



Meeting Minutes - Draft

Construction Trade Advisory & Appeals Board

Thursday, January 15, 2026

1:30 PM

City Hall, 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 Vice Chairman Cervantes and Board Members Dildy absent.

II. Public Comment: None.

III. Approval of Absences: Board Members Lee & Jimenez (10.16.2025 meeting)

Chairman Merdes reviewed the list of absences. Board Member Lee stated he was out of the country and had informed staff of his absence prior to the meeting. Board Member Gentry moved to approve Lee's absence from the October 16, 2025, meeting. The motion was seconded by Board Member Brister. Vote: All in favor. Motion carried.

Board Member Jimenez expressed his apologies for not reaching out the city prior to being absent from the October meeting. He was out due to wedding plans. Chairman Merdes reiterated the importance of informing the Board and/or secretary of absences. Board Member Lee moved to approve Jimenez's absence from October 16, 2025. The motion was seconded by Board Member Harper. Vote: All in favor. Motion carried.

IV. Approval of Minutes: October 16, 2025 DRAFT Meeting Minutes

Chairman Merdes opened the discussion for reviewing the minutes from the October 16, 2025, meeting. Being no discuss from members, the Chairman asked for a motion to approve. Board Member Jimenez made a motion to approve the minutes. and was seconded by Board Member Gentry. The vote: All Ayes. The motion carried.

1. [26-0033](#) Construction Trade Advisory & Appeal Board Meeting Minutes DRAFT October 16, 2025

Attachments: [10.15.25 CTAAB Meeting Minutes-DRAFT](#)

V. Discussion and Possible Action:

2. [26-0034](#) Approval of the 2025 FY Annual Report

Chairman Merdes stated he worked off the previous annual report. Chairman Merdes apologized for providing the wrong annual report for review to the board today. Discussion is fully based on the notes shared at today's meeting. Goals from 2025:

- Continue to pursue a full board membership
- Pursue suppliers regarding products and materials related to the adoption of new codes
- Support new code adoption
- Public education outreach
- Obtain a better understanding of new semi-flammable refrigerants that will be in the HVAC industry; R 32 and R-454B for example.

Boad action taken in 2025:

- The board has supported all of the public outreach opportunities conducted by Development Services
- The board has recommended that the City assist with verifying that all Contractors are providing supervision of employees by the license holder on job sites that meet at least the minimum requirements of their licensing agency.

No formal recommendations were made to City Council. For future goals:

- Continue to pursue a full board membership
- Support Development Services with Codes and Local Amendment managements
- Public education and outreach
- Support water conservation measures
- Support electrical energy conservation measures

Board Member Gentry asked if the board needs to voice any recommendations regarding the City's water situation. Chairman Merdes stated the only time the board could make such recommendations if it pertained to construction activities. He also stated the focus would be not wasting water. Bill Witliff, Development Services stated the city has put together some water conservation committees. He stated it would be good for any of the members to attend the meetings for public comment and to be specific as possible. Chairman Merdes stated it would be good to keep water conservation on the CTAAB agenda for discussion. Board Member Gentry stated that the fire department flushes lines daily and the possibility of making use of that water would be good. Board Member Gentry asked if the new developments would be shut down if the city possibly goes into curtailment. Bill Witliff stated that plan has not been discussed. Chairman Merdes discussed energy conservation and stated the city (district) is 10 years behind of the energy and the board would have to be on agreement to be discussed the upcoming year. Asked if the board wants to focus it on it in 2026. Bill Witliff stated public outreach, and education needs to continue on the board's agenda throughout the year.

Board member Jimenez made a motion to approve the 2025 Annual Report with amendments. and was seconded by Board Member Gentry. The vote : All Ayes. The motion carried.

VI. Building Official Report

3. [26-0066](#) Notice to Public of Contractor Violations

Bill Witliff stated the city took into consideration how the Public Engineering Website posts violations He stated the city plans to move forward with a generic version which would say a violation occurred and action was taken. Chairman Merdes asked if it could be more stated what action was taken for the violation about fines and such. He is asking for the city to be more descriptive in violation and action taken if possible. Bill Witliff stated he would confer with legal if this can be done. Chairman Merdes asked if could be possible a grace period be put on the posting of violations and actions. This way it does not look negative on the city and contractors with possible said violations.

4. [26-0067](#) Job Vacancy Status

Bill Witliff broke down the job vacancy within the building department, which is 8%. Currently hiring is on pause, looking ahead at cross training and in-house promotion in the department. Stated this is working right now with the flow of inspections. Currently 98.3% next day inspections. Chairman Merdes states the vacancy rate is not affecting the work process.

5. [26-0068](#) Certification Percentages

Inspection department has 76% of employees with based requirements and 11% of employees exceeding the base requirements.

6. [26-0069](#) Continued Training on 1st and 3rd Wednesdays of the month from 8:00am to 10:00am

First and third Wednesday training will stay the same. Department public training will be six a year to include ICC certified for continuing education. 2027 ICC will be available for review in September, and publishing will be in April. Bill Witliff wants to get approval in August this way the city can be on track for code adoption. Chaiman Merdes wants to make sure the board has access to the materials for approval. Bill Witliff stated he wants to have more efficient committee meetings this year to move the code adoption process smoothly through CTAAB then council.

7. [26-0071](#) Third Party Review and Inspections of Solar & Generator Backup Systems

Bill Witliff stated the department has received paperwork from the legal department and will work on posting the information to the city website. The process states that the individual obtaining the permit to do the solar panels only has to provide a plan reviewer certificate, there is an engineer signing off on the project, and the inspector has an ICC certification. Development Services is hands off at that point.

Bill Witliff stated there is an information bulletin in the works currently.

Chairman Merdes stated for the big projects we need to continue to require disconnect to

the main along with additional signage, so AEP knows what to do.

VII. Future Agenda Items

Goals for the year

Discussion of expiring terms for some of the members.

Chairman and Vice Chairman elections.

VIII. Adjournment

With no other business to discuss, Chairman Merdes adjourned the meeting at 2:41pm.