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

June 16, 2026 Strategic Planning Meeting Minutes

A. OPENING

Chairperson Hermsen called to order the June 16, 2026 meeting of the Nebraska Real Property Appraiser Board at 9:03 a.m. by virtual conference 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 Hermsen 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 June 11, 2026. 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 Kevin Hermsen of Gretna, Nebraska; Rodney Johnson of Norfolk, Nebraska; Derek Minshull of North Platte, Nebraska; Adam Batie of Kearney, Nebraska; and Lori Johnson of Lincoln, 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 Hermsen 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 R. Johnson moved to adopt the agenda as presented. Board Member Minshull seconded the motion. The motion carried with R. Johnson, Minshull, Batie, L. Johnson, and Hermsen voting aye.

C. CHAIR'S STATE OF THE BOARD REPORT

Chairperson Hermsen welcomed everyone to the 2026 strategic planning meeting. Hermsen then expressed appreciation for the staff and indicated that the staff's efforts throughout the year are noticed. Hermsen also recognized the Board and its work throughout the year. Hermsen conveyed his belief that the Board is an excellent reflection of the appraiser community.

D. DIRECTOR'S COMMENTS

Director Kohtz thanked the board members for taking the time to go through this process and for their dedication throughout the year. The Director also thanked staff for their hard work preparing for two meetings in a short period of time. Director Kohtz then explained the purpose of the strategic planning meeting and informed the Board that the goal is to build a road map for staff to follow for the next fiscal year and set objectives, not to determine how the objectives will be accomplished. The Director continued by saying that the focus is placed on the development of short- and long-term goals and any previously established goals that were not completed or are ongoing will be presented to the Board for discussion. Any new proposed short-term or long-term goals will be presented to the Board or established during discussion. The Board may make any changes to proposed or existing goals as it sees fit, add any short or long-term goals, and/or remove any proposed short- or long- term goals. Director Kohtz then acknowledged Board Member Lori Johnson's first strategic planning meeting, mentioning that strategic planning is an opportunity to continue building staff and board member institutional knowledge as each member is at a different place in their term. The Director brought attention to the meeting agenda and recognized its length. Director Kohtz explained that the agenda format allows for open conversation regarding any topic the Board may wish to discuss. There is no need to spend time on an agenda item if there is no discussion.

Director Kohtz then highlighted the accomplishments from the current fiscal year:

- 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 that upgrade to a higher classification after January 1, 2026 and to implement the CHRC Fee changes as increased by the Nebraska State Patrol became effective on May 29, 2026.

- The Board utilized ASC SARAS Grant funds for the Director's AARO Conference attendance, to complete development of the online temporary application and review interface, to complete development of the online reciprocity application and review interface, and make significant progress in the development of the online education applications and review interfaces.

- The Board's ASC SARAS Grant Continuation Request included the reworked "Development of NRPAB Website-NRPAB Database Translator for Credit/Debit Card Processing System."

- Upgraded existing NRPAB Database functionality with new technology developed during work on the SARAS Grant projects.

- The Board's Mid-Biennium Budget Adjustment Request for the $12,263.00 deficit to Health Insurance Expenses for FY2025-26, and the deficit to Health Insurance Expenses for FY2026-27, due to 18.5% cost of insurance increase to the agency as notified by DAS on June 13, 2025, was approved by the Legislature.

The Director then turned to the future and outlined some areas and goals that he would like the Board to focus discussion on today, which include:

- Continuing education credit for board meeting attendance.

- Timing of executive session vote.

- Future SARAS Grant project priorities.

- Administration of Practicum Course requirements for acceptance as real property appraisal practice experience.

- Update of exemptions for any person appointed by a County Board of Equalization to act as a referee.

- Effects of transfers from the Appraiser Fund and AMC Fund to State General Fund.

- Issuance of a citation with a processing fee for administrative violations.

- Establish the framework for the FY2026-27 budget.

- Establish the framework for the 2027-2029 Biennial Budget.

E. GENERAL PUBLIC COMMENTS:

No members of the public were in attendance. With no public comments, Chairperson Hermsen proceeded to the review of the 2025-26 Strategic Planning Goals and Objectives.

F. REVIEW OF 2025-26 STRATEGIC PLANNING GOALS AND OBJECTIVES

Director Kohtz indicated that he would provide a brief review of the goals and objectives set for the 2025-26 fiscal year since the Board receives a progress update each month. The following items were noted:

- All short-term goals established for FY2025-26 were completed.

- All long-term goals continue to be met and are ongoing.

G. SWOT ANALYSIS

Director Kohtz informed the Board that the review of the SWOT Analysis has been moved to earlier on the agenda this year to help guide the Board's discussions. In the past, this discussion took place at the end of the meeting, which didn't give the Board the opportunity to address any of the identified items during agenda item discussions. The Director reminded the Board that the list includes analysis of the Board's strengths, weaknesses, opportunities, and threats to the agency. The Board reviewed the items from last year:

STRENGTHS
- Customer service
- Organization
- Board member knowledge
- Staff knowledge
- Adaptability
- Professional diversity of Board
- Modernization of accessibility
- Authority to enter into contingent dismissal agreements

WEAKNESSES
- Industry's inability to grow
- Efficiency loss due to Database not meeting potential
- Regulatory and statutory regulations

OPPORTUNITIES

- Growth in real property appraiser field
- Continued evaluation of Board and Agency operations
- Embrace of available technology
- Agency staff size and cross-training of agency duties
- Board member with residential appraisal expertise
- Authority for non-disciplinary conditional dismissals
- Utilization of ASC grant funding for technology projects
- Education of users of appraisal reports
- Utilization of ASC grant to increase NE appraiser numbers

THREATS

- Agency turnover
- Federal agency oversight
- Economic climate
- Aging appraiser population
- Inadequate Supervisory Appraiser knowledge
- Deemphasis on appraisals at the Federal level
- Commodification of appraisal reports
- Business consolidation
- Government consolidation

Director Kohtz asked for any discussion pertaining to the SWOT Analysis. The Board discussed the existing strengths and agreed that all listed items are still relevant. Chairperson Hermsen suggested that "Embrace of available technology" be moved from an opportunity to a strength, as technological enhancements have been made and continue to be made. The Board agreed with Chairperson Hermsen's recommendation.

The Board moved to weaknesses and discussed the existing weaknesses. The Board agreed that all listed items are still relevant. Director Kohtz noted that the industry's inability to grow and regulatory and statutory barriers are still an issue; the proposed criteria changes will do little to relieve these weaknesses. The Director brought attention to the education changes in the proposed criteria and informed the Board that the bachelor's degree requirements are being removed but more qualifying education will be required. The cost of qualifying education alone may deter potential real property appraisers from entering the profession, especially after completing a degree. PAREA and practicum courses help with experience, but a major barrier remains in place. There was no further discussion regarding weaknesses.

The Board then moved to opportunities and discussed the existing opportunities. Director Kohtz requested that "Utilization of ASC funding to increase number of Nebraska appraisers" be removed, as the ASC has determined that the project does not meet the grant requirements. The Director indicated that the narrative is written and ready to go, so if anything changes with the grant requirements that would allow the Board to move forward, this could be added back as an opportunity. The Board agreed to remove this as an opportunity. The Board agreed that all listed items are still relevant.

