

# **South Dakota State Brand Board AGENDA**

**December 10, 2025 - 11:00 a.m. MT  
1444 Fountain Plaza Dr., Rapid City SD**

Join Zoom Meeting  
<https://state-sd.zoom.us/j/94208703322>  
Meeting ID: 942 0870 3322

Audio only  
Phone: 669 444 9171 Passcode: 942 0870 3322

## **Call to Order**

## **Adopt Agenda**

## **Action Items:**

- A. Minutes: October 8, 2025, and November 21, 2025
- B. Financial Report

## **Reports:**

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

## **Open Comment**

## **Holds**

## **Legislation 2026**

## **SD Open Markets**

## **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

### October 08, 2025

The South Dakota Brand Board meet on October 8, 2025, in Rapid City, SD. Members present were Scott Vance, Lyle Spring, Haven Stuck, and Jake Longbrake. Member Jarrod Johnson was absent. Brand Board staff and others present were Debbie Trapp, Matt Clair, Bob Haivala, Cindy Longbrake, Tom Costello, and Doris Lauing.

Pres. Vance called the meeting to order.

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

Motion by Longbrake to adopt the Regular Brand Board Meeting Minutes of the August 14, 2025 meeting, second by Stuck. Motion carried.

Director Trapp presented financial information as of September 30, 2025. Motion by Spring to approve the Financial Report as presented, second by Longbrake. Motion carried.

#### Fund Balance:

- Brand Fund \$3,132,346.20.
- Inspection Fund \$160,861.32.
- Theft Prevention Fund – Restricted - Ownership to be established - \$298,605.09.  
Unrestricted – \$97,188.80.

#### Year to Date Revenue/Expenses/Transfers:

- Brand Fund: Revenue - \$156,639, Expenses - \$104,359  
Transferred Out to Inspection Fund - \$150,000
- Inspection Fund: Revenue - \$288,446, Expenses - \$470,999  
Transferred In from Brand Fund \$150,000  
Expenses: Personnel - \$375,191  
Travel - \$39,638  
Contractual Services - \$45,512  
Supplies and Materials - \$10,659
- Theft Prevention Fund: Restricted – Received \$8,077; Paid Out \$26,236  
Unrestricted – Received \$15,469; Expenses \$79.

Brand Enforcement Report: Director Trapp gave a brief report – Investigator Masters has attempted to contact an individual who had requested assistance on a civil matter from cattle missing in 2021.

Brand Inspection Report: Director Trapp presented the Brand Inspection Report for September 2025 as follows: Livestock Markets – 28,694 head, Locker Plants 170 head, Locals – 15,252 head, Lifetime Horse Permits – 165 head, for a total of 44,281 head. Year to date inspections are 164,022 head which ranks the lowest out of the past five years. Noted correction to the average column on the Year-to-Date Comparison – 5-year totals were incorrectly divided by 7 years rather than 5 years.

South Dakota Brand Board  
Meeting Minutes  
October 08, 2025

Director Trapp reported the following: Mileage rate has increased to \$0.70/ mile as of October 1, 2025. Per statute, the mileage rate is the higher of the state rate or federal rate; At recent trainings, brand inspectors have asked if a higher rate can be charged for inspecting livestock that have multiple brands or are owned on paper (purchased cattle that have not been rebranded)/ they also asked about individuals registering their SD brand in neighboring states; Have received numerous phone calls, many are civil issues; Spoke with Mitten Software – printers for the electronic inspection program will be around \$350.00 each. Mitten Software to provide recommendation on laptops.

Open Comment: Pres. Vance stated the Ad Hoc meeting schedule as follows: October 9, 2025 in Pierre and October 15, 2025 in Rapid City. No other comments were noted.

