



MINNESOTA DEPARTMENT OF COMMERCE
State Energy Office, Division of Energy Resources
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ELECTRIC UTILITY INFORMATION REPORTED ANNUALLY

*** RESPONSE DUE ON OR BEFORE JULY 1, 2024 ***

Instructions follow for the completion of annual reporting requirements by electric utilities in Minnesota. Rules are cited where appropriate to help clarify what information should be included in the Excel workbook and attachments.

Please complete the annual report workbook, include required attachments, and return them to the Minnesota Department of Commerce. Unless otherwise specified, provide requested information in megawatt hours. One thousand kilowatts equal one megawatt. One thousand kilowatt hours equal one megawatt hour.

7610.0110 PURPOSE AND SCOPE.

Subpart 1. **Purpose.** The purpose of parts 7610.0100 to 7610.0700 is to implement the forecasting, statistical, and informational reporting requirements of Minnesota Statutes, sections 216C.17 and 216C.18. Parts 7610.0100 to 7610.077 are adopted pursuant to the powers of the Commissioner conferred by Minnesota Statutes, section 216C.10, clause (1), and are designed to identify emerging energy trends based on supply and demand, conservation and public health and safety factors, and to determine the level of statewide and service area needs.

Subpart 2. **Scope.** Each electric utility serving Minnesota shall submit the information required by parts 7610.0100 to 7610.0700 to the Commissioner.

7610.0130 REPORTING DATES.

Subpart 1. **Annual.** Utilities listed under part 7610.0300 shall file the information required by parts 7610.0100 to 7610.0700 by July 1 of each year. All other electric utilities shall file only the information required by parts 7610.0120, 7610.0170 and 7610.0600, items B to J, by July 1 of each year. For good cause shown, the Department may grant a utility an extension from the deadline following receipt of a written request from the utility.

ON THE FOLLOWING TWO PAGES ARE DEFINITIONS TO WHICH YOU MAY WISH TO REFER WHILE COMPLETING THIS REPORT.

7610.0100 DEFINITIONS.

Subpart 1. **Scope.** For purposes of parts 7610.0100 to 7610.0700, the following definitions shall apply.

Subp. 2. **Adjusted net demand.** “Adjusted net demand” means system demand, minus firm purchases, plus firm sales.

Subp. 3. [Repealed 16 SR 1400]

Subp. 4. **Annual adjusted net demand.** “Annual adjusted net demand” means annual system demand, minus firm purchases, plus firm sales.

Subp. 5. **Annual electrical consumption.** “Annual electrical consumption” means sales of megawatt hours of electricity to ultimate consumers over a 12-month period beginning January 1 and ending December 31 of the reporting year.

Subp. 6. **Annual system demand.** “Annual system demand” means the highest system demand occurring during the 12-month period ending with the current month. For seasonal reporting the current month is the last month of the season being reported.

Subp. 7. **Capacity factor.** “A capacity factor” is the ratio, expressed as a percent, of gross generation in megawatt hours to the product of period-hours times maximum dependable capacity. There are 8,760 period-hours per year except during the leap year when there are 8,784. Maximum dependable capacity is the dependable plant capacity in winter or summer, whichever is smaller.

Subp. 8. **Commissioner.** “Commissioner” means the commissioner of the Minnesota Department of Commerce.

Subp. 8a. **Department.** “Department” means the Minnesota Department of Commerce.

Subp. 9. [Repealed, 16 SR 1400]

Subp. 10. **Firm purchases; firm sales.** “Firm purchases” and “firm sales” means the amount of power to be purchased or sold and intended to have assured availability.

Subp. 10a. **Interruptible load.** “Interruptible load” means the amount of electric power made available under agreements permitting curtailment or cessation of delivery by the supplier.

Subp. 11. **Forced outage rate.** “Forced outage rate” is a measure of the total time the plant was unavailable due to forced outage. It is the ratio, expressed as a percent of forced outage hours to the sum of the total number of hours the plant was actually operated with breakers closed to the station bus plus the forced outage hours.

