

South Dakota State Brand Board AGENDA

**October 8, 2025 - 11:00 a.m. MT
1444 Fountain Plaza Dr., Rapid City SD**

Join Zoom Meeting
<https://state-sd.zoom.us/j/91796111143>

Meeting ID: 917 9611 1143
Audio only:
Phone: 1-719-359-4580 Passcode: 91796111143

Call to Order

Adopt Agenda

Action Items:

- A. Minutes: August 14, 2025
- B. Financial Report

Reports:

- A. Brand Enforcement
- B. Brand Inspections
- C. Director's Report

Open Comment

Holds

Brand Not Renewed in 2010 - Dancey

Brand Book

Webpage Project

Legislation 2026

Salary Policy Part-time and Local Inspectors

Schedule Next Board Meeting

Executive Session: SDCL 1-25-2 (1& 3) personnel and legal

Adjourn:

This agenda is subject to change without prior notice.

Notice is further given that any individuals with disabilities who will require a reasonable accommodation to participate in the board meeting should submit a request to the SD Brand Board or 1-800-877-1113 (Telecommunication Relay Services for the Deaf). Please request the accommodations no later than **2 business days prior to the meeting** to ensure accommodations are available.

South Dakota Brand Board
Meeting Minutes
August 14, 2025

The South Dakota Brand Board meet on August 14, 2025, in Rapid City, SD. Members present were Scott Vance, Haven Stuck and Jake Longbrake. Member Jarrod Johnson attended the meeting remotely. Lyle Spring was absent. Brand Board staff and others present were Debbie Trapp, Matt Clair, Bob Haivala, Amy Hatheway, Adam Masters, Owen Olson, Steven Blair, Marc Walgren, Cindy Longbrake, Tom Costello, Raydelle Sperle.

Pres. Vance called the meeting to order.

Motion by Stuck to adopt agenda, second by Longbrake. Motion carried.

Annual Review of Open Meeting Laws: Deputy Attorney General Steven Blair presented a review of South Dakota's Open Meeting Laws.

Motion by Stuck to adopt the Regular Brand Board Meeting Minutes of the July 9, 2025, meeting, second by Johnson. Motion carried.

Director Trapp presented financial information as of July 31, 2025. Fund Balance - Brand Fund \$3,227,140.99. The main portion of the fund balance is from brand registration renewals which were receipted in FY 25. These funds will be used for the next 5 years to operate the Brand Program and for Livestock Investigator expenses. Brand Inspection Fund \$185,898.22. Theft Prevention Fund - Ownership to be established - \$318,801.46; Unrestricted - \$81,720.16. Motion by Longbrake to approve Financial Report as presented, second by Stuck. Motion carried.

Brand Enforcement: Investigator Masters reported on the following: Training meeting with Pennington County Sheriff's office is scheduled for August 27, 2025; Visited with FBI Agent regarding Montana theft case - discussed possible joint task force with Montana, Wyoming, North Dakota and South Dakota. Investigator Olson reported on 3 missing reports and a new case.

Brand Inspection Report: Director Trapp presented the Brand Inspection Report for July 2025 as follows: Livestock Markets - 55,116 head, Locker Plants 507 head, Locals - 22,928 head, Lifetime Horse Permits - 91 head, for a total of 78,642 head. Year to date inspection numbers rank the 5th lowest out of the past seven years.

Open Comment: Raydelle Sperle asked about the joint task force Investigator Master had mentioned in his report.

Pres. Vance declared a 10-minute recess at 12:25 pm to allow for Mitten Software to setup electronic inspection form presentation.

Pres. Vance declared the meeting back in session at 12:35 pm.

South Dakota Brand Board
Meeting Minutes
August 14, 2025

Marc Walgren, with Mitten Software, demonstrated the electronic version of the local inspection form which is nearing the final stage of development. Brand registration information can be accessed from brand registration programs to import the brand owner's address and brand image. The electronic version will work without internet access. Once the brand inspector has internet access, inspection forms will upload to the Brand Board office in Pierre. Mitten Software also provides computer support for the Brand Board's current brand registration program. Equipment will need to be purchased and testing in the field prior to implementation.

