

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

August 17, 2017 Meeting Minutes

A. OPENING

Chairperson Chris Langemeier called to order the August 17, 2017 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 Langemeier 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 in the August 14, 2017 edition of the *Lincoln Journal Star*, a legal newspaper of general circulation in this state, as required by the Open Meetings Act. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. Materials generally used by the Board for this meeting were available in the public folder for inspection by the public, and in accordance with the Open Meetings Act a copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Chris Langemeier, Benjamin Hynek, David Bloxham, Gary McCormick, and Christopher Mustoe were present. Also present were Director Tyler Kohtz, Compliance and Education Officer Grant Krieger, and Business and Licensing Specialist Allison Nespor.

ADOPTION OF THE AGENDA

Chairperson Langemeier reminded those present for the meeting that the agenda cannot be altered 24 hours prior to the meeting except for emergency items according to the Open Meetings Act. Board Member Hynek moved to adopt the agenda as printed. Board Member Mustoe seconded the motion. With no further discussion, the motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

The Nebraska Real Property Appraiser Board will meet in executive session for review of applicants and enforcement matters.

Board Member Hynek moved that the Board go into executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of a 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. Chairperson Langemeier asked for a second. Board Member Mustoe seconded the motion. The time on the meeting clock was 9:02 a.m. The motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

Break from 9:22 a.m. to 9:28 a.m.

Break from 9:41 a.m. to 9:46 a.m.

Board Member Hynek moved to come out of executive session at 9:46 a.m. Board Member Bloxham seconded the motion. The motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Langemeier welcomed all to the meeting. Roger Morrissey and Diane Moore were the only members of the general public in attendance.

H. BOARD MEETING MINUTES

1. APPROVAL OF JULY 20, 2017 MEETING MINUTES

Chairperson Langemeier asked for any additions or corrections to the July 20, 2017 meeting minutes. With no further discussion, Chairperson Langemeier called for a vote. Board Member Hynek moved to adopt the July 20, 2017 meeting minutes as presented. Board Member Mustoe seconded the motion. The motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

2. AMENDMENT OF JUNE 15, 2017 MEETING MINUTES

Director Kohtz brought attention to the omission of the roll call vote under "Guidance Documents" in the "Board Policies and Procedures" section. Chairperson Langemeier asked for acceptance of the amended June 15, 2017 meeting minutes. Board Member Mustoe moved to adopt the amended June 15, 2017 meeting minutes as presented. Board Member Bloxham seconded the motion. The motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

I. DIRECTOR'S REPORT

1. APPRAISER COUNT REPORT

Director Kohtz presented seven charts outlining the number of appraisers as of August 17, 2017, and provided a brief summary on appraiser count trends. The Director then asked for any questions or comments. There was no further discussion.

2. TEMPORARY PERMIT REPORT

Director Kohtz presented three charts outlining the number of temporary permits issued as of July 31, 2017, and asked for any questions or comments. There was no further discussion.

3. SUPERVISORY APPRAISER COUNT REPORT

Director Kohtz presented two charts outlining the number of supervisory appraisers as of August 17, 2017, and asked for any questions or comments. There was no further discussion.

4. AMC COUNT REPORT

Director Kohtz presented two charts outlining the number of AMCs as of August 17, 2017, and asked for any questions or comments. There was no further discussion.

I. FINANCIAL REPORT AND CONSIDERATIONS – AUGUST 2017

1. APPROVAL OF JULY RECEIPTS AND EXPENDITURES

The receipts and expenditures for July were reviewed by the Director by line item with the Board in the Budget Status Report. Director Kohtz brought attention to the employee assistance program expense and informed the Board that the \$37.00 expenditure is a state assessment for counseling services. Director Kohtz was asked what the service was. Chairperson Langemeier responded that it is a phone service that state employees can call to discuss employment issues, family issues, chemical dependency issues, or any other issue causing problems. The Director agreed with the Chairperson's assessment. The Director then brought attention to miscellaneous supplies expenses, and informed the Board that the amount of \$56.00 is to replace the worn out arms on the office chairs. The parts were received in March, but Cornhusker Industries billed the Board for parts and labor. This billing error was finally corrected in July. Director Kohtz then pointed the Board to legal related expenses and informed the Board that the \$3,240.00 amount was for the hearing officer for #15-18. As of the end of July, expenses amount to 5.91 percent of the budgeted expenditures for the fiscal year; 8.49 percent of the fiscal year has passed. The Director asked for any questions related to the Budget Status Report. There was no further discussion.

