

IDAHO ASSESSORS WINTER APPRAISAL/MAPPING/PROPERTY TAX ADMINISTRATION SCHOOL JANUARY 9-13, 2023



**HAVE QUESTIONS?
CONTACT JEFF MIDDLETON, PROPERTY TAX DIVISION EDUCATION DIRECTOR,
AT (208) 334-7733 OR EMAIL JEFFREY.MIDDLETON@TAX.IDAHO.GOV**

You're invited to the 30th Annual Idaho Assessors' Winter Appraisal/Mapping School!

This brochure contains a list of all the courses offered this session. You can attend either a week-long course, or any combination of other shorter courses.

***Continuing Certification:* You must have obtained 32 hours of continuing education credit within the past two calendar years to maintain your ad valorem appraiser or cadastral specialist certifications.**

Property Tax Division Education Director: Jeff Middleton

Idaho Association of County Assessors' Education Committee

Chair: Jenny Rosin, Lemhi County Assessor

Vice-Chair: Susan Spencer, Clearwater County Assessor

Members:

- Sheri Davies, Bannock County Assessor
- Donna Gow, Bonner County Assessor
- Holly Standlee, Butte County Assessor
- Lynn McGuire, Camas County Assessor
- Jacquel Bruno, Custer County Assessor
- Tiffany Nettleton, Owyhee County Assessor

Program of Education Examination Committee

Chair: Jeff Middleton, Education Director, Tax Commission

Members:

- Jenny Rosin, Lemhi County Assessor
- David Ryals, Boundary County Assessor
- Kathleen Atkinson, Oneida County Assessor
- Brad Bovey, Nez Perce County Chief Deputy Assessor

Registration

- Register online at tax.idaho.gov/pted. Online registration closes on Friday, December 2 at 5 p.m.
- Registration after the deadline is based on availability.
- Courses not meeting the minimum registration are subject to cancellation after December 2.
- You will be charged for the course if notification of cancellation for a course registration is received after December 2. An alternative employee may be sent in place of the registered employee.
- Register early because many courses fill quickly. Most classrooms have limited seating.
- County and state employees have priority seating.
- Government agencies will be billed after the conclusion of school. All others, please check with the education director.

Class Locations

We're holding classes at two Boise locations:

- 1) [The Riverside Hotel](#)
2900 W. Chinden Blvd.
Boise ID 83714

If you would like to arrange for accommodations at this site, please call (208) 343-1871 and ask for the Idaho State Tax Commission group rate.

- 2) Idaho State Tax Commission
11321 W. Chinden Blvd. (Building 2)
Boise ID 83714

The closest hotel to the Tax Commission is:

[Springhill Suites by Marriott \(Boise West/Eagle\)](#)
6325 N. Cloverdale
Boise ID 83713

Please call (208) 939-8266 for reservations. Ask for the best available rate and then the government rate. There is no group block at this hotel.

Parking

The Riverside Hotel offers free parking for students and hotel guests.

The Tax Commission also provides free parking. Depending on the location of your classroom at the Tax Commission, you may need to register as a visitor with the security kiosk and obtain a visitor's badge for the day. You'll be informed if this is the case.

Dining

- The Riverside Hotel has a restaurant that is open for breakfast. **There is no complimentary breakfast.** The hotel has two restaurants, which offer lunch and dinner options on site.
- The Tax Commission: The Chinden Campus cafeteria remains closed with no timetable for reopening.

The only on-site dining options at the Tax Commission are daily food trucks, which are available between 11:30 – 1:00 each day. There are also occasional food trucks available in the mornings. For those of you taking classes at the Tax Commission, you'll be provided with the food truck schedule, available menus, and directed as to where the food trucks set up.

There are a multitude of other lunch/dinner options within a few miles of the Tax Commission's site.

Additional Hotel Options (ask for best available rate and then government rate – the list below is just a sampling, there are many other hotel options too.)

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|--|------------------------------------|
| • Hilton Garden Inn (Boise/Downtown) | 1.2 miles from The Riverside Hotel |
| • Hyatt Place (Boise/Downtown) | 1.5 miles from The Riverside Hotel |
| • Hampton Inn & Suites (Boise/Downtown) | 1.5 miles from The Riverside Hotel |
| • Home2Suites By Hilton (Boise/Downtown) | 2.3 miles from The Riverside Hotel |
| • Hilton Garden Inn (Boise/Eagle) | 3.5 miles from the Tax Commission |
| • My Place Hotel (Boise/Meridian) | 5.0 miles from the Tax Commission |
| • Country Inn & Suites (Boise West) | 5.3 miles from the Tax Commission |

Class Times*

Unless otherwise stated, course times will be as follows:

- 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 5:00 p.m., unless otherwise noted.
- Friday classes end by noon, unless otherwise noted.
- All classes located at the Tax Commission will begin each day at 8:30 a.m., unless otherwise noted.

Week-long IAAO courses

IAAO Course 201: [Appraisal of Land](#)

This course provides the student with an understanding and working knowledge of the procedures and techniques required to estimate the market value of land. Students will acquire the skills necessary for estimating land value by primarily using the sales comparison approach. **This course includes an exam.**

Successful completion of this course meets one of Idaho's three requirements for becoming a "Certified Property Tax Appraiser" for ad valorem appraisal.

Recommended Text: *Property Assessment Valuation 3rd edition* (green book) - \$50

Required Prerequisite: Tax Commission Appraisal Course 1 *or* IAAO Course 101
Recommended Prerequisite: IAAO Course 102

Instructor: Marion Johnson, MBA, CAE
Dates: Monday, January 9 – Friday, January 13 (a.m.)
Location: Cinnabar conference room (The Riverside Hotel)
Hours: 32 hours (upon attendance requirements and successful completion of exam)
28 hours (upon attendance requirements and no attempted exam or unsuccessful completion of the exam)

Notes: **Bring a calculator (other than your cell phone) and a #2 pencil.**
This course will require a minimum of 15 students.

