

Director Kohtz presented the MTD General Ledger Detail report for the month of April and guided the Board to Batch #7797419 with the Payee/Explanation, "NRPAB PENALTY TFR TO EDUCATION" found on page J.13. The Director explained that this expenditure, in the amount of \$1,500.00, is the result of a civil penalty paid to the Board. Chairperson Gerdes inquired if the Board considers civil penalties in projected revenue. The Director responded that the Board does not as the net is zero. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz presented four graphs illustrating expenses, revenues, and cash balances. The Director noted overall expenditures of \$45,188.63 and revenues of \$20,448.66 for the month of April for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. Director Kohtz then brought the Board's attention to the NRPAB Twenty-Five Month Expenses/Revenues by Program, reiterating that the Real Property Appraiser Fund expenditures totaled \$30,134.06, the Real Property Appraiser Fund revenues totaled \$5,057.49, the AMC Fund expenditures totaled \$15,054.57, and the AMC Fund revenues totaled \$15,391.17. The Director stated that the cash balance for the AMC Fund is \$310,520.99, the cash balance for the Appraiser Fund is \$407,551.36, and the overall cash balance for both funds is \$718,072.35. The Director asked for any questions or comments. There was no further discussion.

Board Member Hermesen moved to accept and file the April financial reports for audit. 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 Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

2. MARCH MTD GENERAL LEDGER DETAIL REPORT DUPLICATE “CORRECTIONAL SERVICES. DEPARTM” ENTRY UPDATE

Director Kohtz presented an update regarding the MTD General Ledger Detail Report Duplicate “Correctional Services. Departm” discussed at the April 17, 2025 meeting. The Director reported that BPM Falls contacted Nebraska Department of Administrative Services State Accounting and received an update from State Accounting Operations Manager Ron Carlson. Carlson responded that the transaction regarding the CSI nameplate is an “O” batch for a purchase order that was created and reversed in February; however, the transaction was not posted until March, which is why the March MTD General Ledger Detail showed a duplicate. The complete transaction took place in March and the payment was made only one time. Director Kohtz asked for any questions or comments. Chairperson Gerdes thanked the Director for the follow-up. There was no further discussion.

3. FY2025-26 FEE SCHEDULE

Director Kohtz presented the proposed FY2025-26 Fee Schedule to the Board for consideration. The Director noted the draft includes fee changes that will take effect once revisions to Title 298 are approved by the GPRO and filed by the Nebraska Secretary of State. Board Member Hermesen moved to approve the FY2025-26 Fee Schedule, effective July 1, 2025, or the date on which the adopted changes to Title 298 are filed by the Nebraska Secretary of State if later than July 1, 2025, and authorize staff to amend application forms to reflect the revised fees as of the effective date of the FY2025–26 Fee Schedule. Board Member Johnson seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With none, Chairperson Gerdes called for a vote. The motion carried with Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

4. FY2025-26 NRPAB LINKEDIN LEARNING MEMORANDUM OF AGREEMENT

Director Kohtz presented the FY2025-26 NRPAB LinkedIn Learning Memorandum of Agreement to the Board for consideration. The Director explained that the State of Nebraska has an agreement with LinkedIn Learning that allows agencies to purchase an annual subscription based at a rate of \$17.00 per user teammate classified under the agency, providing access to a library of learning courses rather than requiring payment on a per-course basis. The Director requested that the Board approve funding for the continuation of this subscription for FY2025-26 as he would like to continue using LinkedIn Learning as a training tool for staff. Director Kohtz then guided the Board to page J.24 and identified that the Board saved \$682.33 through the subscription service during the current fiscal year. Board Member Johnson moved to approve funding for FY2025-26 in the amount of \$51.00 for the LinkedIn Learning Agency Subscription. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion asked for any discussion. With none, the Chairperson called for a vote. The motion carried with Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