The Director then brought attention to the General Ledger for July, and informed the Board that the "Correctional Services, Departm" entry was for the chair arm replacements, and the "Latimer Reporting" and "Knudsen, Berkheimer, Richardson" entries were for the court reporter and hearing officer for #15-18. The Director then asked if the Board had any questions pertaining to the General Ledger. There was no further discussion.

Director Kohtz then presented three graphs showing expenses, revenues, and cash balance. For the Real Property Appraiser Program, which includes both the appraiser fund and the AMC fund, a total of \$26,870.57 in expenditures and \$10,316.82 in revenues were reported.

Board Member Hynek moved to accept and file the July 2017 financial reports for audit. Board Member McCormick seconded the motion. The motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

2. PER DIEMS

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

3. NRPAB DATABASE – ASC FEDERAL REGISTRY SOAP APPLICATION

Director Kohtz informed the Board that this item was placed on the agenda because he hoped to have an estimate to provide to the Board by meeting time, but admitted that the idea may have been a bit too ambitious. The Director proceeded to inform the Board that he met with CIO to discuss the state of the database projects, including the ASC Federal Registry SOAP Application. Director Kohtz reminded the Board that the SOAP Application would link the Board's database with the ASC Federal Registry, which would significantly reduce the amount of time spent on each renewal application. Currently, all the information entered into the NRPAB Database must be duplicated in the ASC Federal Registry. Entering the data twice is time consuming and creates the opportunity for error. The Director then indicated that CIO is now working with the Appraisal Subcommittee to establish an estimate for the project. Board Member Bloxham expressed support for increasing productivity by reducing duplication. Director Kohtz indicated that he also brought the lack of progress on the Board's other database projects to the attention of CIO during the meeting. The short answer received was that CIO forgot about the projects. The Director finished by informing the Board that he hopes that this meeting puts the projects back on track, but based on past performance, it is not likely to change anything.

K. GENERAL PUBLIC COMMENTS

Chairperson Langemeier asked for any public comments. There were no comments.

L. EDUCATION

Board Member Hynek moved to take the following actions on education activities and instructors as listed:

NEW CONTINUING EDUCATION ACTIVITIES AND INSTRUCTORS

Appraisal Institute

Advanced Land Valuation: Sound Solutions to Perplexing Problems (2171425.02) / 7 Hours - **Approve**
Richard DuBay - **Approve**

Advanced Residential Report Writing, Part 2 – Synchronous (2172426.02) / 28 Hours - **Approve**
Richard DuBay - **Approve**

Calypso

Concept to Completion (2172427.10) / 7 Hours – **Approve**
Francis X. Finigan - **Approve**

Appraisal Institute

Advanced Residential Applications & Case Studies, Pt. 1 – Synchronous (2172428.02) / 14 Hours – **Approve**
Richard DuBay - **Approve**

Review Theory Residential – Synchronous (2172429.02) / 15 Hours - **Approve**
Craig Harrington - **Approve**

Complex Litigation Appraisal Case Studies – Synchronous (2172431.02) / 7 Hours - **Approve**
Sandra Andomatis - **Approve**

Contract or Effective Rent: Finding the Real Rent – Synchronous (2172432.02) / 4 Hours - **Approve**
Tom Hamilton - **Approve**

McKissock, LLC

That's a Violation (2172433.03) / 4 Hours - **Approve**
Dan Bradley - **Approve**

Complex Properties: The Odd Side of Appraisal (2172434.03) / 7 Hours - **Approve**
Dan Bradley - **Approve**

Appraising REO Properties (2171435.03) / 4 Hours - **Approve**
Bob Abelson, Charles Huntoon, Dale Shea, Dan Tosh, Dan Bradley, Larry McMillen, Steve Maher, Wally Czekalski, Steve Vehmeier, Philicia Lloyd - **Approve**

That's a Violation: Appraisal Standards in the Real World (2171436.03) / 3 Hours - **Approve**
Dan Bradley, Wally Czekalski, Charles Huntoon, Larry McMillen, Steve Maher, Steve Vehmeier, Bob Abelson, Dan Tosh, Dale Shea, Philicia Lloyd - **Approve**