Director Trapp presented the Brand Board's Fiscal Year (FY) 27 Proposed Budget of \$3,138,682 and reviewed each expenditure item. FY 27 is July 1, 2026 – June 30, 2027. The actual expense amounts for FY 24 and FY 25 were included for comparison. In FY 25, funds transferred from the Brand Fund to the Inspection Fund were \$550,000 as inspection fund revenue was not sufficient to cover expenses. Total FY 25 expenditures were \$3,201,856 including the \$550,000 transferred to the inspection fund. Motion by Stuck to approve the FY 27 Budget as presented, second by Longbrake. The FY 27 Budget is listed on page 3 of the meeting minutes.

Director Trapp provided a summary of the Ad Hoc meeting held on July 24, 2025 in Pierre.

Proposed legislation for 2026 is the following: Increase maximum allowed for livestock ownership inspection fee; Implement a service fee on local inspections; Create an annual permit for bull breeders to allow them the deliver bulls outside the inspection area after a one time inspection; and Implement a fee for special sales as the current per head fee is not sufficient to cover the expense Brand Board staff at the sales.

South Dakota Brand Board

Meeting Minutes

August 14, 2025

BRAND BOARD FISCAL YEAR 2027 PROPOSED BUDGET

Account Description	Actual 2024 Expenses	Actual 2025 Expenses	Fiscal Year 2026 Budget	Increase/ (Decrease)	Fiscal Year 2027 Proposed Budget
FULL TIME EMPL SALARY & WAGES	\$ 887,947	\$ 935,427	\$ 1,150,469		\$ 1,150,469
PART TIME EMPL WAGES	\$ 749,610	\$ 758,238	\$ 834,148		\$ 834,148
BOARD MEMBER WAGES	\$ 3,300	\$ 7,470	\$ 9,162		\$ 9,162
OASI-EMPLOYER'S SHARE	\$ 124,844	\$ 128,749	\$ 147,999		\$ 147,999
RETIREMENT-ER SHARE	\$ 53,277	\$ 55,877	\$ 70,238		\$ 70,238
HEALTH INSURANCE-ER SHARE	\$ 197,788	\$ 208,379	\$ 276,588		\$ 276,588
WORKER'S COMPENSATION	\$ 6,713	\$ 8,083	\$ 9,087		\$ 9,087
UNEMPLOYMENT COMPENSATION	\$ 426	\$ 270	\$ 2,102		\$ 2,102
AUTO-STATE OWNED-IN STATE	\$ 16,179	\$ 15,420	\$ 24,700		\$ 24,700
AUTO PRIV (IN-ST.) LOW/RATE	\$ -	\$ 547	\$ 600		\$ 600
AUTO-PRIV (IN-ST.) HIGH/RATE	\$ 178,742	\$ 191,145	\$ 231,259		\$ 231,259
LODGING/IN-STATE	\$ 5,185	\$ 8,399	\$ 5,079	\$ 2,000	\$ 7,079
MEALS/TAXABLE/IN-STATE	\$ 33,942	\$ 35,912	\$ 35,000		\$ 35,000
NON-TAXABLE MEALS/IN-ST	\$ 2,750	\$ 936	\$ 2,750		\$ 2,750
AUTO-PRIV.(OUT-STATE) L/R	\$ -	\$ -	\$ 600		\$ 600
AIR-COMM-OUT-OF-STATE	\$ 574	\$ -	\$ 5,200	\$ (2,000)	\$ 3,200
OTHER-PUBLIC-OUT-OF-STATE	\$ -	\$ -	\$ 100		\$ 100
LODGING/OUT-STATE	\$ 1,416	\$ -	\$ 2,850		\$ 2,850
INCIDENTALS-OUT-OF-STATE	\$ 40	\$ -	\$ 800		\$ 800
MEALS/TAXABLE/OUT-ST	\$ -	\$ -	\$ 500		\$ 500