Subp. 12. [Repealed 16, SR 1400].

Subp. 13. [Repealed 16, SR 1400].

Subp. 14. **Last calendar year.** “Last calendar year” means the calendar year immediately preceding the year in which reports are required to be filed.

Subp. 15. **Load Factor.** “Load factor” means the ratio of the average load in megawatts supplied during a designated period to the maximum load in megawatts that was supplied during that designated period.

Subp. 16. **Minnesota service area.** “Minnesota service area” means that portion of a utility’s system lying within Minnesota.

Subp. 17. **Minnesota Wisconsin Power Suppliers Group; MWPSG.** “Minnesota Wisconsin Power Suppliers Group” or MWPSG” means the planning group that represents the following utilities: Northern States Power Company, Minnesota Power, Ottertail Power Company, Interstate Power Company, Minnkota Power Cooperative, Cooperative Power Association, United Power Association, Dairyland Power Cooperative, and the Southern Minnesota Municipal Power Agency.

Subp. 18. **Municipal power agency.** “Municipal power agency” means a municipal corporation incorporated under Minnesota Statutes, section 453.51 to 453.62. For purposes of these parts, a municipal power agency may elect to supply in aggregate the data required by these parts for its members. Data submitted in this fashion must be in the format specified by the Commissioner.

Subp. 19. **Net generating capacity.** “Net generating capacity” means the total amount of kilowatts, less station use, that all the generating facilities of a system could supply at the time of its maximum system demand, including the capacity of the generating units that are temporarily out of service for maintenance or repair.

Subp. 20. **Net generation.** “Net generation” means gross generation minus megawatt hours used for station use.

Subp. 21. **Net reserve capacity obligation.** “Net reserve capacity obligation” means the annual adjusted net demand multiplied by the percent reserve capacity requirement.

Subp. 22. **Operating availability.** “Operating availability” is the measure of the total time during which a plant is available. It is the ratio, expressed as a percent, of available hours to period hours. Available hours are the sum of service hours and reserve shutdown hours.

Subp. 23. **Participation power.** “Participation power” means power and energy that are sold from a specific generating unit or units for a period of six or more months on a continuously available basis (except when such unit or units are temporarily out of service for maintenance, during which time the delivery of energy from other generating units is at the seller’s option).

Subp. 24. **Participation purchases; participation sales.** “Participation purchases and participation sales” mean purchases and sales under a participation power agreement or a seasonal participation power agreement.

Subp. 25. **Peak demand.** “Peak demand” means the highest megawatt demand during a designated period recorded on a one-hour integrated reading basis.

Subp. 26. **Residential electric space heating customer.** “Residential electric space heating customer” means a residential customer who uses electricity as a source of space heating throughout the entire premises from permanently installed electric heating equipment.

Subp. 26a. **Schedule L purchase.** “Schedule L purchase” means the amount of interruptible load replacement energy that is planned to be purchased for the purpose of serving interruptible load.

Subp. 27. **Seasonal adjusted net demand.** “Seasonal adjusted net demand” means seasonal system demand, minus firm purchases, plus firm sales.

Subp. 28. **Seasonal participation power.** “Seasonal participation power” means participation power sold and bought on a seasonal (summer or winter) basis.

Subp. 29. **Seasonal System demand.** “Seasonal system demand” means the maximum system demand on the applicant’s system that occurs or is expected to occur in any normal summer season or winter season.

Subp. 30. **Summer Season.** “Summer season” means the period from May 1 through October 31.

Subp. 31. **System.** “System” means that combination of generating, transmission and distribution facilities that make up the operating physical plant of the utility, whether owned or non-owned, for the delivery of electric energy to ultimate consumers, and includes the geographic area where the utility’s ultimate consumers are located.

Subp. 32. **System demand.** “System demand) means the number of megawatts that is equal to the megawatt hours required in any clock hour, attributable to energy required by the system during such hour for supply of firm energy to ultimate consumers, including system losses, and also including any transmission losses occurring on other systems and supplied by the system or transmission of firm energy, but excluding generating station uses and excluding transmission losses charged to another system.

