



# CITY OF RAPID CITY

## Public Works Department

### Solid Waste Division

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## Report to City of Rapid City, Public Works Committee Solid Waste Operations 2010 to Present January 10, 2012

### Solid Waste Staff:

*Karl Merbach, Solid Waste Operations Superintendent*

*Mike Oyler, MRF/Recycling Supervisor*

*John Leahy, Landfill Supervisor*

*Guy Krugjohn, Collections Supervisor*

### Background

Following the investigation into possible deception of load materials at the Rapid City Landfill in 2009, landfill staff and the City has completed a number of changes in upgrades, policies, and procedures to assure compliance and regain public trust in the Solid Waste operations. The following is chronological listing of these changes undertaken by City and Solid Waste staff.

#### December 2009

- Still Cameras installed at the landfill scale to record both load and vehicle identification. Pictures are maintained electronically and available for future reference.
- Procedures are implemented for physical inspection and confirmation of all loads that are reduced cost, i.e. alternative cover, manure, shingles, dirt, asphalt, concrete, and recyclable loads. Scale attendant communicates via radio to operators at landfill and MRF to receive confirmation of load and materials declared.

#### February 2010

- Video camera and audio monitoring are installed in the scale house to record all transactions between scale attendant and customer. Records are stored on CD for future review.

#### March 2010

- Mayor and Council appoint committee, consisting of City staff outside of public works, to review management practices in the Solid Waste Department.
- Reviewed scale attendant job description and increased pay scale from a Grade 8 to a Grade 9.

#### April 2011

- Director of Public Works Ellis issues reminder to all employees and public that salvaging of any collection, landfill, and MRF materials, including money, is not permitted.

## May 2010

- Review committee submits report on Solid Waste Division. Sixteen recommendations are presented. NOTE: Many of these recommendations are addressed in this summary.

## June 2010

- New Solid Waste Superintendent, Karl Merbach starts. He was briefed by Director of Public Works, Robert Ellis, on landfill history and reviewed the Solid Waste Management Review committee recommendations.
- Solid Waste Division establishes policies for dissemination of information and release of information to the media. These procedures are reviewed by Legal department and all employees receive training on new policies.

## August 2010

- Solid Waste Management Plan recommendations are reviewed by Solid Waste staff and priority recommendations are presented to the Solid Waste Committee members.
- Implemented MRF tip floor safety procedures for Solid Waste staff and commercial haulers to increase safety of personnel. SOP restricts number of trucks to three for disposal of MSW or recyclables at any time.

## September 2010

- Distributed Standard Operating Procedure (SOP) regarding acceptable recyclables to all haulers and contributors of recyclable products to the MRF
- Issued new RFP for Marketing of baled recyclables. New marking agreement with Ace Steel and Recycling effective January 2011 following contact negotiations.

## December 2010

- Approval for hiring of second scale person. Created Landfill Scale Coordinator.
- Additional management training for Solid Waste supervisory completed for 2010.

## January 2011

- Implemented procedures for sale of un-baled or loose recyclables, copper wire, brass, stainless steel, unprepared steel, etc. through solicitation of quotes from local recyclers. Material types and volumes faxed to vendors for quotes on specific materials.

## February 2011

- Hired Landfill Scale Coordinator to assist and oversee daily scale operations. Will free up Landfill Supervisor to concentrate more time on daily landfill operations including leachate and landfill gas systems.
- Solid Waste long-range capital and operational planning begun with all three Solid Waste divisions.

## March 2011

- Start up of Landfill Gas collection system and flare.

## April 2011

- Started acceptance of credit cards for landfill disposal and compost purchases.
- Began accepting customer Utility Bills with City Garbage service for fee disposal up to 12 months back instead of just 3 months.

## May 2011

- With Landfill Scale Coordinator on staff, began discussions with Mary Floto, Assistant Finance Director, on internal audit review of scale operations and procedures, as well as sale of recyclable procedures. Preliminary work included review of SOP for scale operations, including but not limited to cash procedures, charge accounts, transaction corrections, and daily accounting procedures with finance and utility billing.

- Review and procedural

November 2011

- Implemented asphalt shingle recycling programs to divert materials from burial in landfill.

December 2011

- Created position of Solid Waste Recycling Educator Coordinator and posted position. Position will be responsible for recycling and disposal education to schools, residents, businesses, and industries. Goal is to divert more recyclables from trash to recycling containers.
- Implemented Landfill Saturday winter season hours. Now closing at 2:45 pm on Saturdays due to historical low volumes of landfill customers after this time.

### **Future Solid Waste Operations Goals**

- Increase diversion of materials from Landfill
  - Recycling
    - Education & Pay-as-you-throw
    - Options for all landfill users- private haulers
    - Composting
  - Waste Reduction
    - Do not produce trash- packing
    - Citizen Campus Reuse Center
  - Greater Volumes to MRF
  - Education of public
  - Waste Conversion Technologies- energy from waste
- Evaluation of Cost of Service- Rate Studies
  - Pay-as-you-throw
  - Long range capital planning
- Customer Convenience
  - Construction of Citizen Campus
- Operational Efficiencies
  - Compost marketing program.
  - Maintenance & upgrade of equipment
  - Expansion to Johnson Property