Finally, the Board discussed the existing threats. Chairperson Hermsen suggested that the GSE appraisal requirements are a threat. Director Kohtz brought up the new reporting form UAD 3.6 and asked for Board Member Minshull's thoughts. Minshull stated that he is concerned about the cost to the borrower, noting the form requires data points that will take time for real property appraisers to gather and incorporate into their reporting. As it stands, the new form adds about a day's work to complete, causing appraiser fees to increase. Minshull acknowledged that once the data accumulates, the process may actually become faster, which would be a benefit to real property appraisers and the borrower. The Board discussed the positives and negatives of the UAD 3.6 form to determine if it is a threat or an opportunity. The Board agreed that right now this is a threat, as the UAD 3.6 form may lead to an increased pace of retirements in the certified residential classification, creating a shortage. The Board then discussed deregulation at the Federal level. It was decided that the existing threat "Deemphasis on appraisals at the Federal level" already captures the Board's position. Director Kohtz asked for any additional changes. No further discussion took place.

H. COMPLIANCE

1. REVIEW OF ENFORCEMENT/INVESTIGATIONS

Director Kohtz presented one chart and four graphs to the Board to review outlining the status of the enforcement program. The Director reported that the majority of grievances ended in dismissal or written advisory and reminded the Board that the intent of the Compliance Program is to educate. Director Kohtz added that the number of those who have additional grievances filed against them is very small, evidencing that the program is working as expected. The Director brought attention to the number of grievances each year and noted that policy changes the Board made have had a significant impact on the number of grievances per year. Director Kohtz stated, "Going back ten or fifteen years ago, twenty to thirty-five grievances per year was common." The Director informed the Board that the program policy change has also had a significant positive impact on the way that the Board is viewed by the appraisal business community. Director Kohtz indicated that the number of dissatisfaction phone calls is very low compared to the past. The board members agreed with the Director's assessment, as the same is seen from their side as well. Chairperson Hermsen commended the Board and the Director for management of grievances. There was no further discussion.

2. GENERAL DISCUSSION

a. Issuance of Citation with Processing Fee

Director Kohtz reminded the Board that during the current fiscal year, he was asked to add issuance of a citation with a processing fee to the strategic planning meeting agenda for discussion. The Director indicated that this citation with processing fee would be utilized for administrative violations related to the application process. Board Member Batie questioned if this would be for when applicants answer the application questions untruthfully. Director Kohtz confirmed this assessment as correct. A question was asked if this could be used for grievances as well. The Director reminded the Board that it has the contingent dismissal option at its disposal for grievances, so this would not be needed. A question was asked if this could be used for late 7-Hour USPAP Continuing Education Course submission. Director Kohtz responded that yes, it could be. The Director changed topics to the administration of a citation program and indicated that the technicalities would need to fall into place. For example, the monies received from a civil penalty or fine would be deposited to the State Education Fund. If the Board would like the monies to remain with the Board, it would have to utilize a processing fee, or something similar.

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Batie indicated that the fee would be justified due to the increased time needed to process an application in which staff must conduct additional research. The Director added that if the question on an application had been answered truthfully, the process would be less time-consuming, as staff would not have to spend significant time investigating the matter. Board Member R. Johnson expressed support for the concept and suggested that a surcharge may be an option. The Director indicated that he would work with the Attorney General's office to determine an acceptable path. Director Kohtz asked for any more discussion. There was no further discussion. The Director informed the Board that "Explore processing fee/surcharge for administrative violations" will be added for consideration as a short-term goal. Director Kohtz asked if the Board had a specific date for this goal to be completed. There was none suggested. Director Kohtz indicated that the goal date will be set for December 31, 2026.

3. ENFORCEMENT OF REAL PROPERTY APPRAISER ACT
Director Kohtz asked for any discussion pertaining to real property appraiser enforcement. There was no discussion.

4. ENFORCEMENT OF APPRAISAL MANAGEMENT COMPANY REGISTRATION ACT
Director Kohtz asked for any discussion pertaining to AMC enforcement. There was no discussion.

5. INVESTIGATIVE PROCESSES AND PROCEDURES
Director Kohtz asked for any discussion pertaining to investigative processes and procedures. There was no discussion.

6. OTHER EXECUTIVE SESSION ITEMS:
Director Kohtz asked for any discussion specific to other executive session items. There was no discussion.

7. FORMS
Director Kohtz asked for any discussion specific to compliance forms. There was no discussion.

8. SHORT- AND LONG-TERM GOALS AND OBJECTIVES
Director Kohtz informed the Board that, through discussions, one short-term goal had been identified for consideration. The Director presented the following short-term goal for the Board's consideration:

- Explore processing surcharge for administrative violations.

The Board agreed to the establishment of this short-term goal for FY2026-27.

I. CREDENTIALING AND REGISTRATION

1. REVIEW OF CURRENT CREDENTIAL HOLDERS/AMC REGISTRATIONS
A review of the credentialing and AMC registration programs took place for the 2025-26 fiscal year. The Director presented fourteen charts to the Board for review. The first two charts represented the number of Nebraska Real Property Appraisers credentialed through education, experience, and examination over the past five years (not including trainees) by classification, and those credentialed through reciprocity during the past five years by classification.
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Director Kohtz remarked that the number of certified general real property appraisers credentialed through education, experience, and examination is moderating, while the number of certified general real property appraisers credentialed through reciprocity continues to trend upward. The number of certified residential real property appraisers credentialed through education, experience, and examination is stable, and the number of certified residential real property appraisers credentialed through reciprocity has remained mostly stable since the decline from 2022 to 2023. The licensed residential real property appraiser classification shows a slow decline for those credentialed through education, experience, and examination, while the number of those credentialed through reciprocity is stable.

Director Kohtz moved on to the next two charts that illustrated the total number of Nebraska Real Property Appraisers (not including trainees) credentialed during the past five years through education, experience, and examination, reciprocity, and both combined; and the total number of credentialed real property appraisers by classification during the past five years. The Director reported a declining five-year trend for the total real property appraiser credentialed through education, experience, and examination and a continued upward trend for those credentialed through reciprocity. When the numbers are broken down by classification, the certified general classification continues to trend upward and the certified residential classification remain relatively stable, while the licensed residential classification shows signs of moderating. The number of trainee real property appraisers has declined significantly over the past three years. The Director indicated that it is still not clear as to the reason for the trainee classification trend. Director Kohtz suggested that it could be due to participation in the PAREA program; however, the number of applications with PAREA experience has not yet shown a trend that suggests that PAREA experience is replacing the traditional supervisory real property appraiser/trainee model.

The Director then presented a chart showing the total number of credentialed real property appraisers over the past five years for the Board's review and noted that the drop in the overall number of real property appraisers is primarily due to the decreased number of trainee real property appraisers. Otherwise, when the trainee classification is excluded, the number of certified and licensed real property appraisers remains stable.

Director Kohtz brought attention to two charts representing the number of real property appraisers by classification over the past thirteen-month period and the total number of real property appraisers over the past thirteen-month period. The Director indicated that most of the trends appear to mirror last fiscal year; however, the number of certified residential real property appraisers has leveled off after January 1st, not following the historic trend. Board Member Minshull questioned whether this was an indicator that the state is losing real property appraisers. The Director confirmed that the number of certified residential real property appraisers has decreased; however, the number of certified general real property appraisers continues to increase, which results in an overall steady trend. Board Member Batie inquired if there was a way to record potential applicants going through PAREA. Director Kohtz stated that this is difficult, as the Board has no records of these individuals until they apply for a credential. LPM Loll informed the Board and the Director that the PAREA providers will provide this information. Director Kohtz asked if the Board would like to add this as a short-term goal. The Board agreed. The Director indicated that it would be added as a short-term goal for consideration with an expected completion date of December 31, 2026.

