V/Q HARRIS COUNTY

Business Ownership or Service Conflict of Interest Notification

HARRIS COUNTY FLOOD CONTROL DISTRICT

HARRIS COUNTY NO FEE

Please read the following before completing. Any District employee who owns interest in a business while employed at the Harris County Flood Control District must give written notice and obtain approvals using this form. This includes any District employee who owns their own business, does consulting work, or who hires or places District employees to work for other employers. See Personnel Guideline 2.6 - Conflict of Interest for more information. Please complete the form and forward the original to your manager and a copy to the Human Resources Division Director. The form will be returned to you after signatures are obtained.

If it is determined more information is needed to verify that no conflict or interference exists, the Human Resources Division Director will meet with you to gather more information.

Employee Information

Name: Russ Poppe | Title: Director of Operations 1259116 02/27/2017 PERSONAL $0.00 MPR - NO FEE

Department: Operations | Supervisor: Mike Talbott

Business Ownership or Service

Name of Company: | Start Date:

Service Provided: | General Nature of Work:

Do you own interest (other than public stocks, shares or bonds) in any business?	☐ Yes	☒ No
Do you or a relative own interest in a business (other than public stocks, shares or bonds) that provides service to any HCFCD vendor or business?	☐ Yes	☒ No
Do you supervise any District employee in the business you own or have interest in?	☐ Yes	☒ No
Does a relative provide service to or work for a vendor or consultant providing services to the District?	☐ Yes	☒ No

If yes, explain:

COMMENTS:

My brother-in-law, Frank Stephens, works for KIT Professionals, Inc.. He may occasionally submit plans to Harris County Permits and the Watershed Department for review and approval. KIT Professionals, Inc. does not currently have any contracts with HCFCD.

I certify the above information is true and correct to the best of my knowledge. I understand and agree that the Harris County Flood Control District may lawfully require me to end my own or my relative's business interest, ownership, or service if it is determined that there is a conflict with my Harris County Flood Control District duties and responsibilities.

Employee Signature: Russ Poppe Date: 2/1/16

RECORDER'S MEMORANDUM:
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blackouts, additions and changes were present at the time the instrument was filed and recorded.

Approvals

Approved/Conflict (Circle One) DEPARTMENT MANAGER: Date:

Approved/Conflict (Circle One) DIVISION DIRECTOR: Date:

Approved/Conflict (Circle One) HUMAN RESOURCES DIVISION DIRECTOR: KRoach Date: 2/2/16

Approved/Conflict (Circle One) DISTRICT DIRECTOR: Date: 2/2/16

FILED 2017 FEB 27 AM 10:53 Stan Stanart COUNTY CLERK HARRIS COUNTY TEXAS

POLICY ONLY