



# Board Agenda Background

**Date:** 2/3/2026  
**To:** Board of County Commissioners  
**Through:** Colton Rohloff, County Manager  
**From:** Rachel Harlow-Schalk, Finance Director/Assistant County Manager  
**Subject:** Consideration of Approval of the Warrant Register

---

## RECOMMENDATION

Staff recommends approval of the February 3, 2026 packet.

## BACKGROUND

On September 10, 2013, the Board of County Commissioners adopted Resolution R-13-77, authorizing the Clear Creek County Payments Approval Policy. The policy authorizes the County Manager and Finance Director to approve claims or payroll documents when the Board of County Commissioners is not available to allow and approve claims in the time required by law or contract or within the time available for the proper and efficient administration of County government. The policy goes on to state that when the County Manager or the Finance Director approve one or more claims or payroll documents under the circumstances explained above, the Board of County Commissioners must review and approve said claims or payroll documents at its next regularly scheduled meeting. Staff brings forward the Warrant Register for the Board's consideration during most regularly scheduled meetings.

## CONCLUSION

With this item, staff is recommending approval of the Warrant Registers, the Payroll Register, Electronic Fund Transfers, and P-card transactions. All were prepared by Finance staff, reviewed and approved for payment by the Finance Director.

## ATTACHMENTS:

1. Warrant Registers dated January 15, 2026 and January 22, 2026  
Payroll Register dated January 23, 2026  
Electronic Fund Transfer dated January 12, 2026 to January 26, 2026  
P-card purchases from December 2025