NON-TAXABLE MEALS/OUT-ST	\$ 458	\$ -	\$ 2,600	\$ (1,500)	\$ 1,100
SUBSCRIPTIONS	\$ -	\$ -	\$ 160		\$ 160
DUES & MEMBERSHIP FEES	\$ 235	\$ 200	\$ 400		\$ 400
COMPUTER CONSULTANT	\$ 14,308	\$ 17,945	\$ 22,975		\$ 22,975
OTHER CONSULTING	\$ 1,166	\$ 357	\$ -		\$ -
WORKSHOP REGISTRATION FEE	\$ 289	\$ 910	\$ 3,250		\$ 3,250
COMPUTER SERVICES-STATE	\$ 31,710	\$ 41,030	\$ 38,684		\$ 38,684
CENTRAL SERVICES - STATE	\$ 103,288	\$ 94,748	\$ 105,000		\$ 105,000
EQUIPMENT SERV & MAINT	\$ -	\$ -	\$ 1,400		\$ 1,400
JANITORIAL & MAINT SERV	\$ 367	\$ 377	\$ 6,157		\$ 6,157
LIVESTOCK TESTING	\$ -	\$ -	\$ 150		\$ 150
ADVERTISING-NEWSPAPER	\$ -	\$ -	\$ 1,100		\$ 1,100
NEWSLETTER PUBLISHING	\$ -	\$ 183	\$ -		\$ -
EQUIPMENT RENTAL	\$ 1,622	\$ 1,795	\$ 1,500		\$ 1,500
MICROFILM & PHOTOGRAPHY	\$ 454	\$ 519	\$ 400		\$ 400
RENTS-PRIVATE OWNED PROP.	\$ 29,913	\$ 30,000	\$ 30,000		\$ 30,000
TELECOMMUNICATIONS SRVCS	\$ 6,600	\$ 7,912	\$ 6,950	\$ 1,500	\$ 8,450
ELECTRICITY	\$ 1,245	\$ 1,313	\$ 2,400		\$ 2,400
GARBAGE & SEWER	\$ 720	\$ 978	\$ 900		\$ 900
WATER	\$ 558	\$ 524	\$ 600		\$ 600
HEAT-CONTRACTED	\$ 1,015	\$ 1,233	\$ 1,550		\$ 1,550
INS PREMIUMS & SURETY BDS	\$ 8,113	\$ 8,000	\$ 9,500		\$ 9,500
FOOD SERVICES	\$ -	\$ -	\$ 950		\$ 950
BANK FEES /CREDIT CARD FEES	\$ 582	\$ 9,153	\$ 2,500		\$ 2,500
OTHER CONTRACTUAL SERVICE	\$ 135	\$ 150	\$ 750		\$ 750
OFFICE SUPPLIES	\$ 7,580	\$ 6,602	\$ 8,125		\$ 8,125
MAINT & JANITORIAL SUPPL	\$ 385	\$ 343	\$ 400		\$ 400
POLICE & SECURITY SUPPL.	\$ 3,747	\$ 472	\$ 2,500		\$ 2,500
PRINTING-STATE	\$ 13,533	\$ 15,191	\$ 11,000		\$ 11,000
PRINTING-COMMERCIAL	\$ 8,352	\$ 12,846	\$ 13,500		\$ 13,500
MICROFILM SUPP & MATERIAL	\$ -	\$ -	\$ 200		\$ 200
POSTAGE	\$ 10,742	\$ 27,496	\$ 20,700		\$ 20,700
ANIMAL CARE SUPPLIES	\$ -	\$ -	\$ 500		\$ 500
FINISHED SIGNS & DECALS	\$ 1,168	\$ -	\$ 250		\$ 250
SAFETY DEVICES	\$ 5,461	\$ 976	\$ 100		\$ 100
OPERATING & MAINT SUPPL.	\$ 1,663	\$ 683	\$ 1,000		\$ 1,000
OFFICE MACHINES	\$ 320	\$ 1,127	\$ 1,500		\$ 1,500
OFFICE FURN & FIXTURES	\$ -	\$ -	\$ 500		\$ 500
TELEPHONE EQUIPMENT	\$ -	\$ -	\$ 750		\$ 750
TELEPHONE EQUIP/STATE RADIOS	\$ 10,846	\$ 6,536	\$ -		\$ -
AUDIO-VISUAL EQUIP	\$ -	\$ -	\$ 200		\$ 200
POLICE & SECURITY EQUIP	\$ 9,489	\$ 658	\$ 5,000		\$ 5,000
MISC EQUIPMENT	\$ 1,480	\$ 781	\$ 6,000		\$ 6,000
COMPUTER HARDWARE	\$ 4,296	\$ 5,907	\$ 10,500		\$ 10,500
COMPUTER SOFTWARE	\$ -	\$ -	\$ 6,000		\$ 6,000
OTHER	\$ 149	\$ -	\$ 600		\$ 600
TRANSFER TO INSPECTION FUND	\$ 100,000	\$ 550,000	\$ -		\$ -
SALES TAX PAYMENTS	\$ 82	\$ 59	\$ 250		\$ 250
TOTALS	\$ 2,644,804	\$ 3,201,856	\$ 3,138,682	\$ -	\$ 3,138,682