Appraisal Institute

Practical Applications in Appraising Green Commercial Properties (2171437.02) / 14 Hours - **Approve**
Tim Runde - **Approve**

Solving Land Valuation Puzzles (2171438.02) / 7 Hours - *Approve*
Brett Hall - *Approve*

Online Appraisal of Medical Office Buildings (2172439.02) / 7 Hours - *Approve*
Donald Sonneman - *Approve*

Online Case Studies in Appraising Green Commercial Buildings (2172440.02) / 14 Hours - *Approve*
Tracy Reiss - *Approve*

Review Case Studies Residential – Synchronous (2172441.02) / 14 Hours - *Approve*
Craig Harrington - *Approve*

Appraisal Institute

Analyzing Tenant Credit Risk & Commercial Lease Analysis – Synchronous (2172430.02) / 7 Hours –
Deny
Robert Moorman - *Deny*

Seconded by Mustoe. Chairperson Langemeier called for the vote. The motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

M. UNFINISHED BUSINESS

1. USPAP BOOK HOLDING ACCOUNT

Director Kohtz informed the Board that no response has been received to date.

N. NEW BUSINESS

1. FEDERAL NOTICE OF PROPOSED RULEMAKING TO INCREASE THRESHOLD LEVEL REQUIRING APPRAISALS FOR COMMERCIAL REAL ESTATE TRANSACTIONS

Director Kohtz presented a document from the federal bank regulatory agencies titled “Real Estate Appraisals” to the Board for review. The Director informed the Board that the proposed rulemaking would increase the threshold level at or below which appraisals would not be required for commercial real estate transactions from \$250,000 to \$400,000. Director Kohtz indicated that this threshold has not been updated since it was established in 1994, and also that the proposed rulemaking does not include any changes to the threshold for residential properties. The Board thanked the Director for this report. There was no further discussion.

2. NEBRASKA APPRAISER COUNTS BY COUNTY MAP

Director Kohtz began by reminding the Board that during the 2017 strategic planning meeting in May, the Board requested that he work with CIO to explore an update to state appraiser listing map to include a color function that tracks changes in the number of appraisers or concentration of appraisers. After initial discussion with CIO, the Director indicated that he could develop the same map using similar technology without being charged for the work. Director Kohtz then presented the map created to accomplish the request made by the Board. The Director informed the Board that the data was extracted out of the database and that the map is easy to update. Board Member Bloxham expressed satisfaction with the map. The Director was asked if there was a way to show the counties as colored. Director Kohtz informed the Board that it could be done, but it would require additional expenditures for a software capable of overlaying a map with data. The Board agreed that this is not necessary. The Director was then asked if he could change the color code for the counties. Director Kohtz responded that the program that he used set the breaks for which color category each county fit into. Board Member Hynek moved to place the map on the Board’s website as presented. The motion was seconded by McCormick, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

3. RENEWAL SEASON TEMPORARY EMPLOYEES

Director Kohtz informed the Board that it has begun the process of hiring two interns to assist with credential renewals. Just like last year, the intent is to hire two interns who will each work for approximately twenty hours a week from around October 1st through mid-January. There was no further discussion.

4. STANDARDIZED TWO YEAR RENEWAL PERIOD

Director Kohtz informed the Board that this item was added to the agenda at the request of the Board at the July meeting. The Director indicated that he was interested in the Board's position, and asked the Board to open up discussion. Board Member Mustoe also expressed interest in exploring the standardization of a two year renewal period. Board Member Mustoe asked if this would be helpful to staff. Director Kohtz responded that a standardized two year renewal that complements the continuing education cycle would greatly cut down the staff's work processing renewals. The Director stated, "Simply put, there would be a smaller number of moving parts to keep track of." Board Member Mustoe asked how many appraisers would renew each year in a two year period if the two year renewal was based on the continuing education cycle. Director Kohtz indicated that he did not have this answer. Business and Licensing Specialist Nespor informed the Board that the split would be approximately 60% to 40%. The Board proceeded to discuss the positives and negatives of a standardized two year credential renewal, as opposed to offering credential holders the option of a one or two year renewal. The Board concluded that standardization of the two year renewal may increase the staff's operation efficiency, and reduce costs associated with processing renewal applications due to the decrease in the number of applications that must be processed each fiscal year. However, the Board also brought attention to unknowns, such as:

- How would the two year period be determined?
- How many credential holders would be due for renewal each year?
- How would the conversion to two year renewals take place?
- How can the standardization of the two year renewal be implemented?
- What other factors need to be considered?

