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

July 16, 2026 Meeting Minutes

A. OPENING

Chairperson Hermsen called to order the July 16, 2026 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 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 July 10, 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; Derek Minshull of North Platte, Nebraska; Adam Batie of Kearney, Nebraska; and Lori Johnson of Lincoln, 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 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 Minshull moved to adopt the agenda as presented. Board Member Batie seconded the motion. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

Board Member Minshull moved that the Board, including all board members and staff present, 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 Batie seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

Board Member Minshull moved that the Board exit executive session at 10:33 a.m. Board Member L. Johnson seconded the motion. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

Break from 10:34 a.m. to 10:42 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Hermsen welcomed board members and staff to the July 16, 2026 meeting of the Nebraska Real Property Appraiser Board and declared that he had no opening remarks. Hermsen then acknowledged and welcomed Roger Morrissey as the only member of the public in attendance.

H. BOARD MEETING MINUTES

1. APPROVAL OF JUNE 16, 2026 STRATEGIC PLANNING MEETING MINUTES

Chairperson Hermsen asked for any additions or corrections to the June 16, 2026 strategic planning meeting minutes. With no discussion, Chairperson Hermsen called for a motion. Board Member Minshull moved to approve the June 16, 2026 strategic planning meeting minutes as presented. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and asked for any discussion. With no discussion, Chairperson Hermsen called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

2. APPROVAL OF JUNE 18, 2026 REGULAR MEETING MINUTES

Chairperson Hermsen asked for any additions or corrections to the June 18, 2026 regular meeting minutes. With no discussion, Chairperson Hermsen called for a motion. Board Member Minshull moved to approve the June 18, 2026 regular meeting minutes as presented. Board Member Batie seconded the motion. Chairperson Hermsen recognized the motion and asked for any discussion. With no discussion, Chairperson Hermsen called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen 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 July 16, 2026 to the Board for review. The Director reported that trends remain stable. The Director guided the Board to page I.2 and commented on the stability in the number of certified and licensed real property appraisers over the five-year period. The Director then noted the drop in certified, licensed, and trainee real property appraisers in 2025 and 2026 was due to the decrease in the number of trainee real property appraisers. Director Kohtz then asked for any questions or comments. There was no further discussion.

b. Real Property Appraiser Renewal Report

Director Kohtz presented two charts detailing 2026-2027 real property appraiser renewals as of June 30, 2026 to the Board for review and informed the Board that the renewal period has now closed. The Director guided the Board to the 2026-27 Real Property Appraiser Renewal Progress Report and reported that, out of the 467 real property appraisers whose credential expired on December 31, 2025, 417 real property appraisers were renewed. Director Kohtz noted these numbers do not include real property appraiser renewal applications on the agenda for this meeting. The Director then reviewed the 2026-27 Percentage Projections/Actuals Renewal Progress Report and informed the Board that the overall renewal rate is currently at 89%; however, the actual renewal rate will meet the projected renewal rate for all classifications at 90% when all applications are processed. Director Kohtz then moved to the real property appraiser renewal rates for each classification and reported that, other than the trainee and licensed residential classifications, the renewal rates were typical and at or near projections. The trainee classification renewal rate, at 63%, was below the projected rate of 76%; and the licensed residential classification renewal rate, at 87%, was higher than the projected rate of 75%. The Director asked for any questions or comments. There was no further discussion.

c. Temporary Real Property Appraiser Report

Director Kohtz presented three charts outlining the number of temporary credentials issued as of June 30, 2026 to the Board for review. The Director reported that trends remained stable and indicated that he had no specific comments. Director Kohtz then asked for any questions or comments. There was no further discussion.

d. Supervisory Real Property Appraiser Report

Director Kohtz presented two charts outlining the number of registered supervisory real property appraisers as of July 16, 2026 to the Board for review. The Director reported that trends remain stable and noted that he had no specific comments. Director Kohtz then asked for any questions or comments. There was no further discussion.

e. PAREA Program Participation Report

Director Kohtz presented three new charts, outlining the number of PAREA program participants that reside in the state of Nebraska as of July 16, 2026, to the Board for review. The Director explained that the first chart shows the number of PAREA program participants for each month, which will ultimately include a thirteen-month period of data; and shows the number of graduates for each month over the thirteen-month period. The next chart shows the number of PAREA program participants for each year, which will ultimately include a five-year period of data; and shows the number of graduates for each year over the five-year period. The final chart shows the overall number of PAREA program graduates over a five-year period. Director Kohtz then asked for any questions or comments. Chairperson Hermsen asked if the PAREA program has a defined time period for completion. LPM Loll responded and informed the Board that there are no time requirements for the PAREA program but that she was aware of one former participant that was removed from the program for not progressing. Chairperson Hermsen thanked LPM Loll for the information. There was no further discussion.

f. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of July 16, 2026 to the Board for review. The Director reported that trends remained stable and indicated that he had no specific comments. Director Kohtz then 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 June 10, 2026 and July 7, 2026. The Director indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

b. Appraisal Management Company Report

Director Kohtz presented the Appraisal Management Company Report to the Board for review, showing AMC applicants approved for registration by the Director for the period between June 10, 2026 and July 7, 2026. The Director indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

c. Education Activity and Instructors Report

Director Kohtz presented the Education Activities and Instructors Report to the Board for review, showing education activities and instructors approved by the Director for the period between June 10, 2026 and July 7, 2026. The Director indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

3. 2026-27 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS

Director Kohtz presented the 2026-27 NRPAB Goals and Objectives + SWOT Analysis to the Board for consideration. The Director reported that these documents reflect the Board's goals and objectives set during the strategic planning meeting in June. The Director then asked the Board whether the 2026-27 NRPAB Goals and Objectives + SWOT Analysis documents accurately reflect the Board's discussions during the strategic planning meeting. The Board confirmed that the document captured the objectives and goals discussed during the strategic planning. Director Kohtz informed the Board that he will continue to present a goals and objectives progress report at each monthly meeting. The Director then asked for any questions or comments. With none, Chairperson Hermsen called for a motion. Board Member Minshull moved to approve the 2026-27 NRPAB Goals and Objectives + SWOT Analysis as presented. Chairperson Hermsen seconded the motion, recognized the motion, and called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

J. FINANCIAL REPORT AND CONSIDERATIONS

1. JUNE FINANCIAL REPORT

Director Kohtz reported to the Board that the 2025-2026 fiscal year has closed and informed the Board that he will provide a summary for both the June expenditures and revenues and the fiscal year expenditures and revenues.

The Director began with the receipts and expenditures for the month of June and indicated that he had no comments on any specific expenditures for the month. The Director reported to the Board that the new certified general real property appraisers and the new appraisal management companies continued to perform well in June. Revenues for “Certified General New Fees” were $960.00 and Revenues for “AMC Registered New Fees” were $2,000.00. Director Kohtz then informed the Board that the overall expenditures for the month of June totaled $31,980.69, and the overall revenues for the month of June were $14,292.62.

Director Kohtz then moved to the Budget Status Report for the Real Property Appraiser Fund and AMC Fund and reported that he had no comments on any specific expenditures or revenues. The Director informed the Board that the Real Property Appraiser Fund expenditures for the month totaled $20,498.16, and the Real Property Appraiser Fund revenues were $6,333.85 for June. The AMC Fund expenditures for the month totaled $11,482.53, and the AMC Fund revenues totaled $7,958.77 for June.

Director Kohtz then reported on the 2026-27 fiscal year receipts and expenditures. The Director began by encouraging the Board to ask any questions it had about items in the Budget Status Report. The Director informed the Board that personal services and benefits expenditures for the fiscal year totaled $365,864.97, which amounts to 95.69 percent of the budgeted expenditures for the fiscal year. Director Kohtz continued to the “CIO Charges” expense in the amount of $27,099.45, which is 72 percent of the budgeted amount, and reported that the two months of no CIO billing had saved approximately $6,000.00. Director Kohtz then led the Board’s attention to “Office Supplies Expense” in the amount of $1,828.74, which was 102.02 percent of the budgeted amount, and reported that these expenditures exceeded the budgeted amount due to office relocation costs. The Director continued to “Non-Capitalized Equip Purchase” expense in the amount of $159.98, which was 106.65 percent of the budgeted amount, and noted this expenditure was higher than the Board approved amount due to a slight cost increase that occurred between the Board’s approval and order approval. Director Kohtz then moved to the “Purchasing Assessment Expense” and “SOS Temporary Service – Personnel” expense and indicated that, due to rebates, the purchasing assessment ended at -$9.00, which was -21.95 percent of the budgeted amount, and temporary services finished at -$787.90, which had no budgeted amount. The Director then led the Board to the “Legal Services Expense” and “Legal Related Expense” and indicated that, due to the Board’s effective compliance program, both expenditures finished significantly below budget. “Legal Services Expense” ended at $163.50, which was .82 percent of budgeted and “Legal Related Expense” ended at $31.00, which is 1.02 percent of budgeted. Director Kohtz continued to “Other Contractual Services” in the amount of $14,460.27, which is 46.21 percent of the budgeted amount, and indicated that this was significantly below budget due to low investigation activity and the Board’s persistence in keeping the number of real property appraiser applicant review appraisals low. The Director informed the Board that the overall travel expenditures for the fiscal year totaled $10,049.07, which amounted to 78.20 percent of the budgeted expenditures for the fiscal year, and noted that this was typically lower than the budgeted amount due to the board member absences throughout the fiscal year. Director Kohtz reported the overall expenditures for the fiscal year were $447,016.12, which is 86.28 percent of the budgeted amount.