Director Kohtz presented three charts related to temporary credentials: one showing calendar year totals over five years, one showing year-to-date totals over five years, and one showing temporary credentials issued every month over the previous twelve-month period. The Director noted that the total temporary credentials issued is on pace to be another high number for the fiscal year.

Director Kohtz proceeded to the two charts representing the number of registered supervisory real property appraisers over the past thirteen months and the past five years. The Director focused on the five-year trends and indicated that the decrease in the number of supervisory real property appraisers correlates with the decrease in the number of trainee real property appraisers.

Director Kohtz finished by presenting two charts illustrating the number of registered AMCs over thirteen months and over five years to the Board for review. The Director stated that the number of registered AMCs has stabilized.

Director Kohtz then asked for any questions, there was no further discussion

2. REVIEW OF CREDENTIAL HOLDER RENEWALS

Director Kohtz presented the 2025-26 Real Property Appraiser Renewal Progress report to the Board for review, which includes two graphs representing the number of Nebraska real property appraisers that renewed credentials over the past five years. The Director reported that renewal rates for the certified general classification will end the fiscal year at the projected rate; the certified residential classification will finish below projections; the licensed residential classification exceeded projections; and the trainee classification failed to meet the projected rate for the second year in a row. Director Kohtz indicated that the certified residential classification renewal rate is something to monitor over the next few years with the trend in the number of certified residential real property appraisers as discussed under the review of current credential holders. The projected renewal rate for the trainee classification was 76% for the current fiscal year, and the actual renewal rate was 63%, which matches the previous year in the report. The expectation moving forward will be a lower number of trainee real property appraisers renewing each fiscal year.

The Director then presented two graphs representing the number of late renewals by months late and credential type. Director Kohtz indicated that late renewal applications were more spread out from month to month and noted an increase in late renewals in both the certified general and certified residential classifications. The Director informed the Board that the trend seen in these graphs mirrors the staff's experience with real property appraiser renewal application processing this fiscal year. Everything appeared to be around two weeks behind normal.

Director Kohtz asked for any questions, there was no further discussion.

3. **FY2023-24 through FY2029-30 CREDENTIAL HOLDER/AMC REGISTRATION TRENDS AND PROJECTIONS**

The Director presented five graphs to the Board for analysis. The first four graphs outlined real property appraiser trends and projections between FY2023-24 and FY2029-30; the next graph outlined the registered AMC trends and projections between FY2023-24 and FY2029-30. Director Kohtz explained that these projections are used for planning and are the basis for the revenues found in the projected budget. The Director informed the Board that for those credentialed through education, experience, and examination, the certified general classification is projected to continue to moderate overall; the certified residential classification is projected to level out after a period of decrease; and the licensed residential classification is projected to remain stable. The Director then moved to those credentialed through reciprocity and indicated that the projection for the number of certified general real property appraisers will continue to trend upward, the number of certified residential real property appraisers and the number of licensed real property appraisers are projected to remain stable. The projections show that the overall number of certified general real property appraisers will continue to grow, the number of certified residential real property appraisers will eventually level out after a period of decline, and the licensed residential real property appraisers will remain stable in the future. Director Kohtz then brought attention to the trainee classification and informed the Board that the current projection shows a continuation of the current downward trend. Overall, the total number of real property appraisers is projected to remain stable, if not increase slightly. The Director then moved on to the projected number of AMCs and indicated that projections are stable. There was no further discussion.

4. **REAL PROPERTY APPRAISER CREDENTIALS**

a. **General Discussion**

Director Kohtz asked for any general discussion on real property appraiser credentials. There was no discussion.

b. **Real Property Appraiser Qualifications**

Director Kohtz asked for any discussion specific to real property appraiser qualifications. There was no discussion.

c. **Real Property Appraiser Credential Renewal**

Director Kohtz informed the Board that due to the technology enhancements made to the NRPAB Database, communications with real property appraisers and appraisal management companies have become more automated and are almost entirely email based. The Director informed the Board that on the rare occasion when electronic communication is not effective, traditional mail will still be used. Director Kohtz indicated that it is his intent that renewal postcards will no longer be sent. These postcards carry a significant cost and add a lot of work for staff. Real property appraisers whose credentials expire in the current year will receive an automated email notice in July notifying them that their renewal is due on November 30th, and that they are now able to submit their application. There will also be a couple of additional renewal reminders sent through the system if a renewal application has not been processed for a real property appraiser. Finally, a notice will also be sent after January 1st to notify those who have not renewed that their credential is expired. Board Member Minshull indicated that it should be the real property appraiser's priority to renew their credential and agrees that postcards no longer need to be sent. Board Member L. Johnson added that other states have moved to email notices as well. Director Kohtz asked for any other discussion specific to real property appraiser renewals. There was no further discussion.

d. Supervisory Real Property Appraiser

Director Kohtz asked for any discussion specific to supervisory real property appraisers. There was no discussion.

e. Processes and Procedures

Director Kohtz asked for any discussion specific to real property appraiser credentialing processes and procedures. There was no discussion.

f. Forms

Director Kohtz asked for any discussion specific to real property appraiser forms. There was no discussion.

g. Short- and Long-Term Goals and Objectives

Director Kohtz presented one existing long-term goal for the Board's consideration:

- Monitor real property appraiser credential renewal dates

Director Kohtz informed the Board that he had no specific comments on the long-term goal and asked whether the Board believed the goal should remain. The Board agreed that the long-term goal should remain in place.

Director Kohtz then informed the Board that, through discussions, one short-term goal had been identified for consideration. The Director presented the following short-term goal for the Board's consideration:

- Add PAREA participants to monthly appraiser charts and graphs.

The Board agreed to the establishment of this short-term goal for FY2026-27.

No new long-term goals were presented or established.

5. TEMPORARY CREDENTIAL

a. General

Director Kohtz asked for any general discussion specific to temporary credentials. There was no discussion.

b. Processes and Procedures (Title 298 – CH.3)

Director Kohtz asked for any discussion specific to temporary credential processes and procedures. There was no discussion.

c. Forms

Director Kohtz asked for any discussion specific to temporary credential forms. There was no discussion.

d. Short- and Long-Term Goals and Objectives

Director Kohtz asked if the Board had any short- or long-term goals related to temporary credentials. There was no discussion.

6. **APPRAISAL MANAGEMENT COMPANY REGISTRATION**

a. **General Discussion**

Director Kohtz asked for any discussion specific to AMC registration. There was no discussion.

b. **Initial Registration**

Director Kohtz asked for any discussion specific to AMC initial registration. There was no discussion.

c. **Renewal of Registration**

Director Kohtz asked for any discussion specific to AMC renewal of registration. There was no discussion.

d. **Processes and Procedures**

Director Kohtz asked for any discussion specific to AMC registration processes and procedures. There was no discussion.

e. **Forms**

Director Kohtz asked for any discussion specific to AMC registration forms. There was no further discussion.

f. **Short- and Long-Term Goals and Objectives**

Director Kohtz asked if the Board had any short- or long-term goals related to appraisal management company registration. There was no discussion.

J. **EDUCATION**

1. **GENERAL DISCUSSION**

Director Kohtz asked if the Board had any discussion specific to general education. There was no discussion.

2. **QUALIFYING EDUCATION**

a. **General Discussion**

Director Kohtz asked if the Board had any discussion specific to qualifying education. There was no discussion.

b. **Processes and Procedures**

Director Kohtz asked if the Board had any discussion specific to qualifying education processes and procedures. Board Member Minshull asked if real property appraisers have adequate opportunities for continuing education. Director Kohtz responded that there are plenty of Nebraska-approved courses with a wide variety of topics, from valuation methodology to cool tools and tips. Continuing education approved by other states may also be accepted in many situations. Minshull then asked about the use of A.I. The Director informed the Board that the topic will come up later in the agenda. There was no further discussion.

c. **Application for Approval as a Qualifying Education Activity in Nebraska**

Director Kohtz asked if the Board had any discussion specific to the qualifying education application. There was no discussion.

d. Short- and Long-Term Goals and Objectives:

Director Kohtz presented two existing long-term goals for the Board's consideration:

- Encourage trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to trainee real property appraisers.