Subp. 33. **Ultimate consumers.** “Ultimate consumers” consumers purchasing electricity for their use and not for resale.

Subp. 34. **Utility.** “Utility” means any entity engaged in the generation, transmission or distribution of electrical energy, including but not limited to a private investor-owned utility or a public or municipally owned utility.

Subp. 35. **Winter season.** “Winter season” means the period from November 1 through April 30.

Instructions follow for the completion of the Excel workbook and attachments for electric utilities in Minnesota.

7610.0120 REGISTRATION [Workbook: Registration Tab]

Any electric utility that commences operations in the state shall file a registration statement with the commissioner within 30 days after commencing operation. Each registration statement shall be on forms issued by the commissioner and shall contain the name and headquarter address of the utility, the type of utility, the names and addresses of all officers of the utility, and the name, address, and telephone number of a person who may be contacted for information about the utility. Registration statements must be updated as a part of each utility’s annual report.

Please update this registration statement annually.

Report Year: 2023

Utility Name		Entity ID#	
		Number of Power Plants	
Street Address		City, State, Zip Code	
Telephone (include area code)	Utility Type: <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Co-op		
Utility Officers (list name, title, and address if different from above):			
_____		_____	
_____		_____	
_____		_____	
_____		_____	
Contact Name	Contact Title	Telephone ()	
Contact Street Address	City, State, Zip Code		
Contact Email Address			
Name of Person Preparing Forms	Preparer’s Title	Date	
Preparer’s Email Address			

COMMENTS

7610.0150 FEDERAL OR STATE DATA SUBSTITUTION [Workbook: Substitutions Tab]

Upon written request by any utility, the commissioner may allow it to substitute data provided to the federal government or another state agency in lieu of data required by these parts if the data required by both agencies is substantially the same.

Federal Agency <i>(please spell out acronyms)</i>	Form Number	Form Title	Filing Cycle (enter an “X” in the cell)		
			Monthly	Yearly	Other
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

COMMENTS

7610.0600 OTHER INFORMATION REPORTED ANNUALLY [Workbook: PurchaseSales Tab]

A utility shall provide the following information for the last **calendar** year:

- B. **Largest Customer List (Attachment ELEC-1):** the names, addresses, and the kilowatt hours of electricity consumed by customers of the utility who annually consume over 10, 000 megawatt hours (10,000,000 kilowatt hours). If information is *Trade Secret*, note it as such.

PLEASE ATTACH A **LARGEST CUSTOMER LIST**
 SEE ATTACHMENT ELEC-1
 Preferred File Name: ELEC_###_2023 Largest Customer List

NOTE: ### is your Utility Entity number found in Cell C5 on the Registration Tab

- C. **Minnesota Service Area Map:** a detailed map, on which the scale is shown, of the utility’s Minnesota service area, identifying power plants, principal substations, and transmission lines over 200 kilovolts, identified by voltage;

PLEASE ATTACH A **MINNESOTA SERVICE AREA MAP**
 Preferred File Name: ELEC_###_2023 MN Service Area Map

- D. **Purchases and Sales for Resale:** a listing of the purchases and sales for resale the utility has with other utilities, including the:
 1. names of other utilities; and
 2. megawatt hours purchased and/or sold for resale during the last year;

NOTE: If power is purchased or sold from one utility and simply “wheeled” by a second utility, identify the utility from whom power was purchased or sold in the first column entitled “utility name” and the second utility which “wheels” the power in the column entitled “Interconnected utility”. In many cases the utility from whom the purchase or sale was made and the interconnected utility will be one and the same. If the purchase or sale is a MAPP or MISO transaction, indicate MAPP or MISO as the wheeling agent.