Director Kohtz proceeded to revenues for the fiscal year and informed the Board that "Qualifying Ed Course Fees" ended at $840.00, "Continuing Education New Fees" ended at $4,415.00, and "Continuing Education Renewal Fees" ended at $150.00; noting all education revenues were lower than projected for the fiscal year. The Director informed the Board that future projections have been revised downward. "Certified General New" and "Licensed Residential New" revenues were significantly above projections at $11,620.00 and $1,260.00; however, "Certified Residential New" revenues finished at $1,560.00, which was below projections. Director Kohtz then moved to appraiser renewal revenues and reported that "Certified General Renew" and "Licensed Residential Renew" revenues finished at $110,350.00 and $10,150.00, well above projections, while "Certified Residential Renew" revenues finished at $57,000.00, which was below projections by approximately 8 percent. The Director then reported that appraiser application revenues ended at $31,950.00, which is 115.34 percent of the budgeted amount, and late processing fees ended at $5,550.00, which is 137.89 percent of the budgeted amount, exceeded projections. Director Kohtz informed the Board that AMC revenues performed extremely well for the fiscal year and exceeded projections - "AMC Registered New Fees" were $16,000.00, 266.67 percent of projected revenues, and "AMC Application Fees" totaled $3,150.00, which is 300 percent above projections for the fiscal year. Finally, the Director reported the miscellaneous revenue totals – "Investment Income" revenue in the amount of $16,802.08, which is 80.01 percent of the budgeted amount, was lower than projected due to the transfer of funds to the State General Fund; and "Reimbursement of Non-Government Sources" revenue in the amount of $9,346.74, which is 155.78 percent of the budgeted amount, was higher than projected due to real property appraiser applicant review contractor services reimbursements. For the fiscal year, overall revenues finished at $411,027.04, which is 106 percent of the projected amount. Director Kohtz informed the Board that, not considering the fund balance transfers, there has been an overall cash fund decline of $35,989.08, which was significantly lower than projections for the fiscal year, which reached $64,981.50 after the 18 percent increase to the Board's insurance cost implemented by DAS after the start of the fiscal year.

Director Kohtz then moved to the Budget Status Report for the Real Property Appraiser Fund and AMC Fund and once again indicated that he had no comments on any specific object codes. The Director informed the Board that the Real Property Appraiser Fund expenditures for the fiscal year were $293,993.14, which amounts to 83.16 percent of the budgeted expenditures for the fiscal year, and revenues were $268,785.27, which amounts to 104 percent of the projected revenue for the fiscal year. Director Kohtz then reported that the AMC Fund expenditures were $153,022.98, which amounts to 92.99 percent of the budgeted expenditures for the fiscal year, and revenues were $176,891.77, which is 138 percent of the projected revenue for the fiscal year. The Director asked if there were any questions or comments regarding the June Budget Status Report or the 2025-26 fiscal year end report. There was no further discussion.

Director Kohtz presented the MTD General Ledger Detail report for the month of June. The Director led the Board's attention to a journal entry with the payee/explanation as "ONLINE AUCTION MAY 2026" on page J.11 and informed the Board that the amount of $86.48 was the profits for the first surplus submission related to the office relocation. The Director then asked for any questions or comments. There was no further discussion.

Director Kohtz then presented four graphs illustrating expenses, revenues, and cash balances. The Director noted overall expenditures of $31,980.69 and revenues of $14,292.62 for the month of June for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. Director Kohtz then brought the Board's attention to the NRPAB Twenty-Five Month Expenses/Revenues by Program, reiterating that the Real Property Appraiser Fund expenditures totaled $20,498.16, the Real Property Appraiser Fund revenues totaled $6,333.85, the AMC Fund expenditures totaled $11,482.53, and the AMC Fund revenues totaled $7,958.77. The Director stated that the cash balance for the AMC Fund is $191,513.96, the cash balance for the Appraiser Fund is $189,309.76, and the overall cash balance for both funds is $380,823.72. Director Kohtz then informed the Board that on July 10, 2026, $100,000.00 was transferred from the AMC Fund to the State's general fund, so the actual balance as of today is $91,513.96. The Director asked for any questions or comments. Board Member Minshull asked what the total amount was that has been transferred from the Real Property Appraiser Program. Director Kohtz informed the Board that the total transferred amount between the two funds was $350,000.00. Board Member Minshull stated that the overall fund balance would appear to be in line with the previous five years if no transfer took place. The Director agreed with this statement. There was no further discussion.

