



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
REAL ESTATE APPRAISER COMMISSION
MEETING MINUTES**

DATE: Thursday, October 17, 2024
TIME: 10:00 a.m.

COMMISSIONERS: Scott Biethan, Chair
Claire Elston, Vice Chair
Dean Potter, Commissioner
Denise Stephens, Commissioner
Jay Sporn, Commissioner
Joe Moore, Commissioner
Stan Sidor, Commissioner

STAFF MEMBERS: Jennifer Clawson, Assistant Director
Bill Dutra, Administrator
Debra Allen-Bâ, Assistant
Administrator
Tanya Hessler, Program Manager
Jessica Koenig, Program Manager
Nathan Buck, Investigation
Supervisor
Sandy Baur, Program Specialist
Saundra Schaefer, Program
Specialist

1. Call to Order

Chair Biethan called the meeting to order at **10:01 a.m.**

2. Roll Call

Program Specialist Saundra Schaefer conducted the roll call. All the Commissioners were present.

3. Approval of Agenda

Motion to approve by Commissioner Stan Sidor. Motion seconded by Commissioner Dean Potter. Approved 7-0.

4. Approval of Minutes

4.1. Approval of July 18, 2024 Minutes

Motion to approve by Commissioner Potter. Motion seconded by Commissioner Jay Sporn. Approved 7-0.

5. Awards/Recognition

None.

6. Old Business

6.1. Budget & Fee Update

Commission staff will provide an update on the upcoming fee increase.

Policy Advisor Bill Dutra shared that there are currently no updates, and the increase will begin October 19, 2024.

Vice Chair Elston asked for clarification on whether the Department of Licensing (DOL) was including fees included in investigations to see if that could offset the expense of investigations and reduce the costs to appraisers. Mr. Dutra said those fees are used for the program when they are assessed.

Commissioner Joe Moore asked how appraisers would be notified. Mr. Dutra said notice would be sent via LISTSERV the following Monday morning.

Chair Biethan shared that the commission does not have an official position on the matter, but that there is still concern surrounding fee increases. He encouraged the public to reach out to the Appraisers' Coalition of Washington (ACOW) on this matter as the Commission cannot lobby. Chair Biethan thanked Mr. Dutra, Assistant Director Jennifer Clawson, and ACOW, who are all doing a lot of work to help the appraisal community.

Commissioner Sporn asked if an appraiser could renew early to avoid the fee increase. Mr. Dutra shared that an appraiser could renew up to 120 days in advance.

Commissioner Sidor asked if an appraiser renewed in advance if the renewal date would remain their date of birth. Mr. Dutra shared early renewal would not change the renewal date.

7. New Business

7.1. 2025 Calendar Review and Approval

Staff will present the proposed 2024 calendar of Board meetings.

Ms. Schaefer presented the 2025 proposed calendar for the Board's review and approval.

Motion to approve by Commissioner Sidor. Motion seconded by Commissioner Sporn. Commissioner Potter inquired if the meetings would be remote or if there would be opportunity for an in-person meeting. Ms. Schaefer shared that most meetings would remain remote, but staff hopes to address the Commission about a summer quorum for an in-person meeting. Approved 7-0.

7.2. Composition of Subcommittees for 2025

The Commission will revisit the composition of subcommittees to determine whether new membership is needed.

Ms. Schaefer presented the subcommittees.

Commissioner Sporn said that he is on Mass Appraisal Education Requirements (MAER) committee and the schedule conflicted with his daily work and will likely need to step away from committee.

Chair Biethan asked for an update on the work of the Mass Appraisal Education Requirements (MAER) subcommittee scope. Commissioner Denise Stephens addressed the work, providing a history of the committee and the work the committee anticipates moving forward.

Commissioner Stephens indicated she would like to remain involved in committee.

Commissioner Sidor asked if there was a need for this committee to continue. Commissioner Stephens said the committee was going to propose the expansion of the committee during the report out.

Chair Biethan said there would be some work into 2025 that would be nuanced from current work.

