



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

**DATE:** August 18, 2022  
**TIME:** 9:00 AM  
**LOCATION:** Virtual via ZOOM

**COMMISSIONERS:** Dean Potter, Chair  
Scott Biethan, Vice Chair  
Sheryl Knittel, Commissioner  
Stan Sidor, Commissioner  
Claire Elston, Commissioner  
Heather Sullivan, Commissioner

**STAFF:** Debra Allen-Bâ, Assistant Administrator  
Mike George, Administrator  
Shari Honeywell, Program Specialist  
Bill Dutra, Assistant Administrator  
Mahua Majumdar – Licensing Services Manager  
Suzanne Workman – Customer Service Specialist  
Tanya Hessler – Program Manager  
Tim Allen – Management Analyst  
Evelyn Manley-Rodriguez – Program Manager

**1. Call to Order 9:01 AM**

**1.1. Introductions**

Chair Dean Potter called the Real Estate Appraiser Commission meeting to order at 9:01 AM. Program Specialist Shari Honeywell conducted roll call of Commissioners and Department of Licensing (DOL) staff. All commission members were present.

**1.2. Order of agenda**

Vice Chair Scott Biethan made a **MOTION** to approve the agenda as presented. Commissioner Sheryl Knittel seconded the **MOTION**, and it passed.

1.3. Approval of minutes: May 19, 2022

Vice Chair Biethan made a **MOTION** to approve the minutes as presented. Commissioner Heather Sullivan seconded the **MOTION**, and it passed.

1.4. Review Communications

The Commission reviewed two emails from Bob Mussuto. One email had to do with the trainee experience log complaint, and the other email was concerning the subject of blacklisting appraisers.

Assistant Administrator Debra Allen-Bâ shared that the training log issues have been brought to the attention of our licensing unit. Administrator Mike George reached out to our associates with the Appraiser Qualifications Board (AQB) and determined there was no requirement to include that information on the training log. Mr. George shared that the training log has been updated to reflect those changes.

Ms. Allen-Bâ shared an email from Appraisers' Coalition of Washington (ACOW) in reference to allegations of blacklisting happening with real estate agents against appraisers. A complaint case was filed and is currently in investigation status. She also shared that this issue may be a federal violation of the Dodd Frank Act, and therefore not within the commission's jurisdiction. Mr. Mussuto was invited to address the Real Estate Commission at their next meeting, during the public comments section.

2. **Old Business**

2.1. Licensing Fees Update

Ms. Allen-Bâ shared that a new budget officer has joined the department. During the analysis, they determined that there was an error in calculations. As a result, there will not be any fee increases at this time.

2.2. Trainee Experience Log Update

Mr. George shared that the client's name and number have been removed from the training log and everything else looks the same. He also shared that the old training log will still be accepted.

2.3. Qualifying and Continuing Education Update

Commissioner Sullivan and Vice Chair Biethan shared the focus: To get clarification on AQB requirements. They stated that to be a supervising appraiser, you must be state certified and what that looks like for the mass appraisal discipline. Additionally, the qualifying education for mass appraisal is classified differently on the AQB website. The hope is to find out if those are transferable

## 2.4 Review Master Action Item List

Chair Potter asked about the status of Practical Applications of Real Estate Appraisal (PAREA) and updating the AQB minimum requirements.

Program Specialist Sandy Baur shared that DOL now has the resources to move request this forward. A rules committee has been formed and a plan has been built and submitted for approval. Once approved, the committee will move forward suggesting the Washington Administrative Code (WAC) changes.

Chair Potter asked about providing data on how long it takes to process applications and renewals.

Ms. Allen-Bâ shared that the DOL may not be able to create that type of report. That action item will be labeled “in progress” and updates will be given as needed.

Ms. Honeywell shared that the Appraisal Subcommittee (ASC) grant will be brought forward to the November meeting agenda

**Action Item: 1. PAREA and AQB updates until implemented. 2. Provide a data report on how long it takes to process applications and renewals. 3. Place ASC grants on the next meeting agenda**

## 3. **New Business**

None

## 4. **Committee/Work Group**

### 4.1. Diversity Equity and Inclusion (DEI) Updates

Chair Potter shared that there is an ongoing committee for DEI. It is a broad reaching concept and something that is very important that we keep our constituents and stakeholders aware of.

