

# Winter Appraisal School January 7 - 11, 2019



Includes class descriptions, class times, registration information, where to park, where to book lodging in Boise, and other helpful information.

***Questions?***

Contact Property Tax Education at (208) 334-7733  
or email [jeffrey.middleton@tax.idaho.gov](mailto:jeffrey.middleton@tax.idaho.gov)

You're invited to the 26th Annual Winter Appraisal School. This catalog contains a list of all the courses offered this session. You can attend either one week-long course, any combination of other shorter classes, or one or two classes if you only need a few hours of credit. All texts for classes will be available each morning at the registration table located in the lobby of the Red Lion Boise Downtowner Hotel. ***Be sure to bring a calculator, notebook, and pen/pencil to school.***

*Continuing Certification:* To maintain your certification, you must have obtained 32 hours of continuing education credit within the past two calendar years.

*Education Committee Chair:* Shelley Brian, Lewis County Assessor  
*Property Tax Division Education Director:* Jeff Middleton

## Registration

- Register online at [tax.idaho.gov](http://tax.idaho.gov). Registration closes on **December 19 at 5 p.m.**
- Register early because classes fill quickly. We reserve most seats for county and state employees.
- Participants from Idaho counties receive a bill when they finish the classes. All others must pay when they register. Make checks payable to "STC Education Training Fund."

## Class Times

- Morning classes begin at **8 a.m.**, except **Monday** classes, which begin at **8:30 a.m.**
- Afternoon classes begin at 1 p.m., unless otherwise noted
- Monday through Thursday classes end by 5 p.m.
- Friday classes end by noon

## Class Locations

We're holding classes at two Boise locations ([see map](#)):

Red Lion Boise Downtowner Hotel  
1800 W. Fairview Avenue

Idaho State Tax Commission  
800 Park Blvd.

## Parking

The Red Lion Boise Downtowner Hotel offers free parking for students and hotel guests. The hotel will provide a shuttle to and from the hotel to the Tax Commission for classes at that location. Please give the Red Lion Boise Downtowner enough notice to reserve the shuttle for your classes. A shuttle will be available to provide rides to and from the downtown area each evening.

The Tax Commission also provides free parking. The guard at the security station in Plaza IV will register you for a visitor pass.

## Contact

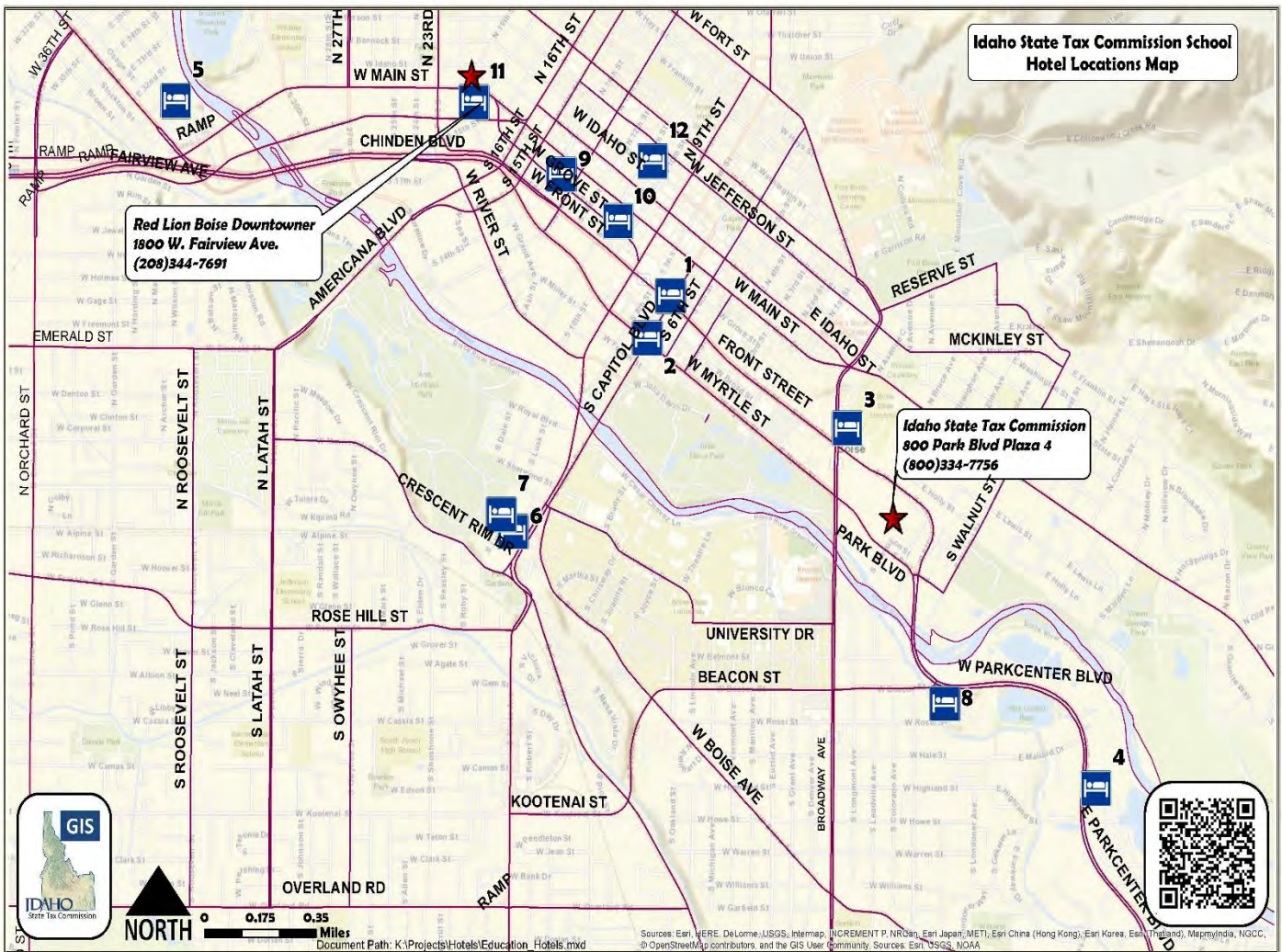
Jeff Middleton at (208) 334-7733 or [jeffrey.middleton@tax.idaho.gov](mailto:jeffrey.middleton@tax.idaho.gov)