Brand Inspection Supervisor Clair presented information on individual holds where ownership had not been established in 12 months for date of sale: BB 514 Winner Livestock – 1 Black Cow - \$595.04; BB 518 Winner Livestock – 1 Older Black Cow - \$844.29; BB 566 St. Onge Livestock – 4 Cows - \$2011.83; BB 601 – Ft. Pierre Livestock – One Black Cow - \$629.88; BB 624 Ft. Pierre Livestock – One Yrlg Brockel Faced Heifer - \$1,131.44; BB 625 Ft. Pierre Livestock - 1 Black White Face Cow - \$867.65; BB 654 Ft. Pierre Livestock – 1 Black Cow - \$1,191.71; BB 661 Burke Livestock – One Black Cow - \$1,060.93; BB 668 Presho Livestock – One Hereford Cow - \$1,298.62; BB 669 Presho Livestock – One Gelding - \$220.97. Motion by Spring, to transfer funds as presented from Restricted to Unrestricted in the Theft Prevention Fund, second by Stuck. Motion carried.

Director Trapp presented information on two character brands that had previously been registered to Charles Dancey, Certificate # 26787 and #31541. These had cancelled in 2010 for non-renewal. Mr. Dancey's grandson would like to register the cancelled character brands.. After discussion, Director Trapp to advise Mr. Dancey's grandson to make a formal application for the cancelled brands to be reviewed at next Brand Board meeting.

Director Trapp reported three vendors were contacted for estimates to print the 2025 Brand Book. Two of the three vendors have submitted estimates.

Discussed the need to update the Brand Board webpage. Director Trapp stated she is working with Bureau of Information and Technology for the upgrade.

Legislation for a travel permit, to be used by bull breeders, was discussed. Bull Breeders would apply for an annual permit. Their bulls would need to have two forms of identification, and they would be inspected. The permit would be valid for 120 days from date of issue to ship the bulls from the livestock ownership inspection area without another inspection.

South Dakota Brand Board  
Meeting Minutes  
October 08, 2025

Discussed Salary Policy for Part-time and Local Inspectors. Currently, part-time inspectors receive a day rate, and local inspectors are paid a per head rate. Director Trapp to prepare draft policy and present at next board meeting.

Next Brand Board meeting is scheduled for December 10, 2025, at 11:00 am MT in Rapid City, SD.

Pres. Vance declared a 10-minute recess at 1:24 p.m.

Pres Vance declared the meeting back in session at 1:34 p.m.

Motion by Spring to enter executive session pursuant to SDCL 1-25-2 (1 & 3) personnel and legal at 1:34 p.m. second by Vance. Motion carried. Came out at 2:38 p.m.

Motion by Longbrake to accept (Pierre) Isaac Cadet's resignation, effective October 1, 2025, second by Vance. Motion carried.

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  
Meeting Minutes  
November 21, 2025

The South Dakota Brand Board meet by teleconference on November 21, 2025, at 11:00 a.m. CT. Members present were Scott Vance, Lyle Spring, Jake Longbrake and Jarrod Johnson. Haven Stuck was absent. Brand Board staff and others present were Debbie Trapp and Cheyenne Tant. Bob Haivala joined the meeting at 11:10 a.m. CT.

Pres. Vance called the meeting to order.

Motion by Spring to adopt agenda with addition of legal SDCL 1-25-2 (3) to Executive Session SDCL 1-25-2, second by Longbrake. Motion carried.

Open Comment: None

Motion by Spring to enter executive session pursuant to SDCL 1-25-2 (1 & 3) personnel and legal at 11:03 a.m. second by Longbrake. Motion carried. Haivala left the meeting at 11:35 a.m. Johnson left the meeting at 11:42 a.m. and advised he could be available at 1:00 p.m. Came out at 11:45 a.m.

Motion by Spring to request classification change of exempt position 402600 to assistant accounting position, second by Longbrake. Motion carried, all in favor.

Motion by Spring, to enter 3-year lease for new office space on Sioux Ave, Pierre SD, second by Longbrake. Pres. Vance contacted Johnson to advise of the motion and second. Roll call vote: Johnson by text – No, Spring – Yes, Longbrake – Yes, Vance – Yes. Motion carried. Board to continue discussion with Bureau of Human Resources and Administration regarding office space options at the term of the new lease.