South Dakota Brand Board
Meeting Minutes
August 14, 2025

Next Brand Board meeting is set for October 8, 2025, at 11:00 am MT in Rapid City, SD.

Motion by Longbrake to enter executive session pursuant to SDCL 1-25-2 (1 & 3) personnel and legal at 1:56 p.m., second by Stuck. Motion carried. Came out at 2:28 p.m.

As no other business came before the board, Pres. Vance declared the meeting adjourned.

Scott Vance, President

Debbie Trapp, Executive Director

These minutes were filed for the record on _____.

South Dakota Brand Board

September 30, 2025

	Balance
Brand Fund	\$ 3,132,346.20
Inspection Fund	\$ 160,861.32
Theft Prevention Fund	
Ownership to be established	\$ 298,605.09
Unrestricted	\$ 97,188.80
TOTAL	<u>\$ 3,689,001.41</u>

***INSPECTION FUND - Funds Transferred In**

Fiscal Year 2026	\$150,000 from Brand Fund
Fiscal Year 2025	\$500,000 from Brand Fund
Fiscal Year 2025 & FY 2024	\$150,000 from Theft Prevention Fund

Brand Fund

Monthly Revenue and Expense FY 26

	July	Aug	Sept	FY to Date
Rev	\$ 39,496	\$ 103,953	\$ 13,190	\$ 156,639
Exp	\$ 42,421	\$ 42,921	\$ 19,017	\$ 104,359
Transfer		\$ (150,000)		\$ (150,000)
Net	\$ (2,925)	\$ (88,968)	\$ (5,827)	\$ (97,720)

Monthly Revenue and Expense FY 25

	July	Aug	Sept	FY to Date
Rev	\$ 9,232	\$ 75,974	\$ 7,497	\$ 92,703
Exp	\$ 41,693	\$ 44,493	\$ 20,368	\$ 106,554
Transfer		\$ (200,000)		\$ (200,000)
Net	\$ (32,461)	\$ (168,519)	\$ (12,871)	\$ (213,851)

Brand Inspection Fund

Monthly Revenue and Expense FY 26

	July	Aug	Sept	FY to Date
Rev	\$ 140,286	\$ 90,433	\$ 55,728	\$ 286,446
Exp	\$ 149,806	\$ 219,280	\$ 101,913	\$ 470,999
Net	\$ (9,521)	\$ (128,847)	\$ (46,185)	\$ (184,553)
Transfer In		\$ 150,000		\$ 150,000
Number Inspected	78,642	41,099	44,281	164,022
Expense / Head	\$1.90	\$5.34	\$2.30	\$2.87

