

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 _____.