The Board requested that Director Kohtz research the answers to these questions and provide a report to the Board at the September meeting. Director Kohtz informed the Board that he will prepare a report for the September meeting to address the Board's questions.

The conversation then turned to how the 7-Hour USPAP Update Course requirement would fit into the standardized two year renewal. Director Kohtz informed the Board that any change to the renewal period requirements would not have an effect on when the 7-Hour USPAP Update Course is required. A discussion took place regarding the positives and negatives of designating in which year the course is due. Director Kohtz informed the Board that this was done in the past, but it was very restrictive for those that would like to take it every year. The Director asked if the Board would like to discuss this during the 2018 strategic planning meeting. The Board agreed that there was no need to discuss this topic further.

O. LEGISLATIVE REPORT AND BUSINESS

1. REQ3205_AUGUST 4, 2017

Director Kohtz presented REQ3205 to the Board for review, and informed the Board that document is the draft approved by the Board at the July meeting in bill draft format. The Director informed the Board that he and Bill Marienau reviewed the draft and made some minor language changes, but nothing that affects the substance. Director Kohtz also informed the Board that bill drafting made some minor changes so that the language is proper. Finally, the Director indicated that there were a few date references left in the bill draft that he would like to discuss with Mr. Marienau, and walked the Board through those date references. The Board agreed that these date references should be removed if they can be. There was no further discussion.

2. TITLE 298

a. Title 298_August 17, 2017 Draft

Director Kohtz presented the updated Title 298 draft to the Board, and informed the Board that this draft includes all of the changes requested at the July meeting. The Director also referenced the request to color code the changes made, and informed the board that all the changes that were not accepted at the July meeting reverted back to the original language, so there is no specific marking for those changes; all additional changes are shown in yellow. Director Kohtz then summarized all the changes made to this draft. Specifically, the Director informed the Board that on page 18, the four reports requested for review to qualify experience was reduced to three, and the applicant selected report was eliminated; the items listed on page 44 indicating what cannot be included as continuing education activities was removed; and finally, on page 63 the language “or sent by mail postmarked prior to or on the expiration date” was added to 002.06. The Board agreed with these changes. Board Member Hynek moved to have an informal review of the Title 298 draft as presented completed by the Attorney General’s Office. The motion was seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

b. The Appraisal Foundation’s AQB CAP Policies to Providers_January 2017

Director Kohtz presented the document titled “AQB CAP Policies to Providers” to the Board for review. The Director informed the Board that this document was included on the agenda as a result of the conversation during the July meeting, at which the Board discussed referencing the CAP Policies in the rules instead of detailing every requirement in Title 298 for qualifying education. Director Kohtz indicated that Chapter 6 is structured in a way to include all the CAP Policies, but there is not a place in the CAP Policies that lends itself to a clean reference in the rules like the Uniform Standards of Professional Appraisal Practice does. For instance, many references are taken from different areas in the CAP Policies, and many of the statements in the CAP Policies are redundant, and only shown once in the rules. The CAP Policies layout is more similar to the Real Property Appraiser Qualifications Criteria in that you must include all the information, but interpretations may be different from state to state, and in some instances, it is beneficial to better define what the criteria are requiring. The Director then asked if the Board would like for him to further explore a way to reference the CAP Policies in Title 298. The Board agreed that no further action is needed.

3. OTHER LEGISLATIVE MATTERS

Director Kohtz asked the Board if it had any other legislative matters that it wished to discuss. There was no further discussion.