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

2. ASC SARAS GRANT REPORT

Director Kohtz presented the Budget Status Report for the SARAS Grant Fund to the Board for review and reported that the SARAS Grant Fund expenditures for the fiscal year ended at $67,076.34, which amounts to 54.76 percent of the budgeted expenditures. The Director reminded the Board that the expenditures did not change from last month due to OCIO not billing for IMS services for April or May. Director Kohtz then informed the Board that the June billing in the amount of $21,284.00 will be included in the July ASC SARAS grant report. The Director indicated that work on the online education applications and NRPAB Database interface is being completed and is still on schedule. Director Kohtz asked for any questions or comments. There was no further discussion.

Director Kohtz presented the June 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.

Chairperson Hermsen asked for a motion on the June SARAS Grant Fund financial reports. Board Member Minshull moved to file the June SARAS Grant Fund financial reports for audit. Board Member Batie seconded the motion. Chairperson Hermsen recognized the motion and asked for any discussion. With no discussion, Chairperson Hermsen called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

3. **FY 2026-2027 BUDGET**

Director Kohtz presented the proposed budget and projected revenues for FY 2026-27 to the Board for consideration, which includes the FY2026-27 Budget Highlights document, the proposed FY2026-27 Budget, and financial charts and graphs. The Director informed the Board that some changes have been made to the proposed budget since the Board's review at the strategic planning meeting. Director Kohtz then reported that the Board's appropriation for FY 2026-27 is $502,236.00 and highlighted the following items that have changed since strategic planning:

- Rent increased by $1,927.00. The Director noted that no information was provided by DAS Buildings Division when preparing the budget for strategic planning. The costs were recently provided, which include a one-third share of the second floor conference room cost.
- Awards Expense is reduced by $30.00.
- Other Contractual Services expense is reduced by $1,790.00.
- Other Operating Expenses is reduced by $289.00.

The Director then indicated that the proposed budget includes an overall reduction in operations funding of $182.00 as the allocated carryover funds were reduced from $1,847.00 to $1,665.00 after end-of-year revisions were completed. Board Member Minshull asked what expenses would fall under the awards expense category. The Director stated that only board member plaques are expensed to this category.

Director Kohtz then reported that the projected Appraiser Fund and AMC Fund overall expenditures are $457,365.00, and projected Appraiser Fund and AMC Fund overall revenues are $475,925.00; projected Appraiser Fund expenditures are $311,658.00, and projected Appraiser Fund revenues are $315,225.00; and projected AMC Fund expenditures are $145,707.00, and projected AMC Fund revenues are $160,700.00. Director Kohtz then presented four charts projecting expenses and revenues over the next four fiscal years. The Director asked for any questions or comments. There was no further discussion. Director Kohtz asked for approval of the FY 2026-27 Budget. Chairperson Hermsen asked for any amendments to the 2026-27 Budget. With no discussion, Chairperson Hermsen called for a motion. Board Member Batie moved to approve the 2026-27 Budget as presented. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and asked for any discussion. With no discussion, Chairperson Hermsen called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

4. **GOVERNOR PILLEN FISCAL RESTRAINT MEMO FY2026-27**

Director Kohtz presented a document titled "Memorandum for the Cabinet and Heads of All Agencies, Boards, and Commissions" to the Board for review. The Director informed the Board that Governor Pillen's memo orders restraint in travel, hiring, membership dues, implementing technology upgrades, and purchasing equipment. Director Kohtz then informed the Board that he submitted the "Fiscal Restraint and Spending Reduction Initiative" and the FY2026-27 monthly cashflow document showing a five percent budget reduction to DAS Budgeting as expected. The Director presented these documents to the Board for review. Board Member Minshull questioned the applicability of this order to the Board, as the agency is cash funded and does not use state tax money. Director Kohtz responded that as a non-code agency, it technically does not, but that is a longer discussion. There was no further discussion.

5. **PER DIEMS:** No discussion.

K. GENERAL PUBLIC COMMENTS

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

L. EDUCATION: No discussion.

M. UNFINISHED BUSINESS

1. **500 SOUTH 16TH STREET DOL BUILDING RELOCATION**

   Director Kohtz informed the Board that he has signed the lease for the new office, and staff will vacate the current office and move to remote status tomorrow. Staff will move into the new office on Monday, July 27, 2026. The Director asked for any questions or comments. There was no further discussion.

2. **BOARD MEMBER ANNUAL STATEMENT OF FINANCIAL INTERESTS (NADC FORM C-1) STATUS UPDATE**

   Director Kohtz informed the Board that board members are not required to file the NADC Form C-1, Annual Statement of Financial Interests. The Director explained that after a discussion with Board Member Minshull, he revisited the matter. After reviewing Neb. Rev. Stat. § 49-1493(7) again, it was determined that individual board members do not provide the duties that require disclosure. The Accountability and Disclosure Commission accepted the change as presented. The Board expressed their gratitude to the Director.