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

November 30, 2025

	Balance
Brand Fund	\$ 2,887,400.21
Inspection Fund	\$ 288,741.02
Theft Prevention Fund	
Ownership to be established	\$ 302,408.95
Unrestricted	\$ 107,020.36
<b>TOTAL</b>	<u><u>\$ 3,585,570.54</u></u>

## \*INSPECTION FUND - Funds Transferred In

Fiscal Year 2026	\$400,000 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	Oct	Nov	FY to Date
<b>Rev</b>	\$ 39,496	\$ 103,953	\$ 13,190	\$ 24,271	\$ 47,645	\$ 228,555
<b>Exp</b>	\$ 42,421	\$ 42,921	\$ 19,017	\$ 42,236	\$ 20,546	\$ 167,141
<b>Transfer</b>		\$ (150,000)		\$ (250,000)		\$ (400,000)
<b>Net</b>	\$ (2,925)	\$ (88,968)	\$ (5,827)	\$ (17,965)	\$ 27,099	\$ (88,586)

### Monthly Revenue and Expense FY 25

	July	Aug	Sept	Oct	Nov	FY to Date
<b>Rev</b>	\$ 9,232	\$ 75,974	\$ 7,497	\$ 5,664	\$ 22,808	\$ 121,175
<b>Exp</b>	\$ 41,693	\$ 44,493	\$ 20,368	\$ 47,477	\$ 52,759	\$ 206,790
<b>Transfer</b>		\$ (200,000)				\$ (200,000)
<b>Net</b>	\$ (32,461)	\$ (168,519)	\$ (12,871)	\$ (41,813)	\$ (29,951)	\$ (285,615)

## Brand Inspection Fund

### Monthly Revenue and Expense FY 26

	July	Aug	Sept	Oct	Nov	FY to Date
<b>Rev</b>	\$ 140,286	\$ 90,433	\$ 55,728	\$ 70,079	\$ 183,083	\$ 539,608
<b>Exp</b>	\$ 149,806	\$ 219,281	\$ 101,978	\$ 269,859	\$ 120,887	\$ 861,811
<b>Net</b>	\$ (9,521)	\$ (128,848)	\$ (46,250)	\$ (199,780)	\$ 62,196	\$ (322,202)
<b>Transfer In</b>		\$ 150,000		\$ 250,000		\$ 400,000
<b>Number Inspected</b>	78,642	41,099	44,281	75,255	302,820	542,097
<b>Expense / Head</b>	\$1.90	\$5.34	\$2.30	\$3.59	\$0.40	\$1.59

### Monthly Revenue and Expense FY 25

	July	Aug	Sept	Oct	Nov	FY to Date
<b>Rev</b>	\$ 91,288	\$ 77,284	\$ 89,205	\$ 62,517	\$ 478,662	\$ 798,956
<b>Exp</b>	\$ 158,271	\$ 233,397	\$ 92,726	\$ 181,074	\$ 344,558	\$ 1,010,026
<b>Net</b>	\$ (66,983)	\$ (156,113)	\$ (3,521)	\$ (118,557)	\$ 134,104	\$ (211,070)
<b>Transfer In</b>	\$ 50,000	\$ 200,000				\$ 250,000
<b>Number Inspected</b>	82,626	49,480	82,664	121,276	312,929	648,975
<b>Expense / Head</b>	\$1.92	\$4.72	\$1.12	\$1.49	\$1.10	\$1.56



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

Full Time Inspector Wages	\$	299,624.56
Part Time / Local Inspector Wages	\$	261,345.31
OASI	\$	41,967.76
Retirement	\$	17,977.57
Health/life Ins.	\$	78,457.84
Worker's Comp	\$	2,187.97
Unemployment Comp	\$	252.45
<b>Subtotal</b>	\$	<b>701,813.46</b>

**Travel**

Auto State Owned	\$	2,666.68
Auto Private-Low Rate	\$	-
Auto-Priv-Hi Rate	\$	60,071.41
Lodging/in-state	\$	1,108.20
Taxable Meals In	\$	7,740.00
Non-Taxable Meals In-State	\$	10.00
Lodging Out of State	\$	1,042.38
Incidentals Out of State	\$	10.00
Non-Taxable Meals In-State	\$	198.00
<b>Subtotal</b>	\$	<b>72,846.67</b>