Instructor biography: Marion has over 30 years of assessment experience as a county property appraiser in Kansas. Marion is a former president of IAAO and served on its Board of Directors. Marion has over two decades of experience as a Senior National Instructor for IAAO and was the recipient of the 2010 IAAO Instructor of Excellence Award.

IAAO Course 300: Fundamentals of Mass Appraisal

This course provides the student with an introduction to mass appraisal. Students will acquire the ability to distinguish between single-property appraisal and mass appraisal, know the components of a mass appraisal system, be introduced to statistics, the use of ratio studies in mass appraisal, and learn modeling of the three approaches to value. **This course includes an exam.**

Successful completion of this course meets one of Idaho's three requirements for becoming a "Certified Property Tax Appraiser" for ad valorem appraisal.

Recommended Text: *Fundamentals of Mass Appraisal* (gray book) - \$50

Required Prerequisite: Tax Commission Appraisal Course 1 *or* IAAO Course 101
Recommended Prerequisite: IAAO Course 102

Instructor: Jason Frost, CAE
Dates: Monday, January 9 – Friday, January 13 (a.m.)
Location: Liberty conference room (The Riverside Hotel)
Hours: 32 hours (upon attendance requirements and successful completion of exam)
28 hours (upon attendance requirements and attempted exam or unsuccessful completion of the exam)

Notes: **Bring a calculator (other than your cell phone) and #2 pencil.**
This course will require a minimum of 15 students.

Instructor biography: Jason Frost is the Chief Deputy of Real Estate for Stark County, OH. Jason is responsible for the identification and valuation for over 200,000 parcels in the 7th largest county in Ohio. He coordinates a team of 45 people, including the Property Tax and Appraisal Departments. Jason is a Senior National IAAO Instructor, an AQB Certified USPAP Instructor, and is the recipient of the 2022 IAAO Instructor of Excellence Award.



IAAO Workshop

IAAO Workshop 252: Valuing Property Affected by Environmental Contamination

This workshop is designed for the appraiser who needs to understand how to deal with the valuation of contaminated properties. It is based on the IAAO “Standard on the Valuation of Property Affected by Environmental Contamination” and addresses all of the issues presented in the standard, including: definitions and terminology, types of contaminating substances, effects of technology, factors affecting value, application of the three approaches to value, government regulations, and recent court decisions. Case problems are provided to reinforce discussed principles. **This workshop includes an exam.**

Recommended Prerequisite: IAAO Course 101 **or** Tax Commission Appraisal Course 1 *AND* IAAO Course 102 **or** IAAO Course 201

Instructor: Alan Dornfest, AAS, Property Tax Policy Bureau Chief, Tax Commission
Date: Wednesday, January 11 – Friday, January 13 (a.m.)
Location: Emerald conference room (The Riverside Hotel)
Hours: 15 hours (upon attendance requirements and successful completion of exam)
13 hours (upon attendance requirements and no attempted exam or unsuccessful completion of the exam)

Notes: **Bring a calculator (other than your cell phone) and a #2 pencil**
This workshop will require a minimum of 15 students.

Instructor biography: Alan is the Property Tax Policy Bureau Chief for the Idaho State Tax Commission. He has been with the Tax Commission for 45 years, supervising property tax policy, the Idaho Ratio Study, and analyzing Idaho property taxes and property tax laws. Alan has been a senior national IAAO instructor for over 30 years and has served on the IAAO executive board.



IAAO One-Day-Forums

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'll 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. **There's no exam.**

Instructor: Kathlynn Ireland, CPM, Property Tax Policy Specialist, Tax Commission
Date: Tuesday, January 10
Location: North Star conference room (The Riverside Hotel)
Hours: 8 hours

Note: This one-day-forum will require a minimum of 15 students.

IAAO One-Day-Forum 991: Understanding & Using Comparable Transactions

This forum is designed to enhance the understanding and use of comparable properties. Appraisers use comparable property information every day. The entire appraisal process is dependent on the comparison of data. The proper recognition and identification of what is a comparable, why it has been selected as a comparable, and how the comparable that is used is critical to the appraisal process. **There's no exam.**

Instructor: Kathlynn Ireland, CPM, Property Tax Policy Specialist, Tax Commission
Date: Monday, January 9
Location: North Star conference room (The Riverside Hotel)
Hours: 8 hours

Note: This one-day-forum will require a minimum of 15 students.

Instructor biography: Kathlynn has previously been a fee appraiser, a residential appraiser for the Ada County Assessor's Office, and a consulting appraiser for the Tax Commission, responsible for the area of southwestern Idaho. She has been a Property Tax Policy Specialist for the past 4 years. Kathleen has been a Regular National Instructor for IAAO for 15 years.

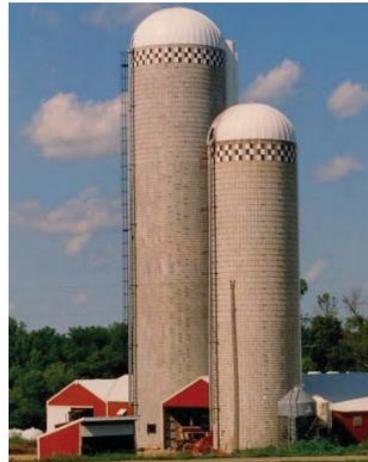
General Appraisal Courses

Agricultural Buildings

This workshop provides students with instruction in the evolution of materials and techniques in agricultural buildings. Students will learn about differences in construction materials, quality, and cost and be able to grade each type of construction. Students will understand the components of each type of structure and how that affects the replacement cost new or reproduction cost new. There'll be discussion on functional and external (economic) obsolescence on older agricultural buildings, along with images and descriptions showing the different techniques of construction. Students will be able to discuss the grading and cost sections of a cost manual as compared to other costs in the field and price up different types of agricultural buildings, bins, and structures from today.

