

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

September 18, 2025 Meeting Minutes

A. OPENING

Chairperson Gerdes called to order the September 18, 2025 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m. in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

B. NOTICE OF MEETING

Chairperson 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 September 11, 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; Derek Minshull of North Platte, Nebraska; and Adam Batie of Kearney, Nebraska were present. Board Member Rodney Johnson of Norfolk, Nebraska was absent and excused. Also present were Director Tyler Kohtz, Licensing Programs Manager Karen Loll, Education Program Manager Kashinda Sims, and Business Programs Manager Colby Falls, who are headquartered in Lincoln, Nebraska.

ADOPTION OF THE AGENDA

Chairperson 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 Minshull seconded the motion. The motion carried with Hermesen, 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 9:02 a.m. The motion carried with Hermesen, Minshull, Batie, and Gerdes voting aye.

Board Member Minshull moved to exit executive session at 10:04 a.m. Board Member Batie seconded the motion. The motion carried with Hermesen, Minshull, Batie, and Gerdes voting aye.

Break from 10:04 a.m. to 10:15 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Gerdes welcomed all to the September 18, 2025 meeting of the Nebraska Real Property Appraiser Board. Chairperson Gerdes noted that there were no members of the public in attendance.

H. BOARD MEETING MINUTES

1. APPROVAL OF AUGUST 21, 2025 MEETING MINUTES

Chairperson Gerdes asked for any additions or corrections to the August 21, 2025 regular meeting minutes. With no discussion, Chairperson Gerdes called for a motion. Board Member Minshull moved to approve the August 21, 2025 regular meeting minutes as presented. Board Member Batie 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.

I. DIRECTOR'S REPORT

1. REAL PROPERTY APPRAISER AND AMC COUNTS AND TRENDS

a. Real Property Appraiser Report

Director Kohtz presented seven charts outlining the number of real property appraisers as of September 18, 2025 to the Board for review. On page I.4, the Director brought attention to the sharp increase in the number certified general real property appraisers between July and September and informed the Board that LPM Loll has been busy with the increase in new applications. Director Kohtz also acknowledged the increase in the number of certified residential real property appraisers and trainee real property appraisers. The Director 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 August 31, 2025 to the Board for review. The Director indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

c. Supervisory Real Property Appraiser Report

The Director presented two charts outlining the number of registered supervisory real property appraisers as of September 18, 2025 to the Board for review. The Director noted that the number of supervisory real property appraisers has increased and correlated this increase to the increase in the number of trainee real property appraisers. Director Kohtz asked for any questions or comments. There was no further discussion.

d. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of September 18, 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 August 13, 2025 and September 9, 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 August 13, 2025 and September 9, 2025. The Director asked for any questions or comments. There was no further discussion.

3. 2025-26 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS

Director Kohtz presented the 2025-26 NRPAB Goals and Objectives and SWOT Analysis to the Board for review and provided a status update. The Director brought attention to the Laws, Rules, and Guidance Documents goal to adopt Title 298 changes to implement the Real Property Appraiser Qualification Criteria effective January 1, 2026 for real property appraisers credentialed prior to January 1, 2026 who upgrade to a higher classification after that date, and to implement the CHRC fee increase enacted by the Nebraska State Patrol. Director Kohtz reported that preliminary review responses have been received from the Governor's Policy and Research Office, the Attorney General's Office, and the Appraisal Subcommittee, and these responses will be presented to the Board for review at this meeting. Director Kohtz then guided the Board to the Financials goal to submit a budget deficit request for \$12,263.00 deficit to Health Insurance Expenses for FY2025-26, and for \$12,876.00 deficit to Health Insurance Expenses for FY2026-27, due to an 18.5% increase in insurance costs to the agency as notified by DAS on June 13, 2025 and reported that the FY2026-27 Mid-Biennium Budget Adjustment Request will be presented to the Board for consideration during this meeting. The Director asked for any questions or comments. There was no further discussion.

J. FINANCIAL REPORT AND CONSIDERATIONS

1. AUGUST FINANCIAL REPORT

The receipts and expenditures for August were presented to the Board for review in the Budget Status Report. The Director led the Board's attention to the "Workers Comp Premiums" expense in the amount of \$1,366.00, "Acctg & Auditing Services" expense in the amount of \$2,986.00, and "Purchasing Assessment" expense in the amount of \$42.00, and reported that these expenditures are for the annual Department of Administrative Services assessments for FY2025-26.