**Contractual Services**

Accounting Services	\$	550.00
Computer Consultant	\$	14,203.00
WorkShop Registration	\$	507.00
Computer Services-State	\$	9,800.00
Central Services - State Agencies	\$	34,009.49
Janitorial & Maint Serv	\$	159.06
Adver-Newspaper	\$	-
Equipment Rental	\$	596.75
Rents-Priv Owned Prop	\$	7,500.00
Telecomm Svcs	\$	1,965.29
Electricity	\$	755.90
Garbage and Sewer	\$	446.75
Water	\$	210.22
Heat-Contracted	\$	21.06
Bank Fees	\$	397.78
Other Contractual Services	\$	120.00
<b>Subtotal</b>	\$	<b>71,242.30</b>

**Supplies and Materials**

Supplies	\$	2,619.74
Maint & Janitorial Supplies	\$	150.26
Printing-State	\$	3,353.25
Printing-Commercial	\$	4,100.00
Postage	\$	5,685.20
Operating & Maint. Suppl.	\$	-
<b>Subtotal</b>	\$	<b>15,908.45</b>

**Capitla Outlay**

Office Machines	\$	-
Misc. Equipment	\$	-
<b>Subtotal</b>	\$	-
<b>Total</b>	\$	<b>861,810.88</b>

## Theft Prevention Fund

### Restricted - Amount Held for Others FY 26

	July	Aug	Sept	Oct	Nov	FY to Date
Received	\$ 2,037	\$ 6,040		\$ 8,044	\$ 5,613	\$ 21,733
Paid Out			\$ 26,236			\$ 26,236
Ownership not Established				\$ 9,852		\$ 9,852
Net	\$ 2,037	\$ 6,040	\$ (26,236)	\$ (1,809)	\$ 5,613	\$ (14,356)

### Unrestricted FY 26

	July	Aug	Sept	Oct	Nov	FY to Date
Unrestricted Proceeds	\$ -					\$ -
Interest Earned		\$ 15,469		\$ 9,852		\$ 25,321
Expenses	\$ 79				\$ 21	\$ 100
Operating Transfer Out						\$ -
Net	\$ (79)	\$ 15,469	\$ -	\$ 9,852	\$ (21)	\$ 25,221

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

**FY2026**

<b>MONTH</b>	<b>LIVESTOCK MARKETS</b>	<b>LOCKERS</b>	<b>LOCAL INSPECTIONS</b>	<b>HORSE LIFETIME PERMITS</b>	<b>TOTAL INSPECTED</b>	<b>HOLDS</b>
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	35,875	470	38,783	127	75,255	475
November - 25	219,674	216	82,895	35	302,820	389
December - 25					-	
January - 26					-	
February - 26					-	
March - 26					-	
April - 26					-	
May - 26					-	
June - 26					-	
<b>TOTALS</b>	<b>358,864</b>	<b>1,679</b>	<b>181,040</b>	<b>514</b>	<b>542,097</b>	<b>4,578</b>

**FY2025**

<b>MONTH</b>	<b>LIVESTOCK MARKETS</b>	<b>LOCKERS</b>	<b>LOCAL INSPECTIONS</b>	<b>HORSE LIFETIME PERMITS</b>	<b>TOTAL INSPECTED</b>	<b>HOLDS</b>
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
<b>TOTALS</b>	<b>1,020,222</b>	<b>5,397</b>	<b>552,792</b>	<b>1,630</b>	<b>1,580,041</b>	<b>13,361</b>