Instructor: Scott Johnson, RES
Dates: Monday, January 9 – Tuesday, January 10
Location: Delamar conference room (The Riverside Hotel)
Hours: 16

Note: This workshop will require a minimum of 15 students.



Manufactured Homes, Modular Homes, & Onsite Built Homes

There'll be a review of the history of manufactured housing and an introduction to the characteristics that distinguish manufactured homes, modular homes, and onsite built (stick-built homes). We'll discuss the different components, how the materials are used, quality of construction, and how the cost of those components affect the replacement cost new or reproduction cost new. There'll be a discussion about building codes and the effect that these have on each of these types of homes. *There may be a tour associated with this course.*

Instructor: Scott Johnson, RES
Date: Wednesday, January 11 – Thursday, January 12
Location: Delamar conference room (The Riverside Hotel)
Hours: 16

Note: **This workshop will require a minimum of 15 students.**

Setting Values by the Numbers

Statistics tell a story and in the case of mass appraisal, they tell you a story of how good or bad your assessments may be. You'll learn how to read and understand your story. The workshop will start with the basics of a sales ratio study and go over each of the primary statistics and what they add to the story. We'll look at real data and discuss how to move forward in understanding what steps need to be taken to have the best ending to the story.

Instructor: Scott Johnson, RES
Date: Friday, January 13 (a.m.)
Location: Delamar conference room (The Riverside Hotel)
Hours: 4

Note: **This workshop will require a minimum of 10 students.**

Instructor biography: Scott has nearly three decades of mass appraisal experience, including serving as the Ringgold County (IA) Assessor. He retired from a successful career with a leading Midwest mass appraisal/CAMA software company, where he gained experience in software development, management, appraisal education, and conducted comprehensive market analysis for over 200 counties and cities. Scott has been a Senior National Instructor for IAAO for over 10 years.

Team Consulting, LLC workshops

Preparation & Presenting a Valuation Appeal

This workshop provides guidance and suggestions on the preparation and presentation of a valuation appeal from the perspective of an assessor and/or an appraiser. After a review of the informal elements of a valuation appeal, the workshop will examine the formal levels of appeal (boards of equalizations and state tax courts) and judicial appeals (district courts and courts of appeals). Information from actual residential and commercial appeal documentation will be used to help illustrate some processes and procedures. Topics include USPAP review, general information and the appeal process, preparing for appeals, presenting appeals, a residential valuation report, and a commercial valuation report.

Instructor: Kevin Hayes, MAI, CAE, RES
Date: Thursday, January 12
Location: Clearwater conference Room (The Riverside Hotel)
Hours: 8

Notes: **Please bring a calculator.**
This workshop will require a minimum of 15 students.

Unique & Challenging Homes

This workshop presents students with unique and challenging residential appraisal problems. By using case studies and actual market data, it'll walk students through the appraisal process of measuring value and/or value loss on unique problems such as tiny homes, container homes, straw bale homes, hemp homes, and more.

Instructor: Kevin Hayes, MAI, CAE, RES
Date: Monday, January 9
Location: Clearwater conference room (The Riverside Hotel)
Hours: 8

Notes: **Please bring a calculator.**
This workshop will require a minimum of 15 students.

Valuation of Residential Land

This workshop provides students with guidance and suggestions on the process of valuing vacant residential land. Topics include general land information, site analysis, land valuation methods, land influence factors, calculating adjustments, modified cost of development method, and more.

Instructor: Kevin Hayes, MAI, CAE, RES
Date: Tuesday, January 10
Location: Clearwater conference room (The Riverside Hotel)
Hours: 8

Notes: **Please bring a calculator.**
This workshop will require a minimum of 15 students.

Valuation of Self-Storage Properties

This workshop provides students with guidance and suggestions on the valuation process of self-storage properties. It'll review the different classifications of self-storage and how all three approaches can be used to value these type of properties. Month-to-month leasing, the impact of supply, reliance on external demand generators, and management intensity all make the analysis and valuation of these properties difficult.

Instructor: Kevin Hayes, MAI, CAE, RES
Date: Wednesday, January 11
Location: Clearwater conference room (The Riverside Hotel)
Hours: 8

Notes: **Please bring a calculator.**
This workshop will require a minimum of 15 students.

Instructor biography: Kevin is the Deputy of Appraisals for Pinellas County (FL) Appraiser's Office. Kevin has nearly 35 years of real estate appraisal, consulting, and review experience, primarily through the southeastern United States. In his current capacity, he oversees the valuation of over 450,000 parcels, including all real property (commercial, residential, condominium, and manufactured homes). Kevin is a Senior IAAO National Instructor and an AQB Certified USPAP Instructor.

Property Tax Division Workshop/Roundtable

Idaho Property Taxes: National & Local Perspectives

This workshop provides an understanding of the fundamental precepts of the property tax and its administration, both in Idaho and nationally. Topics include: understanding tax burden; understanding the property tax, including how it is assessed; types of property taxes; who pays how much and who spends property tax; how property taxes are determined, and ways of relieving property tax.

Instructor: Alan Dornfest, AAS, Property Tax Bureau Chief, Tax Commission
Dates: Tuesday, January 10
Location: Emerald conference room (The Riverside Hotel)
Hours: 8 hours

Note: **This workshop will require a minimum of 10 students**

Idaho Property Tax Exemptions – Roundtable

This roundtable will focus on a few of the more complex property tax exemptions, while also being an avenue for participants to raise questions and engage in general discussion of any of the property tax exemptions.