5. APPLICANT APPRAISAL REVIEW SERVICES CONTRACT #107851 AMENDMENT

Director Kohtz presented Applicant Appraisal Review Services Contract #112036 to the Board for consideration at the Board's request. The contractor noted on the invoice that additional hours were required to perform the services as specified in the contract. Chairperson Gerdes noted that it is appropriate to amend the contract to authorize payment for services rendered. The Chairperson then asked for any discussion. With no discussion, Chairperson Gerdes called for a motion. Board Member Hermesen moved to amend the Applicant Appraisal Review Services Contract #107851 to increase the total compensation amount under Section 3 to \$2,500.00 due to extenuating circumstances. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. Staff noted that the agenda included an incorrect contract number, but the contract presented to the Board was correct and identified the correct contract number as #112036. Board Member Hermesen withdrew the motion. Hermesen then moved to amend the Applicant Appraisal Review Services Contract #112036 to increase the total compensation amount under Section 3 to \$2,500.00 due to extenuating circumstances. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With none, the Chairperson called for a vote. The motion carried with Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

6. ESTIMATE FOR OESI INTERFACE AND SEARCH FUNCTION

Director Kohtz presented an estimate from CIO to implement an Other Executive Session Items interface in the NRPAB Database for the Board's consideration. The Director explained that the Board requested the ability to search by applicant number in the NRPAB Database when reviewing for the meeting. Once completed, the Director and EPM Sims had a discussion regarding the possibility of expanding the NRPAB Database to include an OESI interface to consolidate this information in one place and allow for easier board member review of these agenda items. Board Member Minshull asked how this would be beneficial for staff. Director Kohtz responded that the function would gather all necessary documentation in one location as opposed to finding relevant information in each individual or entity's general communication and documentation log. The function would streamline internal processes and procedures with its cohesion and simplify Board Member and ASC policy manager access to material. Board Member Minshull asked whether the funds would be covered in the ASC SARAS Grant. The Director responded that this implementation would be paid through unallocated carryover funds from the previous fiscal year as new projects cannot be added to the grant that were not included in the initial application. A discussion was held regarding the ASC SARAS Grant application process. Chairperson Gerdes asked for a motion. Board Member Johnson moved to approve funding in the amount of \$22,422.00 to be transferred from Other Operating Expenses (559100) to CIO charges (521400) for OESI Interface and Search project. Board Member Batie seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With none, Chairperson Gerdes called for a vote. The motion carried with Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

7. 2025-2027 BIENNIAL BUDGET UPDATE

Director Kohtz presented an update on the 2025-2027 Biennial Budget and informed the Board that LB261, which currently includes AM832, was placed on Final Reading and is expected to pass as presented. The Director noted that AM832 includes funding in the amount of \$486,797 for FY2025-26 and funding in the amount of \$502,236 for FY2026-27. These amounts mirror the Board's 2025-2027 biennial budget request. Director Kohtz then moved on to LB264 and informed the Board that AM835 includes a cash balance transfer of \$150,000.00 from the Real Property Appraiser Fund and \$100,000.00 from the Appraisal Management Company Fund to the State's General Fund on or after July 1, 2025, but before June 30, 2026. LB264 has also been placed on Final Reading. Chairperson Gerdes asked if any other independent agencies are also expecting cash fund transfers. Director Kohtz responded that he was unsure of the status of any other independent agencies. The Director added that in a discussion with the Board's Fiscal Analyst, it was his opinion that the Board did everything possible to make its case for no cash fund transfer. The Board thanked the Director for his efforts. There was no further discussion.

8. ASC GRANT REPORT

Director Kohtz provided a Budget Status Report for the ASC SARAS Grant. The Director reported that overall expenditures for April totaled \$23,215.50, and the year-to-date overall expenditures for the fiscal year are \$26,121.68, which amounts to 45.01 percent of the budgeted expenditures for the fiscal year. The Director then presented the MTD General Ledger Detail Report for the month of April and indicated that he had no specific comments.