Commissioner Stan Sidor shared that to promote DEI in the appraisal process, he is attempting to keep track of reports, studies, new laws and bills, and other relevant information on the internet that center around DEI. He compiled the four most relevant elements at the federal level, in terms of some bills and the AQB effort to hold forums, to explore the education requirements on Fair Housing laws and valuation, and changes in use Performance Appraisal Tool (PAT). He then referenced HR4495 and how it applies to the Fair Housing front. Commissioner Sidor went on to mention HR2553, the Fair Act or Fair Appraisal and Inequity Reform Act and PAVE Act, which is an Interagency Task Force on Property Appraisal and Valuation Equity that US President Biden established.

Commissioner Sullivan shared that New York state has the most stringent criteria, requiring seven hours for Fair Housing and Appraisal Bias Training. Minnesota requires four hours. California has two different types of training: Cultural Competency and Appraisal Bias or Valuation Bias requirements. She went on to share that there are many webinars and resources available to educate yourself in these subjects.

**Action Item: Keep DEI on future meeting agendas for ongoing discussion.**

## 5. Commission Executive's Report

### 5.1. Program Operations

Ms. Allen-Bâ shared that in terms of processing applications and renewals, Mr. George was able to share the workload data, answering the question previously posed during the meeting. The Licensing Team is processing appraiser applications that were received today and have seven unread emails in their queue. She continued to share that 107 complaint cases have been closed. Seven cases have been received through January 2022. 24 of the cases have gone to investigations and eight are with legal. 25 are in management review. One case has been reopened. There are currently 172 complaint cases.

Commissioner Sidor asked why a case would be reopened. Assistant Administrator Bill Dutra answered that there could be any number of reasons why a case was reopened, such as additional information may have come in after the case was closed or the case could be closed because something else was happening with that case. If there's current ongoing civil litigation, it is common to discontinue our active inquiry to allow the litigation to conclude. This allows both parties relief from responding to multiple entities at once.

### 5.2. Department of Licensing

Ms. Allen-Bâ shared the licensing count as follows: Grand total is 3,148. Of those, 2,373 are Washington licensees. This was current as of July 25th, 2022.

Ms. Allen-Bâ also shared the Boards and Commissions Support Services (BCSS) Organizational chart and introduced new staff members, Sandy Baur and Sydney Muhle.

### 5.3. Other Items

Katherine Ataman gave a Prorate and Fuel Tax presentation. PR&FT is a unit in BPD with 69 employees that are tax examiners and auditors. Their budget is \$13.1 million per biennium, specifically supported by transportation dollars. PR&FT collects the 49.40 cents per gallon tax imposed upon fuel used for motor vehicles on WA state roads. In 2021, they collected \$1.6 billion in revenue for the transportation department and administered approximately 18,000 licenses.

**6. Other Business**

**6.1. Any Other Business**

Ms. Allen-Bâ asked if there was interest in sending a commissioner to the Association of Appraiser Regulatory Officials (AARO) conference in October.

Mr. George shared that the conference would be October 14th through the 17th, 2022, in Washington DC. AQB will be in attendance, as well as many different national organizations.

Commissioner Sidor made a **MOTION** to send Vice Chair Biethan to the AARO conference in October. Commissioner Claire Elston **SECONDED** the motion. She also stated if Vice Chair Biethan can't attend, she would like to nominate Commissioner Sullivan. Commissioner Sidor **AMENDED** his **MOTION** to include Commissioner Elston's comments. Commissioner Elston **SECONDED** the amended and it passed.

**6.2. Action Items from This Meeting**

- Keep DEI on future meeting agendas.
- Keep PAREA and AQB updates on future meeting agendas.
- Provide a data report on time to process applications and renewals.

**6.3. Agenda Items for Next Meeting**

- Set calendar for 2023 meetings.
- ASC grants on the next meeting agenda.
- Election of officers on next meeting agenda.

**7. Public Comment**

Members of the public shared concerns and comments with the commission including filing complaints, ACOW newsletters, Fannie Mae complaints, portability between assessor licensing and appraisal licensing, AQB minimum experience hours requirements, and blacklisting.

**8. Adjourn Business Meeting 10:58 AM**

**Next Board Meeting:**

November 17, 2022 at 10:00 AM  
Virtual via ZOOM

Submitted by: Debra Allen-Bâ  
Debra Allen-Bâ, Assistant Administrator

11-17-2022  
Date

Approved by: Dean Potter  
Dean Potter, Chair

11-17-2022  
Date