Instructor: George Brown, Property Tax Division Administrator, Tax Commission
Dates: Friday, January 13 (a.m.) (8:00 a.m – 10:00 a.m.)
Location: Clearwater conference room (The Riverside Hotel)
Hours: 2 hours

Note: **This workshop will require a minimum of 10 students**

It's Not Personal, It's Just Business: Trends in Personal Property Taxation – Presentation/Roundtable

This presentation/roundtable covers the basic nature of personal property, including how it is defined in different jurisdictions, how to identify it based on those definitions, and how those definitions may conflict. It'll cover recent issues involving personal property identification and assessment.

Instructor: George Brown, Property Tax Division Administrator, Tax Commission
Dates: Friday, January 13 (a.m.) (10:15 a.m. – 12:15 p.m.)
Location: Clearwater conference room (The Riverside Hotel)
Hours: 2 hours

Note: **This workshop will require a minimum of 10 students**

Professional Development Course

How to Bring the Temperature Down: Practical Skills to De-Escalate Heated Situations

This is the first installment of a new series called “Tools You Can Use”! Topics are designed to assist those serving in Public Service Organizations to better address the key challenges they face through user-friendly tips, strategies, and resources.

At times, those serving in Public Service Organizations engage with members of the public who are angry, upset, or displeased. In this workshop, students will learn skills that are proven to effectively de-escalate individuals who are experiencing elevated and intense emotions.

Objectives:

- Understand the Anger Arousal Cycle
- Understand how the body processes anger
- Understand the “Big 3” of Communication
- Understand how the brain processes stress in conflict situations

Instructor: David Cornell, CAE, MAI, Cornell Consulting, LLC
Date: Friday, January 13 (a.m.)
Location: North Star conference room (The Riverside Hotel)
Hours: 4 hours

Note: This workshop will require a minimum of 15 students.



Excel



Excel (Basic)

This hands-on workshop reviews the basics of Excel and creates the beginning of a solid foundation upon which to build your Excel skills. Topics include:

- How to create and edit formulas
- Inserting charts and pictures
- Copying and pasting with cell references
- Formatting text, numbers, time, and dates
- Creating tables
- Copying formulas
- Printing headers, footers, and page numbers
- Freezing panes
- Customizing the quick access toolbar
- Other time-saving tips and techniques

Instructor: David Cornell, CAE, MAI, Certified Microsoft Instructor,
Certified Excel Expert, Cornell Consulting, LLC

Date: Monday, January 9

Location: Coral North conference room (Tax Commission)

Hours: 8 hours

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 10 students.



Excel (Intermediate)

This hands-on workshop builds upon the basic concepts of Excel and introduces many of Excel's advanced capabilities. Topics include:

- Creating and editing charts
- Creating conditional formatting
- Creating Pivot Tables
- Using the Developer Tab
- Creating macros
- Creating dropdown lists
- Using the formula auditing function
- Using the What-If-Analysis function
- Creating named references
- Other time-saving tips and techniques

Instructor: David Cornell, CAE, MAI Certified Microsoft Trainer,
Certified Excel Expert, Cornell Consulting, LLC

Date: Tuesday, January 10

Location: Coral North conference room (Tax Commission)

Hours: 8 hours

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 10 students.



Excel Can Do That?! – The Power Edition

This hands-on workshop introduces many of Excel’s latest power features: Topics include:

- How to use “ideas” in Excel (“ideas” is a new artificial intelligence feature in Excel that show trends, summaries, outliers, and PivotTables, without writing any formulas.)
- How to create Power Pivot Tables and Power Pivot Charts
- How to create a Power Query
- How to create data models
- How to use a data model in Power BI
- Advanced features in setting up and creating Tables

Required Prerequisite: Basic to intermediate experience - this is not a workshop for those with little to no background with Excel.

Instructor: David Cornell, CAE, MAI Certified Microsoft Trainer,
Certified Excel Expert, Cornell Consulting, LLC

Date: Wednesday, January 11

Location: Coral North Conference Room (Tax Commission)

Hours: 8 hours

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 10 students.

Power BI Modeling

Power BI Modeling and DAX

This hands-on workshop will allow you to unlock insights from your assessing data that you never knew existed. Power BI is a game changer in truly unlocking and understanding your assessing data. Power BI allows you to connect to multiple data sources, transform data, and visualize the data to gain actionable insights.

Power BI Modeling and DAX gives you the tools to take Power BI to the next level. You'll be able to connect to multiple data sources, transform the data, and visualize the data to gain actionable insights. You'll learn how to leverage the DAX language, create relationships, combine data from different sources, and create advanced queries.

- Creating a Power BI dashboard
- Creating self-service assessing analytics for your office
- Creating ratios, including CODs, by property type, neighborhood, and year-built
- Creating interactive Power BI maps, with slicers and outlier identification
- Creating interactive Power BI reports, using Microsoft's artificial intelligence
- Creating sharable Power BI dashboards

Instructor: David Cornell, MAI, CAE, Certified Microsoft Instructor,
Certified Excel Expert, Cornell Consulting, LLC

Date: Thursday, January 12

Location: Coral North Conference Room (Tax Commission)

Hours: 4 hours

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 10 students.



Instructor biography: David Cornell consults with assessing offices nationally and develops valuation models and system processes in helping with enhancing efficiencies. He is a Certified Microsoft Trainer and a Certified Excel Expert. David has been the assistant director for the New Hampshire Department of Revenue and previously served as the Assessor for the City of Manchester (NH). David has been a Senior IAAO Instructor for 10 years.