Director Kohtz invited BPM Falls to present the SARAS Federal Grant Continuation Request Submission that was submitted to ASC Grants Management Specialist, Karla Cisneros, and Grants Director, Rae Frederique on April 23, 2025. BPM Falls reported that the submission was sent via secure email due to a delay in setting up the NRPAB account in the System for Awards Management. BPM Falls stated on the SF-424 continuation report that the request is made for \$120,000.00 in funding, and listed the estimated expenditures included in the continuation request: \$5,183.00 for travel; \$113,517.00 for contractual CIO work, and \$1,300.00 for other expenses. BPM Falls clarified that "Other" is the estimated total for the Director's registration and attendance of the Spring and Fall AARO Conferences. Finally, Falls presented the Objectives developed by the ASC for the Grant along with a statement of work report that outlines the agency's priorities, overall objectives, and a description of progress. BPM Falls reported that the funding for the development of an online mechanism to accept online credit card payments was not awarded to the Board and is included in the continuation request. The online application for Nebraska real property appraiser credential through reciprocity will be developed and tested during the next fiscal year. The online applications for approval as education activities will be developed during the next fiscal year, but final testing and implementation is not expected until the following fiscal year unless excess funding is available.

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Board Member Minshull requested clarity on why the online applications for approval as education activities could not be completed in the next fiscal year. The Director explained that the Grant is approved each year for the specifications listed in the approval. Based on proposed projects for the next fiscal year, the full \$120,000.00 will be utilized, so some of the work for the education applications must be completed in the following fiscal year. A discussion took place on the distribution of grant funds. The Director reported that in the future, this continuation request submission would hopefully be presented to the Board for consideration; however, the ASC provided less than a month's notice that it was due this year, so staff had to make the submission. The Board thanked staff for its work. There was no further discussion.

9. PER DIEMS: No discussion.

K. GENERAL PUBLIC COMMENTS

Chairperson Gerdes asked for any public comments. Roger Morrissey appeared before the Board and commented on the 2025-2027 Biennial Budget Update. Morrissey expressed that the use of funds is retained for appraisers, not the State. Chairperson Gerdes thanked Morrissey for his comment and asked for any other comments. With none, Chairperson Gerdes moved on to Education.

L. EDUCATION

1. RECISSION OF APPROVAL OF EDUCATION ACTIVITIES

EPM Sims presented an Agenda Item Summary to the Board concerning an ASFMRA continuing education activity, "Cost Approach Applications" (Activity #2201442.01). An Application for Approval as a Continuing Education Activity for "Cost Approach Applications" was received at the Board office on March 25, 2025. Included in the Application, the provider requested to rescind approval of the previously approved continuing education activity #2201442.01. Board Member Minshull moved to rescind approval of the ASFMRA activity titled, "Cost Approach Applications" (Activity #2201442.01), as requested by the education provider. Board Member Hermesen 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 Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

M. UNFINISHED BUSINESS: No discussion.

N. NEW BUSINESS:

1. ONLINE NEBRASKA REAL PROPERTY APPRAISER TEMPORARY CREDENTIAL AND NRPAB APPLICATION REVIEW INTERFACE DEMONSTRATION

LPM Loll provided a demonstration of the functionality of the Online Nebraska Real Property Appraiser Temporary Credential and NRPAB Application Review Interface to the Board. Board Member Minshull asked if a Nebraska Real Property Appraiser Temporary Credential is issued by appraisal. Director Kohtz stated that the issuance of a Nebraska Real Property Appraiser Temporary Credential is granted per engagement, which may include one property or multiple properties. Board Member Minshull further explained that, from the perspective of a financial institution, sometimes an institution will not contract with an individual until a credential is obtained, whether through a temporary credential or otherwise. The Director indicated that in the absence of an engagement letter or contract, a temporary credential may be obtained by submitting written communication between the applicant and the client; this is typically an email. Chairperson Gerdes expressed approval for the ability to date-stamp once a step is completed for record keeping purposes. Director Kohtz informed the Board that the final step is the Centurion account activation to access Appraiser Login. Staff is currently working with CIO to develop a less cumbersome process to complete this step. The Board thanked staff for its work on this. There was no further discussion.