Monthly Revenue and Expense FY 25

	July	Aug	Sept	FY to Date
Rev	\$ 91,288	\$ 77,284	\$ 89,205	\$ 257,777
Exp	\$ 158,271	\$ 233,397	\$ 92,726	\$ 484,394
Net	\$ (66,983)	\$ (156,113)	\$ (3,521)	\$ (226,617)
Transfer In	\$ 50,000	\$ 200,000		\$ 250,000
Number Inspected	82,626	49,480	82,664	214,770
Expense / Head	\$1.92	\$4.72	\$1.12	\$2.26

Brand Inspection Expenses**July 2025-
September 2025****Personnel**

Full Time Inspector Wages	\$	179,186.68
Part Time / Local Inspector Wages	\$	117,054.20
OASI	\$	22,010.94
Retirement	\$	10,751.26
Health/life Ins.	\$	44,906.79
Worker's Comp	\$	1,155.43
Unemployment Comp	\$	125.35
Subtotal	\$	375,190.65

Travel

Auto State Owned	\$	1,834.57
Auto Private-Low Rate	\$	-
Auto-Priv-Hi Rate	\$	32,342.76
Lodging/in-state	\$	816.00
Taxable Meals In	\$	3,394.00
Non-Taxable Meals In-State	\$	-
Lodging Out of State	\$	1,042.38
Incidentals Out of State	\$	10.00
Non-Taxable Meals In-State	\$	198.00
Subtotal	\$	39,637.71

Contractual Services

Computer Consultant	\$	12,853.00
WorkShop Registration	\$	507.00
Computer Services-State	\$	5,880.00
Central Services - State Agencies	\$	18,531.18
Janitorial & Maint Serv	\$	101.22
Adver-Newspaper	\$	-
Equipment Rental	\$	430.65
Rents-Priv Owned Prop	\$	5,000.00
Telecomm Svcs	\$	1,129.88
Electricity	\$	420.26
Garbage and Sewer	\$	258.75
Water	\$	128.65
Heat-Contracted	\$	21.06
Bank Fees	\$	130.00
Other Contractual Services	\$	120.00
Subtotal	\$	45,511.65

Supplies and Materials

Supplies	\$	1,390.78
Maint & Janitorial Supplies	\$	52.85
Printing-State	\$	1,770.80
Printing-Commercial	\$	4,100.00
Postage	\$	3,344.66
Operating & Maint. Suppl.	\$	-
Subtotal	\$	10,659.09

Capitall Outlay

Office Machines	\$	-
Misc. Equipment	\$	-
Subtotal	\$	-
Total	\$	470,999.10

Theft Prevention Fund

Restricted - Amount Held for Others FY 26

	July	Aug	Sept	FY to Date
Received	\$ 2,037	\$ 6,040		\$ 8,077
Paid Out			\$ 26,236	\$ 26,236
Ownership not Established				\$ -
Net	\$ 2,037	\$ 6,040	\$ (26,236)	\$ (18,160)

Unrestricted FY 26

	July	Aug	Sept	FY to Date
Unrestricted Proceeds	\$ -			\$ -
Interest Earned		\$ 15,469		\$ 15,469
Expenses	\$ 79			\$ 79
Operating Transfer Out				\$ -
Net	\$ (79)	\$ 15,469	\$ -	\$ 15,390