P. ADMINISTRATIVE BUSINESS

1. GUIDANCE DOCUMENTS

Director Kohtz presented proposed Guidance Document 17-06 titled “Investigation of a Grievance When Subject Report is Involved in Litigation,” pertaining to if or when the complainant and respondent should be notified. The Director informed the Board that at the July meeting the Board agreed that the language “The investigative staff shall also obtain a copy of any other appraisal report involved in the matter being litigated related to the grievance filed” should be removed as the appraiser for the opposing side of the litigation may not have anything to do with a complaint being filed. The Board also requested that the Guidance Document include language that informs the complainant in writing as soon as the grievance is placed on hold to prevent the filing of the grievance from being used against the appraiser against whom the grievance was filed. After discussing the updated language, Board Member Hynek moved to approve Guidance Document 17-06 as presented. The motion was seconded by Bloxham, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

2. INTERNAL PROCEDURAL DOCUMENT

Director Kohtz presented Internal Procedure 201715 titled “Violation of Time Requirements in Neb. Rev. Stat. § 2236 (3) (4)” to the Board for consideration. The Director informed the Board that the proposed internal procedure will provide guidance to staff regarding how to address those credential holders who fail to complete the 7-Hour USPAP Update Course or 7-Hour Report Writing Update Course within the specified time requirement. Director Kohtz continued by declaring that the credential holder will receive an advisory letter for the first occurrence, but for any subsequent occurrence, the credential holder’s renewal application will go before the Board. Director Kohtz was asked if there is a certain action the Board must take. The Director responded that there is not; the Board is free to make any decision based on the circumstance. Director Kohtz added, “For the most part, the intent is to establish consistency for addressing these matters. Through changes in the application, staff is better able to locate these occurrences, and they are likely to be fairly common during the upcoming renewal period. Board Member Mustoe indicated that he supports this internal procedure because it provides clear direction for staff. Board Member Bloxham moved to approve Internal Procedure 201715 as presented. The motion was seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

3. APPRAISER FORMS AND PROCEDURES

a. Revised Real Property Appraiser Credential Renewal Application Procedures

Director Kohtz presented the revised Real Property Appraiser Credential Renewal Application Procedures to the Board for review. Director Kohtz informed the Board that the only substantial change is that credential holders will be notified by email as well as the normal postcard. With no further discussion, Board Member Hynek moved to approve the Real Property Appraiser Credential Renewal Application Procedures as revised. The motion was seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

b. 2018-19 Application for Renewal of Real Property Appraiser Credential

Director Kohtz presented the 2018-19 Application for Renewal of Real Property Appraiser Credential to the Board for consideration. BLS Nespov summarized the changes for the Board. With no further discussion, Board Member Hynek moved to approve the 2018-19 Application for Renewal of Real Property Appraiser Credential as presented. The motion was seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

c. 2018-19 Application for Renewal of Trainee Credential

Director Kohtz presented the 2018-19 Application for Renewal of Trainee Credential to the Board for consideration. BLS Nespov summarized the changes for the Board. With no further discussion, Board Member Bloxham moved to approve the 2018-19 Application for Renewal of Trainee Credential as presented. The motion was seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

4. CONSIDERATION OF UTILIZING OUT OF STATE APPRAISERS FOR SME PANEL

At its May 11, 2017 strategic planning meeting, the Board discussed the idea of establishing a panel of out of state appraisers who would act as Subject Matter Experts for the Board. As discussed, it was the Board's position that objectivity can often times be clouded based on circumstances. The Board indicated that it wished to explore the possibility that geographical biases that exist could be eliminated through utilization of a panel of out of state Subject Matter Experts for investigative Standard 3 reviews. At the Board's request, Director Kohtz contacted peer agencies in other jurisdictions to compile a list of possible candidates for consideration. Compliance and Education Officer Krieger followed up with those candidates to ascertain interest in such work, and to gather additional information regarding the qualifications of each candidate. The Compliance and Education Officer presented his findings to the Board for review.

A discussion took place regarding the use of these individuals. Specifically, consideration was given to if and when out of state appraisers should be utilized for compliance reviews. The Board agreed that this panel should be utilized for compliance reviews only, and not for credentialing applications. The Board further discussed the type of situation that would require utilization of an out of state appraiser. Board Member Mustoe expressed support for using an out of state appraiser for situations in which the greater appraiser community could indirectly become aware of or involved in the matter somehow. Board Member McCormick agreed with this statement. The Board acknowledged that the appraiser community is tight and it is sometimes unfair to put one appraiser in a difficult position of judgement of another appraiser's work. Compliance and Education Officer Krieger informed the Board that the feedback received from the candidates was very positive, and many indicated that they wish their own states would implement such a panel. The Board agreed that the panel should be utilized as the Board sees fit on a situational basis. Chairperson Langemeier asked that staff make the panel candidates available to board members in the Board Member Portal, and the Board will decide if the matter warrants the use of an appraiser from this panel when it votes to proceed with an investigation. Director Kohtz informed the Board that the candidate panel will be added to the Board Member Portal.