O. LEGISLATIVE REPORT AND BUSINESS

1. 109TH LEGISLATURE (1ST REGULAR SESSION) BILLS OF NRPAB INTEREST

Director Kohtz presented the fourth legislative report for the current session to the Board for review. The Director informed the Board that he would only provide a summary of bills with notable changes or those of particular interest to the Board, and reminded board members to notify him if they wished to discuss any bills not included in the summary. The following bills were discussed:

LB224 - The Director reported that LB224 was placed on General File on March 25, 2025.

LB261 - The Director reported that LB261 was placed on Final Reading on April 30, 2025.

LB264 - The Director reported that LB264 was placed on Final Reading on April 30, 2025.

LB295 - The Director reported that LB295 was approved by the Governor on April 30, 2025.

LB660 – The Director reported that LB660 will establish the State Building Construction Alternatives Act and the Secure Drone Purchasing Act. This bill requires agencies to submit a federal funding inventory, change provisions relating to agency rules and regulations, state buildings, and works of art for state buildings, and is to provide security against hostile actors. AM1008 includes substantial revisions to LB660 and incorporates provisions from four other bills, including LB445, LB664, LB29, and LB662.

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Director reported that the language of LB29 amended into LB660 through AM1008 amends the Administrative Procedure Act to, as of January 1, 2026, require that each state agency review all existing rules and regulations and every three years after. An electronic submission of detailed report with supportive documents shall be submitted to the Clerk of the Legislature on or before June 30th in year review is conducted. The review shall include whether or not rule and regulation is essential to health, safety or welfare of public; a costs vs benefits analysis; report that agency has process in place to measure effectiveness; report if a less restrictive rule and regulation has been considered; and report rule and regulation is a result of state statutory requirement, federal mandate, or court mandate. Upon receipt of agency reports, the Reference Committee of the Legislature shall reference each report to the standing committee based on jurisdictional oversight and the committee shall review and report to Clerk of Legislature by December 15th with recommendations for legislation or clarification. Agency and rulemaking and regulation shall be suspended during pendency of the review process unless rules and regulations impact the health, safety and welfare of the public, is time sensitive, or subject to state or federal regulation deadlines.

Director Kohtz asked for any questions or comments concerning the legislative report. There was no further discussion.

2. ADOPTED CHANGES TO TITLE 298 OF THE ADMINISTRATIVE CODE

Director Kohtz informed the Board that the Title 298 changes adopted by the Board on February 20, 2025 are currently under review by the Governor's Policy and Research Office. The Director indicated that he expects a determination soon.

3. OTHER LEGISLATIVE MATTERS: No discussion.

P. ADMINISTRATIVE BUSINESS

1. GUIDANCE DOCUMENTS: No discussion.

2. INTERNAL PROCEDURAL DOCUMENTS: No discussion.

3. FORMS, APPLICATIONS, AND PROCEDURES

a. NRPAB Services Agreement Amendment Request Form_Draft May 1, 2025

Director Kohtz presented the NRPAB Services Agreement Amendment Request Form to the Board for consideration. The Director informed the Board that this document was created upon the Board's request at its April 17, 2025 meeting. Contracts are public documents. Each contract that the Board enters for appraisal review services includes the opportunity for the contractor to request an amendment to the contract in writing. Often, the contractor will include sensitive or confidential information in the written request that goes before the Board. The intent of this form is to help the contractor make the written request without divulging such information. Board Member Minshull moved to approve the NRPAB Services Agreement Amendment Request form draft as presented.

