

**Litchfield Square Community
Facilities District
Special Meeting
Agenda**

Litchfield Park Branch Library
Community Room
101 W. Wigwam Blvd.
Litchfield Park, AZ 85340

Wednesday, April 15, 2026

6:00 PM

Members of the Litchfield Square Community Facilities District will attend either in person, by telephone, or video conference call. Physical access to the meeting room will be available 30 minutes prior to the meeting.

I. Call to Order

- A. The agenda and packet are available at: www.litchfieldpark.gov
- B. A video recording of the meeting can be seen [here](#) the next business day.

II. Pledge of Allegiance

III. Business

A. Approval of Minutes

ACTION/COMMENT

Presenter: *Terri Roth, District Clerk*

Discussion and possible action to approve the June 18, 2025 meeting minutes.

B. Adoption of Resolution LS 26-15 Dissolution of Litchfield Square CFD

ACTION/COMMENT

Presenter: *Matthew Williams, District Manager*

Discussion and possible action to adopt Resolution LS 26-15 to dissolve the Litchfield Square Community Facilities District.

IV. Executive Session

- A. **An Executive Session may be called during the public meeting on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of receiving legal advice.**

V. Adjournment

Thomas L. Schoaf, District Chair

Affidavit of Posting

I, Terri Roth, MMC, District Clerk, do hereby certify that I caused to be posted a true and correct copy of this agenda for the Litchfield Square Community Facilities District meeting of Wednesday, April 15, 2026, in the following place in the City of Litchfield Park:

1. City Hall, outside bulletin board
2. City Website

Terri Roth, MMC, District Clerk

Persons with special accessibility needs should contact City Hall, (623) 935-5033, at least 48 hours prior to the meeting.



**LITCHFIELD SQUARE
COMMUNITY FACILITIES
DISTRICT
COMMUNICATION**

**Business Item III.A
Approval of Minutes**

To: Mayor Thomas L. Schoaf and Members of the District Board
From: Terri Roth, District Clerk
Through: Matthew Williams, District Manager
Meeting Date: 4/15/2026
Presenter: Terri Roth, District Clerk

**RECOMMENDED MOTION:
MOVE TO APPROVE THE JUNE 18, 2025 MEETING MINUTES**

**BACKGROUND/DISCUSSION:
N/A**

**STAFF RECOMMENDATION:
Staff recommends approval.**

**FINANCIAL IMPACT:
N/A**

ATTACHMENTS:
1. LS CFD 061825 Minutes - DRAFT

DRAFT



I. Call to Order

The meeting was held in the Library Community Room and called to order at 6:00 PM by Mayor Schoaf.

Present: Thomas L. Schoaf, District Chair; Paul Faith (Zoom), District Vice Chair; Suzanne Allen, Board Member; Lisa Brainard Watson, Board Member; Ron Clair, Board Member; Andrew Fraser, Board Member; Justin James, Board Member

Staff: Matthew Williams, District Manager; Terri Roth, District Clerk; Joe Estes, District Attorney; Paige Peterson, Asst. District Manager / Director of Finance; Maria Ceaglske, Deputy District Clerk; Keith Drunasky, City Engineer; Randy Proch, Planning Director; Tricia Kramer, Director of Community & Recreation Services; Lisa Adams-Williams, Director of Human Resources; Alex Rascon, Maintenance Technician Supervisor

II. Pledge of Allegiance

Mayor Schoaf led the Pledge of Allegiance.

III. Business

A. Approval of Minutes

APPROVED

MOVE TO APPROVE THE MAY 21, 2025, SPECIAL MEETING MINUTES

MOVER Board Member Ron Clair, SECONDER Board Member Lisa Brainard Watson

AYE: District Chair Thomas L. Schoaf, District Vice Chair Paul Faith (Zoom), Board Member Suzanne Allen, Board Member Lisa Brainard Watson, Board Member Ron Clair, Board Member Andrew Fraser, Board Member Justin James

Passed - Unanimously

B. Public Hearing: Litchfield Square Community Facilities District Final Budget for Fiscal Year 2026

HELD

Mayor Schoaf opened the public hearing at 6:00 PM.

Ms. Peterson stated there is no presentation and the budget has not changed since the tentative budget was adopted.

There were no comments from the public.

Mayor Schoaf closed the public hearing at 6:01 PM.

C. Adoption of LS CFD Resolution 25-12

ADOPTED

MOVE TO ADOPT RESOLUTION LS CFD 25-12 ADOPTING THE FINAL BUDGET AND ESTIMATES OF ASSESSMENTS IN THE AMOUNT OF \$0.00 FOR FISCAL YEAR 2026 FOR THE LITCHFIELD SQUARE COMMUNITY FACILITIES DISTRICT

MOVER Board Member Suzanne Allen, SECONDER Board Member Ron Clair

AYE: District Chair Thomas L. Schoaf, District Vice Chair Paul Faith (Zoom), Board Member Suzanne Allen, Board Member Lisa Brainard Watson, Board Member Ron Clair, Board Member Andrew Fraser, Board Member Justin James

Passed - Unanimously

IV. Executive Session

A. An Executive Session may be called during the public meeting on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of receiving legal advice.

This item was not held.

V. Adjournment

Mayor Schoaf adjourned the special meeting at 6:01 PM.