**SD Brand Inspection Report**  
**Inspection History and Averages**  
**December 1, 2025**

**Year to Date Comparison**

	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>Average</b>
<b>JULY</b>	94,457	99,088	78,546	82,626	78,642	86,672
<b>AUGUST</b>	76,117	40,359	54,971	49,480	41,099	52,405
<b>SEPTEMBER</b>	97,974	73,970	66,368	82,664	44,281	73,051
<b>OCTOBER</b>	134,789	111,860	99,888	121,276	75,255	108,614
<b>NOVEMBER</b>	338,154	271,593	242,217	312,929	302,820	293,543
						-
						-
						-
						-
						-
						-
						-
<b>Total</b>	<b>741,491</b>	<b>596,870</b>	<b>541,990</b>	<b>648,975</b>	<b>542,097</b>	<b>614,285</b>

**Brand Board Meeting 12/10/25**

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

<b>Hold #</b>	<b>Livestock Market</b>	<b>Type of Livestock</b>	<b>Number of Head</b>	<b>Amount</b>	<b>Status</b>
BB 506	Belle Fourche	Bull	1	\$1,192.19	Spoke with Seller numerous times to get proof of ownership. Have not received any ownership documents.
BB 615	Belle Fourche	Calf	1	\$807.43	Hauled in as stray. SD and WY Brand owners not claiming
BB 623	Ft Pierre Livestock	Black Steer Calves	2	\$2,532.92	2 strays pulled off shipper's calves. Contacted brand owners- no response from one and other brand owner not claiming.
BB 664	Philip Livestock	Black Cow	1	\$613.20	Cow was dropped off at livestock market - Not checked in to anyone. Checked with owners of the two WY brands - Neither owner claiming.
BB 670	Presho Livestock	Horse	1	\$295.90	Seller was sent Affidavit twice. Contacted seller by phone 3 times - No ownership documents received.
BB 672	Presho Livestock	Horse	1	\$620.57	Branded but not with seller's brand. Contacted relative of brand owner as brand owner deceased. - Not claiming horse. Tried to work with seller to get ownership paperwork. Have not received any.
BB 681	Belle Fourche	Cow	1	\$1,169.39	Cattle from MT - brand on cow not on Mt paperwork . Seller sent paperwork but did not match brand. Contaced seller - Seller has not provided proof of ownership

## 2026 South Dakota Legislature

### Draft 419

*Requested by: at the request of the Department of Agriculture and Natural Resources*

- 1 **An Act to increase the maximum amount allowable for the livestock ownership**  
2 **inspection fee and to declare an emergency.**

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

4 **Section 1. That § 40-18-16 be AMENDED:**

5 **40-18-16.** The board may promulgate rules, pursuant to chapter 1-26, to:

- 6 (1) Describe prohibited brand symbols for various types of livestock and identify  
7 locations on animals where a brand is permitted;  
8 (2) Provide for the registration, transfer, and renewal of livestock brands;  
9 (3) Establish a brand registration fee not to exceed fifty dollars;  
10 (4) Establish a brand renewal fee not to exceed ~~eighteen~~;  
11 (a) Eighteen dollars per year; ~~or a brand renewal fee not to exceed ninety~~  
12 (b) Ninety dollars for each five-year ownership period ~~and~~;  
13 (5) Establish a brand transfer fee not to exceed fifty dollars;  
14 ~~(5)(6)~~ Establish an ownership inspection fee not to exceed one dollar and sixty-five cents  
15 for each head of livestock;  
16 ~~(6)(7)~~ Establish recordable livestock brands;  
17 ~~(7)(8)~~ Establish law enforcement, ownership inspection, and transportation requirements  
18 within or without the ownership inspection area;  
19 ~~(8)(9)~~ Establish a duplicate certificate fee not to exceed twenty dollars;  
20 ~~(9)(10)~~ Establish a mileage fee for inspectors not to exceed the rate set pursuant to  
21 § 3-9-1;  
22 ~~(10)(11)~~ Establish an inspection fee for livestock located outside the ownership  
23 inspection area not to exceed one dollar and sixty-five cents for each head of  
24 livestock; and  
25 ~~(11)(12)~~ Establish a brand registration application fee not to exceed fifty dollars.

26 **Section 2.** Whereas, this Act is necessary for the support of the state government and its  
27 existing public institutions, an emergency is hereby declared to exist, and this Act shall be in  
28 full force and effect from and after its passage and approval.