- if you have any questions about Winter Appraisal School, or
- if you have a disability and require services or accommodations to attend or participate in any class.

## Hotels

Hotels near the Tax Commission and the Red Lion Boise Downtowner classrooms

- |   |                          |                |
|---|--------------------------|----------------|
| 1- <a href="#">The Grove Hotel</a>                    | 245 S. Capitol Blvd.     | (208) 333-8000 |
| 2- <a href="#">Hampton Inn &amp; Suites</a>           | 495 S. Capitol Blvd.     | (208) 331-1900 |
| 3- <a href="#">Courtyard - Marriott Downtown</a>      | 222 S. Broadway Ave.     | (208) 331-2700 |
| 4- <a href="#">Springhill Suites Boise Parkcenter</a> | 424 E. Parkcenter Blvd.  | (208) 342-1044 |
| 5- <a href="#">Riverside Hotel</a>                    | 2900 W. Chinden Blvd     | (208) 343-1871 |
| 6- <a href="#">TownePlace Suites Downtown</a>         | 1455 S. Capitol Blvd.    | (208) 429-8881 |
| 7- <a href="#">Residence Inn Downtown</a>             | 1401 S. Lusk Place       | (208) 344-1200 |
| 8- <a href="#">Holiday Inn Express Downtown</a>       | 475 W. Park Center Blvd. | (208) 345-2002 |
| 9- <a href="#">Modern Hotel Downtown</a>              | 1314 W. Grove Street     | (208) 424-8244 |
| 10- <a href="#">Safari Inn Downtown</a>               | 1070 W. Grove Street     | (208) 344-6556 |
| 11- <a href="#">Red Lion Boise Downtowner</a>         | 1800 W. Fairview Ave.    | (208) 344-7691 |
| 12- <a href="#">Hyatt Place Boise/Downtown</a>        | 1024 W. Bannock St       | (208) 991-5275 |



## **IAAO Course 101: Fundamentals of Real Property Appraisal – AQB Certified**

Course 101 is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. It concentrates on the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach.

Successful completion of this course meets one of Idaho’s three requirements for becoming a “Certified Property Tax Appraiser.”

Text: *Property Assessment Valuation 3<sup>rd</sup> edition* (green book) - \$50  
AQB Approved: 33.50 QE, 33.50 CE with exam / 30 CE no exam

Instructor: John Ulibarri, RES, AAS  
Dates: Monday, January 7 – Friday, January 11 (a.m.)  
Location: Bitterroot conference room – Red Lion Boise Downtowner  
Hours: 32  
Note: Bring a calculator and a #2 pencil

## **IAAO Course 102: Income Approach to Valuation – AQB Certified**

Income Approach to Valuation is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant or improved properties by the income approach. Topics include:

- Selection of capitalization rates
- Analysis of income and expenses to estimate operating income
- Capitalization methods and techniques
- Application of the approach
- Real estate finance and investment

Successful completion of this course meets one of Idaho’s three requirements for becoming a “Certified Property Tax Appraiser.”

Text: *Property Assessment Valuation* (green book) - \$50  
Recommended: STC Appraisal Course 1 or IAAO Course 101  
AQB Approved: 33.50 QE, 33.50 CE with exam / 30 CE no exam  
Instructor: Marion Johnson, CAE  
Dates: Monday, January 7 – Friday, January 11 (a.m.)  
Location: Bannock conference room – Red Lion Boise Downtowner  
Hours: 32  
Note: Bring a calculator and a #2 pencil

## **IAAO Course 201: Appraisal of Land – AQB Certified**

Appraisal of Land is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of land. This course concentrates on the skills necessary for estimating land value primarily using the sales comparison approach.

