



Keystone Citizen Advisory Group

Draft Keystone Study Report Outline and Approach

Section Header	Description of Section Content
EXECUTIVE SUMMARY	Written last – summary of the report.
LETTER FROM WSF CEO	Letter from WSF CEO presenting report to LTC
LETTER FROM CAG	Letter from the CAG outlining their participation in the process and any recommendations or choices that they would like to highlight
WHAT ARE THE RESULTS OF THE STUDY?	Brief description of the few choices that the CAG and WSF think are “most promising” and should be carried forward into the environmental review process. Graphic would be the scenarios table with the most promising scenarios highlighted.
WHY DID WSF CONDUCT THIS STUDY?	Description of project background & legislation. Include very brief timeline including feasibility study & environmental review & legislation.
HOW DID WSF CONDUCT THIS STUDY?	Description of the CAG process and the study process. WSF convened the CAG (intro members) and then worked iteratively with them to define the studies. In order to do the required studies, it was necessary to first decide which vessels and what harbor options should be looked at.
Vessel Selection and Number of Vessels	Describe how vessels were selected
Harbor Options	Describe how harbor options were determined – WSF looked at current conditions and what changes could be made to accommodate different vessels. Use vessel/harbor options matrix as a graphic. Briefly describe how scenarios resulted and were studied.
Study Areas	List study areas, tie to legislation, and then briefly describe how CAG added safety. Environment, traffic, safety, ridership, costs and benefits
How study money was spent	Big numbers – how much for the harbor model, how much for the CAG process, how much for the other study areas?

WHAT WERE THE FINDINGS FOR EACH STUDY AREA?	Organize by key findings, but orient all of them towards the vessel/harbor scenarios. Use environmental results handout (from 9/30 CAG meeting) as a model for the narrative. Fill in key findings in the scenario layout, so we're building a "layered" look at the scenarios.
Environmental	Narrative of key findings & filled in table
Traffic	Narrative of key findings & filled in table
Costs and benefits	Narrative of key findings & filled in table
Ridership	Narrative of key findings & filled in table
Safety	Narrative of key findings & filled in table
WHAT'S NEXT FOR THE KEYSTONE-PT TOWNSEND ROUTE?	Discussion of environmental review, how it would use the results of this study to do a more complete environmental analysis of the harbor options and other viable options for the improvement project. Reiterate the needs for the improvement project.
TECHNICAL APPENDICES	Detailed information and graphs and charts for each study area and about vessels and harbor options
	Documentation of CAG process
	Documentation of public information process