SD BRAND INSPECTION REPORT
Current and Previous Fiscal Year
October 1, 2025

FY2026

MONTH	LIVESTOCK MARKETS	LOCKERS	LOCAL INSPECTIONS	HORSE LIFETIME PERMITS	TOTAL INSPECTED	HOLDS
July - 25	55,116	507	22,928	91	78,642	2,229
August - 25	19,505	316	21,182	96	41,099	337
September - 25	28,694	170	15,252	165	44,281	1,148
October - 25					-	
November - 25					-	
December - 25					-	
January - 26					-	
February - 26					-	
March - 26					-	
April - 26					-	
May - 26					-	
June - 26					-	
TOTALS	103,315	993	59,362	352	164,022	3,714

FY2025

MONTH	LIVESTOCK MARKETS	LOCKERS	LOCAL INSPECTIONS	HORSE LIFETIME PERMITS	TOTAL INSPECTED	HOLDS
July - 24	52,374	648	29,320	284	82,626	1,301
August - 24	24,844	375	23,952	309	49,480	94
September - 24	40,497	200	41,755	212	82,664	167
October - 24	59,231	291	61,608	146	121,276	402
November - 24	227,786	311	84,744	88	312,929	750
December - 24	163,965	249	65,929	70	230,213	1,120
January - 25	91,587	659	28,385	130	120,761	399
February - 25	95,783	391	43,803	64	140,041	1,439
March - 25	94,904	783	48,613	35	144,335	494
April - 25	69,749	510	41,511	57	111,827	2,173
May - 25	51,717	424	42,784	102	95,027	2,080
June - 25	47,785	556	40,388	133	88,862	2,942
TOTALS	1,020,222	5,397	552,792	1,630	1,580,041	13,361

SD Brand Inspection Report
Inspection History and Averages
October 1, 2025

Year to Date Comparison

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Average
JULY	94,457	99,088	78,546	82,626	78,642	61,908
AUGUST	76,117	40,359	54,971	49,480	41,099	37,432
SEPTEMBER	97,974	73,970	66,368	82,664	44,281	52,180
OCTOBER						-
NOVEMBER						-
DECEMBER						-
JANUARY						-
FEBRUARY						-
MARCH						-
APRIL						-
MAY						-
JUNE						-
Total	268,548	213,417	199,885	214,770	164,022	151,520

Brand Board Meeting 10/08/25

The Holds listed below have exceeded one year from sale date with no ownership established.

Hold #	Livestock Market	Type of Livestock	Number of Head	Amount	Status
BB 514	Winner Livestock	Black Cows	1	\$595.04	Original Hold was for 2 cows - Ownership was established on one cow.
BB 518	Winner Livestock	Older Black Cow	1	\$844.29	Shipped in as a Stray. Checked ND bangs tag - Brand not registered in SD
BB 566	St. Onge Livestock	Cows	4	\$2,011.83	Seller contacted numerous times - no proof of ownership received.
BB 601	Ft. Pierre Livestock	Black Cow	1	\$629.88	Brand not registered in SD, WY, MT, ND
BB 624	Ft. Pierre Livestock	Yrlg Black Brockel Heifer	1	\$1,131.44	Hauled in as stray. Not Branded
BB 625	Ft. Pierre Livestock	Black White Face Cow	1	\$867.65	Hauled in as stray. No one in the area claiming it. Has 3-4 brands on same location
BB 654	Ft. Pierre Livestock	Black Cow	1	\$1,191.71	Checked bangs tag - contacted that person - not claiming. Brand not registered in SD
BB 661	Burke Livestock	Black Cow	1	\$1,060.93	Brand Inspector contacted seller 3 times, Office contacted seller - ownership not established
BB 668	Presho Livestock	Hereford Cow	1	\$1,298.62	Spoke to seller - Paperwork for misbrand was sent twice. Left several messages to return paperwork.
BB 669	Presho Livestock	Gelding	1	\$220.97	Branded Horse - brand owner not claiming.

CHARLES DANCEY
BOX 257
HOLABIRD, SD 57540

Loc: R J C- NOSE Cert#: 31541

CHARLES DANCEY
BOX 257
HOLABIRD, SD 57540-0257

Loc: NOSE, L J C Cert#: 26787