- Request that supervisory real property appraisers with trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser encourage their trainee real property appraisers to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to supervisory real property appraisers.

Director Kohtz informed the Board that he had no specific comments on the long-term goals and asked whether the Board believed the goals should remain. The Board agreed that the long-term goals should remain in place.

No new short- or long-term goals were presented or established.

3. CONTINUING EDUCATION

a. General Discussion

Director Kohtz asked for a discussion on allowing real property appraiser continuing education credit for attendance of board meetings. The Director informed the Board that Iowa has offered real property appraisers and board members the ability to obtain continuing education credit for their attendance at their meetings for years and asked if the Board would like to consider this option. Director Kohtz noted that this is allowed in the Real Property Appraiser Qualifications Criteria but would require a new form and an update to the Real Property Appraiser Act. The Board agreed this would be beneficial to all residential appraisers. Director Kohtz informed the Board that a short-term goal to amend Neb. Rev. Stat. § 76-2236 to allow for continuing education credit to be awarded for attendance of one NRPAB meeting will be added for consideration with an expected completion date of December 31, 2026.

b. Processes and Procedures

Director Kohtz asked for any discussion pertaining to continuing education processes and procedures. There was no discussion.

c. Forms

Director Kohtz asked for any discussion pertaining to continuing education forms. There was no discussion.

d. Short- and Long-Term Goals and Objectives

Director Kohtz informed the Board that, through discussions, one short-term goal had been identified for consideration. The Director presented the following short-term goal for the Board's consideration:

- Amend Neb. Rev. Stat. § 76-2236 to allow for continuing education credit to be awarded for attendance of one NRPAB meeting. The meeting must be open to the public and must be a minimum of two hours in length but cannot exceed seven hours.

The Board agreed to the establishment of this short-term goal for FY2026-27.

No new long-term goals were presented or established.

4. **SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE**
   Director Kohtz asked for any discussion specific to the supervisory real property appraiser and trainee course. There was no discussion.

5. **INSTRUCTORS**
   Director Kohtz asked for any discussion specific to education instructors. There was no discussion.

6. **POST-SECONDARY EDUCATION**
   Director Kohtz asked for any discussion specific to post-secondary education. There was no discussion.

7. **BOARD REPRESENTATION/OFFERINGS**
   Director Kohtz asked for any discussion specific to Board offerings. There was no discussion.

Break from 10:52 a.m. to 11:02 a.m.

K. PERSONNEL

1. **GENERAL DISCUSSION**
   Director Kohtz asked for any discussion pertaining to personnel. There was no discussion.

2. **STAFF POSITIONS**
   Director Kohtz asked for any discussion specific to staff positions. Board Member Minshull asked if the Director felt that staff positions are adequate for the workload and are balanced in duties. Director Kohtz confirmed that three staff members allow for the work to be completed timely, efficiently, and accurately. Each staff member has assigned duties that they are responsible for; however, there is enough flexibility to allow for shifting as needed to address heavy workloads and special projects. Adding a third employee a few years ago has significantly reduced the stress on staff and allowed the Board to pursue things such as the SARAS Grant. The Director added that there was no way that staff could manage this process before. Director Kohtz finished by reminding the Board that the justification for adding another employee included the employee paying for themselves. During the past three years, the Board has obtained approximately $300,000.00 in grant funding for technology projects that would typically be paid for out of the Board's cash funds. Board Member Minshull thanked the Director. There was no further discussion.

3. **POLICIES AND PROCEDURES**
   Director Kohtz asked for any discussion pertaining to personnel policies and procedures. There was no discussion.

4. **CONFERENCES/TRAINING**

a. **AARO Conference**

Director Kohtz reminded the Board that the ASC SARAS Grant is currently being utilized for the Director's AARO Conference travel and registration. Board Member Minshull asked if board members attend the AARO Conference. Director Kohtz responded that, yes, approximately 10% of the attendees are board members from other states. The Director added that when he started, NRPAB board members regularly attended the AARO Conference. The practice was discontinued since the report provided by him was sufficient for the Board to understand what was covered at the conference. There was also a decline in interest in attending. Board Member Minshull asked the Director if he would see a benefit in board members attending to provide support to the Director. The Director indicated that board members are always welcome when funding is available, but that he has a good relationship with both the ASC and TAF, so additional support is not needed. Director Kohtz informed the Board that he regularly has conversations with decision makers for both entities at the conferences. The Director also reiterated that the Director's attendance is paid for by the SARAS Grant, so if board members wished to attend, funding would have to be secured. Minshull then asked if there were any other conferences that the Director believes would be beneficial for him to attend. Director Kohtz indicated that there are other conferences that some of his peers attend, but that he is unsure of the benefits. Board Member Minshull indicated that it would be nice to have funds in the budget for attendance at conferences other than AARO, if the Director sees a need to attend. Director Kohtz indicated that he would investigate this and get back to the Board if anything captures his attention. Board Member Minshull thanked the Director. There was no further conversation.

b. **Linkedin Learning**

The Director informed the Board that he would like to continue the LinkedIn Learning subscription. LinkedIn Learning includes a wide variety of courses for training. Linkedin Learning courses are regularly assigned by him to staff to improve skill sets in targeted areas, and staff can use LinkedIn Learning on their own to obtain new skills that help make the agency better. The Board agreed that it is a good use of funds. There was no further discussion.

5. **BOARD STRUCTURE**

Director Kohtz asked for any discussion pertaining to board structure. There was no discussion.

6. **SHORT- AND LONG-TERM GOALS AND OBJECTIVES**

Director Kohtz presented an existing long-term goal for the Board's consideration:

- Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/AFSCME contract changes, and to address general work environment needs and/or changes.

Director Kohtz informed the Board that he had no specific comments on the long-term goal and asked whether the Board believed the goal should remain. The Board agreed that the long-term goal should remain in place.

No new short- or long-term goals were presented or established.

L. PUBLIC INFORMATION

1. GENERAL DISCUSSION

Director Kohtz asked for any general discussion on public information matters. There was no discussion.

a. Short- and Long-Term Goals

Director Kohtz presented two existing long-term goals for the Board's consideration:

- Encourage development of Memos from the Board, Facebook posts, and The Nebraska Appraiser articles that contain facts and information of interest to the appraisal business community.

- Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, documents posted to the NRPAB website, meeting information, and other information that affects the industry.

Director Kohtz informed the Board that he had no specific comments on the long-term goals and asked whether the Board believed the goals should remain. The Board agreed that the long-term goals should remain in place.

No new short- or long-term goals were presented or established.

2. NRPAB WEBSITE

a. General discussion

Director Kohtz asked for any discussion specific to the NRPAB website. There was no discussion.

b. Processes and Procedures

Director Kohtz asked for any discussion specific to the NRPAB website processes and procedures. There was no discussion.

c. Short- and Long-Term Goals and Objectives

Director Kohtz presented one existing long-term goal for the Board's consideration:

- Continue to monitor the effectiveness of current NRPAB website; repair bugs, make improvements, and add enhancements needed to address functionality or usability.

Director Kohtz informed the Board that he had no specific comments on the long-term goal and asked whether the Board believed the goal should remain. The Board agreed that the long-term goal should remain in place.