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The Director then guided the Board to the “CIO Charges” expense in the amount of \$222.08 and informed the Board that this expenditure is significantly lower than normal, as the July CIO IMS billing is not included due to billing issues that needed to be resolved before payment could be made. The “CIO Charges” expenditures in the September Budget Status Report will include both the July and August billings. The Director then moved to the “Publication & Print Expense” in the amount of \$628.08 and reported that the quarterly copy services billing for April through June is included in this expenditure. Director Kohtz then reported that the overall expenditures for the month of August totaled \$37,219.44, and the year-to-date overall expenditures for the fiscal year are \$75,620.87, which amounts to 15.53 percent of the budgeted expenditures for the fiscal year; 16.99 percent of the fiscal year has passed.

Director Kohtz then brought the Board’s attention to revenues and reported that revenues for Application Fees, Certified General New Fees, Certified General Renewal, Certified Residential Renewal, and AMC Registered Renewal continue to be strong in the 2025-26 fiscal year. The Director then reported that the overall revenues for the month of August totaled \$26,005.00, and the year-to-date overall revenues for the fiscal year are \$55,181.54, which amounts to 14.32 percent of the projected revenues for the fiscal year. The Director reiterated that 16.99 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 August totaled \$23,992.24, and the year-to-date expenditures for the fiscal year are \$50,531.66, which amounts to 15.17 percent of the budgeted expenditures for the fiscal year. The Real Property Appraiser Fund revenues were \$14,947.65 for August, and the year-to-date revenues for the fiscal year are \$33,271.69, which amounts to 12.95 percent of the projected revenue for the fiscal year. Director Kohtz then reported that the AMC Fund expenditures for the month of August totaled \$13,227.20, and the year-to-date expenditures for the fiscal year are \$25,089.21, which amounts to 16.31 percent of the budgeted expenditures for the fiscal year. The AMC Fund revenues totaled \$11,057.35 for August, and the year-to-date revenues for the fiscal year are \$21,909.85, which is 17.05 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 August and indicated that batch #7941661, with the payee/Explanation “Mertz, Brent” found on page J.10, was a refund in the amount of \$550.00 due to a change in credentialing status. Director Kohtz 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 \$37,219.44 and revenues of \$26,005.00 for the month of August for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund.

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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 \$23,992.24, the Real Property Appraiser Fund revenues totaled \$14,947.65, the AMC Fund expenditures totaled \$13,227.20, and the AMC Fund revenues totaled \$11,057.35. The Director finished by reporting that the cash balance for the AMC Fund is \$297,255.99, the cash balance for the Appraiser Fund is \$350,094.98, and the overall cash balance for both funds is \$647,350.97. The Director asked for any questions or comments. Board Member Minshull asked if funds had been transferred to the State's General Fund. Director Kohtz confirmed that funds have not been transferred. Chairperson Gerdes requested clarification as to why repeated peaks appear on the NRPAB Twenty-Five Month Cash Balance Report. The Director responded that the peaks are due to high revenue periods for the Board when most of the real property appraiser renewal applications are received. Board Member Minshull brought attention to how different this graph will look once the cash fund transfers are completed. Director Kohtz indicated that the cash fund transfers will have a significant effect on the balances and that the Board has taken steps to mitigate critical problems in the near future. According to the Director, once the fund transfers are completed, the balances should begin leveling off as the Board's fee schedule continues to be implemented. The Board will have to re-evaluate the balances in FY2027-28 to determine whether additional fee increases will be needed to return the fund balances to a safe level, closer to the fund balance policy for each fund. There was no further discussion.

Chairperson Gerdes asked for a motion on the August financial reports. Board Member Hermesen moved to accept and file the August 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, Minshull, Batie, and Gerdes voting aye.

2. ASC SARAS GRANT REPORT

a. FY25 Budget Status Report

Director Kohtz presented the Budget Status Report for the SARAS Grant Fund and informed the Board that the "Conference Registration" expenditure in the amount of \$650.00 was for the Director's Fall AARO Conference registration. The Director reiterated that both the July and August CIO IMS billings will appear in the September Budget Status Report, so expenditures are estimated to be around \$20,000.00. Director Kohtz finished by informing the Board that the online reciprocity application is ahead of schedule and under budget at the present time. The Director then asked for any questions or comments. There was no further discussion.

b. FY25 General Ledger Detail Report

Director Kohtz presented the General Ledger Detail Report for the SARAS Grant Fund. The Director indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