N. NEW BUSINESS

1. **PROCESSING FEE/SURCHARGE FOR ADMINISTRATIVE VIOLATIONS**

   Director Kohtz reminded the Board that during the strategic planning meeting, a discussion took place regarding the introduction of processing fees/surcharges for administrative violations. The Director informed the board that, according to Assistant Attorney General Kinnison, the Board cannot implement a specific fee for this violation; however, the Board could issue citations similar to what other states do through a streamlined contingent dismissal process. The Board would open an investigation and issue a conditional dismissal document, or "citation" at the same meeting. Roger Morrissy then asked how common administrative violations are. Board Member Minshull stated that many have been found and noted that other states have been fining applicants, which is why the Board is looking into this option. Director Kohtz added that the staff's time and effort retrieving information for a question answered untruthfully becomes costly to the Board. Board Member Minshull asked if the Board could include special assistant attorney general costs. Director Kohtz confirmed that these costs could be included. The Director indicated that the Board just needs to provide justification for the amount regarding any costs of investigation. Director Kohtz asked if the Board would like staff to begin tracking time spent on, and costs for, administrative violations. The Board agreed that it should be tracked.

2. **PRACTICUM COURSE REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE REQUIREMENTS**
Director Kohtz informed the Board that at the last AARO conference, there was a presentation on the development and implementation of Practicum Courses in the State of California. There was no requirement for the student to be a trainee real property appraiser in states that have trainee programs, or that a supervisory real property appraiser must oversee the experience if the state has a trainee program. In the Real Property Appraiser Qualifications Criteria, under "Criteria Applicable to All Appraiser Classifications," Section VI pertains to the requirements for a PAREA Program. This program is considered to be separate from the traditional supervisory appraiser/trainee model. This is supported by the criteria language, "Practical Applications of Real Estate Appraisal (PAREA) programs approved by the AQB utilize simulated experience training, and serve as an alternative to the traditional Supervisor/Trainee experience model, under Section V." The Director indicated that it was his understanding that any other experience obtained must be obtained as a trainee real property appraiser with a supervisory real property appraiser if that state has a trainee program. The Practicum Course Program language is still under Section V and is not given its own carveout like PAREA Programs. Director Kohtz then presented an email chain between him and Program Manager Tom Lewis. Lewis informed the Director that the ASC will enforce The Appraisal Foundation's interpretation of the Real Property Appraiser Qualifications Criteria, as it has been determined that Practicum Courses are separate from the traditional supervisory appraiser/trainee model. According to the Director, this means that Title 298 is not in line with Practicum Course Program requirements in the Criteria. The Board has three options: it could update Title 298 to apply all of the real property appraisal practice experience exemptions for PAREA programs to Practicum Course Programs, issue a guidance document outlining the Board's interpretation and implementation of the real property appraisal practice experience requirements as they pertain to Practicum Course Programs in Title 298, or wait until the next generation criteria is adopted and update the Practicum Course Program language at that time. Chairperson Hermsen asked if there was a time frame for when the next criteria update would be released. Director Kohtz stated that PM Lewis indicated that it is possible that the new criteria could be adopted at the end of the calendar year. Board Member Minshull recommended that the Board issue a guidance document, and Practicum Course Programs can be brought in line with the criteria when changes are made to Title 298 to implement the next criteria. The Director informed the Board that he will prepare the guidance document for the Board's consideration at the next board meeting.

3. **NEBRASKA RESIDENT ASSISTANT A.I. BY TYLER TECHNOLOGIES**
BPM Falls presented the Nebraska Resident Assistant A.I. (NRA), developed by Tyler Technologies, to the Board for review. BPM Falls presented the test site and informed the Board that this A.I. will search all websites owned and maintained by the State of Nebraska for information to be made available to the public upon search. LPM Loll then provided search examples, and the Board reviewed the information. BPM Falls stated that, according to Tyler Technologies, agencies have two options once they have decided to sign up for the NRA search to be added to their agency website. The first option is for the search to include all state websites; the second option is to only show results from that agency's website.
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BPM Falls then informed the Board that Tyler Technologies recommended testing the NRA even if the agency does not plan to add it to its website, to ensure that the answers given are accurate. Tyler Technologies has contracted with the Nebraska State Records Board, meaning there is no cost to state agencies to implement. BPM Falls then informed the Board that agency implementation isn't scheduled until fourth quarter of fiscal year 2026. Board Member Minshull stated that he sees no need to implement the NRA on the Board's website but encouraged BPM Falls to sign up, continue testing, and report any notable changes. Board Member Batie expressed support for adding it to the website, as the information is already there and the search will be available on other state websites, including the main landing page. Chairperson Hermsen and Board Member L. Johnson acknowledged Batie's comments and agreed that there is no harm in adding it to the Board's site. Board Member Minshull asked if there are hidden costs. Director Kohtz responded that there are no costs that he is aware of, but if costs were to be included, he would not proceed with the NRA on the Board's website. Board Member Minshull expressed satisfaction with this plan. Director Kohtz informed the Board that BPM Falls will sign the Board up to have the NRA added to its website. There was no further discussion.