No new short- or long-term goals were presented or established.

3. **MEMOS FROM THE BOARD**

a. **General Discussion**

Director Kohtz asked for any discussion specific to the Memos from the Board. There was no discussion.

b. **Processes and Procedures**

Director Kohtz asked for any discussion specific to the Memos from the Board processes and procedures. There was no discussion.

c. **Short- and Long-Term Goals and Objectives**

Director Kohtz presented one existing long-term goal for the Board's consideration:

- Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser.

Director Kohtz informed the Board that he had no specific comments on the long-term goal and asked whether the Board believed the goal should remain. The Board agreed that the long-term goal should remain in place.

No new short- or long-term goals were presented or established.

4. **THE NEBRASKA APPRAISER NEWSLETTER**

a. **General Discussion**

Director Kohtz informed the Board that during the current fiscal year, it was discovered that all state agencies have access to the NebraskaLand Magazine photo gallery. The Director reported that one of his favorite things about putting together each edition is adding in these photos to break up the information. Director Kohtz then asked for any discussion on The Nebraska Appraiser. There was no further discussion.

b. **Processes and Procedures**

Director Kohtz asked for any discussion specific to The Nebraska Appraiser processes and procedures. There was no discussion.

c. **Short- and Long-Term Goals and Objectives**

Director Kohtz presented one existing long-term goal for the Board's consideration:

- Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner.

Director Kohtz informed the Board that he had no specific comments on the long-term goal and asked the Board if this goal should remain. The Board agreed that the long-term goal should remain in place.

No new short- or long-term goals were presented or established.

5. **FACEBOOK PAGE**

   a. **General Discussion**
   Director Kohtz asked for any general discussion on the NRPAB Facebook Page. There was no discussion.

   b. **Processes and Procedures**
   Director Kohtz asked for any discussion specific to the Facebook page processes and procedures. There was no discussion.

   c. **Short- and Long-Term Goals and Objectives**
   Director Kohtz presented one existing long-term goal for the Board's consideration:

   - Continue utilization of the NRPAB Facebook page to disseminate important information in a timely manner that the appraiser community and general public would not otherwise be aware of, such as documents posted to the NRPAB website, meeting information, and NRPAB policy and business information.

   Director Kohtz informed the Board that he had no specific comments on the long-term goal and asked the Board if this goal should remain. The Board agreed that the long-term goal should remain in place.

   No new short- or long-term goals were presented or established.

M. ADMINISTRATION

1. **GENERAL DISCUSSION**
Director Kohtz asked for any general discussion pertaining to administration. There was no discussion.

2. **UTILIZATION OF A.I.**
Director Kohtz informed the Board that there will be an item on the June meeting agenda requesting approval of an estimate received from CIO to migrate the OAC data and link the NRPAB Database data to Power BI Pro. The Director explained that OAC, previously OBIEE, allows for staff to extract data from the NRPAB Database for analysis and report creation. OAC is not user-friendly for those who do not have a coding background, so there have been no data links added to OAC since it moved from OBIEE. Director Kohtz added that he has been advocating for change for a few years. Migrating the data links to Power BI Pro provides a more interactive tool that is A.I. driven. The Board will have the ability to develop more reports with more information, more quickly. Power BI Pro will also allow additional reporting functions, as the reports will be generated directly in the system. There was no further discussion.

   a. **Short- and Long-Term Goals and Objectives**
   Director Kohtz presented one existing long-term goal for the Board's consideration:

   - Explore utilization of A.I. to assist with business functions to automate tasks and for data analysis.

   No new short- or long-term goals were presented or established.

3. **POLICIES AND PROCEDURES**

Director Kohtz asked for any general discussion pertaining to policies and procedures not already on the agenda. There was no discussion.

a. **New or Recommended**

Director Kohtz asked for any discussion pertaining to any new or recommended policies and procedures. There was no discussion.

b. **Internal Procedural Documents**

Director Kohtz asked for any discussion specific to Internal Procedural Documents. There was no discussion.

c. **NRPAB Meetings**

i. **General Discussion**

Director Kohtz asked for any general discussion specific to NRPAB meetings. There was no discussion.

ii. **Timing of Executive Session Vote**

Director Kohtz asked for any discussion on the timing of the executive session vote. There was no further discussion.

d. **Request Forms**

Director Kohtz asked for any discussion specific to request forms. There was no discussion.

e. **Short- and Long-Term Goals and Objectives**

Director Kohtz presented one existing long-term goal for the Board's consideration:

- Continue to monitor the effectiveness of current processes and procedures, and update the processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs.

Director Kohtz informed the Board that he had no specific comments on the long-term goal and asked the Board if this goal should remain. The Board agreed that the long-term goal should remain in place.

No new short- or long-term goals were presented or established.

4. **NRPAB RECORDS MANAGEMENT**

Director Kohtz asked for any discussion pertaining to records management. There was no discussion.

5. **NRPAB DATABASE**

a. **General Discussion**

Director Kohtz asked for any discussion pertaining to NRPAB database. There was no discussion.

b. Credit Card Payment Option for Online Applications

The Director informed the Board that the ASC SARAS Grant award for next fiscal year includes funding for the development of an online mechanism to accept online credit/debit card payments. This project was denied for FY24 due to a miscommunication as to the purpose of the mechanism. The ASC interpreted the request as the purchase of, and use of a credit/debit card payment system from a third-party provider, which the ASC has determined is the State's responsibility. The purpose of the project is to create a translator between the NRPAB database and the website that communicates with a credit card payment system. Director Kohtz asked for any additional discussion pertaining to the credit card payment option for online applications. The Board expressed support for this project and thanked staff for its hard work. There was no further discussion.

c. Short- and Long-Term Goals and Objectives

Director Kohtz presented two existing long-term goals for the Board's consideration:

- Continue to monitor the effectiveness of current NRPAB database; repair bugs, make improvements, and add enhancements needed to address program or use changes.

- Explore online real property appraiser through E, E, & E initial applications, AMC initial application, and other services that require payment of a fee.

Director Kohtz informed the Board that he had no specific comments on these long-term goals and asked the Board if the goals should remain. The Board agreed that these long-term goals should remain in place.

No new long-term goals were presented or established.

Director Kohtz presented one existing long-term goal that he requested be amended and moved to a short-term goal for the Board's consideration:

- Utilize SARAS Grant for development and implementation of online education applications and NRPAB Database interface, and development and implementation of NRPAB Website-NRPAB Database Translator for Credit/Debit Card Processing System.

The Board agreed with moving this long-term goal to an amended short-term goal as recommended. Board Member Batie asked whether there are any other changes that would make the NRPAB Database more efficient. The Director responded that enhancements are always being added. As for big-picture projects, other than what has already been identified as goals, the only other thing that comes to mind would be the development of a program that utilizes A.I. to analyze real property appraisal practice experience logs. Director Kohtz added that he is unsure of the costs of such a program or if OCIO has the capabilities to develop it. There was no further discussion.

No other new short-term goals were presented or established.