ProVal

ProVal – Basic

This hands-on workshop introduces you to ProVal’s software in valuing property. Topics include:

- Navigating ProVal
- Neighborhood and modeling concepts
- Data entry
- Administrative maintenance
- Splits and combinations
- Valuation exercises
- Introduction to Tables in database administration

Instructor: Tony Magnelli, CPM, Aumentum Technologies
Date: Tuesday, January 10
Location: Training Room (Tax Commission)
Hours: 8 hours

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 10 students.

ProVal – Commercial

This hands-on workshop will introduce you to the steps in calculating the cost approach value for commercial property using the “Marshall & Swift Black Box” in the ProVal. There’ll also be an introduction to the more advanced use of Tables in database administration and working with commercial income.

Instructor: Tony Magnelli, CPM, Aumentum Technologies
Date: Wednesday, January 11
Location: Training Room (Tax Commission)
Hours: 8 hours

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 10 students.

ProVal – Intermediate

This hands-on workshop takes you to the next level in the use of ProVal software, focusing on pricing tables and navigating the ProValuation Engine. Topics include:

- Entering local cost modifiers into the tables
- Using house type factor models
- Entering and updating sales
- Developing, entering, and using land tables
- Neighborhood development
- Maintaining quality assurance of appraisals

Instructor: Tony Magnelli, CPM, Aumentum Technologies
Date: Thursday, January 12
Location: Training Room (Tax Commission)
Hours: 8 hours

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 10 students.



General Mapping-Related Workshops

The Assessor's Cadastre: Principles & Methods of Maintaining Assessment Databases

This workshop reviews current mapping and appraisal routines. Topics include:

- the importance of the cadastral/assessment database
- new tools and technology for property assessment
- modern day and future technology workflows for property appraisers

Instructor: Rick Norejko, CMS
Date: Monday, January 9
Location: Garnet conference room (The Riverside Hotel)
Hours: 8

Note: This workshop will require a minimum of 10 students.

The Assessor's Cadastre: The Principles of Property Law for Appraisers & Cadastral Mappers

The cadastral expert applies law, rules, and common sense in forming an opinion of ownership and the location of property boundaries for assessment purposes. This workshop focuses on the terminology and components of legal documents involved in ownership and the valuation of real property.

Instructor: Rick Norejko, CMS
Date: Tuesday, January 10 – Wednesday, January 11
Location: Garnet conference room (The Riverside Hotel)
Hours: 16

Note: This workshop will require a minimum of 10 students.

The Assessor's Cadastre: The Political, Cultural, & Social Evolution of Property Ownership

This workshop provides students with an opportunity to learn about the evolution and land description of property up to the settlement of the Idaho Territory.

Instructor: Rick Norejko, CMS
Date: Thursday, January 12
Location: Garnet conference room (The Riverside Hotel)
Hours: 8

Note: This workshop will require a minimum of 10 students.

Instructor biography: Rick is a nationally recognized keynote speaker, lecturer, and instructor with over 40 years of experience in the field of cadastral mapping. Rick has been a Senior National Instructor for IAAO for nearly 30 years and was the recipient of the 2018 IAAO Instructor of Excellence Award. He received the Professional Development Lifetime Achievement Award in 2022 for dedication through education, instruction, and the Professional Designation Program over his career.



Tax Commission GIS (live, online courses)

GIS 112 – Tax Districts & Tax Code Areas

This live, online workshop is an introduction to tax districts and tax code areas. You'll learn how these things are created and maintained. You'll learn about the resources that are available for understanding the requirements for the creation, annexation, and dissolution of taxing districts.

Instructor: John Nelson, Senior GIS Analyst, Tax Commission
Date: Friday, January 13 (a.m.)
Location: Online/virtual: students will receive an invitation to the GoToMeeting videoconferencing platform
Hours: 3 hours

Required:

A reliable, high-speed internet connection and a computer or telephone for class audio

**This workshop will be in at 8:30 a.m. (Mountain Time)
This workshop will require a minimum of 8 students.**

GIS 200 – Mapping with ArcGIS Desktop

This live, online workshop is an immersion into mapping within the ArcGIS Desktop 10.6 environment. You'll learn how to create a custom map layout, edit data, and work with layers.

Instructor: John Nelson, Senior GIS Analyst, Tax Commission
Date: Monday, January 9 - Tuesday, January 10
Location: Online/virtual: students will receive an invitation to the GoToMeeting videoconferencing platform
Hours: 15 hours

Required:

Students must have a computer with ArcMap version 10.2+, a reliable, high-speed internet connection and a computer or telephone for class audio

**This workshop will begin at 8:30 a.m. (Mountain Time)
This workshop will require a minimum of 8 students.**

GIS 203 – Tabular Data in ArcGIS

This live, online workshop provides students with a hands-on opportunity to work with tabular data in the ArcGIS mapping environment. You'll learn about common workflows and be introduced to advanced workflows, such as dynamic tabular joins, spatial data selection, and more.

Instructor: John Nelson, Senior GIS Analyst, Tax Commission
Date: Thursday, January 12 (a.m.)
Location: Online/virtual: students will receive an invitation to the GoToMeeting videoconferencing platform
Hours: 3 hours

Required: Students must have a computer with ArcMap version 10.2+, a reliable, high-speed internet connection and a computer or telephone for class audio

**This workshop will begin at 8:30 a.m. (Mountain Time)
This workshop will require a minimum of 8 students.**

GIS 204 – Selection & SQL Queries in ArcGIS

This live, online workshop provides students with a hands-on opportunity to work with SQL query expressions in order to make custom selections in ArcGIS. Students will become familiar with manual selection techniques, selection by location, selection by attributes, and definition queries.