O. LEGISLATIVE REPORT AND BUSINESS

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

P. ADMINISTRATIVE BUSINESS

1. **GUIDANCE DOCUMENTS:** No discussion.

2. **INTERNAL PROCEDURAL DOCUMENTS**

   a. **202601: Mail Received With No Postmark Date**

   Director Kohtz presented Internal Procedure 202601, "Mail Received with No Postmark Date," to the Board for consideration. The Director informed the Board that this procedure regarding mail that lacks a postmark date has already been implemented by staff, but that he thought it would be better suited as an Internal Procedural Document. Chairperson Hermsen asked for any discussion. With no discussion, Chairperson Hermsen called for a motion. Board Member Minshull moved to approve Internal Procedural Document 202601 as presented. Chairperson Hermsen seconded the motion. Chairperson Hermsen recognized the motion and asked for any discussion. With no discussion, Chairperson Hermsen called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

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

Q. OTHER BUSINESS

1. **BOARD MEETINGS**: No discussion.

2. **CONFERENCES/EDUCATION**
   a. **Fall AARO Conference; September 28-30, 2026 – Clearwater, FL**
   Director Kohtz reported that the Fall 2026 AARO Conference would take place September 28-30, 2026, in Clearwater, Florida. The Director informed the Board that he plans to attend and asked for permission to attend the conference on behalf of the Board; ASC SARAS Grant funds will be utilized for the travel and registration costs. Chairperson Hermsen asked for any discussion. With none, Chairperson Hermsen asked for a motion. Board Member Minshull moved to approve Director Kohtz's attendance of the Fall AARO Conference on September 28-30, 2026, utilizing the ASC SARAS Grant funds for registration and travel. Board Member Batie seconded the motion. Chairperson Hermsen recognized the motion and asked for any discussion. With no discussion, Chairperson Hermsen called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

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

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

5. **APPRAISAL SUBCOMMITTEE**
   a. **ASC Notice to States – AQB 2nd Exposure Draft**
   Director Kohtz presented a Notice from the Appraisal Subcommittee notifying State regulators of The Appraisal Foundation's Appraiser Qualifications Board's Second exposure draft for the Real Property Appraiser Qualifications Criteria. The Director informed the Board that comments have already been submitted based on the discussion with the Board last month. The Director asked for any questions or comments. There was no further discussion.

   b. **ASC Annual Report 2025**
   Director Kohtz presented the ASC Annual Report 2025 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.

6. **THE APPRAISAL FOUNDATION**
   a. **TAF July Newsletter**
   Director Kohtz presented The Appraisal Foundation's July Newsletter to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

   b. **TAF 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.

   c. **Second Exposure Draft of Proposed Changes to the Criteria_June 22, 2026**
   Director Kohtz presented TAF Appraiser Qualifications Board's Second Exposure Draft of Proposed Changes to the Real Property Appraiser Qualifications Criteria to the Board for review.

The Director summarized the changes between the first and second draft and reported the following:

- Opens a new route to the Licensed Residential classification that does not require finding a supervisor. Working through an AQB-approved entity, an applicant qualifies by completing three appraisal reports on actual properties, as a complete alternative to the supervised path.
- Adds a new Practical Applications of Real Estate Appraisal (PAREA) pathway at the Certified General classification.
- Drops the requirement that an applicant for the Certified Residential or Certified General credential holds a college degree or completes specific college courses, neither of which was found to directly measure readiness. In its place, a new required course teaches analytic skills directly through appraisal instruction rather than relying on a degree to stand in for them.
- Drops the requirement to take elective courses as qualifying education for a Certified Residential or Certified General appraiser. The education required to earn those credentials is now made up entirely of specific courses chosen for the skills an appraiser needs, rather than electives picked from a broad list.
- Removes the requirement that an applicant's minimum required experience hours be spread across a minimum number of months.
- Removes the requirement that a Trainee Appraiser's coursework must have been completed within the last five years.
- Allows an applicant to take the national examination as soon as the qualifying education is finished.
- Extends the validity period for a passing examination score from two years to never expiring.
- Shortens the required course on valuation bias and fair housing to five hours.
- For mass appraisal work, the experience log no longer needs a signature of any kind.
- Drops the continuing-education requirement for the Trainee Appraiser classification, an added burden at what is an entry-level, supervised stage.
- Allows a State Appraiser Regulatory Agency to give a candidate or credential holder extra time to meet a deadline when something outside their control gets in the way.
- Aligns the rules on credential recognition across states and encourages State Appraiser Regulatory Agencies to recognize the continuing education an appraiser has already completed and had accepted in another jurisdiction
- Defines the Practicum, an instructor-led program in which a candidate earns experience by completing USPAP-compliant appraisals on actual properties under direct instructor oversight, so that it is no longer mistaken for a logged hours pathway
- The Licensed Residential classification's boundary, one-to-four residential work, is unchanged. The change here is limited to standardizing the definition of transaction value so that it matches the federal regulatory definition.
- Reorganizes the Supervisory Appraiser provisions, so they are easier to find and follow, without adding any new requirements for supervisors.
- Defines terms the Criteria has long used but never spelled out and updates them.