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Board Member Hermesen seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With none, Chairperson Gerdes called for a vote. The motion carried with Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

b. Real Property Appraiser Updates

i. 2026-27 Application for Two-Year Renewal of Nebraska Trainee Real Property Appraiser Credential

LPM Loll presented an updated document titled, “2026-27 Application for Two-Year Renewal of Nebraska Trainee Real Property Appraiser Credential” to the Board for consideration. LPM Loll guided the Board through changes and informed the Board that this form is updated to implement the Title 298 changes once effective and a few non-substantial changes.

ii. 2026-27 Application for Renewal of Nebraska Real Property Appraiser Credential

LPM Loll presented an updated document titled, “2026-27 Application for Renewal of Nebraska Real Property Appraiser Credential” to the Board for consideration. LPM Loll guided the Board through changes and informed the Board that this form is updated to implement the Title 298 changes once effective, along with a few non-substantial changes.

iii. 2026-27 Real Property Appraiser Credential Renewal Application Procedures

LPM Loll presented an updated document titled, “2026-27 Real Property Appraiser Credential Renewal Application Procedures” to the Board for consideration. LPM Loll guided the Board through changes and informed the Board that this form is updated to implement the Title 298 once effective, along with a few non-substantial changes.

Board Member Hermesen moved to approve the “2026-27 Application for Two-Year Renewal of Nebraska Trainee Real Property Appraiser Credential,” “2026-27 Application for Renewal of Nebraska Real Property Appraiser Credential,” and “2026-27 Real Property Appraiser Credential Renewal Application Procedures,” as presented, effective July 1, 2025. 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 Hermesen, Johnson, Minshull, and Gerdes voting aye.

iv. Application for Nebraska Real Property Appraiser Credential Through Reciprocity

LPM Loll presented an updated document titled, “Application for Nebraska Real Property Appraiser Credential Through Reciprocity” to the Board for consideration. LPM Loll guided the Board through the changes and informed the Board that this form is updated to implement the Title 298 changes once effective, and to clarify the fingerprint submission requirements and the Board’s physical address for document delivery.

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Board Member Johnson moved to approve the “Application for Nebraska Real Property Appraiser Credential Through Reciprocity” as presented, effective July 1, 2025. Board Member Hermesen 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 Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

c. Appraisal Management Company Updates

i. Application for Nebraska Appraisal Management Company Registration

LPM Loll presented an updated document titled, “Application for Nebraska Appraisal Management Company Registration” to the Board for consideration. LPM Loll guided the Board through the changes and informed the Board that this form is updated to implement a change requested by the ASC during its Compliance Review. Director Kohtz indicated that PM Stewart forgot to notify staff of the request when on site and discussed it with him a few days later. Since the Board recently approved an update to this application, the application was held for a few months to ensure that no additional changes would be required.

ii. Application for Renewal of Nebraska Appraisal Management Company Registration

LPM Loll presented an updated document titled, “Application for Renewal of Nebraska Appraisal Management Company Registration” to the Board for consideration. LPM Loll guided the Board through the changes and informed the Board that this form is updated to implement a change requested by the ASC during its Compliance Review. Director Kohtz indicated that this is the same situation as for the Application for Nebraska Appraisal Management Company Registration.

iii. Nebraska Appraisal Management Information Change Form

LPM Loll presented an updated document titled, “Application for Nebraska” to the Board for consideration. LPM Loll guided the Board through the changes and informed the Board that this form is updated to implement a change requested by the ASC during its Compliance Review. Director Kohtz indicated that this is the same situation as for the Application for Nebraska Appraisal Management Company Registration and the Application for Renewal of Nebraska Appraisal Management Company Registration.

Board Member Hermesen moved to approve the “Application for Nebraska Appraisal Management Company Registration,” “Application for Renewal of Nebraska Appraisal Management Company Registration,” and “Nebraska Appraisal Management Company Information Change Form” as presented. 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 Hermesen, Johnson, Minshull, Batie, and Gerdes voting aye.