3. FY2025-26 MID-BIENNIUM BUDGET ADJUSTMENT REQUEST

Director Kohtz presented a FY2025-26 Mid-Biennium Budget Adjustment Request to the Board for consideration. The Director reminded the Board that a discussion took place during the strategic planning meeting regarding the June 13, 2025 letter from Lee Will, Director of the Department of Administrative Services, declaring that the agency expense for health insurance will increase by 18.5% above the amount identified by the Department of Administrative Services for the employee open enrollment period for FY2025-26, and that was identified during preparations for the 2025-2027 Biennium Budget. Director Kohtz indicated that he also contacted Director Will on June 16, 2025 to inquire about the effect of this increase on the agency expense for health insurance for FY2026-27. According to Director Will, the increase will likely be applied to FY2026-27 as well. This health insurance cost increase to the Board results in a deficit of \$12,263.00 for FY2025-26 and \$12,876.15 for FY2026-27. In the FY2025-26 Mid-Biennium Budget Adjustment Request, the Board is requesting funding for the health insurance cost increase to the agency for both FY2025-26 and FY2026-27. Board Member Minshull asked if this request only includes the health insurance cost increase. The Director confirmed that there are no other issues identified in the request. Board Member Minshull moved to approve the FY2025-26 Mid-Biennium Budget Adjustment Request as presented. Board Member Batie 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.

4. PER DIEMS: No discussion.

K. GENERAL PUBLIC COMMENTS

Chairperson Gerdes asked for any public comments. With none, Chairperson Gerdes moved on to Education.

L. EDUCATION: No discussion.

M. UNFINISHED BUSINESS:

1. EXPLORE SARAS GRANT TO INCREASE NUMBER OF NEBRASKA RESIDENT REAL PROPERTY APPRAISERS

Director Kohtz reminded the Board that, following discussion during the August 21, 2025 meeting, he would put together a program outline based on the discussion and have staff complete the necessary research to answer the Board's questions. The Director then presented a program outline to the Board and asked if it accurately captured the Board's intent. The Board agreed that the outline does. Director Kohtz then guided the Board to the Purpose section and asked if it had any recommendations or changes. There were no recommendations or changes. The Director then moved to the Qualifications section and again asked for recommendations or changes. There were none offered by the Board. Director Kohtz then presented four charts reporting on the number of certified general real property appraisers and certified general applicants by education, experience, and examination by region and by fiscal year. Finally, the Director presented a list showing the number of hours

reported for supervisory real property appraisers by applicant for a three-year period. Director Kohtz then moved back to the questions found on the program outline:

- What is the minimum number of hours for qualification for a supervisory real property appraiser?
- What is the maximum number of hours for supervisory real property appraiser for program disbursement?
- What is the dollar award amount per hour reported by the supervisory real property appraiser?
- What is the target area for the program?
- What is the maximum program disbursement amount for a trainee real property appraiser?

Director Kohtz asked the Board for direction regarding the next steps. Chairperson Gerdes asked if the program is focused on a certain classification. Director Kohtz responded that, at the August meeting, the Board determined that the program should be applicable to trainee real property appraisers and their supervisory real property appraisers for the certified general classification only. The Board discussed various options for both supervisory real property appraisers and trainee real property appraisers.

The first such discussion pertained to target area. The number of certified general real property appraisers residing in the designated metro zone—which consists of Seward, Lancaster, Cass, Saunders, Sarpy, Douglas, Washington, and Dodge counties—and the number of applicants located in the metro zone far exceed the rest of the state. The question was asked whether the metro zone appraisers and applicants should be eligible. Chairperson Gerdes indicated that although the metro region may be the home location for many certified general real property appraisers and applicants, many do work in other designated zones of the state. Board Member Minshull thanked staff for the analysis and brought attention to the low numbers throughout other designated zones in the state. Board Member Minshull asked how the grant could be used to increase the number of available appraisers in underserved areas. Director Kohtz suggested that the program could be restricted to those who plan to focus on the appraisal of agricultural properties in the future. The Board established that the primary need is in rural areas; however, the Board was not confident in whether the deficiency is greater for any specific type of appraisal (agriculture or commercial) or that removing the metro zone from qualification would help solve the problem. After additional discussion, the Board did not limit the target area to any specific zones.