The Director asked for any questions or comments. Board Member Minshull asked for the Director's thoughts on the changes. The Director presented his thoughts as they relate to the proposed criteria and indicated that some changes were good; however, many of the changes further complicate entrance into the profession and do not promote growth. Director Kohtz brought attention to education and indicated that additional qualifying education, along with devaluing the college degree, does not encourage those with degrees to pursue a career as a real property appraiser. Director Kohtz added that, as written, this criteria would be very difficult to implement from an administrative perspective. Chairperson Hermsen agreed and indicated that the changes appear to focus on pushing new appraisers across the finish line. There was no further discussion.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS

a. AARO Quarterly Newsletter

Director Kohtz presented AARO Quarterly 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.

8. GOVERNMENT-SPONSORED ENTERPRISES

a. Fannie Mae: No discussion.

b. Freddie Mac

i. GSE Appraiser Capacity_June 2026

Director Kohtz presented the Freddie Mac document titled "Appraiser Capacity" 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.

9. IN THE NEWS: No discussion.

Chairperson Hermsen moved that the Board, including all board members and staff present, enter executive session for the purpose of 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 12:21 p.m. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

Staff members Kashinda Sims, Karen Loll, and Colby Falls exited executive session at 12:22 p.m.

Board Member Minshull moved that the Board exit executive session at 12:46 p.m. Board Member Batie seconded the motion. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed applicants CG26006, CG26008, CR26001, CG23138T, CG22699T, and CG22789T.

1. NEW APPLICANTS FOR CERTIFIED GENERAL CREDENTIAL THROUGH EDUCATION, EXPERIENCE, AND EXAMINATION

a. **CG26006**

Chairperson Hermsen asked Director Kohtz for proposed language for CG26006.

Director Kohtz presented the following proposed language:

Provide redacted copy of UPSAP Compliance Review Report pertaining to the Saline County, Nebraska report, and redacted copy of the UPSAP Compliance Review Report pertaining to the Gage County, Nebraska report, to applicant and request that applicant provide a written response to the USPAP Compliance Review Report pertaining to the Saline County, Nebraska report within thirty days of notice.

Board Member Minshull moved the proposed language as presented. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

b. **CG26008**

Chairperson Hermsen asked Director Kohtz for proposed language for CG26008.

Director Kohtz presented the following proposed language:

Approve applicant to sit for exam and authorize director to issue credential as a certified general real property appraiser upon applicant providing evidence of successful completion of the national uniform licensing and certification examination and the necessary fees. Issue letter to bring attention to property rights explanation, comparable property selection, capitalization rate use, and amortization of tenant improvements.

Board Member Minshull moved the proposed language as presented. Board Member Batie seconded the motion. Chairperson Hermsen recognized the motion and called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

2. **NEW APPLICANTS FOR CERTIFIED RESIDENTIAL CREDENTIAL THROUGH EDUCATION, EXPERIENCE, AND EXAMINATION**

a. **CR26001**

Chairperson Hermsen asked Director Kohtz for proposed language for CR26001.

Director Kohtz presented the following proposed language:

Deny the application for failure to meet the requirements under Neb. Rev. Stat. § 76-2227(1), Neb. Rev. Stat § 76-2231.01(1)(e), 298 NAC Chapter 2, § 001.03E.2b(4), and 298 NAC Chapter 2, § 002.03B; require applicant to obtain 300 hours of real property appraisal practice experience completed after April 15, 2026, before submitting a new application; and provide redacted copy of UPSAP Compliance Review Report completed for the 401 E Street report and UPSAP Compliance Review Report completed for the 5960 W Fletcher Avenue report.

Board Member Minshull moved the proposed language as presented. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

3. **NEW APPLICANTS FOR RENEWAL OF TEMPORARY REAL PROPERTY APPRAISER CREDENITAL**
Chairperson Hermsen asked Director Kohtz for proposed language for CG23138T, CG22699T, and CG22789T.