Instructor: John Nelson, Senior GIS Analyst, Tax Commission
Date: Thursday, January 12 (p.m.)
Location: Online/virtual: students will receive an invitation to the GoToMeeting videoconferencing platform
Hours: 4 hours

Required: Students must have a computer with ArcMap version 10.2+, a reliable, high-speed internet connection and a computer or telephone for class audio

**This workshop will begin at 1:30 p.m. (Mountain Time)
This workshop will require a minimum of 8 students.**

Instructor biography: John is a Senior GIS Analyst at the Idaho State Tax Commission. He oversees the development and instruction of the week-long Basic Mapping Course and the development and instruction of various additional mapping and GIS courses for the Tax Commission.

ArcGIS Pro (GeoSpatial Training Services, LLC) (in-person classes)

Learning ArcGIS Pro 1: Maps & Projects

This course is intended for those new to GIS and ArcGIS Pro, or students migrating from ArcGIS Desktop that wish to learn the basic skills needed to create and print maps. The course provides students with the foundational skills needed for new users. No previous experience with ArcGIS Pro or GIS is required.

In this course, students will learn how to use ArcGIS Pro to create and use projects, create 2D maps, add and symbolize layers, work with selection sets, work with tables, and create production quality map layouts. Students will learn terminology associated with ArcGIS Pro and GIS in general and gain an understanding of ArcGIS Pro projects and how to manage them.

Instructor: Eric Pimpler, M.A., GeoSpatial Training Services, LLC
Dates: Monday, January 9 – Tuesday, January 10 (a.m.)
Location: Coral South Conference Room (Tax Commission)
Hours: 12 hours

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 15 students.

ArcGIS Pro: Creating Map Books Using Map Series

Although we live in a digital age, sometimes we will still need to print hard copy maps. For maps that we take into the field, smaller is often easier to handle. However, the smaller the map, the harder it is to see the detail that we may require. This is where map books come in handy. Map books allow us to print maps covering larger areas at our desired scale by breaking the area into individual sheets, which form the pages of a book. In ArcGIS Pro, this functionality is called a Map Series.

Instructor: Eric Pimpler, M.A., GeoSpatial Training Services, LLC
Dates: Tuesday, January 10 (p.m.)
Location: Coral South Conference Room (The Tax Commission)
Hours: 4

Notes: **This workshop will begin at 1:30 p.m.**
This workshop will require a minimum of 10 students.

ArcGIS Pro: Editing Data

Students will learn how to use ArcGIS Pro to perform spatial and attribute edits. You'll learn how to add or remove features from existing data, alter or modify feature shapes and locations, update attributes, and add new data fields.

Instructor: Eric Pimpler, M.A., GeoSpatial Training Services, LLC
Dates: Wednesday, January 11
Location: Coral South Conference Room (The Tax Commission)
Hours: 8

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 10 students.

ArcGIS Pro: Working with Symbology

This workshop will introduce you to a variety of ways that vector layers can be symbolized in ArcGIS Pro, including unique value, graduated color, graduated symbol, dot density, charts, and others. You'll learn a variety of techniques for effectively visualizing your data.

Instructor: Eric Pimpler, M.A., GeoSpatial Training Services, LLC
Dates: Thursday, January 12 (a.m.)
Location: Coral South Conference Room (The Tax Commission)
Hours: 4

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 10 students.

ArcGIS Pro: Working with Tables

This workshop will introduce a variety of functions that can be performed for both spatial and stand-alone (non-spatial) tables including field structure, Table View functions, Field View functions, and linking tables with joins and related.

Instructor: Eric Pimpler, M.A., GeoSpatial Training Services, LLC
Dates: Thursday, January 12 (a.m.)
Location: Coral South Conference Room (The Tax Commission)
Hours: 4

Notes: **This workshop will begin at 8:30 a.m.**
This workshop will require a minimum of 10 students.

Instructor biography: Eric is the founder and owner of GeoSpatial Training Services. He has over 25 years of experience implementing and teaching GIS solutions using ESRI, Google Earth/Maps, and Open Source technology. Eric is the author of Programming ArcGIS with Python Cookbook, Building Web and Mobile ArcGIS Server Applications with Javascript, Spatial Analytics with ArcGIS, and ArcGIS Blueprints.



Winter Appraisal/Mapping/Property Tax Administration School – Class Schedule (January 9-13, 2023)

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

Afternoon classes begin at 1:00 p.m., **unless otherwise noted in the brochure.**

Course	Room*	Fee**	Mon 1/9	Tue 1/10	Wed 1/11	Thurs 1/12	Fri 1/13
IAAO Course 201: Appraisal of Land	Cinnabar	\$550	X	X	X	X	a.m.
IAAO Course 300: Fundamentals of Mass Appraisal	Liberty	\$550	X	X	X	X	a.m.
IAAO Workshop 252: Valuing Property Affected by Environmental Contamination	Emerald	\$415			X	X	a.m.
IAAO One-Day-Forum 917: How to Critique an Appraisal	North Star	\$200		X			
IAAO One-Day-Forum 991: Understanding & Using Comparable Transactions	North Star	\$200	X				
Agricultural Buildings	Delamar	\$230	X	X			
Manufactured/Modular/Onsite-Built Homes	Delamar	\$230			X	X	
Setting Values by the Numbers	Delamar	\$65					a.m.
Preparation & Presenting a Valuation Appeal	Clearwater	\$130				X	
Unique & Challenging Homes	Clearwater	\$130	X				
Valuation of Residential Land	Clearwater	\$130		X			
Valuation of Self-Storage Properties	Clearwater	\$130			X		
Idaho Property Taxes: National & Local Perspectives	Emerald	\$130		X			
Idaho Property Tax Exemptions – Roundtable	Clearwater	\$25					a.m. (1)
It's Not Personal, It's Just Business: Trends in Personal Property Taxation	Clearwater	\$25					a.m. (2)
Professional Development: How to Bring the Temperature Down	North Star	\$65					a.m.
Excel – Basic	Coral North	\$130	X				
Excel – Intermediate	Coral North	\$130		X			
Excel Can Do That?! – The Power Edition	Coral North	\$130			X		

