



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.