Director Kohtz presented the following proposed language:

Deny Application for Renewal of Nebraska Real Property Appraiser Temporary Credential for CG23138T, Application for Renewal of Nebraska Real Property Appraiser Temporary Credential for CG22699T, and the Application for Renewal of Nebraska Real Property Appraiser Temporary Credential for CG22789T for failure to meet the requirements under 298 NAC Chapter 3, § 002.06.

Board Member Minshull moved the proposed language as presented. Board Member Batie seconded the motion. Chairperson Hermsen recognized the motion and called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

D. REGISTRATION AS AN APPRAISAL MANAGEMENT COMPANY
The Board reviewed applicant NE2021006.

1. **APPLICANTS FOR RENEWAL OF APPRAISAL MANAGEMENT COMPANY REGISTRATION**

a. **NE2021006**
Chairperson Hermsen asked Director Kohtz for proposed language for NE2021006.

Director Kohtz presented the following proposed language:

Approve Application for Renewal of Nebraska Appraisal Management Company Registration and issue a written advisory for the organization to take notice of its requirement to adhere to Neb. Rev. Stat. § 76-3203(3)(b) and remind organization of the Board's authority under Neb. Rev. Stat. § 76-3216(4).

Board Member Minshull moved the proposed language as presented. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

E. COMPLIANCE MATTERS
The Board reviewed compliance matter 26-04.

1. **NEW GRIEVANCES**
a. **26-04**
Chairperson Hermsen asked Director Kohtz for proposed language for 26-04.

Director Kohtz presented the following proposed language:

Dismiss without prejudice.

Board Member Minshull moved the proposed language as presented. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

F. OTHER EXECUTIVE SESSION ITEMS

1. GENERAL

a. 2026.07

The Board reviewed a matter in which a Nebraska real property appraiser failed to complete the 7-Hour USPAP Continuing Education Course at least once every two years as required by Neb. Rev. Stat. § 76-2236(2). Chairperson Hermsen asked Director Kohtz for proposed language for 2026.07.

Director Kohtz presented the following proposed language:

Authorize Director to approve 2026-27 Application for Renewal of Nebraska Real Property Appraiser Credential subject to applicant providing evidence, before the end of the day on July 31, 2026, of the successful completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Continuing Education Course completed after June 3, 2026 and before August 1, 2026. Date stamp will be used for electronic submission, and postmarked date will be used for mail submission. If evidence is not received as specified, applicant failed to meet the requirements in the Real Property Appraiser Act and Title 298 that pertain to renewal of a credential. Applicant may file a new application for credentialing, and if so, meet the credentialing requirements in place at the time the new application is submitted to the Board.

Board Member Minshull moved the proposed language as presented. Board Member Batie seconded the motion. Chairperson Hermsen recognized the motion and called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

b. 2026.08

The Board reviewed a matter in which a Nebraska real property appraiser failed to complete the 7-Hour USPAP Continuing Education Course at least once every two years as required by Neb. Rev. Stat. § 76-2236(2). Chairperson Hermsen asked Director Kohtz for proposed language for 2026.08.

Director Kohtz presented the following proposed language:

Authorize Director to approve 2026-27 Application for Renewal of Nebraska Real Property Appraiser Credential subject to applicant providing evidence, before the end of the day on July 31, 2026, of the successful completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Continuing Education Course completed after May 24, 2026 and before August 1, 2026. Date stamp will be used for electronic submission and postmarked date will be used for mail submission. If evidence is not received as specified, the applicant failed to meet the requirements in the Real Property Appraiser Act and Title 298 that pertain to renewal of a credential. The applicant may file a new application for credentialing, and if so, meet the credentialing requirements in place at the time the new application is submitted to the Board.

Board Member Minshull moved the proposed language as presented. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

c. **2026.09**
The Board reviewed a request for an individualized program of continuing education. Chairperson Hermsen asked Director Kohtz for proposed language for 2026.09.

Director Kohtz presented the following proposed language:

Deny request for an Individualized Program of Continuing Education.

Board Member Minshull moved the proposed language as presented. Board Member L. Johnson seconded the motion. Chairperson Hermsen recognized the motion and called for a vote. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye.

2. PERSONNEL MATTERS
Personnel matters were discussed.

S. ADJOURNMENT
Board Member Minshull moved to adjourn the meeting. Board Member Batie seconded the motion. The motion carried with Minshull, Batie, L. Johnson, and Hermsen voting aye. At 12:55 p.m., Chairperson Hermsen adjourned the July 16, 2026 meeting of the Nebraska Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes have been made available for public inspection on July 30, 2026, in compliance with Nebraska Revised Statue § 84-1413(5).