Successful completion of this course meets one of Idaho’s three requirements for becoming a “Certified Property Tax Appraiser.”

Text: *Property Assessment Valuation* (green book) - \$50

Recommended: STC Appraisal Course 1, IAAO Course 101, or IAAO Course 102  
AQB Approved: 33.50 CE with exam / 30 CE no exam

Instructor: Ron Gibbs, CAE, AAS

Dates: Monday, January 7 – Friday, January 11 (a.m.)

Location: Selway conference room – Red Lion Boise Downtowner

Hours: 32

Note: Bring a calculator and a #2 pencil

## **IAAO Course 312: Commercial/Industrial Modeling Concepts – AQB Certified**

This course presents a detailed study of the mass appraisal process as applied to income-producing property. Topics include:

- Income property data
- Market analysis
- Gross and net income analysis
- Model specification and calibration
- Capitalization rate development
- Applications of the approaches to value
- Value review and maintenance

Text: *Mass Appraisal of Real Property* (grey book) - \$50

Recommended: STC Appraisal Course 1, IAAO Course 101, IAAO Course 102, or IAAO Course 300  
AQB Approved: 28 CE

Instructor: John Ryan, CAE

Dates: Monday, January 7 – Friday, January 11 (a.m.)

Location: Spokane conference room – Red Lion Boise Downtowner

Hours: 32

Note: Bring a calculator and a #2 pencil



## **IAAO Course 600: Principles & Techniques of Cadastral Mapping**

Principles and Techniques of Cadastral Mapping is intended to be a comprehensive, interactive program to introduce entry-level map maintenance personnel and assessment technicians to the field of cadastral mapping. Students are presented basic mapping principles and techniques and are expected to demonstrate basic skills that will allow them to plot deeded descriptions in both the metes and bounds land description system and the Public Land Survey System. Principles and Techniques of Cadastral Mapping utilize lectures, classroom discussion, and exercises to emphasize the main concepts and procedures taught in the course.

Recommended: STC Basic Mapping and STC Appraisal Course 1 or IAAO Course 101

Instructor: Rick Norejko, CMS  
Dates: Monday, January 7 – Friday, January 11 (a.m.)  
Location: Cedar conference room – Red Lion Boise Downtowner  
Hours: 32  
Note: Bring a calculator and a #2 pencil

## **IAAO One-Day-Forum 917 - How to Critique an Appraisal**

Discover a methodical approach to the review and critique of appraisals submitted in support of assessment reduction. You will distinguish if an appraiser acts as an advocate for the client, or truly approaches the assignment as a disinterested, unbiased third party. All aspects of an appraisal will be inspected to ascertain the credibility and reliability of the work submitted.

Instructor: Rick Stuart, CAE, CDEI  
Date: Tuesday, January 8  
Location: Teton conference room – Red Lion Boise Downtowner  
Hours: 8  
Note: Bring a calculator

## **IAAO One-Day-Forum 931 – Reading & Understanding Leases**

Enhance your ability to read, analyze, and interpret leases. Learn why extracting all pertinent information from a lease is a critical step in determining property value by the income approach. Terminology, types of leases, common clauses, and custom leases will be reviewed. The impact that these issues have on value will also be discussed.

Instructor: David Cornell, Certified Microsoft Trainer, MAI, CAE  
Date: Monday, January 7  
Location: Conference room 1CR5 (first floor) in Tax Commission office  
Hours: 8

## **IAAO Workshop 163 – Marshall & Swift Cost Approach (Commercial)**

This workshop is designed to teach participants how to use the Marshall & Swift Commercial Valuation Guide. Participants will spend more time working several case study problems to assist them in learning how to apply this service. This workshop includes an exam.

Instructor: Michael Ireland, CAE  
Date: Wednesday, January 9 – Thursday, January 10  
Location: White Pine conference room – Red Lion Boise Downtowner  
Hours: 15  
Note: Bring a calculator and a #2 pencil

## **IAAO Workshop 257 – Fundamentals of Industrial Valuation**

The workshop covers preparing for the appraisal, the process of visiting the plant, gathering information, etc. It also examines the three approaches to value as they are applied to buildings and to the M&E. This workshop includes an exam. Topics include:

- An introduction to manufacturing and industrial processes
- Extensive details about preparing and performing appraisals
- Valuing buildings and structures, land, machinery and equipment

Text: *Fundamentals of Industrial Valuation* - \$45

Instructor: Tony Hagenstein, CAE  
Date: Monday, January 7 – Tuesday, January 8  
Location: Cascade conference room – Red Lion Boise Downtowner  
Hours: 15  
Note: Bring a calculator and a #2 pencil

## **IAAO Workshop 260 – Valuation of Agricultural Lands**

Agriculture has always played a major role in the development of civilization and this class will provide a good understanding of the various types and uses of land that are classified as agricultural. It will also provide the student with an understanding of the need for some type of preferential assessment, and will discuss historical as well as current land tax policy. The current assessment policies in various states as well as Federal Programs will be explained. Additional topics include:

- Crop types and practices that affect classifications and valuations as well as stocking and carrying capacities
- Methods for describing land and the classification of soils by the NRCS
- Understanding soil structures and the textural triangle

Instructor: Tony Hagenstein, CAE  
Date: Wednesday, January 9 – Friday, January 11 (am)  
Location: Cottonwood conference room – Red Lion Boise Downtowner  
Hours: 18.5  
Note: Bring a calculator

### **IAAO Workshop 354 – Multiple Regression Analysis for Real Property Valuation**

This day-and-a-half workshop provides an understanding of the mechanics and application of multiple regression analysis (MRA) in property valuation, as well as instruction in gathering and qualifying data for MRA application. This workshop is particularly valuable for those whose offices are considering using MRA valuation techniques or whose assessments are reviewed by a supervisory agency using MRA. This workshop includes an exam. Topics include:

- How to develop and use MRA equations as appraisal tools
- How to evaluate using measures of goodness-of-fit and variable importance
- Step-by-step explanations of the MRA process

Recommended: STC Appraisal Course 1 or IAAO Course 101  
Students should have an understanding of both the sales comparison approach and fundamental appraisal statistics.

Instructor: Mike Ireland, CAE  
Dates: Monday, January 7 – Tuesday, January 8 (a.m.)  
Location: Aspen conference room – Red Lion Boise Downtowner  
Hours: 11  
Note: Bring a calculator and #2 pencil

### **Advanced Yield Cap: Developing Yield Rates from the REIT Market:**

This is an advanced, hands-on course relevant in the assessment of investment-grade commercial properties. Topics include:

- Developing yield rates from the REIT market
- Weighted average cost of capital
- Developing equity yields
- Debt yields and REIT capital structures

The course uses specific examples from the self-storage, senior housing, lodging, regional mall, office, and industrial sectors.

Recommended: IAAO Course 112 – Income Approach to Valuation II, which covers yield capitalization

Instructor: Mark Southard, Senior Appraiser, Tax Commission  
Dates: Monday, January 7  
Location: Conference room 5CR3 (fifth floor) in the Tax Commission office  
Hours: 8  
Note: Bring a calculator





## **Collection, Interpretation & Model Building of Income & Expense Data**

The purpose of this workshop is to assist appraisers in the collection and interpretation of income and expense data for the construction of income models for establishing market value. Topics include:

- Review of the income approach
- Forms and methods of data gathering and additional data sources
- Templates for storing and use of data
- Review of reconstructing income and expense statements
- Data analysis
- Interpretation and model building
- Extraction and development of capitalization rates
- Testing the income models
- Data write-ups and documentation

Instructor: Jerald Rudman, Team Consulting, LLC  
Dates: Monday, January 7  
Location: White Pine conference room – Red Lion Boise Downtowner  
Hours: 8

## **Contamination & Valuation Issues Workshop**

This one-day workshop deals with unique appraisal problems resulting from contamination and other issues. The workshop uses case studies developed from actual market data, and steps the participants through the appraisal process of measuring value and/or value loss. This workshop discusses how to establish and use benchmarks from the market. Topics include:

- Mold, mercury, meth labs
- Asbestos
- Ground contamination, oil spills, fracking, sinkholes
- Chinese drywall, laminate flooring
- Snake infestations
- Stigma

Instructor: Rick Stuart, CAE, CDEI  
Date: Monday, January 7  
Location: Teton conference room – Red Lion Boise Downtowner  
Hours: 8

## **Deeds Processing from Start to Finish**

This class is designed for new deed processors in assessor's offices and also mappers who need help interpreting documents to make changes on assessment maps.

You'll learn what a deed and other muniments of title are and what components that make up a deed. Step-by-step, you'll also discover what you'll need to know to process documents for assessment purposes, and how to trouble-shoot documents you just can't interpret.

There'll be lots of interactive discussion. Bring examples of various documents and forms for discussion and problem-solving.

Instructors: Sarah Sluss and DeAnn Gerthung (and other staff, Canyon County Plat Room)  
Date: Monday, January 7  
Location: Sawtooth conference room – Red Lion Boise Downtowner  
Hours: 8

## **Deeds & Property Law**

This workshop is a review of mapping issues with recommended steps to reach resolution. It also covers a review of real estate law as it pertains to the assessor's office. In addition, there'll be discussion of deed processing and related-issues with recommended steps in the work flow. Topics include:

- Deed basics
- Deed requirements
- Types of conveyances
- Common problems
- Types of legal descriptions
- How and where to find needed documents
- Information resources in Idaho
- Interpreting documents for assessment
- Problem descriptions

Instructor: Carl Olsson, Esquire  
Dates: Tuesday, January 8 – Wednesday, January 9 (a.m.)  
Location: Sawtooth conference room – Red Lion Boise Downtowner  
Hours: 12

## **Developing as a Professional**

This course teaches you how to present yourself well in business and social situations. You will learn what qualities define a professional and what you can do to gain recognition as a true professional in your workplace. Advice on everything from developing good work habits to minding your cubicle manners, as well as networking and scheduling your time effectively. Finally you will find new ways to cope with workplace challenges such as defusing conflict and managing pressure and stress.