6. APPRAISAL REVIEW SERVICES CONTRACTOR PROGRAM

Director Kohtz asked for any discussion pertaining to the appraisal review services contractor program. There was no discussion.

a. **Processes and Procedures**
Director Kohtz asked for any discussion pertaining to the processes and procedures for appraisal review services contractor program. There was no discussion.

b. **Contractor Agreements**
Director Kohtz asked for any discussion pertaining to the contractor agreements. Board Member Minshull asked if the standard fees established for USPAP compliance review services are adequate. Director Kohtz informed the Board that no contract offers are being turned down due to the fee that he is aware of. The Director then solicited feedback from LPM Loll. Loll indicated that the contract fees are not a cause for offers being declined. The Board thanked staff for the information. There was no further discussion.

c. **Appraisal Services Contractor USPAP Compliance Review Report Summary Documents**
Director Kohtz asked for any discussion pertaining to the appraisal services contractor USPAP compliance review report summary documents. There was no discussion.

d. **USPAP Compliance Review Reports Forms**
Director Kohtz asked for any discussion pertaining to the USPAP compliance review reports forms. There was no discussion.

e. **USPAP Compliance Review Report Form Check Sheets**
Director Kohtz asked for any discussion pertaining to the USPAP compliance review report form check sheets. There was no discussion.

N. APPRAISAL SUBCOMMITTEE
Director Kohtz asked for any discussion pertaining to the Appraisal Subcommittee. There was no discussion.

O. APPRAISAL FOUNDATION
Director Kohtz asked for any discussion pertaining to The Appraisal Foundation. There was no discussion.

P. GOVERNMENT- SPONSORED ENTERPRISES
Director Kohtz asked for any general discussion pertaining to Fannie Mae or Freddie Mac. Board Member Minshull stated that he would like to see more collaboration between Fannie Mae and Freddie Mac and TAF to reduce real property appraiser confusion. Director Kohtz agreed. There was no further discussion.

Q. AARO
Director Kohtz asked for any general discussion pertaining to AARO. There was no discussion.

R. LAWS, RULES, AND GUIDANCE DOCUMENTS
1. GENERAL DISCUSSION
a. **Real Property Appraiser Act_Draft August 4, 2025**
Director Kohtz reminded the Board that during the last strategic planning meeting it requested that a paper application processing fee for real property appraiser and AMC applications be added. The proposed language is found on pages R.1 and R.2. When discussed earlier this fiscal year, it was decided that the changes to the Real Property Appraiser Act and AMC Registration Act were not substantial enough to proceed to bill drafting. The Board can revisit this once additional updates are made during the next fiscal year. There was no further discussion.

b. Appraisal Management Company Registration Act_Draft August 4, 2025

Director Kohtz asked for any discussion specific to the Appraisal Management Company Registration Act drafted August 4, 2025. There was no discussion (see discussion under Real Property Appraiser Act_Draft August 4, 2025).

c. Processing Fee for Real Property Appraiser and AMC Applications Available Online

Director Kohtz asked for any additional discussion specific to the processing fee for real property appraiser and AMC applications available online. There was no discussion.

d. Update of Neb. Rev. Stat. § 76-2221(7) Concerning Exemption for Any Person Appointed by a County Board of Equalization to Act as a Referee

Director Kohtz informed the Board that Chairperson Hermsen requested that a discussion take place regarding an update to Neb. Rev. Stat. § 76-2221(7). Director Kohtz invited Chairperson Hermsen to start the discussion. Chairperson Hermsen indicated that the exemption for any person appointed by a County Board of Equalization to act as a referee is not clear. Chairperson Hermsen added that to resolve the confusion, it would be best to make the exemption apply to all and add coordinator to the exempted parties. L. Johnson agreed with Chairperson Hermsen's assessment. Director Kohtz recommended that all language beginning with, "Any real property appraiser appointed to act as a referee…" be stricken. Chairperson Hermsen indicated that the exemption would then be, "Any person appointed by a county board of equalization to act as a referee pursuant to section 77-1502.01, except that any person who also practices as an independent real property appraiser for others shall be subject to the Real Property Appraiser Act and shall be credentialed prior to engaging in such other real property appraisal practice." Director Kohtz confirmed this as correct and indicated that "or coordinator" could be added after "referee." Chairperson Hermsen expressed satisfaction with this change. The Director reviewed Neb. Rev. Stat. § 77-1502.01 to verify that a credentialed real property appraiser is not required for this appointment and informed the Board that the change could be made. Director Kohtz indicated that this would be added as a short-term goal for consideration with an expected completion date of December 31, 2026. The Director informed the Board that before requesting a requisition draft, the proposed language change would be sent to the Department of Revenue for review. The Board agreed. There was no further discussion.

2. LAWS

a. Real Property Appraiser Act

Director Kohtz asked for any discussion specific to the Real Property Appraiser Act. There was no discussion.

b. Appraisal Management Company Registration Act

Director Kohtz asked for any discussion specific to the Appraisal Management Company Registration Act. There was no discussion.

c. Processes and Procedures

Director Kohtz asked for any discussion specific to processes and procedures pertaining to statute development. There was no discussion.

d. Short- and Long-Term Goals and Objectives

Director Kohtz presented one existing long-term goal for the Board's consideration:

- Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required.

Director Kohtz informed the Board that he had no specific comments on this long-term goal and asked the Board if this goal should remain. The Board agreed that this long-term goal should remain in place.

No new long-term goals were presented or established.

Director Kohtz presented one existing short-term goal for the Board's consideration:

- Amend Neb. Rev. Stat. §§ 76-2241 and 76-3206 to include a paper application processing fee of no more than fifty dollars for any form available electronically.

Director Kohtz informed the Board that he had no specific comments on this short-term goal and asked the Board if this goal should remain. The Board agreed that this short-term goal should remain in place.

Director Kohtz informed the Board that, through discussions, one short-term goal had been identified for consideration. The Director presented the following short-term goal for the Board's consideration:

- Amend § 76-2221(7) to clarify that any person appointed by a County Board of Equalization to act as a Referee or Coordinator is exempt from the real property appraiser act.

The Board agreed to the establishment of this short-term goal for FY2026-27.

3. RULES

a. Title 297

Director Kohtz asked for any discussion pertaining to Title 297. There was no discussion.

b. Title 298

i. General Discussion

Director Kohtz asked for any discussion pertaining to Title 298. There was no discussion.

ii. Practicum Course Experience (298 NAC Chapter 2 § 002)

Director Kohtz presented an email chain between himself and ASC Program Manager Tom Lewis to the Board for review and informed the Board that during the Spring AARO Conference, there was a presentation on the development and implementation of practicum courses in the State of California. The Director indicated that he was surprised that practicum courses did not require the student to be a trainee real property appraiser, or that a supervisory real property appraiser must oversee the experience, if the state has a trainee program. Title 298 allows AQB-approved practicum courses as non-traditional experience, similar to demonstrative reports.

(Continued on page 23)

(Continued from page 22)
Director Kohtz informed the Board that Program Manager Lewis has yet to provide a response but indicated that if Program Manager Lewis states that students in practicum courses are not required to be trainee real property appraisers, then Title 298 must be updated to apply the same real property appraisal practice experience exemptions as for PAREA participants. The Director reported that he will inform the Board once Program Manager Lewis provides a response. There was no further discussion.

iii. Course Approval Program Procedures_Updated March 2026

Director Kohtz presented the document titled, "AQB Course Approval Program Procedures," updated as of March 2026. The Director noted that practicum course programs are now considered by the AQB to be education rather than traditional experience. Currently, staff do not review practicum courses, and the Board only accepts AQB approved practicum courses for real property appraisal practice experience credit. Director Kohtz then asked if the Board would like to continue the current procedure or approve practicum course programs by staff review. Board Member Minshull recommended continuing with the current procedure, as the AQB already reviews and approves the practicum course programs. The Director agreed and added that reviewing practicum course programs would cause a significant increase to the staff's workload. There was no further discussion.

iv. Implement CHRC Fee as Determined by the Nebraska State Patrol

Director Kohtz informed the Board that the Criminal History Record Check Fee once again increased right after the last increase was adopted into Title 298. The Director then recommended that the fee language in Title 298 be changed to state "as determined by the Nebraska State Patrol" rather than Title 298 be amended every time this fee, not set by the Board, changes. Director Kohtz indicated that the same change could apply to language for the federal registry fee as well. Although this fee has not changed in some time, it will at some point. The Board agreed that this would be a good change. The Director informed the Board that a short-term goal will be added for consideration with an expected completion date of June 30, 2027. No further discussion took place.

c. Processes and Procedures

Director Kohtz asked for any discussion specific to the processes and procedures for drafting and implementing changes to Title 297 or Title 298. There was no discussion.

d. Short- and Long-Term Goals and Objectives

Director Kohtz presented two existing long-term goals for the Board's consideration:

- Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed.

- Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, maintain an effective enforcement program, and provide for better clarification and administration.

Director Kohtz informed the Board that he had no specific comments on these long-term goals and asked the Board if these goals should remain. The Board agreed that these long-term goals should remain in place.

No new long-term goals were presented or established.

Director Kohtz informed the Board that, through discussions, one short-term goal had been identified for consideration. The Director presented the following short-term goal for the Board's consideration:

- Adopt Title 298 changes to implement the increased CHRC fee to "as established by the Nebraska State Patrol," and change the ASC Appraiser Registry Fee and AMC Registry Fee language to "as established by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council."

The Board agreed to the establishment of this short-term goal for FY2026-27.

3. GUIDANCE DOCUMENTS

Director Kohtz asked for a general discussion pertaining to Guidance Documents. There was no discussion.

a. Processes and Procedures

Director Kohtz asked for any discussion specific to processes and procedures for establishing and reviewing guidance documents. There was no discussion.

b. Short- and Long-Term Goals and Objectives

Director Kohtz presented one existing long-term goal for the Board's consideration:

- Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules and retire Guidance Documents that are no longer relevant.

Director Kohtz informed the Board that he had no specific comments on this long-term goal and asked the Board if this goal should remain. The Board agreed that this long-term goal should remain in place.

No new short- or long-term goals were presented or established.

4. INTERNAL PROCEDURAL DOCUMENT

Director Kohtz asked for discussion pertaining to Internal Procedural Documents. There was no discussion.

a. Processes and Procedures

Director Kohtz asked for any discussion specific to processes and procedures pertaining to establishing and reviewing internal procedural documents. There was no discussion.

b. Short- and Long-Term Goals and Objectives

Director Kohtz presented one existing long-term goal for the Board's consideration:

- Continue to adopt internal procedures as needed to assist with the Board's administration of its programs and retire internal procedures that are no longer relevant.

Director Kohtz informed the Board that he had no specific comments on this long-term goal and asked the Board if this goal should remain. The Board agreed that this long-term goal should remain in place.

No new short- or long-term goals were presented or established.

S. FINANCIAL

1. REVIEW OF CURRENT FISCAL YEAR

The Board reviewed the expenses and revenues for the current fiscal year to date. The Director reported that, as of this morning, the year-to-date expenditures for the fiscal year are $415,035.43, which amounts to 80.11 percent of the budgeted expenditures for the fiscal year. Director Kohtz then reported the year-to-date revenues for the fiscal year are $396,833.10, which amounts to 103 percent of the projected revenues for the fiscal year. Director Kohtz indicated that 91.78 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. As of this morning, the Real Property Appraiser Fund year-to-date expenditures are $273,494.98, which amounts to 77.36 percent of the budgeted expenditures for the fiscal year. The Real Property Appraiser Fund year-to-date revenues are $262,047.10, which amounts to 102 percent of the projected revenues for the fiscal year. The AMC Fund year-to-date expenditures are $141,540.45, which amounts to 86.01 percent of the budgeted expenditures for the fiscal year. The AMC Fund year-to-date revenues are $134,783.00, which amounts to 105 percent of the projected revenue for the fiscal year.

Director Kohtz provided a Budget Status Report for the ASC SARAS Grant. The Director reported that the year-to-date expenditures are $67,076.34, which amounts to 54.76 percent of the budgeted expenditures for the fiscal year. The Director informed the Board that due to OCIO not billing agencies for April and May IMS services, this amount will likely be the end-of-year amount.

Director Kohtz then presented four graphs illustrating expenses, revenues, and cash balances to the Board for review. The Director stated that these graphs will also be presented at the June meeting. The Director then asked if there were any questions or comments regarding the review of the current fiscal year. There was no further discussion concerning the current fiscal year.

2. 2025-30 PROJECTIONS

Director Kohtz presented four charts showing the 2025-30 financial projections. The Director reported that the projected expenditures were calculated at 90 percent for the Appraiser Fund and 90 percent for the AMC Fund. Director Kohtz informed the Board that, as always, a conservative approach was taken towards the revenue projections. The Director also reported that the Title 298 fee schedule is implemented in the projections. According to Director Kohtz, the majority of revenue comes from renewal fees, application fees, and temporary permit fees. The Director informed the Board that health insurance expenditures have had and is having a significant impact on the budget. Health insurance expenditures increased by $36,946.84 between FY2023-24 and FY2026-27.

Director Kohtz then guided the Board to the cash balance projections and illustrated where the fund balance policy stands in relation to the cash balance for both the Appraiser Program and the AMC Program. The Director informed the Board that the $150,000.00 cash fund transfer from the Appraiser Fund and the $100,000.00 cash fund transfer from the AMC Fund, are included in FY2025-26, and the $100,00.00 cash fund transfer from the AMC Fund is included for FY2026-27. Director Kohtz indicated that at the regular meeting on June 18, 2026, an updated Appraiser Fund Cash Balance Policy and an updated AMC Fund Cash Balance Policy will be presented for the Board's consideration. The fund balance policies used in this chart are the proposed fund balance policies. The Director reported that both the AMC Fund and Appraiser Fund balances are expected to be significantly below the policy threshold for all projected years. Director Kohtz informed the Board that when the current fee table was implemented in Title 298, the goal was to build up revenues over the next few years and let the fund balances trickle down for a few years before the statutory fee limit would need to be increased again; the cash fund transfers leave little option to the Board but to move this timeline up significantly. The Director projected that the statutory fee limit will need to be increased in 2029 or 2030. The Director concluded by saying that the cash fund balances will continue to be monitored closely during the next couple of years. Chairperson Hermsen thanked Director Kohtz for the report.

Board Member Batie asked if AMC consolidations have been prevalent during the current fiscal year and if the projections show that more consolidations are likely. Director Kohtz responded that it appears the consolidation in the industry has stopped at the present time. Currently, the number of AMCs is steady as new AMCs are replacing those that don't renew.