Course	Room*	Fee**	Mon 1/9	Tue 1/10	Wed 1/11	Thurs 1/12	Fri 1/13
Power BI Modeling and DAX	Coral North	\$130				X	
ProVal – Beginning	Training Room	\$175		X			
ProVal – Commercial	Training Room	\$175			X		
ProVal – Intermediate	Training Room	\$175				X	
The Assessor’s Cadastre – Principles & Methods of Maintaining Assessment Databases	Garnet	\$120	X				
The Assessor’s Cadastre – The Principles of Property Law for Appraisers and Cadastral Mappers	Garnet	\$230		X	X		
The Assessor’s Cadastre – The Political, Cultural, & Social Evolution of Property Ownership	Garnet	\$120				X	
GIS 112 – Tax Districts and Tax Code Areas	Online/Virtual	\$36					a.m.
GIS 200 – Mapping with ArcGIS Desktop	Online/Virtual	\$216	X	X			
GIS 203 – Tabular Data in ArcGIS	Online/Virtual	\$54				a.m.	
GIS 204 – Selection & SQL Queries in ArcGIS	Online/Virtual	\$54				p.m.	
Learning ArcGIS Pro 1: Maps and Projects	Coral South	\$300	X	a.m.			
ArcGIS Pro: Creating Map Books Using Map Series	Coral South	\$75		p.m.			
ArcGIS Pro: Editing Data with ArcGIS Pro	Coral South	\$150			X		
ArcGIS Pro: Working with Symbology	Coral South	\$75				a.m.	
ArcGIS Pro: Working with Tables	Coral South	\$75				p.m.	

*Classroom assignments are subject to change depending on class enrollment.

** All course fees include cost of any associated materials (course binders, for example)

Classrooms

The Riverside Hotel

2900 W. Chinden Blvd.

Boise ID 83714

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

Emerald	First-floor conference room
Garnet	First-floor conference room
Opal	First-floor conference room
Topaz	First-floor conference room
Cinnabar	Second-floor conference room
Clearwater	Second-floor conference room
Delamar	Second-floor conference room
Liberty	Second-floor conference room
North Star	Second-floor conference room

Idaho State Tax Commission

11321 W Chinden Blvd. (Building 2)

Boise ID 83714

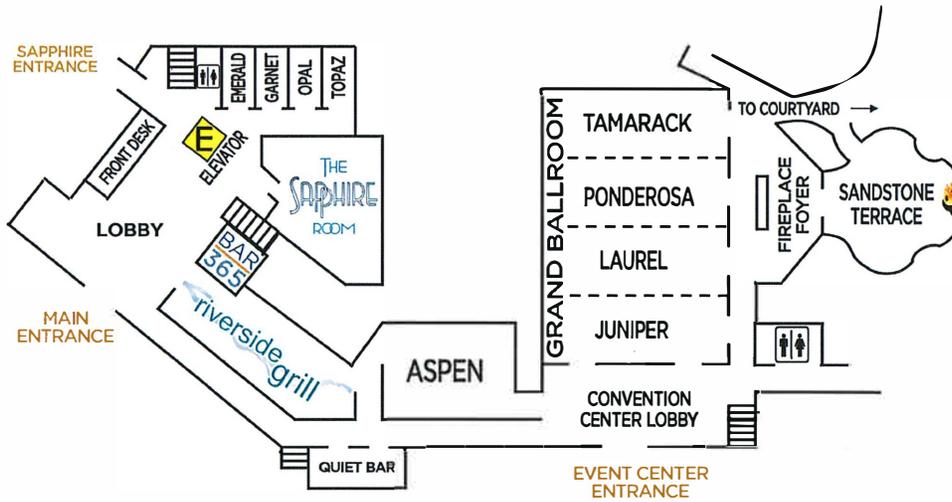
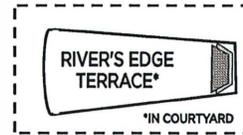
Coral North	First-floor conference room
Coral South	First-floor conference room
Turquoise North	Second-floor conference room
Turquoise South	Second-floor conference room
Training Room	Second-floor training room