Instructor: ExecuTrain  
Date: Monday, January 7  
Location: Conference room 5CR4 (fifth floor) in the Tax Commission office  
Hours: 8

## **Excel 2016 Classes**

### **Excel for Appraisers & Assessors**

This hands-on, one-day workshop highlights how Excel can assist assessors and appraisers with their everyday ordinary tasks. Additionally, this course highlights Excel's powerful analytical tools which are available to help solve many of the challenges facing assessors. Topics include:

- Merging data from two separate cells
- Importing data into Excel
- Using Excel to extract market-based depreciation estimates
- Creating tables
- Creating and using PivotTables and PivotChart reports
- Creating dropdown lists
- Customizing the quick access toolbar
- Using the "VLOOKUP" function to create appraisal comp data
- Using the "sumif" and "countif" formulas
- Using the "if" formula to identify properties to review
- Other time-saving tips and techniques

Recommended: Experience using software on the Windows operating system

Instructor: David Cornell, Certified Microsoft Trainer, MAI, CAE  
Date: Tuesday, January 8  
Location: Conference room 5CR3 (fifth floor) in the Tax Commission office  
Hours: 8  
Note: Class size is limited to 15 students

## Advanced Excel for Appraisers & Assessors

This hands-on, day-and-a-half workshop builds on the concepts highlighted in Basic Excel for Assessors, and introduces many of Excel's advanced capabilities which can help assessors solve many assessing challenges. Topics include:

- Creating and editing charts
- Creating conditional formatting
- Importing data into Excel
- Data cleaning tips and tricks
- Calculating discounted cash flows
- Customizing PivotTables and PivotChart reports
- Formatting dates, time, and text
- Using Excel's What-if analysis
- Using Excel's statistical functions to identify outliers
- Other time-saving tips and techniques

Recommended: Basic Excel class and/or experience using Excel

Instructor: David Cornell, Certified Microsoft Trainer, MAI, CAE

Date: Thursday, January 10 – Friday, January 11 (a.m.)

Location: Conference room 5CR3 (fifth floor) in the Tax Commission office

Hours: 12

Note: This workshop is **not** for beginners - Class size is limited to 15 students

## Excel – Data Modeling for Appraisers & Assessors

This hands-on, one-day workshop introduces Excel's data modeling capabilities. Data models are a powerful new tool in Excel for integrating data from various sources, creating relationships, discovering actionable insights, and valuing properties. All the guided hands-on exercises are specifically designed for assessors and appraisers. Topics include:

- Import data into Excel from different sources
- Apply techniques to clean the data
- Create relationships between data sets
- Develop a valuation model
- Use Excel's Solver to calibrate valuation models
- Analyze the results of the valuation model
- Customize PivotTables and PivotCharts with custom measures
- Use Excel's statistical functions to identify outliers
- Other time-saving Excel tips and tricks

Recommended: Basic Excel class or experience using Excel

Instructor: David Cornell, Certified Microsoft Trainer, MAI, CAE

Date: Wednesday, January 9

Location: Conference room 5CR3 (fifth floor) in the Tax Commission office

Hours: 8

Note: This workshop is **not** for beginners - Class size is limited to 15 students

### **GIS 203: Tabular Data in ArcGIS**

This is a hands-on look at the various ways that tabular data and the ArcGIS mapping environment work together. We'll explore common workflows for exporting and importing tabular data in ArcGIS. We'll also introduce more advanced workflows of dynamic tabular joins, spatial data selection, and importing XY data into ArcGIS.

Recommended: Introduction to ArcGIS Desktop (or equivalent experience) and a knowledge of basic Microsoft Excel functionality

Instructor: John Nelson, Senior GIS Analyst, Tax Commission

Date: Tuesday, January 8 (a.m.)

Location: Conference room 1CR5 (first floor) in the Tax Commission office

Hours: 4

### **GIS 204: Selection & SQL Queries in GIS**

This hands-on class works with SQL query expressions to make custom selections in the ArcGIS Desktop environment. Students will become familiar with manual selection techniques; selection by location, by attributes, and Definition Queries.

Recommended: Introduction to ArcGIS Desktop (or equivalent experience)

Instructor: John Nelson, Senior GIS Analyst, Tax Commission

Date: Tuesday, January 8 (p.m.)

Location: Conference room 1CR5 (first floor) in the Tax Commission office

Hours: 4

### **Interpersonal Skills**

We've all met that dynamic, charismatic person that just has a way with others, and has a way of being remembered. This course will help participants work towards being that unforgettable person by providing communication skills, negotiation techniques, tips on making an impact, and advice on networking and starting conversations.