APPROVED:

Thomas L. Schoaf, District Chair

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CERTIFICATION

I, Terri Roth, hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the Litchfield Square Community Facilities District held on June 18, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Terri Roth, MMC, District Clerk



**LITCHFIELD SQUARE
COMMUNITY FACILITIES
DISTRICT
COMMUNICATION**

**Business Item III.B
Adoption of Resolution LS 26-15 Dissolution
of Litchfield Square CFD**

To: Chair Thomas L. Schoaf and Members of the District Board
From: Matthew Williams, District Manager
Meeting Date: 4/15/2026
Presenter: Matthew Williams, District Manager

RECOMMENDED MOTION:

MOVE TO ADOPT RESOLUTION LS 26-15 DISSOLUTION OF LITCHFIELD SQUARE COMMUNITY FACILITIES DISTRICT

BACKGROUND/DISCUSSION:

Staff recommends the dissolution of the Litchfield Square Community Facilities District.

STAFF RECOMMENDATION:

Staff recommends adoption.

FINANCIAL IMPACT:

Zero at this time.

ATTACHMENTS:

1. Litchfield Square CFD - CFD Board Dissolution Resolution LS 26-15

**LITCHFIELD SQUARE
COMMUNITY FACILITIES DISTRICT**

RESOLUTION LS 26-15

**A RESOLUTION OF THE DISTRICT BOARD OF LITCHFIELD
SQUARE COMMUNITY FACILITIES DISTRICT DISSOLVING
THE DISTRICT**

WHEREAS, pursuant to Title 48, Chapter 4, Article 6, Arizona Revised Statutes (the “CFD Act”) and a petition of all the then-landowners, the Mayor and Council of the City of Litchfield Park, Arizona (the “City”), adopted Resolution No. CFD 21-01 on September 15, 2021, which formed the Litchfield Square Community Facilities District (the “District”), a municipal corporation and political subdivision separate and apart from the City; and

WHEREAS, in accordance with the CFD Act, a Notice of Formation of the District was recorded with the Maricopa County Recorder on September 22, 2021, at Document No. 20211025639; and

WHEREAS, subsequent to its formation, the District completed certain administrative actions, but never issued bonds to finance public infrastructure, never acquired public infrastructure projects (as defined in the CFD Act), and generally was inactive since its formation; and

WHEREAS, for purposes of the CFD Act, any public infrastructure and public infrastructure purposes acquired by the District were, or pursuant to this resolution hereby are, conveyed to the City including land that was dedicated to the City; and

WHEREAS, the Board of Directors of the District (the “District Board”) hereby finds and determines there is no property of the District that has not already been conveyed to the City, and that the District has no known obligations; and

WHEREAS, the District’s has no outstanding bonds, and the District Board hereby finds and determines that the District has no other known obligations; and

WHEREAS, the only activity of the District since formation has been the payment of administrative costs, there are no plans for the District to issue bonds, and the District has no future purpose; and

WHEREAS, the CFD Act provides (1) that the District may be dissolved by a resolution of the District Board if all of the property owned by the District has been conveyed to the City and the City has assumed all of the obligations of the District, and (2) that the District Board shall dissolve the District if the City Council has consented to comply with such conditions and determines the District has been inactive for at least five consecutive years and has no future purpose; and

WHEREAS, the City Council is expected to adopt Resolution No. 26-607 on April 15, 2026 (the “Council Resolution”), pursuant to which the City will (1) accept the conveyance to the City of all property owned by the District, if any, (2) assume, to the extent not otherwise prohibited by applicable law, all of the obligations of the District upon the date of adoption of such resolution, and (3) determine that the District has been inactive for at least five consecutive years and has no future purpose; and

WHEREAS, the District Board now desires to dissolve the District in accordance with the CFD Act and contingent upon the City Council adoption of the Council Resolution;

NOW, THEREFORE, BE IT RESOLVED by the District Board of the Litchfield Square Community Facilities District as follows:

1. Conveyance of Property and Assignment of Obligations. All of the property owned by the District, if any, is hereby conveyed to the City. All of the obligations of the District, if any, are hereby assigned to the City. The District Manager and District Treasurer are hereby authorized to take all steps necessary to provide for any such conveyance and assignment, including the execution and delivery of a bill of sale or any other documents necessary to accomplish such conveyance and assignment.

2. Dissolution of the District. The District is hereby dissolved for all purposes of the CFD Act. Such dissolution is contingent upon the adoption of the Council Resolution. Following adoption of the Council Resolution, the District Clerk, or her designee, shall record this Resolution in the office of the Maricopa County Recorder pursuant to the CFD Act to memorialize the dissolution of the District.

3. Severability. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any remaining provisions of this Resolution. The District Board hereby declares that this Resolution would have been adopted with each and every other section, paragraph, subdivision, sentence, clause or phrase hereof and approved the dissolution of the District and made the same findings and determinations pursuant hereto irrespective of the fact that any one or more sections, paragraphs, subdivisions, sentences, clauses or phrases of this Resolution may be held illegal, invalid or unenforceable. All resolutions or parts thereof inconsistent herewith are hereby waived to the extent only of such inconsistency.

4. Automatic Rescindment. To the extent the City Council does not adopt the Council Resolution on the date hereof, this Resolution is automatically rescinded and of no effect.

5. Effective Date. This Resolution is effective immediately.

PASSED by the District Board of the Litchfield Square Community Facilities District this 15th day of April 2026.

Thomas L. Schoaf, Chairperson
Board of Directors
Litchfield Square Community Facilities District

ATTEST:

Terri Roth, MMC, District Clerk
Litchfield Square Community Facilities District

APPROVED AS TO FORM:

Pierce Coleman, PLLC, District Counsel
Litchfield Square Community Facilities District
By: Joseph D. Estes