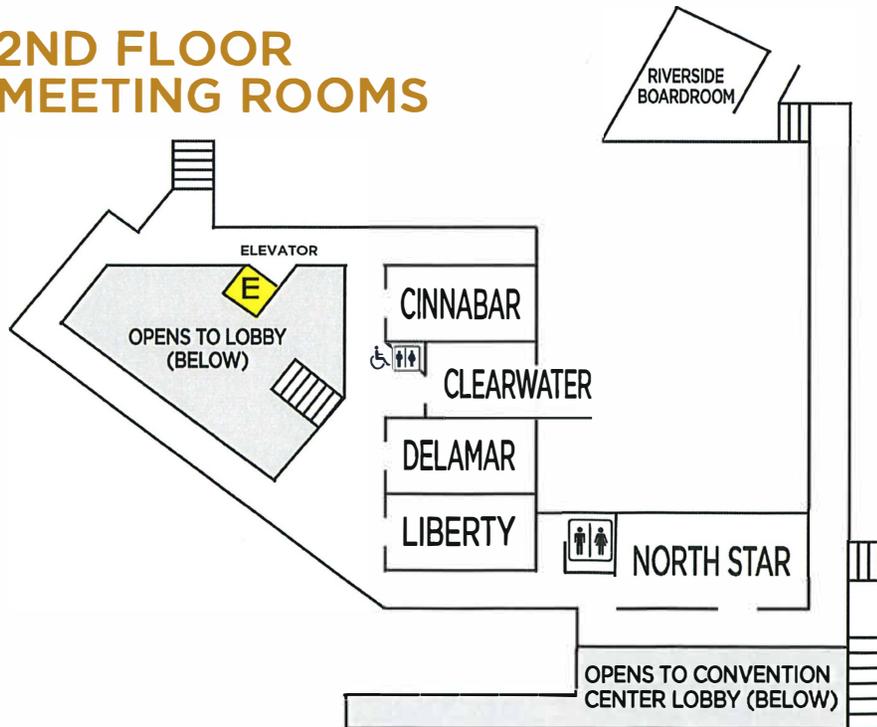
THE RIVERSIDE HOTEL

MEET • FEAST • PLAY • DREAM

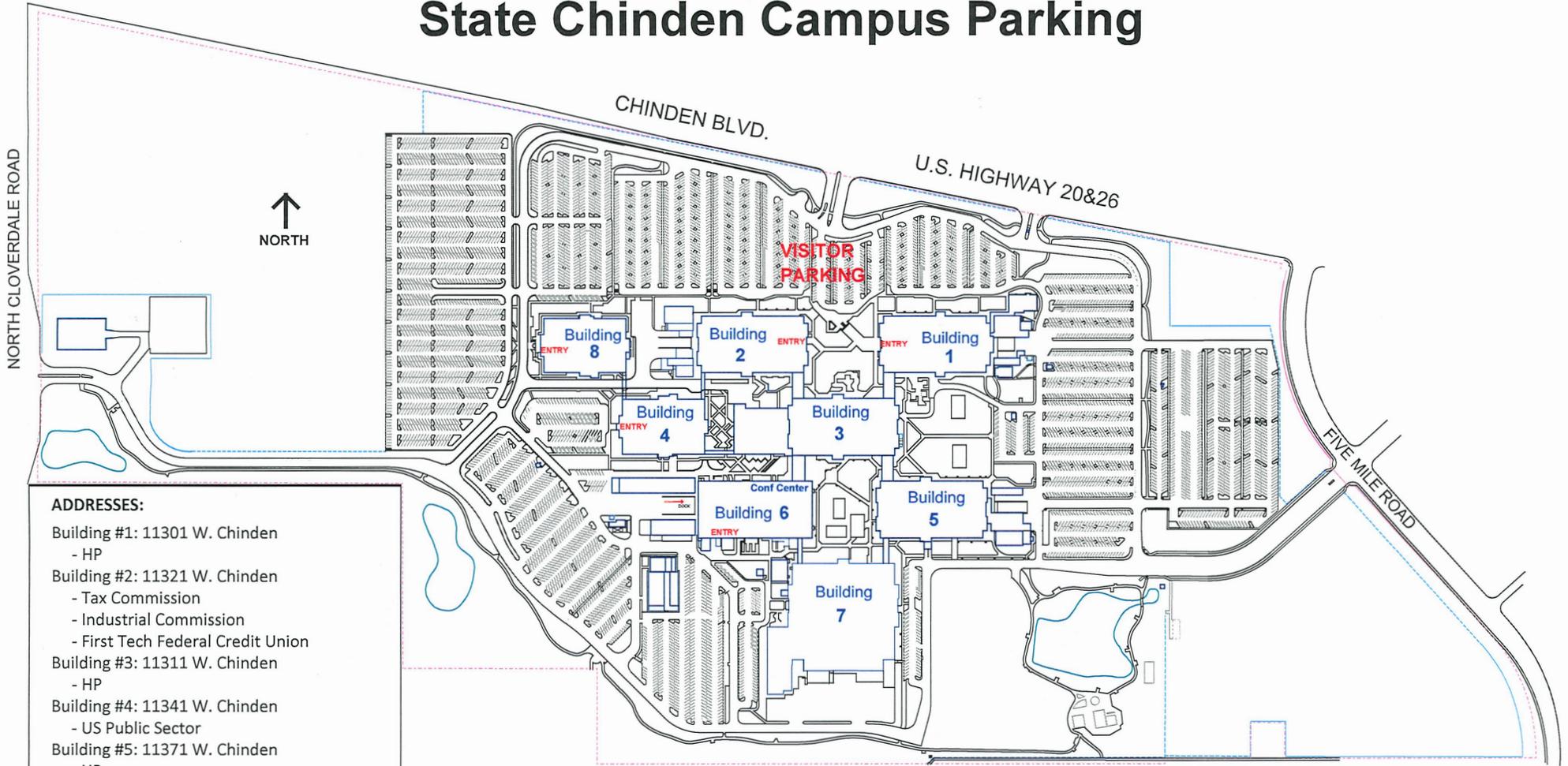
1ST FLOOR MEETING ROOMS



2ND FLOOR MEETING ROOMS



State Chinden Campus Parking



ADDRESSES:

- Building #1: 11301 W. Chinden
- HP
- Building #2: 11321 W. Chinden
- Tax Commission
- Industrial Commission
- First Tech Federal Credit Union
- Building #3: 11311 W. Chinden
- HP
- Building #4: 11341 W. Chinden
- US Public Sector
- Building #5: 11371 W. Chinden
- HP
- Building #6: 11351 W. Chinden
- Postal Services
- IDOPL
 - Outfitters & Guides
 - Occupational Licenses
 - Board of Nursing
 - Veterinary Medicine
- OEM
- Campus Conference Center
- Building #7: 11361 W. Chinden
- HP
- Building #8: 11331 W. Chinden
- Public Utilities Commission
- Information Technology Services
- Sykes