Instructor: ExecuTrain

Date: Wednesday, January 9

Location: Aspen conference room – Red Lion Boise Downtowner

Hours: 8



## **Introduction to Structured Query Language (SQL) for Aumentum/GRM users**

This is a beginning, hands-on, class that provides a basic understanding of Structured Query Language (SQL) for users of Aumentum/GRM. We'll use SQL to request data from an Aumentum/GRM database using a variety of query statement options. You'll gain a basic understanding of how to perform your own queries with the Aumentum/GRM platform.

Instructor: Sandy Bowens, IT Systems Analyst, Tax Commission  
Date: Thursday, January 10  
Location: Conference room 5CR4 (fifth floor) in the Tax Commission office  
Hours: 8

## **Low-End Residential Properties**

The purpose of this workshop is to provide assistance in the valuation of low-end and difficult residential properties that often create valuation issues. It is not unusual that these types of properties, when sold, have a sales ratio considerably higher than 1.00 and a very regressive PRD (Price-Related Differential).

Topics include:

- Lower valued residential properties
- Income and value associated with rental properties
- Manufactured homes
- Modular homes
- Odd or unusual homes

Instructor: Jerald Rudman, Team Consulting, LLC  
Dates: Tuesday, January 8  
Location: Teton conference room – Red Lion Boise Downtowner  
Hours: 8

## **National 15-Hour USPAP - Uniform Standards of Professional Appraisal Practice – AQB Certified**

This 15-hour course of the Appraisal Foundation focuses on the requirements for ethical behavior and competent performance by appraisers that are set forth in the Uniform Standards of Professional Appraisal Practice (USPAP).

In addition to lectures, the course includes discussion examples that show how USPAP applies to situations that appraisers encounter in everyday practice. These examples address issues frequently experienced by appraisers as professionals in the appraisal of real property, personal property, and businesses or intangible assets; in appraisal review; and in real property appraisal consulting assignments.

Supplementary materials include *Uniform Standards of Professional Appraisal Practice* (USPAP). This workshop includes an exam.

Required Text: 2018-19 USPAP - \$75

Instructor: Paul Lorenzen, MAI, CCIM, CPM, CSM

Dates: Wednesday, January 9 – Thursday, January 10

Location: Conference room 1CR4 (first floor) in the Tax Commission office

Hours: 15

Note: AQB Approved: 15 CE - Bring a calculator

### **Problem-Solving Skills**

Regardless of the specific organization or position, your skills and previous training have allowed you to gain employment. One thing that you may not be adequately prepared for, however, is dealing with problems. Using specialized groups to solve problems is becoming more and more common. Being able to work in groups to solve problems will enhance your business knowledge and value to the organization. This course will show you the fundamentals of problem-solving skills – from defining your problem, to presenting it to the key decision makers in your organization.

Instructor: ExecuTrain

Date: Tuesday, January 8

Location: Conference room 5CR4 (fifth floor) in Plaza IV - Washington Group Complex  
(Tax Commission office)

Hours: 8

### **ProVal Roundtable**

Use this roundtable to discuss your ProVal challenges and successes in your day-to-day processes. Share and exchange ProVal knowledge with yours peers in an open environment.

Moderator: Scott Phillips, IT Programmer Analyst, Tax Commission

Date: Friday, January 11 (a.m.)

Location: Conference room 5CR4 (fifth floor) in the Tax Commission office

Hours: 4

## **Residential Quality, Condition & Effective Age**

This workshop will review the characteristics that determine construction quality for residential properties by using the Marshall & Swift Valuation Service. House images will be included in the presentation and will lead to extensive classroom participation. Actual construction costs will also be considered as a guide to determining quality. Images will assist in the discussion on rating homes for condition in relationship to the definition and description for each condition rating. The determination of condition will lead directly into calculations for effective age.

Effective age will be defined and demonstrated on how to extract it from the market. Several data sets will be provided for the students to calculate effective age and how to use it for the development of a depreciation or percent good table. Topics include:

- Cost approach
- Quality, condition, and physical deterioration using effective age
- Functional obsolescence and external obsolescence
- Depreciation and effective age extraction

Instructor: Jerald Rudman, Team Consulting, LLC  
Dates: Wednesday, January 9 (p.m.) - Thursday, January 10  
Location: Sawtooth conference room – Red Lion Boise Downtowner  
Hours: 12

## **Residential Quality Rating Guidebook**

This class was designed to follow the Residential Quality, Condition, & Effective Age workshop. The purpose of this workshop is to provide assistance and guidelines on how jurisdictions can create their own residential quality rating guidebook. Creation of the guidebook will assist in consistency within staff and provides a valuable training tool for new staff. The class will be broken into teams and quality ratings established and compared with other teams.

Students will be given a flash drive with a number of photos to work with. This is a hands-on class.