Board Member Johnson exited the meeting at 1:08 p.m.

d. Education Provider Updates

i. Application for Approval as a Qualifying Education Activity in Nebraska

EPM Sims presented an updated document titled, “Application for Approval as a Qualifying Education Activity in Nebraska” to the Board for consideration. EPM Sims summarized updates to the form and informed the Board that the changes made incorporate the Title 298 changes once effective and reformatting of the information for clarity.

ii. Application for Approval as a Continuing Education Activity in Nebraska

EPM Sims presented an updated document titled, “Application for Approval as a Continuing Education Activity in Nebraska” to the Board for consideration. EPM Sims summarized updates to the form and informed the Board that the changes made incorporate the Title 298 changes once effective and reformatting of the information for clarity.

iii. Application for Renewal as a Continuing Education Activity in Nebraska

EPM Sims presented an updated document titled, “Application for Renewal as a Continuing Education Activity in Nebraska” to the Board for consideration. EPM Sims summarized updates to the form and informed the Board that the changes made incorporate the Title 298 changes once effective.

iv. Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska

EPM Sims presented an updated document titled, “Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska” to the Board for consideration. EPM Sims summarized updates to the form and informed the Board that the changes made incorporate the Title 298 changes once effective and reformatting of the information for clarity.

v. Supplemental Instructor Information for an Education Activity in Nebraska

EPM Sims presented an updated document titled, “Supplemental Instructor Information for an Education Activity in Nebraska” to the Board for consideration. EPM Sims summarized updates to the form and informed the Board that the changes made incorporate the Title 298 changes once effective.

Board Member Minshull moved to approve the “Application for Approval as a Qualifying Education Activity in Nebraska,” “Application for Approval as a Continuing Education Activity in Nebraska,” “Application for Renewal as a Continuing Education Activity in Nebraska,” “Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska,” and “Supplemental Instructor Information for an Education Activity in Nebraska” as presented. Board Member Hermesen 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 Hermesen, Minshull, Batie, and Gerdes voting aye.

Q. OTHER BUSINESS

1. BOARD MEETINGS

a. 2025 Strategic Planning

Director Kohtz reminded the Board that it typically holds the strategic planning meeting in June and requested discussion on the 2025 Strategic Planning Meeting date. The Director indicated that the Board’s office is closed on Thursday, June 19, 2025 in observance of a federal holiday; therefore, the regular meeting is scheduled for Wednesday, June 18, 2025. After discussion, the Board agreed to schedule the 2025 Strategic Planning Meeting on June 17, 2025 at 12:30 p.m. to minimize travel costs. Chairperson Gerdes asked for a motion. Board Member Hermesen moved to set the 2025 Strategic Planning Meeting for June 17, 2025 at 12:30 p.m. in the Nebraska Real Property Appraiser Board Meeting Room. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. The motion carried with Hermesen, Minshull, Batie, and Gerdes voting aye.

2. CONFERENCES/EDUCATION

a. Spring AARO Conference Report

Director Kohtz reported that he attended the 2025 Spring AARO conference, held from April 29 through May 1, 2025 via virtual conferencing. The Director noted that updates were provided by The Appraisal Foundation, Fannie Mae, and Freddie Mac. The Appraisal Subcommittee gave a presentation on recent compliance review observations. Presentations also covered the future of the appraisal regulatory system, upzoning and its impact on appraisal practice, technology changes related to appraisal reporting, implementation of the Valuation Bias and Fair Housing Laws and Regulations courses, present and future real property appraiser experience requirements, and the acceptance of mass appraisal experience. The final session was the executive directors and administrators open discussion. The Director asked for any questions or comments. There was no further discussion.

3. MEMOS FROM THE BOARD: No discussion.

4. QUARTERLY NEWSLETTER: No discussion.

5. APPRAISAL SUBCOMMITTEE

a. ASC Quarterly Meeting: June 11, 2025 (online)

Director Kohtz announced that the ASC Quarterly Meeting will be held online on June 11, 2025 and asked for any questions or comments. There was no further discussion.

6. THE APPRAISAL FOUNDATION

a. TAF May Newsletter

Director Kohtz presented The Appraisal Foundation's May 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 Announcement of the State Harmonization Task Force_April 15, 2025

Director Kohtz presented The Appraisal Foundation's April 15, 2025 letter announcing the formation of the State Harmonization Task Force to the Board for review. The Director informed the Board that the task force will focus on identifying and assisting states in removing unnecessary regulatory overlays that may be creating unintended barriers to entry into the appraisal profession, particularly in the area of mass appraisal. The Director asked for any questions or comments. There was no further discussion.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS: No discussion.