The next discussion centered on making awards to trainee real property appraisers upon the completion of qualifying education or upon issuance of a credential. The Board determined that making an award in real-time would ease the financial burden on a trainee real property appraiser, which could encourage more people to pursue the profession; however, this does not guarantee that a credential is awarded and the number of resident certified general real property appraisers increases. LPM Loll confirmed this statement and added that some trainee real property appraisers never apply for a higher credential and simply maintain their trainee real property appraiser credential. Chairperson Gerdes expressed support for the idea of a real-time award, as completion of education makes a trainee real property appraiser more marketable to a potential supervisory real property appraiser. Director Kohtz reminded the Board that the application must identify a problem and outline how the grant would be used to rectify the problem. If a trainee real property appraiser is awarded grant money, but never upgrades or changes their plans halfway through, what is the outcome? Board Member Minshull commented that it is not easy to fit program qualifications into the ASC grant limitations and restrictions. Although this issue was not resolved, the Board established that it would like the dollar award amount to be \$20.00 per education hour, not to exceed the cost of the course.

The final discussion moved to supervisory real property appraiser qualifications. Although the Board agreed that supervisory real property appraisers should be eligible for reimbursement of their renewal fees paid to the Board and for hours engaged with a trainee real property appraiser, a program parameter was not established regarding when a supervisory real property appraiser becomes eligible. Director Kohtz informed the Board that the outlined concept sets eligibility at the time the supervisory real property appraiser's trainee real property appraiser obtains his or her credential. Board Member Minshull expressed support for supervisory real property appraiser eligibility to begin at the time they are engaged with the trainee real property appraiser and additionally mentioned that if the average grant runs for three years, and the estimated timeline of credentialing averages three years, the program does not increase the number of certified general real property appraisers in the state beyond what the number would have been without the grant. Board Member Hermesen agreed that the grant would likely expire before the numbers increase. Director Kohtz confirmed that the grant period is limited. Chairperson Gerdes asked if grant funds could be carried over from year to year or earmarked to be paid after the grant period. The Director stated that funds do not generally carry forward; funds must be distributed in the funding year. The Board continued to discuss making awards to supervisory real property appraisers as they proceed through the process with a trainee real property appraiser. The Director expressed concern for the logistical side of the program; specifically, how hours are determined as acceptable and verifiable toward the end goal to increase the number of certified general real property appraisers residing in Nebraska.

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Board Member Hermesen expressed skepticism that the program would increase the number of certified general real property appraisers but agreed that more certified general real property appraisers may be willing to train future certified general real property appraisers. Board Member Hermesen brought attention to the costs for training and said anything to reduce the financial burden would be helpful. Board Member Minshull asked if reimbursements could be made for equipment purchases. Director Kohtz responded that it is possible; however, he was not sure how the program would determine what is eligible. This concept was left unresolved. The discussion then turned to supervisory real property appraisers that reside outside of Nebraska—specifically, do they qualify for the grant program. LPM Loll confirmed that there are supervisory real property appraisers that reside outside of the state. There was no further discussion regarding out-of-state supervisory real property appraisers.

The Director expressed enthusiasm for the discussion and recommended that the program outline and evidence be submitted to the ASC Grants Manager for feedback. If it appears that the Board is on the right track, follow-up questions will be asked to gain a better feel for the concepts discussed today. The Board agreed with this plan. Chairperson Gerdes expressed support for the program and the discussions. Board Member Minshull agreed and added that other classifications have PEREA to help increase the number of appraisers; there is no such program for the certified general classification. Director Kohtz thanked Board Member Minshull for bringing this to his attention noting that it is a relevant factor. Minshull then stated that the average age of a supervisory real property appraiser may also be a factor. Director Kohtz again thanked Board Member Minshull and reminded the Board that the Real Property Appraiser Qualifications Criteria is going to change significantly soon, so there are other factors that will affect the numbers. No further discussion took place.

N. NEW BUSINESS

1. 500 South 16th Street DOL Building Relocation

Director Kohtz informed the Board that DAS Building Division is requesting that the Board relocate to the second floor of the 500 South 16th Street DOL building. The Director reported that he has been working with DAS to ensure that certain requirements are met for the Board to agree to this relocation. The Director then described the following:

- NRPAB to relocate to 500 South 16th Street DOL Building in February 2026.
- Costs of relocation to be paid by DAS Buildings Division, including moving costs, new director's desk to fit the space, and build out.
- Space, reduced from 1,490 square feet to 900 square feet, is stick-and-drywall construction, and includes director's office, flex room, storage, and employee cubicles
- Annual Rent and Building Assessment savings of \$7,133.00.
- 15' x 15' -6" flex room will include 10'-0" x 5'-0" of conference table space suitable for informal meetings, staff meetings, agency meetings, and meetings with applicants or appraisers.
- Each board member will receive code to East Parking Garage (1501 M Street) for parking.