Instructor: Jerald Rudman, Team Consulting, LLC  
Dates: Friday, January 11 (a.m.)  
Location: Sawtooth conference room – Red Lion Boise Downtowner  
Hours: 4

## **Time Management**

This course teaches students the fundamentals of time management. Students will learn how to evaluate the use of time, identify goals and set priorities, develop an overall time management plan, discuss the Pareto principle, assign a price to time, conduct a time audit, and correctly identify and control poor time management personality types.

Instructor: ExecuTrain  
Date: Thursday, January 10  
Location: Aspen conference room – Red Lion Downtowner  
Hours: 8

## **Valuation of Green Residential Buildings Workshop & Tour**

This workshop will provide some guidance and suggestions on the process of analysis and valuation of green residential buildings. Information from various areas of the U.S. will be used to help establish some processes and procedures. Images and property characteristics of sold properties will be used and this workshop includes a tour.

Instructor: Rick Stuart, CAE, CDEI  
Date: Thursday, January 10 – Friday January 11 (a.m.)  
Location: White Pine conference room – Red Lion Boise Downtowner  
Hours: 12

# Winter Appraisal School - Class Schedule

(January 7 - 11, 2019)

Morning classes begin at **8 a.m.**, except **Monday** classes, which begin at **8:30 a.m.**

Afternoon classes begin at 1 p.m., unless otherwise noted.

Course	Room*	Fee	Mon 1/7	Tue 1/8	Wed 1/9	Thurs 1/10	Fri 1/11
IAAO Course 101 – Fundamentals of Real Property Appraisal	Bitterroot	\$500	X	X	X	X	a.m.
IAAO Course 102 – Income Approach to Valuation	Bannock	\$500	X	X	X	X	a.m.
IAAO Course 201 – Appraisal of Land	Selway	\$500	X	X	X	X	a.m.
IAAO Course 312 – Commercial/Industrial Modeling	Spokane	\$500	X	X	X	X	a.m.
IAAO ODF 917 – How to Critique an Appraisal	Teton	\$160		X			
IAAO ODF 931 – Reading & Understanding Leases	1CR5	\$160	X				
IAAO Workshop 163 – Marshall & Swift Cost Approach (Commercial)	White Pine	\$285			X	X	
IAAO Workshop 257 – Fundamentals of Industrial Valuation	Cascade	\$285	X	X			
IAAO Workshop 260 – Valuation of Agricultural Lands	Cottonwood	\$310			X	X	a.m.
IAAO Workshop 354 – Multiple Regression Analysis	Aspen	\$275	X	a.m.			
Advanced Yield Cap: Developing Yield Rates – REIT	5CR3	\$108	X				
Appraising After a Disaster or in Traumatic Events	Teton	\$108			X		
Assessors' Workshop	1CR5	\$270			X	X	a.m.
Collection, Interpretation, & Model Building of Income & Expense Data	White Pine	\$108	X				
Contamination & Valuation Issues Workshop	Teton	\$108	X				
Deeds Processing from Start to Finish	Sawtooth	\$108	X				
Deeds & Property Law	Sawtooth	\$163		X	a.m.		
Developing as a Professional	5CR4	\$108	X				
Excel for Assessors & Appraisers	5CR3	\$108		X			
Excel – Advanced for Assessors & Appraisers	5CR3	\$163				X	a.m.
Excel – Data Modeling for Assessors & Appraisers	5CR3	\$108			X		
Interpersonal Skills	Aspen	\$108			X		
Introduction to SQL for Aumentum/GRM users	5CR4	\$108				X	
Low-End Residential Properties	Teton	\$108		X			
National 15-Hour USPAP	1CR4	\$203			X	X	
Problem-Solving Skills	5CR4	\$108		X			

Course	Room*	Fee	Mon 7 <sup>th</sup>	Tue 8 <sup>th</sup>	Wed 9 <sup>th</sup>	Thurs 10 <sup>th</sup>	Fri 11 <sup>th</sup>
ProVal Roundtable	5CR4	\$54					a.m.
Residential Quality, Condition, & Effective Age	Sawtooth	\$163			p.m.	X	
Residential Quality Rating Guidebook	Sawtooth	\$54					a.m.
Time Management	Aspen	\$108				X	
Valuation of Green Residential Buildings Workshop	White Pine	\$163				X	a.m.
GIS 203: Tabular Data in ArcGIS	1CR5	\$54		a.m.			
GIS 204: Selection & SQL Queries in GIS	1CR5	\$54		p.m.			
IAAO Course 600 – Principles & Techniques of Cadastral Mapping	Cedar	\$500	X	X	X	X	a.m.

*\*Classroom assignments are subject to change based on size of enrollment*

**Red Lion Boise Downtowner  
Classrooms**

(See the last page of this brochure for the layout of the hotel conference rooms.)

