



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

DATE: Thursday, October 16, 2025
TIME: 10:00 a.m.

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

STAFF MEMBERS: Sandy Baur, Program Specialist

1. Call to Order

Board Chair Scott Biethan called the meeting to order at 10:01 AM.

2. Roll Call

Program Specialist Sandy Baur conducted roll call. Chair Scott Biethan, Vice Chair Denise Stephens, Commissioner Dean Potter, Commissioner Joe Moore, and Commissioner Jay Sporn were present, and Commissioner Stan Sidor was excused.

3. Approval of Agenda

MOTION to approve by Commissioner Potter. **SECONDED** by Commissioner Sporn.
APPROVED by a vote of 5-0.

4. Approval of Minutes

4.1. Approval of April 17, 2025 Minutes and July 24, 2025 Minutes

Commissioner Potter made a **MOTION** to approve the April 17, 2025 Minutes.
Commissioner Sporn **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

Commissioner Potter made a **MOTION** to approve the July 24, 2025 Minutes.
Commissioner Sporn **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

5. Awards/Recognition

None

6. Old Business

6.1. Program Updates

Business and Professions Division Policy Advisor Bill Dutra briefed the commission on the history and role of Expert Appraiser Review Panels.

7. New Business

7.1. 2026 Calendar Review and Approval

Ms. Baur presented the proposed 2026 calendar to the commission.

Commissioner Potter made a **MOTION** to approve the 2026 meeting calendar as presented. Commissioner Sporn **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

7.2. Annual Election of Chair and Vice Chair

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

Commissioner Potter made a **MOTION** to nominate and appoint Denise Stephens as Chair for 2026. Commissioner Sporn **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

Commissioner Sporn made a **MOTION** to nominate and appoint Stan Sidor as Vice Chair for 2026. Commissioner Potter **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

7.3. Composition of Committees for 2026

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

The Commission discussed the current composition of the Education and Middle Housing subcommittees.

Commissioners Sporn and Moore expressed interest in attending the next education subcommittee meeting, however, no new members were assigned to the subcommittee meeting at this time. Reoccurring meetings will still occur with current member.

Commissioner Potter made a **MOTION** to suspend the Middle Housing Subcommittee until further notice. Commissioner Sporn **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

8. Reports

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

8.1. Subcommittee Reports

8.1.1. Education Subcommittee

Pete Fontana, Chair of the Appraiser National Task Force, provided an update to the Commission regarding national standards for appraisers.

8.2. Operational Support Services (OSS)

8.2.1. Legislative Update

Management Analyst Ben Harbaugh provided a legislative update to the Commission.

8.2.2. Review of Master Action Item List

Ms. Baur reviewed the Master Action Item List with the Commission.

9. Public Comments

The public may address the Commission on matters within the Commission's jurisdiction, either verbally during the meeting or by submitting written comments. Verbal comments are limited to one three-minute comment. Written comments are limited to no more than 500 words and must be emailed to DOLBoards@dol.wa.gov no less than two business days prior to the meeting with the subject line "Public Comment: Appraiser Commission." In response to all public comments, the Commission is limited to requesting that the matter be added to a future agenda for discussion or directing staff to study the matter further. Inflammatory comments and language will not be permitted.

There were no public comments.

10. Conclusion

10.1. Announcements

There were no announcements from the Commission or staff.

10.2. Requests for Future Agenda Items

There were no requests for future agenda items.

10.3. Review of Action Items

Ms. Baur reviewed the action items from this meeting:

- Invite Commissioners Sporn and Moore to the next Education Subcommittee meeting
- Send ListServ notifications reminding the public ahead of each Commission meeting

11. Adjournment

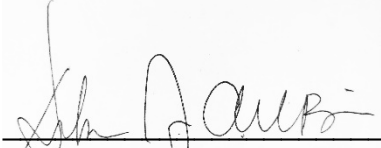
Chair Biethan adjourned the meeting at 11:26 AM.

Next Commission Meeting:

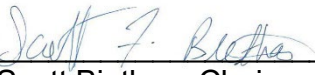
Thursday, January 15, 2026

10:00 a.m.

Virtual via Microsoft Teams

Submitted by: 
Debra Allen-Ba, Assistant Administrator

01-15-2026
Date

Approved by: 
Scott Biethan, Chair

01-15-2026
Date