

AGENDA

WEDNESDAY, AUGUST 13, 2025

8:00 AM to 12:00 PM

TRAINING PURPOSE:

Module 2 provides an overview by Project Resource Office (PRO) staff to understand the role of the Project Review Board (PRB) and project expenditure reports. Attendees then learn how a project is federally authorized by the Federal Highway Administration (FHWA) and ADOT Financial Management Services (FMS). The module continues with presentations by various project accounting staff as they explain the steps to keep our contractors and stakeholders paid in a timely manner.

GOOGLE MEET VIRTUAL TRAINING SESSION

Meeting ID: meet.google.com/skf-ibrv-xpf

Phone Number: (US)+1 541-579-2714, PIN: 417 773 986#

WELCOME:

Jennifer Catapano, Oversight and Monitoring Manager, Local Public Agency

8:00 am - 8:05 am (5 minutes)

PROJECT REVIEW BOARD (PRB):

Lee Makler, Transportation Engineering Specialist, Project Resource Office

8:05 am - 8:25 am (20 minutes)

UNDERSTANDING FEDERAL HIGHWAY ADMINISTRATION (FHWA):

Bret Anderson, Section Manager, Project Resource Office and Local Public Agency

8:25 am - 9:25 am (60 minutes)

FEDERAL AUTHORIZATION:

Elise Maza, Program/Project Funding Administrator, Financial Management Services

Velia Gomez-Zuniga, Accountant III, Financial Management Services

Joshua Wilson, Financial Analyst 3, Financial Management Services

9:25 am - 9:55 am (30 minutes)

BREAK:

9:55 am - 10:05 am (10 minutes)

PROJECT ACCOUNTING AND PAYROLL:

Sophia Kreutz, Project Accounting Manager, Financial Management Services

Gjergj Gjonaj, Payroll and Travel Services, Financial Management Services

Jessica Vasquez, Payroll and Travel Services, Financial Management Services

10:05 am - 10:35 am (30 minutes)

PROJECT EXPENDITURE REPORTS

Sue Landin, Contract Manager, Project Resource Office

10:35 am - 11:05 am (30 minutes)

ACCOUNTS RECEIVABLE:

Christianne Churchill, Accounts Receivable and Grant Team Supervisor, Financial Management Services

11:05 am - 11:25 am (20 minutes)

CONTRACTS PAYABLE:

Natalia Calderon, Contracts Payable Supervisor, Financial Management Services

11:25 am - 11:45 am (20 minutes)

CLOSING REMARKS:

Jennifer Catapano, Oversight and Monitoring Manager, Local Public Agency

11:45 am - 11:50 pm (5 minutes)