Spokane  
Bannock  
Cottonwood  
White Pine  
Cascade  
Cedar  
Aspen  
Bitterroot  
Sawtooth  
Teton  
Selway

Second Floor Conference Room  
Second Floor Conference Room  
First Floor Conference Room  
First Floor Conference Room  
First Floor Conference Room  
First Floor Conference Room  
First Floor Conference Room  
First Floor Conference Room  
First Floor Conference Room  
First Floor Conference Room  
First Floor Conference Room

**Idaho State Tax Commission  
Classrooms**

1CR4  
1CR5  
5CR3  
5CR4

1st Floor Conference Room, Plaza IV  
1st Floor Conference Room, Plaza IV  
5th Floor Conference Room, Plaza IV  
5th Floor Conference Room, Plaza IV



# MEETING AND BANQUET FACILITIES

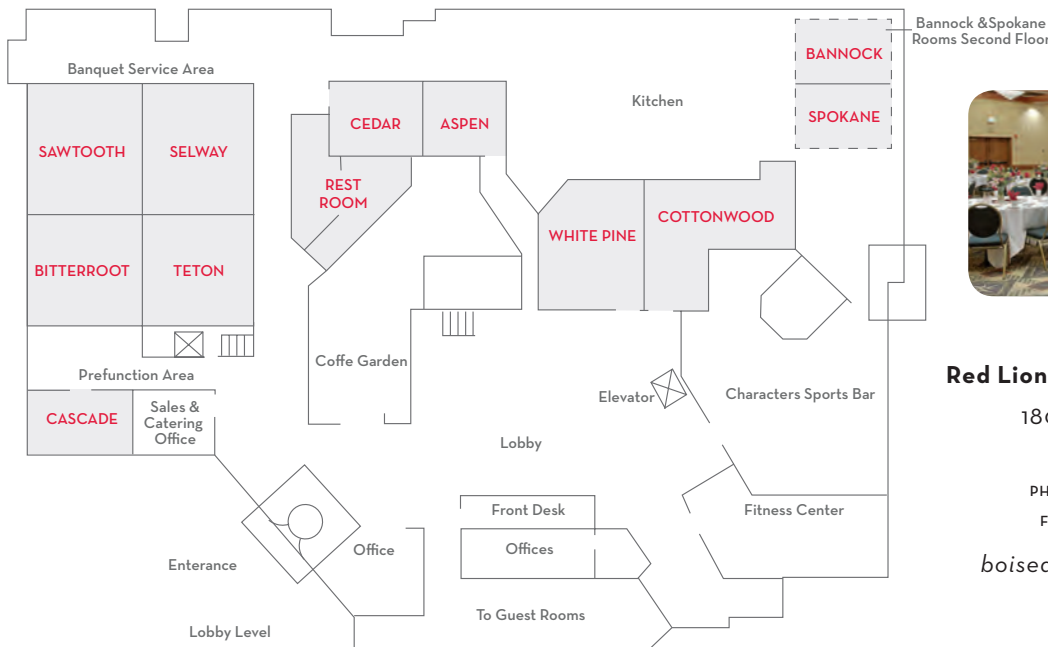
## CAPACITY CHART

ROOM NAME	DIMENSIONS L x W x H	SQUARE FT.	RECEPTION	ROUNDS	CLASSROOM	THEATER	CONFERENCE	U-SHAPE	DINNER/DANCE
Ballroom	63' x 58' x 12'	3,654	250	250	250	250	-	-	250
Selway	38' x 29' x 12'	1,102	80	80	50	80	36	36	-
Sawtooth	38' x 29' x 12'	1,102	80	80	50	80	36	36	-
Selway/Sawtooth *	38' x 58' x 12'	2,204	150	160	150	180	50	50	130
Bitterroot	25' x 29' x 12'	725	50	50	40	60	30	28	-
Teton	25' x 29' x 12'	725	50	50	40	60	30	28	-
Bitterroot/Sawtooth *	63' x 29' x 12'	1,827	150	120	100	150	-	-	10
Teton/Selway *	63' x 29' x 12'	1,827	125	120	100	150	-	-	100
Bitterroot/Teton *	25' x 58' x 12'	1,450	100	100	90	100	48	42	60
Cascade	27' x 14' x 8'	378	12	-	-	-	12	-	-
Cedar	26' x 20' x 8'	520	40	40	21	40	20	16	-
Aspen	26' x 20' x 8'	520	40	40	21	40	20	16	-
White Pine	26' x 28' x 8'	728	50	50	40	60	28	24	-
Cottonwood **	38' x 18' x 8'	905	80	70	50	70	34	30	50
Spokane	24' x 25' x 8'	600	50	40	28	50	24	18	-
Bannock	24' x 25' x 8'	600	50	40	28	50	24	18	-

\* Combined rooms provide additional meeting and banquet configurations. \*\* L shaped room

## FLOOR PLAN

Our facilities include approximately **8,000 square feet** of flexible meeting space with our largest space **accommodating up to 250 people**. Professional conference specialists will assist you in taking care of everything, including initial planning, complete audio/visual support and full-service catering.



### Red Lion Hotel Boise Downtowner

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Boise ID 83702

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