- NRPAB must utilize two shared conference rooms with three other agencies; TERC, Nebraska Real Estate Commission, and Nebraska Tourism Commission.
- The shared conference rooms, managed by DAS Building Division, will be high tech with video board and controlled lighting - waiting on response from DAS Buildings Division regarding virtual conferencing capabilities.
- The Board will be able to make conference room reservations on a reoccurring basis to reserve the third Thursday of each month for its regular meetings.
- A significant amount of furniture must be surplus due to space reduction.
- DAS Buildings Division would like to allow DHHS to have the opportunity to take ownership of any furniture not moved to the new location and will surplus what is not used by DHHS —saving staff time for the small revenues typically generated by surplus property.

Director Kohtz then indicated that much of the current furniture would not fit well in the new location due to size and function and requested approval for funding up to \$3,000.00 for equipment/furniture as needed to be transferred from Rent Expenses-Buildings (524600) and Rent Exp-Depr Surcharge (524900) to the applicable account. Chairperson Gerdes requested clarification —specifically, whether this request was to provide a budget to use for this purpose without having to bring every purchase request to the Board for approval? The Director responded that Chairperson Gerdes’s assessment is correct. Director Kohtz added that the \$3,000.00 is the approximate difference between the old and new rent and assessment fees for the remainder of the fiscal year after the move takes place in February. Chairperson Gerdes expressed support for the funding. Board Member Minshull moved to approve the 500 South 16th Street DOL Building Relocation Plan and authorize funding up to \$3,000.00 for equipment/furniture as needed to be transferred from Rent Expenses-Buildings (524600) and Rent Exp-Depr Surcharge (524900) to applicable accounts. 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.

2. Open 1st Congressional District Certified Real Property Appraiser Representative Position

Director Kohtz presented a draft Memo from the Board titled, “State of Nebraska Accepting Applications for Open 1st District Certified Real Property Appraiser Member on NRPAB.” The Director reported that Chairperson Gerdes’s term will expire on December 31, 2025 and it is time to begin advertising this opening. Director Kohtz informed the Board that the memo will reach all contacts and the Governor’s office will be notified that the Board is now advertising for the opening. Chairperson Gerdes expressed support for getting this process started and asked for any discussion. With none, the Chairperson called for a motion. Board Member Minshull moved to approve the Memo From the Board titled "State of Nebraska Accepting Applications for Open 1st Congressional District Certified Real Property Appraiser Member on NRPAB” and begin public advertisement of the opening. 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.

Break from 12:15 p.m. to 12:20 p.m.

O. LEGISLATIVE REPORT AND BUSINESS

1. TITLE 298 UPDATE

a. Request for Preliminary Review of Title 298_August 7, 2025 Draft and Received Responses

Director Kohtz reported that ASC Policy Manager Stewart, AAG Kinnison, and Grant Latimer with the Governor's Policy and Research Office have completed preliminary reviews of the Title 298 draft. Director Kohtz presented the Governor's Policy and Research Office's approval to proceed with the hearing process and informed the Board that no changes were recommended. The Director then turned the Board's attention to the comments provided by AAG Kinnison, who also did not recommend any changes to the draft for the Board to consider. Finally, the Director reported the comments from ASC Policy Manager Stewart. PM Stewart did not recommend any changes to the draft but indicated that the ASC attorney found that Nebraska is exceeding criteria by requiring education providers of the seven-hour Valuation, Bias, and Fair Housing Laws and Regulations Course to be approved through the CAP program and that Nebraska could approve the course independently. In response, the Director informed PM Stewart that the Board is treating this course the same as the 7-hour USPAP Continuing Education Course. The Board requires that both the Valuation Bias and Fair Housing Laws and Regulations Course and the 7-Hour USPAP Continuing Education Course continuing education courses be AQB approved to ensure that the content requirements are adequately met. Director Kohtz asked for any questions or comments. There was no further discussion.

b. Summary of Proposed Changes to Title 298_August 7, 2025 Draft

Director Kohtz presented the Summary of Proposed Changes to Title 298_August 7, 2025 Draft to the Board for review. The Director informed the Board that this document has not changed from the version presented at the last meeting. The Director asked for any questions or comments. There was no further discussion.

c. Title 298_August 7, 2025 Draft

Director Kohtz presented the Title 298_August 7, 2025 Draft to the Board for consideration and requested a motion to approve the draft and hold a hearing for adoption of the proposed changes to Title 298 on November 20, 2025 at 9:00 a.m. Board Member Minshull moved to approve Title 298_August 7, 2025 Draft as presented and hold hearing for adoption of the proposed changes to Title 298 on November 20, 2025 at 9:00 a.m. 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.