The conversation then shifted towards evaluation of in state appraisers utilized for Standard 3 reviews. Director Kohtz informed the Board that staff keeps an active list of review appraisers. An appraiser remains on the list, unless the Board indicates that it is unsatisfied with the work produced by that appraiser. Board Member Bloxham asked if the Board can have access to the list. Business and Licensing Specialist Nespov indicated that the list could be placed in the Board Member Portal with the out of state appraiser list. Board Member Hynek asked if a more formalized evaluation program is needed. For the time being, the Board agreed to continue providing input to staff regarding an appraiser's standard 3 review.

Q. OTHER BUSINESS

- 1. BOARD MEETINGS:** No discussion.

2. CONFERENCES/EDUCATION

a. Fall AARO Conference; October 13-16, 2017

Director Kohtz asked for interest in attending the Fall AARO Conference. Director Kohtz indicated that he will be attending. There was no other interest. Board Member Hynek made a motion to approve Director Kohtz for attendance at the Fall AARO Conference. Seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

3. MEMOS FROM THE BOARD: No discussion.

4. QUARTERLY NEWSLETTER

a. Summer 2017 Edition of The Nebraska Appraiser

Director Kohtz presented the summer edition of The Nebraska Appraiser to the Board for consideration. With no further discussion, Board Member Hynek moved to approve the summer edition of The Nebraska Appraiser as presented. The motion was seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

5. APPRAISAL SUBCOMMITTEE: No discussion.

6. APPRAISAL FOUNDATION

a. AQB Update on Proposed Changes to the Real Property Appraiser Qualification Criteria

Director Kohtz informed the Board that the AQB suspended the process for potential changes to the real property appraiser qualifications criteria, and will appoint a focus group to solicit input as to whether any change is needed. There was no further discussion.

b. Second Exposure Draft – Valuation of Green and High-Performance Property: Commercial, Multifamily and Institutional Properties

Director Kohtz presented The Appraisal Foundation document titled “Second Exposure Draft – Valuation of Green and High-Performance Property: Commercial, Multifamily and Institutional Properties” to the Board for review. There was no discussion.

7. IN THE NEWS: No discussion.

C. CONSIDERATION OF APPLICANTS FOR CREDENTIAL AS NEBRASKA REAL PROPERTY APPRAISER

Board Member Hynek moved to take the following actions for the applicants as listed:

CR17007R / Approve as a Certified Residential Real Property Appraiser.

CG17020R / Approve as a Certified General Real Property Appraiser.

CG17021R / Requirements for credentialing as a Certified General Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.

CG17022R / Requirements for credentialing as a Certified General Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.

CG17023R / Requirements for credentialing as a Certified General Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.

Board Member Mustoe seconded the motion. Motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY

Board Member Hynek moved to take the following action for AMC applicant as listed:

NE2017007 / Approve for registration as an Appraisal Management Company.

Board Member Mustoe seconded the motion. Motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

E. CONSIDERATION OF DISCIPLINARY ACTIONS/ ENFORCEMENT MATTERS

Board Member Hynek moved to take the following enforcement actions:

17-02 / Dismiss without prejudice; send advisory letter.

Board Member Bloxham seconded the motion. Motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS

The Board reviewed Inquiry I17-1. On a website, the subject of this inquiry appears to be advertising him- or herself as a credentialed appraiser in the State of Nebraska without obtaining the proper credentialing issued by the Board as required by Neb. Rev. Stat. § 76-2246.

The Board discussed a matter in which a credentialed appraiser self-reported that he or she did not meet the time requirement for completion of the 7-Hour Report Writing Update Course as required by Neb. Rev. Stat. § 76-2236 (4).

Personnel matters were discussed.

Board Member Hynek moved to take the following action for other executive session items:

Item 2 / Send advisory letter.

Board Member Mustoe seconded the motion. Motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

S. ADJOURNMENT

Board Member Hynek moved to adjourn the meeting. Board Member Bloxham seconded the motion. Motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye. At 11:31 a.m. Chairperson Langemeier adjourned the August 17, 2017 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on August 31, 2017, in compliance with Nebraska Revised Statute §84-1413 (5).