**** MWHs sold for resale does NOT include your utility’s sales to ultimate consumers. ****

PURCHASE AND SALES FOR RESALE (For the past calendar year)			
(1 MWH = 1,000 kWh)			
Utility Name from whom actual purchase or sale was made <i>(please spell out acronyms)</i>	Interconnected Utility (or the wheeling agent) <i>(please spell out acronyms)</i>	MWH Purchased	MWH Sold for Resale **

7610.0600 OTHER INFORMATION REPORTED ANNUALLY (Continued) [Workbook: SpaceHeating Tab]

- E. **Rate Schedule:** a copy of the rate schedule in effect for your utility as of June 1, 2023. Also include your monthly power cost adjustments (in mills) for each month between June 1, 2022 and June 1, 2023.

PLEASE ATTACH COPY OF THE **RATE SCHEDULE AND MONTHLY POWER COST ADJUSTMENTS**
 Preferred File Name: ELEC_###_2023 Rate Schedule
 Preferred File Name: ELEC_###_2023 Monthly Power Cost Adjustments

- F. **Report Form EIA-861:** a copy of report form EIA-861 filed with the Energy Information Administration of the United States Department of Energy.

PLEASE ATTACH A COPY OF THE **USDOE EIA-861 REPORT**
 Preferred File Name: ELEC_###_2023 USDOE EIA-861

- G. **Financial and Statistical Report:** for rural electric cooperatives, the Financial and Statistical Report to the United States Department of Agriculture.

PLEASE ATTACH A COPY OF THE **USDOA FINANCIAL AND STATISTICAL REPORT**
 Preferred File Name: ELEC_###_2023 USDOA Financial and Statistical Report

- H. **Generation data:** if your utility owns generation facilities, please complete the BlankPlant Tab in the electric utility annual report workbook (ELEC_XXX_2023.xlsx). Copy the BlankPlant Tab and rename it to Plant1, Plant2, Plant3, etc. The number of Plant# Tabs should equal the same number on the Registration Tab, cell G5.

I. Electric Use by Minnesota Residential Space Heating Users

Each utility shall provide actual data on the number of residential electric space heating customers and units it serves in Minnesota and the total megawatt hours of electricity sold to these users in the past calendar year. If a utility cannot provide actual data, estimates will be accepted but must be identified as such.

A residential electric space heating customer or unit means any residential customer or unit which uses electricity as a source of space heating throughout the entire premises from permanently installed electric heating equipment.

Column 1: Provide the number of Minnesota residential electrical space heating customers at year’s end. Apartments, public housing projects, and senior citizen housing should be considered residential.

Column 2: Provide the number of Minnesota residential units which were served with electric space heating at year’s end. The total for Column 2 will be larger than Column 1 if the utility serves multiple housing structures or apartments heated with electricity which it counts as “1” customer, but which in reality contain multiple housing units. Apartments, public housing projects, and senior citizen housing should be considered residential.

Column 3: The total megawatt hours of electricity these residential space heating customers and units used.

	Column 1 Number of Residential Electrical Space Heating Customers	Column 2 Number of Residential Units Served with Electrical Space Heating	Column 3 Total MWH Used by These Customers and Units
Past Year 2023			

COMMENTS

7610.0600 OTHER INFORMATION REPORTED ANNUALLY (Continued) [Workbook: ElectricityByCounty Tab]

J. Its deliveries to ultimate consumers by county for the last calendar year

ENERGY DELIVERED TO ULTIMATE CONSUMERS BY COUNTY IN 2023

Include all energy delivered to ultimate consumers as well as public buildings and/or municipal functions even if no charge is levied for deliveries to public buildings and/or municipal functions. (Do not include station use.)

