



City of Corpus Christi

1201 Leopard Street
Corpus Christi, TX 78401
cctexas.com

Meeting Agenda - Final

Construction Trade Advisory & Appeals Board

Thursday, October 16, 2025

1:30 PM

City Hall, Council Chambers.

The Construction Trade Advisory & Appeals Board shall advise the city manager regarding any matter related to Construction that it considers should be brought to the attention of the city council. The Construction Trade Advisory & Appeals Board shall obtain public comment on the proposed adoption of or amendment to a national model code.

- I. **Call To Order, Roll Call**
- II. **Public Comment: Citizens will be allowed to attend and make public comments in person at City Board meetings. The public is invited to speak on any agenda item and any other items that pertain to this Board. Comments are limited to three minutes. If you choose to speak during this period, you will not be allowed to speak again when the specific item is being considered in order of the agenda. Electronic media that you would like to use may only be introduced into the city system IF approved by the City's Information Technology (IT) Department at least 24 hours prior to the Meeting. Please contact IT at 826-3211 to coordinate.**
- III. **Approval of Absences: Board Members Gentry & Jimenez (July 17, 2025 meeting)**
- IV. **Approval of Minutes: July 17, 2025 DRAFT Meeting Minutes**
 1. [25-1607](#) Construction Trade Advisory & Appeal Board Meeting Minutes DRAFT July 17, 2025
Attachments: [7.17.25 CTAAB Meeting Minutes-DRAFT](#)
- V. **Approval of 2026 Calendar**
 2. [25-1609](#) 2026 CTAAB Calendar
Attachments: [2026 CTAAB Meeting Dates](#)
- VI. **Discussion and Possible Action**
 3. [25-1606](#) Posting of violations on the City's website
- VII. **Building Official Report: New Assistant Director**
- VIII. **Future Agenda Items**

IX. Adjournment

Persons with disabilities who plan to attend this meeting, who may need auxiliary aids or any other accommodating services, are requested to contact Jessica Martinez at 361-826-3202 at least 48 hours in advance so that appropriate arrangements can be made.



Meeting Minutes - Draft

Construction Trade Advisory & Appeals Board

Thursday, July 17, 2025

1:30 PM

Council Chambers

I. Call To Order, Roll Call

Chairman Merdes called the meeting to order at 1:30 pm and a quorum was established to conduct the meeting with Board Members Gentry & Jimenez absent.

II. Public Comment: None.

III. Approval of Absences: Vice Chairman Cervantes

Board Member Lee made a motion to approve the absence of Vice Chair Cervantes. Board Member Brister seconded. The vote: All Ayes. The motion passed

IV. Approval of Minutes: April 17, 2025 DRAFT Meeting Minutes

Board Member Cervantes made a motion to approved the minutes as amended from the April 17, 2025 meeting. Board Member Dildy seconded. The Vote: All ayes. The motion passed.

1. [25-1091](#) Construction Trade Advisory & Appeal Board Meeting Minutes DRAFT April 17, 2025

Attachments: [4.17.25 CTAAB Meeting Minutes-DRAFT](#)

V. Discussion and Possible Action

2. [25-1092](#) Discuss new rule on apprentice direct supervision

Board Member Dildy provided copies of email correspondence to all members regarding topic. It should be noted that this applies to plumbing in existing residential structures. Direct supervision may include audio-visual, real-time communication for repair and replacement of existing fixtures, not involving gas appliances, on one and two family dwellings performed only by licensees and registrants with: 4000 hours of documented experience, a current residential utilities installer registration and a current drain cleaner registration. The Board agrees with the process of direct supervision which the city currently follows.

3. [25-1093](#) Reaction to legislation passed/failed

VI. Building Official Report

4. [25-1094](#) Progress of the STAR contractor registration program
5. [25-1095](#) Direct supervision allowed for 4000 hours residential only
6. [25-1096](#) Staffing and certifications
7. [25-1098](#) NEC City Amended Code adoptions

Attachments: [2020 NEC MUNICODE Proposal](#)

8. [25-1099](#) New procedures and checklist for Shell, White Box and Tenant Finish Out buildings.

William Witliff, Building Official, stated to the Board the procedures are being implemented as of now.

9. [25-1100](#) Starting October implementing cross training of inspectors for ICC Residential Inspectors.

William Witliff, Building Official, stated to the Board the process would begin in September instead.

VII. Future Agenda Items

Posting of violations of the city's website.

VIII. Adjournment

There being no further business, the meeting adjourned at 3:03 pm.

2026 Meeting Calendar Construction Trade Advisory & Appeal Board (Quarterly - Third Thursday of the Month at 1:30 p.m.)	
City Hall - 1201 Leopard Street	
January	January 16
April	April 16
July	July 17
October	October 15
The board shall meet on the call of the chairman or on the call of a majority of members for such special or called meetings as deemed necessary for the board's proper performance of duties.	