2. OTHER LEGISLATIVE MATTERS: No discussion.

P. ADMINISTRATIVE BUSINESS

1. GUIDANCE DOCUMENTS: No discussion.

2. INTERNAL PROCEDURAL DOCUMENTS: No discussion.

3. FORMS, APPLICATIONS, AND PROCEDURES: No discussion.

Q. OTHER BUSINESS

1. BOARD MEETINGS No discussion.

2. CONFERENCES/EDUCATION No discussion.

3. MEMOS FROM THE BOARD: No discussion.

4. QUARTERLY NEWSLETTER: No discussion.

5. APPRAISAL SUBCOMMITTEE

a. ASC Board Selects Fredrick Grier as Acting Executive Director

Director Kohtz presented the Appraisal Subcommittee press release titled, "ASC Board Selects Fredrick Grier as Acting Executive Director" to the Board for review and indicated that Fredrick Grier has been named the Acting Executive Director for the ASC, effective August 10, 2025. The Director then asked for any questions or comments. There was no further discussion.

6. THE APPRAISAL FOUNDATION

a. TAF September Newsletter

Director Kohtz presented The Appraisal Foundation's September Newsletter to the Board for review. The Director guided the Board to the first full paragraph on page Q.3. Specifically, the language, "They are currently hard at work on the Criteria Reassessment Project and hope to release an exposure draft before the end of the year." Director Kohtz informed the Board that, at the State Regulator Advisory Group Meeting this week, TAF indicated that March or April 2026 is now the target for the first exposure draft for the next criteria update. The Director asked for any questions or comments. There was no further discussion.

b. TAF State Regulator Newsletter

Director Kohtz presented The Appraisal Foundation's State Regulator Newsletter to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS: No discussion.

8. GOVERNMENT-SPONSORED ENTERPRISES

a. Fannie Mae

i. Fannie Mae Selling Guide Announcement (SEL-2025-07)_September 3, 2025

Director Kohtz presented the Fannie Mae document titled, "Selling Guide Announcement (SEL-2025-07)" 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.

ii. Fannie Mae Reconsideration of Value (ROV)_September 3, 2025

Director Kohtz presented the Fannie Mae document titled, “Reconsideration of Value (ROV)” to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

b. Freddie Mac: No discussion.

9. IN THE NEWS: No discussion.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed applicant L25001. Chairperson Gerdes asked for a motion on L25001.

Board Member Hermesen moved to take the following action:

L25001 / Send report for property located at 340 Windsor Drive in Papillion, 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.

D. REGISTRATION AS AN APPRAISAL MANAGEMENT COMPANY

The Board reviewed applicant NE2012088. Chairperson Gerdes asked for a motion on NE2012088.

Board Member Hermesen moved to take the following action:

NE2012088 / Approve Application for Renewal of Nebraska Appraisal Management Company Registration.

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.

E. COMPLIANCE MATTERS

The Board reviewed compliance matters 25-08 and 23-01. Chairperson Gerdes asked for a motion on 25-08 and 23-01.

Board Member Hermesen moved to take the following action:

25-08 / Dismiss without prejudice.

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:

23-01 / Send report for the property located at 2812 Pratt Street in Omaha, Nebraska for UPSAP 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. 2025.13

The Board reviewed an appraisal management company's surety bond status. The organization may not hold an active surety bond as required by Neb. Rev. Stat. § 76-3203(2). Board Member Hermesen moved to send letter to AMC by certified mail requesting that evidence of an active surety bond be provided to the Board's office on or before October 10, 2025. Board Member Minshull 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, Minshull, Batie, and Gerdes voting aye.

2. PERSONNEL MATTERS: No discussion.

R. ADJOURNMENT

Board Member Hermesen moved to adjourn the meeting. Board Member Minshull seconded the motion. The motion carried with Hermesen, Minshull, Batie, and Gerdes voting aye. At 12:28 p.m., Chairperson Gerdes adjourned the September 18, 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 September 25, 2025, in compliance with Nebraska Revised Statute § 84-1413(5).