3. FY 2026-27 BUDGET

Director Kohtz presented the proposed FY2026-27 Budget to the Board for review and highlighted the following items:

- Projected Appraiser and AMC Fund expenditures are $457,528.50, and projected Appraiser and AMC Fund revenues are $472,882.50.
- Projected Appraiser Fund expenditures are $312,328.00, and projected Appraiser Fund revenues are $316,182.50.
- Projected AMC Fund expenditures are $145,200.00, and projected AMC Fund revenues are $156,700.00.
- No projected deficit budget request is included.
- Projected carryover allocations are $1,847.00 for CHRC cost increase.
- Proposed Budget includes general expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.
- Employee Salaries and Benefits ($383,263.00).
- Board Member Per Diem Payments ($7,500.00)
- NRPAB Employee Recognition Program ($1,500.00)

- Rent and Depreciation ($12,407.00)
- Board Member Meeting Travel ($12,465.00)
- Legal Services ($20,000.00); Legal Related ($3,000.00)
- Other Contractual Services - CHRC and Appraisal Review Services ($34,455.00)
- CIO – IM Services expenditures, Network Services expenditures, and software ($31,727.00)
- Other Operating Expenses (overage coverage of $500.00)
- Budget includes the following changes from the FY 2025-26 base:
    - Salary and Benefits ($24,988.00)
        - Permanent Salaries ($9,455.00), Employee Bonuses (-$500.00), Retirement Plan ($672.00), FICA ($685.00), Health Insurance ($14,676.00)
    - Operating Expenses (-$3,847.00)
        - CIO Charges (-$1,537.00), Publication and Print Expense (-$50.00), Awards Expense ($10.00), Rent Expense (-$4,365.00), Rent Depreciation (-$1,603.00), Educational Services ($17.00), Other Contractual Services ($3,432.00), Other Operating Expenses ($249.00).
    - Travel Expenses ($427.00)
- **Applicant Standard 3 Reviewer Fees/SME Fees are set at:**
  Applicant Reviews
  Residential: 4 Hours x $125.00 = $500.00
  2-4 Family: 5 Hours x $125.00 = $625.00
  Agricultural: 10 Hours x $125.00 = $1,250.00
  Commercial: 10 Hours X $125.00 = $1,250.00

  SME
  Residential: 5 Hours x $125.00 = $625.00
  2-4 Family: 5 Hours x $125.00 = $625.00
  Agricultural: 12 Hours x $125.00 = $1500.00
  Commercial: 12 Hours X $125.00 = $1500.00

The Director then asked if there were any questions or comments regarding the budget highlights. There was no further discussion.

a. Policies and Procedures
Director Kohtz asked for any general discussion pertaining to budget policies and procedures. There was no discussion.

i. **AMC Fund/Appraiser Fund Split**

Director Kohtz presented a memo regarding the FY2026-27 Appraiser-AMC Funds Allocation to the Board for review. The Director reminded the Board that the agency cannot utilize appraiser funds on AMC expenditures and cannot utilize AMC funds on appraiser expenditures. The quarterly workload review for each employee takes place during the first full work week in July, October, January, and April.

Each employee reported his or her time spent on appraiser- and AMC-related activities per day in quarter-hour increments. The quarterly workload review for each employee indicates that 34% of time was spent on AMC-related functions, and 66% of time was spent on Appraiser-related functions. During analysis of the proposed budget for FY2026-27, the past, present, and projected numbers and trends for appraiser credentialing, AMC registration, education activities, and compliance, were taken into consideration. The number of AMC registrations renewals has been stable since FY2023-24; the number of new AMC registrations once again increased during FY2026-27, resulting in a slight increase of reported hours for the AMC Registration Program for FY2025-26 compared to FY2024-25. 39.75 hours were reported in FY2024-25 compared to 55.5 hours in FY2025-26. Time spent on AMC-related functions is expected to remain consistent for FY2025-26. The number of new real property appraiser credentials issued increased in FY2025-26 after two years of stability. However, new real property appraiser credentials issued are expected to decrease slightly in FY2026-27. The number of real property appraiser credential renewals met projections in FY2025-26 and are projected to be consistent for the next few fiscal years. Although there was a decrease in the number of education applications received, time spent processing applications remained the same. When compared to FY2024-25, hours attributed to Appraiser-related functions increased from 237.75 to 252.5 in FY2025-26. Overall, the numbers for real property appraisers are stable and the associated time spent is expected to remain stable for FY2026-27. Finally, there are no compliance program changes, or legislative or policy matters, that would affect the AMC/Appraiser Funds allocation for FY2026-27. The AMC/Appraiser Funds allocation for FY2026-27 will remain at 65% Appraiser Fund and 35% AMC Fund. Director Kohtz asked for any questions or comments. There was no further discussion.

ii. **Internal Procedural Documents**

Director Kohtz asked for discussion specific to internal procedural documents pertaining to financials. There was no discussion.

b. **Goals and Objectives**

Director Kohtz asked for discussion pertaining to short- and long-term goals and objectives. There was no discussion.

4. **2027-2029 Biennial Budget**

Director Kohtz presented the proposed 2027-2029 Biennial Budget to the Board for review and highlighted the following items:

2027-2028 Proposed Budget:

- Proposed Budget includes general expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.

- Employee Salaries and Benefits ($388,499.00).
- Board Member Per Diem Payments ($7,500.00).
- NRPAB Employee Recognition Program ($1,500.00).
- Rent and Depreciation ($13,443.00).
- Board Member Meeting Travel ($12,465.00).
- Legal Services ($20,000.00); Legal Related ($3,000.00).
- Other Contractual Services - CHRC and Appraisal Review Services ($34,295.00).
- CIO – IM Services expenditures, Network Services expenditures, and software ($31,727.00).
- Other Operating Expenses (overage coverage of $500.00).

2028-2029 Proposed Budget:

- Proposed Budget includes general expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.
- Employee Salaries and Benefits ($403,294.00).
- Board Member Per Diem Payments ($7,500.00).
- NRPAB Employee Recognition Program ($1,500.00).
- Rent and Depreciation ($13,443.00).
- Board Member Meeting Travel ($12,465.00).
- Legal Services ($20,000.00); Legal Related ($3,000.00).
- Other Contractual Services - CHRC and Appraisal Review Services ($34,455.00).
- CIO – IM Services expenditures, Network Services expenditures, and software ($31,727.00).
- Other Operating Expenses (overage coverage of $500.00).

The Director then stated that these numbers are preliminary and that the DAS projected rates and NSP CHRC fee increases are included, but estimated in the projections. Director Kohtz informed the Board that it will see the final biennial budget request at the August meeting. The Director then asked if there were any questions or comments regarding the budget highlights. There was no further discussion.

a. Policies and Procedures

Director Kohtz asked for any general discussion pertaining to the biennial budget policies and procedures. There was no discussion.

b. Goals and Objectives

Director Kohtz informed the Board that one short-term goal had been identified for consideration. The Director presented the following short-term goal for the Board's consideration:

- Complete 2027-29 Biennial Budget Request addressing agency issues discussed at strategic planning (CHRC Fees, DAS State Projected Rate, Possible Director travel/conference attendance funding).

The Board agreed to the establishment of this short-term goal for FY2026-27.

No new long-term goals were presented or established.

5. FEES

Director Kohtz presented the approved Fee Schedule effective July 1, 2026 to the Board for review and asked for any discussion. Board Member Minshull asked if the Director expects appraiser or AMC funds to be transferred to the State General Fund and if the Board should maintain a flat balance for the Appraiser Fund and AMC Fund as much as possible. The Director indicated that for the next biennium, the State is expected to have a deficit of approximately $800 million. Using cash funds to balance the State's General Fund budget is the norm right now, so yes, funds may be transferred again in the future. The Director also reported that he was informed that a couple of peer agencies have defaulted on payments, so it is likely that low fund balances are not a deterrent for cash transfers. Director Kohtz finished by recommending that no drastic changes be made in the near future and noted that fees cannot be increased beyond the fee table in Title 298 until the statutory limit is raised. There was no further discussion.

T. ADJOURNMENT

Board Member Batie moved to adjourn the meeting. Board Member Minshull seconded the motion. The motion carried with R. Johnson, Minshull, Batie, L. Johnson, and Hermsen voting aye. At 12:40 p.m., Chairperson Hermsen thanked the Board and staff for the hard work and adjourned the June 16, 2026 meeting of the Nebraska Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on June 25, 2026, in compliance with Nebraska Revised Statutes § 84-1413(5).