



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

**DATE:** Thursday, January 16, 2025  
**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:** Bill Dutra, Policy Advisor  
Debra Allen-Bâ, Assistant  
Administrator  
Jessica Koenig, Program Manager  
Nathan Buck, Investigation  
Supervisor  
Ian Croley, Licensing Team  
Supervisor  
Sandy Baur, Program Specialist  
Alyssa Woods, Program Specialist

**1. Call to Order**

Chair Scott Biethan called the meeting to order at **10:00 a.m.**

**2. Roll Call**

Program Specialist Sandy Baur conducted the roll call. All the commissioners were present.

**3. Approval of Agenda**

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

#### **4. Approval of Minutes**

##### **4.1. Approval of October 17, 2024 Minutes**

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

#### **5. Awards/Recognition**

None

#### **6. Old Business**

##### **6.1. Program Updates**

Policy Advisor Bill Dutra shared program updates with the commission.

The agency has requested legislation to move programs with a smaller licensing base into the Business and Professions account, which is also referred to as the 06L account. There is no information as of now, but there will be a better understanding of what is happening with the bill by the next meeting on April 17<sup>th</sup>. Mr. Dutra also shared that there were no additional changes or adjustments to the licensing fees that were implemented in October of 2024.

Mr. Dutra shared the updated licensee count. Commissioner Sporn, Vice Chair Claire Elston, and Chair Biethan asked clarifying questions about the licensee count that was provided and the increased licensing fees. Mr. Dutra and Assistant Administrator Debra Allen- Bâ addressed those questions.

#### **7. New Business**

##### **7.1. Annual Election of Chair and Vice Chair**

*The Commission will elect a Chair and Vice Chair to serve for one year.*

Commissioner Sidor nominated and Commissioner Sporn seconded Chair Biethan as the Chair for 2025. The motion was approved unanimously 6-0.

Commissioner Potter nominated and Commissioner Sporn seconded Denise Stephens as Vice Chair. The motion was approved unanimously 6-0.

##### **7.2. In-Person Meeting Information**

*Staff will provide the Commission with information on a 2025 in-person meeting.*

Ms. Baur shared that the July 24, 2025, in-person meeting option is on hold at this time due to the Governor's spending freeze. Once staff are authorized to resume planning efforts, the commission will be notified.

#### **8. Reports**

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

##### **8.1. Subcommittee Reports**

###### **8.1.1. Education Subcommittee**

Commissioner Stephens shared that the last meeting was cancelled. The meetings for 2025 have not yet been scheduled. There will be more to report in the April meeting.

### **8.1.2. Upzoning Subcommittee**

Chair Biethan invited Kathy Walsh, President of the Appraisers Coalition of Washington (ACOW), to speak.

Ms. Walsh shared updates on the highest and best use analysis, collaborations with the City of Seattle's planning departments, and updates on legislation and the potential modification of RCW 18.140.10.

Commissioner Sidor asked if it is possible to amend or revise what a Uniform Standards of Professional Appraisal Practice (USPAP) standard is, or would this require approval from the Appraisal Standards Board (ASB)? Ms. Wash said that she has proposed it to the appropriate departments and committees and is currently seeking support from Senator Bateman. She believes that this change is possible.

Chair Biethan thanked Ms. Walsh and ACOW is taking this on.

Upzoning Committee member Todd Reddington reiterated that this is not a USPAP issue. He said that this is specifically about how the law was written in the state of Washington

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

### **8.2.1. Complaint Case Count Reports**

Investigations Supervisor, Nathan Buck, shared the complaint and investigation status with the Commission.

Vice Chair Elston asked if any of the complaints had to do with upzoning. Mr. Buck replied that they did not.

Chair Biethan asked what would cause a case to be re-opened. Mr. Buck shared some examples such as receiving new information.

Chair Biethan also asked what the difference is between an investigation and management review? Mr. Buck said that an investigation is in a status of either pending or currently under investigation. Management review means the investigation has been completed and that it has moved on to the next step in the review process.

Chair Biethan asked if Mr. Buck had seen any investigations that pertain to bias. Mr. Buck said that those types of complaints occasionally come in and then the complaint numbers subside, and that has been the current trend.

Chair Biethan then asked if any of those complaints were submitted outside of Freddie Mac and Fannie Mae? Mr. Buck said he did not have that information but could conduct research on the matter and bring it back to Ms. Baur and the Commission.

### **8.2.2. Top Complaints and Resolutions**

Program Specialist Jessica Koenig shared the three most common sanctions which are license revocation, continuing education, and fines.

## **8.3. Licensee and Customer Support Services (LCSS)**

### **8.3.1. Licensee Count Reports**

Ian Croley shared the licensing count reports with the commission.

Commissioner Sidor requested that staff bring historical data on when the lowest number of residential appraisers existed.

## **8.4. Boards, Commissions, and Outreach (BCO)**

### **8.4.1. Housing Market Report**

Ms. Baur presented the Housing Market Report

### **8.4.2. Review of Master Action Item List**

Ms. Baur presented the Master Action Item List

## **9. Public Comments**

None.

## **10. Conclusion (Page 28)**

### **10.1. Announcements**

Ms. Baur announced that Program Specialist Sandra Scheafer has left the team and introduced Program Specialist Alyssa Woods, who will be stepping in to help during the next few months.

Chair Biethan addressed that Vice Chair Elston's last meeting was today. Vice Chair Elston then shared that she has enjoyed her service on the commission and that she believes in what they do for the public and the economic health of the state. She wished everyone the best.

### **10.2. Requests for Future Agenda Items**

None.

### **10.3. Review of Action Items**

Ms. Woods reviewed.

- The Commission requested additional information regarding bias-related complaints
- The Commission requested that Staff determine at what historical point we had the lowest number of certified residential appraisers

**11. Adjournment**

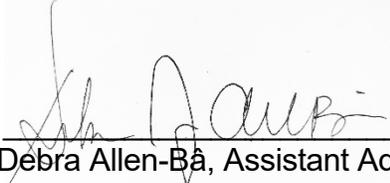
Chair Biethan adjourned the meeting at **11:06 a.m.**

**Next Commission Meeting:**

Thursday, April 17, 2025

10:00 a.m.

Virtual via Microsoft Teams

Submitted by:   
Debra Allen-Ba, Assistant Administrator

04/17/2025  
Date

Approved by:   
Scott Biethan, Chair

04/17/2025  
Date