County		MWH Delivered to	County		MWH Delivered to
Code	County Name	Ultimate Consumers	Code	County Name	Ultimate Consumers
01	Aitkin	_____	46	Martin	_____
02	Anoka	_____	47	Meeker	_____
03	Becker	_____	48	Mille Lacs	_____
04	Beltrami	_____	49	Morrison	_____
05	Benton	_____	50	Mower	_____
06	Big Stone	_____	51	Murray	_____
07	Blue Earth	_____	52	Nicollet	_____
08	Brown	_____	53	Nobles	_____
09	Carlton	_____	54	Norman	_____
10	Carver	_____	55	Olmstead	_____
11	Cass	_____	56	Otter Tail	_____
12	Chippewa	_____	57	Pennington	_____
13	Chisago	_____	58	Pine	_____
14	Clay	_____	59	Pipestone	_____
15	Clearwater	_____	60	Polk	_____
16	Cook	_____	61	Pope	_____
17	Cottonwood	_____	62	Ramsey	_____
18	Crow Wing	_____	63	Red Lake	_____
19	Dakota	_____	64	Redwood	_____
20	Dodge	_____	65	Renville	_____
21	Douglas	_____	66	Rice	_____
22	Faribault	_____	67	Rock	_____
23	Fillmore	_____	68	Roseau	_____
24	Freeborn	_____	69	St. Louis	_____
25	Goodhue	_____	70	Scott	_____
26	Grant	_____	71	Sherburne	_____
27	Hennepin	_____	72	Sibley	_____
28	Houston	_____	73	Stearns	_____
29	Hubbard	_____	74	Steele	_____
30	Isanti	_____	75	Stevens	_____
31	Itasca	_____	76	Swift	_____
32	Jackson	_____	77	Todd	_____
33	Kanabec	_____	78	Traverse	_____
34	Kandiyohi	_____	79	Wabasha	_____
35	Kittson	_____	80	Wadena	_____
36	Koochiching	_____	81	Waseca	_____
37	Lac Qui Parle	_____	82	Washington	_____
38	Lake	_____	83	Watsonwan	_____
39	Lake of the Woods	_____	84	Wilkin	_____
40	Le Sueur	_____	85	Winona	_____
41	Lincoln	_____	86	Wright	_____
42	Lyon	_____	87	Yellow Medicine	_____
43	McLeod	_____			
44	Mahnomen	_____		GRAND TOTAL	_____
45	Marshall	_____		(of both columns)	_____

(GRAND TOTAL should equal "Megawatt hours" column total on Page 9, ElectricityByClass worksheet tab)

COMMENTS

7610.0600 OTHER INFORMATION REPORTED ANNUALLY (Continued) [Workbook: ElectricityByMonth Tab]

J. Its deliveries to ultimate consumers by month for the last **calendar** year broken down by categories

Column >		A	B	C	D	E	F	G	H	I
Past Year (2023)	Entire System	Residential W/O Space Heat (Non-Farm Residential)	Residential With Space Heat	Farm	Small Commercial & Industrial	Irrigation	Large Commercial & Industrial	Street & Highway Lighting	Other (Include Municipals)	Total (Columns A thru H)
January	Number of Customers									
	MWH									
February	Number of Customers									
	MWH									
March	Number of Customers									
	MWH									
April	Number of Customers									
	MWH									
May	Number of Customers									
	MWH									
June	Number of Customers									
	MWH									
July	Number of Customers									
	MWH									
August	Number of Customers									
	MWH									
September	Number of Customers									
	MWH									
October	Number of Customers									
	MWH									
November	Number of Customers									
	MWH									
December	Number of Customers									
	MWH									
Total MWH										

COMMENTS

7610.0600 OTHER INFORMATION REPORTED ANNUALLY (Continued) [Workbook: ElectricityByClass Tab]
Electricity delivered to ultimate consumers in Minnesota service area in the last calendar year

INSTRUCTIONS

The energy use classifications employed in this schedule are defined or clarified below for those classifications which may not be self-explanatory.

Farm, Including Irrigation, and Drainage Pumping: In order to facilitate reporting this classification of energy, farm may be defined in accordance with respondent’s own interpretation. For guidance, the Bureau of the Census’ definition of a farm may for the purposes herein be redefined briefly as a tract of land which produces or has the potential for the production of agricultural goods totaling \$1,000 or more, annually; the land operated by each tenant, renter, cropper, or manager is considered a separate farm. Respondent should report farms served rather than farm dwellings served in the column for number of customers. Estimates should be furnished for this classification if exact information is not available.