8. GOVERNMENT-SPONSORED ENTERPRISES

a. Frannie Mae: No discussion.

b. Freddie Mac:

i. Freddie Mac Multifamily Seller/Service Guide April 22, 2025

Director Kohtz presented the Freddie Mac Multifamily Seller/Service Guide issued April 22, 2025 to the Board for review. The Director informed the Board that the appraiser related materials were found on page Q.9. Discussion was held regarding the efficacy of the updates provided in the guide. Chairperson Gerdes asked if borrowers are informed of these changes. Board Member Minshull stated that his financial institution is required to disclose at least twice during the process. There was no further discussion.

9. IN THE NEWS: No discussion.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed applicants CR24007, CG24020, and CG23036. Chairperson Gerdes asked for a motion on CR24007 and CG23036.

Board Member Hermesen moved to take the following action:

CR24007 / Provide a redacted copy of the USPAP Compliance Review Report pertaining to the Kearney, Nebraska report to applicant, and request that applicant provide a written response to the findings in the USPAP Compliance Review Report and submit a revised Kearney, Nebraska report addressing the findings in the USPAP Compliance Review Report on or before June 13, 2025.

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

Board Member Hermesen moved to take the following action:

CG23036 / Deny request.

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

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

E. COMPLIANCE MATTERS

The Board reviewed compliance matters 23-01, 25-03, 25-04, and 25-05. Chairperson Gerdes asked for a motion on 25-05, 25-03, 25-04, and 23-01.

Board Member Hermesen moved to take the following action:

25-05 / Dismiss with prejudice.

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

Board Member Hermesen moved to take the following action:

25-03 / Authorize Special Assistant Attorney General to file formal charges for violation of Neb. Rev. Stat. § 76-3216(4)(a),(b), and/or (c).

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

Board Member Hermesen moved to take the following action:

25-04 / Authorize Special Assistant Attorney General to file formal charges for violation of Neb. Rev. Stat. § 76-3216(4)(a),(b), and/or (c).

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

Board Member Hermesen moved to take the following action:

23-01 / Select and send report for the property located at 2423 Ohio Street in Omaha, Nebraska for USPAP compliance review.

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

F. OTHER EXECUTIVE SESSION ITEMS

1. General

a. 2025.06

The Board reviewed 2025.06. The Board concluded that the language on the website was compliant with Neb. Rev. Stat. § 76-2236.01(1)(c) as of the date of the May 15, 2025 meeting. Board Member Hermesen moved to close this matter. Board Member Batie seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermesen, Minshull, Batie, and Gerdes voting aye.

b. 2025.07

The Board reviewed 2025.07. The Board concluded that the language on the website was compliant with Neb. Rev. Stat. § 76-2236.01(1)(c) as of the date of the May 15, 2025 meeting. Board Member Hermesen moved to close this matter. Board Member Batie seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermesen, Minshull, Batie, and Gerdes voting aye.

c. 2025.08

The Board reviewed a matter concerning a supervisory real property appraiser who applied a signature to two reports, showing personalized evidence indicating authentication of the work performed and the acceptance of responsibility for content, analyses, conclusions, and compliance with USPAP. The USPAP Compliance Review Reports for the subject reports identified multiple deficiencies of the USPAP Standard Rules. The Board took no action and will continue discussion at its June 18, 2025 meeting.

2. PERSONNEL MATTERS

Personal matters were discussed. Board Member Hermesen moved to increase the Director's salary by \$9,135.00 for FY 2025-26, effective July 1, 2025. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermesen, Minshull, Batie, and Gerdes voting aye.

R. ADJOURNMENT

Board Member Minshull moved to adjourn the meeting. Board Member Hermesen seconded the motion. The motion carried with Hermesen, Minshull, Batie, and Gerdes voting aye. At 1:29 p.m., Chairperson Gerdes adjourned the May 15, 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 May 29, 2025, in compliance with Nebraska Revised Statute §84-1413 (5).