



## Meeting Minutes - Draft

### Construction Trade Advisory & Appeals Board

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Thursday, October 16, 2025

1:30 PM

City Hall, Council Chambers.

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#### I. Call To Order, Roll Call

Chairman Merdes called the meeting to order at 1:32 pm and a quorum was established to conduct the meeting with Board Members Lee & Jimenez absent. Board Member Gentry arrived at 1:46 pm..

#### II. Public Comment: NONE.

#### III. Approval of Absences: Board Members Gentry & Jimenez (July 17, 2025 meeting)

Chairman Merdes reviewed the list of absences. Board Member Gentry explained that he had been out of town. Vice Chairman Cervantes moved to approve Gentry's absence from the July 17, 2025, meeting. The motion was seconded by Board Member Dildy. Vote: All in favor. Motion carried.

Chairman Merdes noted that Board Member Jimenez was absent from the current meeting, the previous meeting, and several others prior. Board Member Harper made a motion to disapprove Jimenez's absence. The motion was seconded by Board Member Dildy. Vote: All in favor. Motion carried.

#### 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](#)

Chairman Merdes opened the discussion by reviewing the minutes from the July 17, 2025, meeting. He acknowledged that there had been extensive discussion regarding plumbing issues, in which Board Member Dildy had actively participated

Chairman Merdes asked Board Member Dildy if he noticed any discrepancies in the minutes. Board Member Dildy responded that while the summary was brief, he felt it accurately captured the essence of the lengthy discussion.

Chairman Merdes noted one item that was not reflected in the minutes: the conversation about posting violations on the city website. However, he pointed out that this topic is included on today's agenda for further updates. City staff confirmed they would contact

the state licensing agency to report any infractions and affirmed that such reports would be submitted to the state plumbing board.

Chairman Merdes suggested that if any clarification is needed, a sentence could be added regarding that topic. However, since it will be addressed during the current meeting, he did not believe any amendments to the previous minutes were necessary.

He then called for a motion to approve the minutes as written. Vice Chairman Cervantes made the motion and was seconded by Board Member Dildy. The vote : All Ayes. The motion carried.

## **V. Approval of 2026 Calendar**

### **2. [25-1609](#) 2026 CTAAB Calendar**

**Attachments:**     [2026 CTAAB Meeting Dates](#)

Chairman Merdes reported that upon reviewing the 2026 CTAAB Calendar, he identified a couple of date discrepancies. The meetings are intended to be held on the third Thursday of each month. However, the calendar currently lists: January 16th, which falls on a Friday, instead of the correct date, January 15th and July 17th, also a Friday, instead of the correct date, July 16th

Chairman Merdes asked the board to confirm there were no scheduling conflicts with the corrected dates. With no objections raised, he called for a motion to approve the changes.

Vice Chairman Cervantes made a motion to amend the calendar to reflect January 15th and July 16th as the correct meeting dates. The motion was seconded by Board Member Brister. The Vote: All Ayes. Motion Passed.

## **VI. Discussion and Possible Action**

### **3. [25-1606](#) Posting of violations on the City's website**

Bill Witliff, Deputy Building Official, shared that after consulting with legal counsel, staff determined it may not be in the City's best interest to publicly post violations in all cases. Instead, they will follow the practices of the Texas Department of Licensing and Regulation (TDLR) and the Texas State Board of Plumbing Examiners (TSBPE), which only post violations when disciplinary actions have been taken. Once the website infrastructure is complete, staff will begin informing the public accordingly.

Chairman Merdes responded that this approach is acceptable but offered a recommendation for further consideration. He noted that the State Board of Professional Engineers takes a more transparent stance by publicly posting both the violation and the name of the individual involved. He emphasized that if such disclosure is acceptable for

licensed engineers, it should be considered for other licensed professionals as well.

Chairman Merdes acknowledged concerns about potential reputational harm but pointed out that in his own profession, any errors are publicly known. He referenced the Board of Professional Engineers' quarterly publication, which lists issued infractions, violations, and suspensions, and suggested staff review similar practices before finalizing their decision.

Yvette Wallace, Assistant Director, asked the board to clarify their intent regarding posting violations. Chairman Merdes responded that the goal is to implement a deterrent to discourage misconduct. Ultimately, the board's aim is to support the City in promoting accountability and preventing future violations.

**VII. Building Official Report: New Assistant Director**

**VIII. Future Agenda Items**

**IX. Adjournment**