Ms. Schaefer said the proposal was to shift focus to education in general and explained work the committee would be looking at.

Commissioner Biethan asked if additional appointments could occur at next meeting. Program Specialist Sandy Baur confirmed that they could.

Motion to keep Commissioner Stephens and remove Commissioner Sporn by Commissioner Potter. Motion seconded by Commissioner Sidor. Approved 7-0.

Motion to change name to Education Subcommittee by Commissioner Sidor. Motion seconded by Commissioner Sporn. Approved 7-0.

Commissioner Sidor gave an overview of Upzoning Subcommittee work. The Commission discussed the work and makeup of the committee.

Motion to approve the current composition of the committee by Commissioner Sidor. Commissioner Potter seconded the motion. Approved 7-0.

8. Reports

Report-outs and/or data will be shared on the following topics.

8.1. Subcommittee Reports

Each subcommittee will provide a report-out on the progress they have made since the last Commission meeting.

8.1.1. Mass Appraisal Education Requirements (MAER) Subcommittee

Commissioner Stephens gave an update regarding the Education Subcommittee, formerly the MAER subcommittee. The change of the subcommittee's name reflects the expansion of the scope of work from the mass appraisal education requirements to general education requirements.

The commission discussed the challenges around courses seeking approval.

8.1.2. Upzoning Subcommittee

ACOW President Kathy Walsh gave an update following Chair Biethan's subcommittee update.

8.2. Central Investigations and Audits Unit (CIAU) / Regulatory Compliance, UCC & Firearms (RCUF)

8.2.1. Complaint Case Count Reports

Central Investigations and Audits Unit Investigations Supervisor Nathan Buck presented the complaint case count report to the Commission.

The Commission asked for clarification on the statistics, which Mr. Buck addressed.

Vice Chair Elston requested that any complaints investigated regarding upzoning to be identified and reported to the Commission at future meetings.

8.2.2. Complaints Statistics

Ms. Baur presented common remedy trends with the Commission.

Commissioner Sidor asked if there have been licenses revoked this year. Ms. Baur said she did not believe so and that revoking licensure is only used in extreme measures.

Chair Biethan asked if it was possible to see how many complaints came from Fannie Mae. Ms. Baur responded that staff could investigate this for the Commission.

8.3. Licensee and Customer Support Services (LCSS)

8.3.1. Licensee Count Reports

Ms. Baur reviewed the licensee count report with the Commission.

Vice Chair Elston asked if staff could look at year over year trends. Ms. Baur said staff could bring this information back to the next meeting.

8.4. BPD Operational Support Services (BOSS)

8.4.1. Housing Market Report

Ms. Baur reviewed the Housing Market Report with the Commission.

8.4.2. Review of Master Action Item List

Ms. Schaefer reviewed the Master Action Item List with the Commission and answered clarifying questions.

9. Public Comments

Dave Towne addressed the Commission regarding “biased language”. He believes complaints come from GSE’s and Freddie Mae and are taken out of context.

10. Conclusion

10.1. Announcements

None.

10.2. Requests for Future Agenda Items

None.

10.3. Review of Action Items

Ms. Schaefer reviewed.

- Education subcommittee meetings will be updated
- Upzoning subcommittee composition to remain the same
- Data on Fannie Mae complaints
- Year over year licensing data
- Clarification of search for individual words in complaints.

11. Adjournment

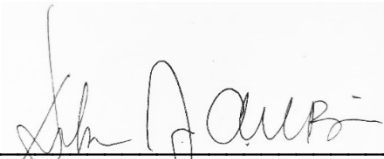
Chair Biethan adjourned the meeting at **11:17 a.m.**

Next Commission Meeting:

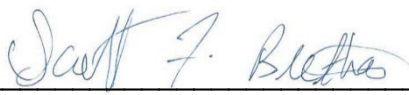
Date: January 16, 2025

Time: 10:00 a.m.

Virtual via Microsoft Teams

Submitted by: 
Debra Allen-Ba, Assistant Administrator

01/16/2025
Date

Approved by: 
Scott Biethan, Chair

01/16/2025
Date