

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND THE ASHTABULA COUNTY ENGINEER IN RELATION TO THE DOCUSIGN MASTER AGREEMENT**

WHEREAS, a Memorandum of Understanding has been presented for the approval of the Board, to-wit:

- Scope:** Memorandum of Understanding with the Ashtabula County Engineer's office listed below for their Office's use of Docusign.
- Cost:** No Cost for the MOU
- Term:** Effective upon Execution by both parties
- Parties:** Ashtabula County Board of Commissioners, 25 W. Jefferson St., Jefferson, OH 44047  
Ashtabula County Engineer's, 186 East Satin St., Jefferson, OH 44047

THEREFORE, BE IT RESOLVED, By the Board of Ashtabula County Commissioners, Ohio that the Memorandum of Understanding, as noted above, is approved in accordance with the copy now on file in this office.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

Resolution No. 2023-353

June 27, 2023

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND THE ASHTABULA COUNTY ENGINEER IN RELATION TO THE DOCUSIGN MASTER AGREEMENT**

Upon the motion of J.P. Ducro IV, seconded by Kathryn L. Whittington.

**VOTE:**

Casey R. Kozlowski  
Kathryn L. Whittington  
J.P. Ducro IV

Aye  
Aye  
Aye

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



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Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND THE ASHTABULA COUNTY ENGINEER IN RELATION TO THE DOCUSIGN MASTER AGREEMENT**

The Ashtabula County Board of Commissioners approved an agreement with DocuSign on January 19, 2023 (the "Agreement").

The Board now comes to enter a Memorandum of Understanding with the Ashtabula County Engineer for each office's use of DocuSign, as follows:

- 1) Each office will assign one administrator, with an unlimited number of users in their office.
- 2) Each office will pay the cost of its envelopes used at the amount assigned in the Master Agreement.
- 3) Should the document require approval of the Ashtabula County Prosecutor's Office, the document shall be sent to the Ashtabula County Prosecutor's Office. The Prosecutor's Office will process the envelope through DocuSign, but the cost of the envelope will be paid by the office requesting the document be signed.
- 4) Should total envelopes exceed contract limits, each office will pay the cost of their overage, based on the amount billed by DocuSign.
- 5) Annually, each office will be contacted to determine the estimate of envelopes for the following contract time period.
- 6) The Ashtabula County Data Board is the technical contact for the Agreement.
- 7) The Ashtabula County Board of Commissioners is the contractual and billing contact for the Agreement.

IT WITNESS WHEREOF, this Memorandum of Understanding is effective upon execution by both parties:

Ashtabula County Board of Commissioners:

  
\_\_\_\_\_  
Casey Kozlowski, President

  
\_\_\_\_\_  
Kathryn Whittington, Vice-President

  
\_\_\_\_\_  
J. P. Duco IV, Commissioner

Date: 6-27-23

Ashtabula County Engineer

  
\_\_\_\_\_  
Timothy T. Martin

Date: 6-12-2023

Approved as to legal form:

  
\_\_\_\_\_  
Collen M. O'Toole, Ashtabula County Prosecutor

Date: 6-13-2023