Non-Farm Residential: Energy supplied for nonfarm-residential purposes. Include seasonal homes and cottages. Where electric energy was supplied through a single meter for both residential and commercial purposes include it in one or the other, according to its principal use. Exclude energy supplied to farm customers.

Commercial: Energy supplied to small commercial and industrial power accounts.

Industrial: Energy supplied to large commercial and industrial power accounts, including mining accounts.

Street and Highway Lighting: Energy supplied for street and highway lighting.

All Other: Energy delivered for ultimate consumption that does not fall within any of the specific classifications listed in this schedule. Included in this group should be deliveries for municipal water pumping; military camps and bases; and public school buildings such as schools, police stations, post offices, and government offices. Do **not** include sales for resale.

Classification of Energy Delivered to Ultimate Consumers ¹ (include energy used during the year for irrigation and drainage pumping)	Number of Customers at End of Year ²	Megawatt hours (round to nearest MWH) ³	Revenue (actual amount) (\$) ⁴
Farm (Column C) ⁵			\$
Non-Farm Residential (Column A)			\$
Commercial (portion of Columns D & F)			\$
Industrial (portion of Columns D & F)			\$
Street & Highway Lighting (Column G)			\$
All other (Column H), including Residential with Space Heat (Column B) and Irrigation (Column E)			\$
Entered Total			\$
Calculated Total			\$

COMMENTS

¹ Exclude station use, distribution losses, and unaccounted for energy losses from this table altogether.
² Report number of farms, residences, commercial establishments, etc., and not the number of meters where different.
³ This column total should equal the grand total in the previous section on total deliveries by county.
⁴ This column total will be used for the Alternative Energy Assessment and should NOT include revenues from sales for resale (Minnesota Statutes, section 216B.62, Subd. 5). **NOTE:** Revenue is the actual amount, **NOT** 000s removed/reduced.
⁵ “Columns” refer to the ElectricityByMonth Tab

7610.0140 CORRECTIONS.

Substantial corrections of any report or statement must be filed with the department within ten days following the date of the event prompting the change in reported information or the date upon which the person filing became aware of the inaccuracy. The change or correction shall identify the form and the paragraph of the information to be changed or corrected.

NOTE: the resubmitted annual report workbook should include “* **CORRECTED** *” highlighted in Cell G1 (change font color from *White* to *Automatic*) of the Registration tab and a note placed in the Comments area (Cells EFG30-35) indicating what was updated.

7610.0150 FEDERAL OR STATE DATA SUBSTITUTION.

Upon written request by any utility, the Commissioner may allow it to substantiate data provided to the federal government or another state agency in lieu of data required by these parts if the data required by both agencies is substantially the same.

REMINDER OF ATTACHMENTS

[Workbook: Attachments Tab]

- **Minnesota Electric Utility Annual Report** (ELEC_XXX_2023.xlsx, See 7610.0110)
- **Largest Customer List** (ELEC-1, See 7610.0600 B)
- **Map of Minnesota Service Area** (See 7610.0600 C)
- **Rate Schedule and Monthly Power Cost Adjustments** (See 7610.0600, Item E)
- **Report Form EIA-861** (United States Department of Energy, See 7610.0600 F)
- For rural electric cooperatives, the **Financial and Statistical Report** to the United States Department of Agriculture (See 7610.0600 G)

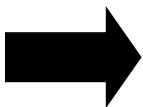
NOTES:

- An attachment should be submitted even if there weren't any changes since last year (i.e. map, rate schedule, etc).
- ### is your Utility Entity number found on the Registration Tab in Cell C5.

Please use the file naming format referenced in the Attachments tab of the annual report workbook.

Please review the instructions in the attached “cover letter” detailing the two options (Option 1: eDockets **OR** Option 2: email, **not both**) for submitting the workbook and all attachments to Commerce. Before submitting your report to Commerce, please check to be sure that all sections in the annual report workbook have been completed and all attachments are included.

If you have any questions about this annual report, please contact Anne Sell.



IMPORTANT! Deadline for submission: Friday, July 1, 2024

